



**REQUEST FOR PROPOSAL
2026 GEOTECHNICAL AND CONSTRUCTION
TESTING SERVICES
City of Ramsey**

ISSUE DATE
January 14, 2026

PROPOSAL MUST BE RECEIVED BY:
4:30 p.m. on Tuesday, February 17, 2026

EMAIL PROPOSAL TO:
sdamjanovich@cityoframsey.com

or

DELIVER PROPOSAL TO:
City of Ramsey Municipal Center
7550 Sunwood Drive NW
Ramsey, MN 55303

Attn: Stacie Damjanovich, Engineering Administrative Assistant
763-433-9895

INTRODUCTION:

The City of Ramsey is seeking proposals for geotechnical and construction testing services to assist in the design, review, and implementation of varying municipal improvement projects.

BACKGROUND:

The City of Ramsey is a growing municipality, with both public and private infrastructure improvement projects. All improvements installed in the city, which are to become publicly owned and maintained, are to be inspected and tested by a city approved geotechnical firm. Some of the projects scheduled for 2026 include State Aid street reconstructions, neighborhood street reconstructions, utility installation, and street maintenance (overlays, crack filling, pavement rejuvenation). All work to be performed under this contract will be scheduled and paid through the city.

PROPOSAL SUBMITTAL:

Proposals must be received no later than **4:30 P.M. Tuesday, February 17, 2026**. Deliver to the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, MN 55303 to the attention of Stacie Damjanovich, Engineering Administrative Assistant. E-mail proposals will be accepted and may be sent to SDamjanovich@cityoframsey.com.

At a minimum, the proposal shall include:

- a. Letter of Transmittal
- b. Personnel Resumes, including professional registrations and certifications of key staff
- c. Related Experience / References
- d. Rate Schedule

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.

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.

All questions and related correspondence should be directed to:

Joe Feriancek
Assistant City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
Phone: 763-433-9893
E-mail: JFeriancek@cityoframsey.com

LICENSE AND INSURANCE:

By submitting a proposal, the Consultant 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 Consultant 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.

SCOPE OF WORK:

The scope of work includes completing geotechnical and construction testing services, as directed, on a variety of municipal infrastructure projects within the city of Ramsey, MN. The consultant will assist city staff with design, review, and implementation of projects by performing excavation observation and material testing on a will-call basis. The consultant is required to attend pre-construction conferences, respond to service/inspection requests in a timely manner, keep a detailed field journal, prepare and maintain all necessary documentation, and issue results promptly.

1. Excavation observation and placement of fill
 - a. Perform geotechnical exploration and review reports, providing boring logs, conclusions, opinions, and recommendations.
 - b. Observe exposed soils in the bottom of excavations, documenting the elevation and keeping detailed notes.
 - c. Perform shallow hand auger borings and hand cone penetrometer probes, as necessary.
 - d. Evaluate the suitability of soils to support structural loads, utilities, and pavements, and document adequate oversizing for load support.
 - e. Provide compaction testing to evaluate fill density using the sand cone or nuclear density method.
 - f. Conduct standard or modified proctor tests on differing fill to be placed, and obtain samples for sieve test or other classification analysis.
2. Concrete testing
 - a. Documentation of correct mix delivery.
 - b. Slump and air content tests.
 - c. Measuring temperature of the concrete at placement.
 - d. Casting of concrete cylinders, and associated strength testing.
 - e. Compare results to project specifications and report discrepancies immediately.
 - f. Provide daily field reports, or as directed.
3. Subgrade observation, test rolls, and aggregate analysis
 - a. Observe stability during test-rolling.
 - b. Evaluate deflection under wheel loads, and mark areas of excessive deflection for corrective actions.
 - c. Provide recommendations for correction of unstable subgrade soils.
 - d. Present results of observations in a written report, if requested.
 - e. Aggregate testing:
 - i. Sieve analysis
 - ii. Deleterious materials

- iii. Specific gravity and absorption
- iv. Abrasion, crushing, and soundness
- 4. Pavement testing
 - a. Observe rolling procedures and assist in establishing a pattern to achieve design density during placement.
 - b. Obtain samples of bituminous for laboratory testing, including:
 - i. Marshall density
 - ii. Rice specific gravity
 - iii. Asphalt extraction and gradation analysis

PROPOSAL CRITERIA:

Proposals should be presented in the following order, showing the following details as a minimum:

1. Firm name, address, phone, fax, primary contact person, and date of proposal.
2. Profile of the firm, including; history, experience and client references.
3. Understanding of the scope of work.
4. Work plan and estimate for a sample project (see below), showing a proposed schedule and tasks to be completed (soil borings, reporting and recommendations, sampling and testing, lab services, trips/mileage, etc.), and budgeted person hours.
 - a. Please provide a detailed work plan to construct a 1250' State Aid bituminous road through an existing agricultural field in the center of the city; including sanitary sewer, watermain, storm sewer and associated ponding, bituminous trail, and concrete curb and gutter. Assume site acquisition (access) has concluded, and surveying and staking will be completed timely upon request by the consultant.
5. Identification of key personnel that would be assigned to projects, including specific experience, qualifications, accessibility, credentials, and certifications (Organization Chart).
6. Statement of fees, based on a schedule of the firm's standard hourly billing rates, along with a schedule of direct expenses.
7. Terms and conditions for payment of geotechnical fees.
8. Any additional information that will be relevant to the City's selection of a qualified firm to perform the professional services required.

SELECTION CRITERIA:

1. Experience of key personnel in design, review, geotechnical services and construction testing on varying municipal projects, including State Aid. (25%)
2. Successful experience working in Ramsey and/or Cities of similar size and soil conditions. (25%)
3. Costs. (20%)
4. Accessibility, responsiveness and flexibility in schedule. Ability to contact key personnel and getting a response to unforeseen occurrences within 1 hour. (15%)
5. Sample Work Plan (10%)
6. References (5%)

After review of proposals, city staff intends to request City Council approval to accept staff's recommended proposal on Tuesday, February 24, 2026.