



**REQUEST FOR PROPOSAL
2025 OVERLAY IMPROVEMENTS
Pedestrian Ramp
Topographic Surveys
City of Ramsey**

ISSUE DATE

October 9, 2024

PROPOSAL MUST BE RECEIVED BY:

4:00 pm on Tuesday, October 15, 2024

DELIVER PROPOSAL TO:

City of Ramsey Municipal Center

7550 Sunwood Drive NW

Ramsey, MN 55303

Attn: Stacie Damjanovich

763-433-9895

sdamjanovich@cityoframsey.com

INTRODUCTION: The City of Ramsey (City) is requesting proposals for a topographic survey for 2025 Overlay Improvements ADA Pedestrian Ramp Upgrades. If selected, Staff will bring the proposal to the Tuesday, October 22, 2024 City Council meeting for award.

1. IP 25-07, 2025 Neighborhood Overlay Improvements
 - a. Ramsey Town Center 1st, 2nd, 4th, 6th, 7th & IP 05-22
 - i. 76 Pedestrian Ramp survey locations
 - ii. Generally located in the Ramsey COR area adjacent to Ramsey Parkway between Center Street and Ramsey Blvd
 - iii. Properties are apartments, town houses, and commercial
 - b. Village of Sunfish Lake
 - i. 24 Pedestrian Ramp survey locations
 - ii. Generally located between Sodium Street and Radium Street, south of Sunwood Drive, south to 146th Avenue
 - iii. Single-family housing development
2. Sunwood Drive Pedestrian Crossing Repairs
 - a. Sunwood Drive between Zeolite Street and Rhinestone Street
 - i. City is proposing to remove and replace the colored concrete pedestrian crossings along Sunwood Drive.
 - ii. 6 intersections survey locations
 1. Requires shots of entire intersection including adjacent pedestrian ramps
 - iii. 1 patch area of Sunwood Drive, east of Sapphire
 1. Colored purple on the attached exhibit
 - a. Approximately 40' long along Sunwood Drive, centered at sanitary manhole with large crack within Sunwood Drive
 - iv. 30 mph collector street, approximately 5,000 ADT
3. The scope of this work includes:
 - a. Topographic Survey
 - i. Shots required at the concrete joints, for both concrete walk and concrete pavement
 - b. Contacting Gopher State One Call to locate utility markings
 - c. Delivery of survey points in an Excel/CSV format
 - d. Point Code listing

FIELD SURVEY REQUIREMENTS: The field survey is not limited to, but is expected to include the following:

- Adequate survey of existing pedestrian facilities to upgrade to current ADA standard
 - Elevations along the curb and gutter; flow line, top back of curb, and front edge from the existing ramps to approximately 20 feet either side
 - Elevations and location of the edge of concrete and bituminous walks to approximately 20 feet back from the street

- Locations of any potential obstructions, i.e. light poles, mail boxes, landscaping, fencing, signage, etc. adjacent to the pedestrian facilities.
- If valley gutter is between pedestrian ramps, need shots along flow of valley gutter to verify drainage patterns
- Shots at the joints on concrete walk, to be used for matching in proposed new walk
- Shots at the joints on concrete pavement.

SCHEDULE: A written schedule of the work shall be submitted identifying all work components and showing work start and completion dates required to comply with the schedule. Once work has commenced, the Contractor shall continuously pursue completion in accordance with the approved schedule. The final Topographic Survey must be delivered to the City by Tuesday, December 31, 2024.

PROPOSAL SUBMITTAL: A lump sum quote for each project shall be submitted for the proposed work using the form at the end of this Request for Proposal (RFP).

COMMUNICATION WITH THE CITY: If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP.

SUBMISSION: A signed copy of the attached proposal form is requested by **4:00 P.M. Tuesday, October 15, 2024.** Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey MN 55303 to the attention of Stacie Damjanovich. E-mail quotes will be accepted and may be sent to SDamjanovich@cityoframsey.com.

PROPOSAL UNDERSTANDING: By submitting a proposal, the Contractor agrees to be bound to the terms and conditions herein.

COSTS OF PREPARATION: Under no condition will any costs of preparation of the proposal be reimbursed by the City.

LICENSE AND INSURANCE: By submitting a proposal, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written on an occurrence based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the work. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

WORKING HOURS: The work shall be carried out during normal working hours so as not to cause any unreasonable nuisance to affected residents and businesses. Under emergency conditions, this limitation may be waived in writing by the Engineer in conjunction with qualified local authority. Normal working hours for this work are considered to be from 7:00 a.m. to 7:00 p.m., Monday through Friday.

WORK AND STAGING AREAS: The Contractor shall confine their work activities within City owned properties, right of way, and drainage & utility easements. No equipment shall be left on City streets outside normal working hours.

TRAFFIC CONTROL: Work shall be conducted in conformance with the specifications set forth herein and in accordance with the Minnesota Department of Transportation Standard Specifications for Construction, 2020 Edition, which is incorporated by reference to these specifications.

PAYMENT: Payment will be made upon submittal of an invoice to the City on a net 30-day basis following City acceptance of the work. An IC 134 form will be required prior to final payment.

BASIS OF PAYMENT: Payment shall be made on a lump sum basis for all components of the work as specified in the RFP. The cost of any additional equipment, labor, materials, permits, tools and supplies which have not been specifically identified in this section for payment, but are required to complete the work, shall be considered incidental to the project. The City is also requesting an hourly rate for additional survey work to be submitted, if we find a need to expand the project scope after reviewing the initial survey.

PROPOSAL

_____ accepts the terms and conditions herein and agrees to complete all work described herein, and to deliver the final Topographic Surveys to the City by Tuesday, December 31, 2024.

IP 25-07; 2025 NEIGHBORHOOD OVERLAY TOPOGRAPHIC SURVEY	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

SUNWOOD DRIVE PEDESTRIAN CROSSING REPAIRS TOPOGRAPHIC SURVEY	
Description	Cost Extension
Lump sum not-to-exceed amount	
Additional hourly rate if project scope expands after initial review	

Contractor Name _____

Owner or representative _____

Phone(s) _____

E-mail _____

Signature _____

Date _____