

**LYON COUNTY PUBLIC WORKS**

**REQUEST FOR PROPOSAL (RFP)**

**CAMDEN REGIONAL TRAIL PROJECT**

**DNR Project # L013-12-4B**

**Lyon County Contact Person: Suhail Kanwar, P.E.**

**City of Marshall Contact Person: Glenn Olson, P.E.**

## **Background Information**

The proposed Camden Regional Trail, an off-road, paved, multi-use and multi-season trail, will provide users with opportunities to experience a natural setting where wildlife, historical sites, prairie landscapes and winding rivers are part of the overall experience. The primary destination is Camden State Park. The trail will be desirable to users from the southwest Minnesota region, accessible from the MnDOT designated Interregional Highway 23 Corridor connecting Interstate 94 to Saint Cloud going north and connecting Interstate 90 to Sioux Falls, going south, as well as visitors and tourists who wish to take advantage of the amenities in Camden State Park, Marshall, Lynd, and the surrounding communities like Russell and Florence in Lyon County.

The Camden Regional Trail will serve multiple communities. This project has a direct impact for the community of Lynd and the neighboring regional center in Marshall. Lynd is a small community lacking an existing trail system.

Though Marshall has an extensive existing trail system, there is no current connection to trails outside of its city limits (except as designated on trunk highway shoulders). This trail will connect the residents, visitors, commuters, and tourists of the regional center in southwest Minnesota to the State park and provide the residents of Lynd with a new opportunity to enjoy high quality outdoor recreation opportunities. A segment of this trail will be developed on the main thoroughfare of Lynd, providing ease of access to the trail for all residents in Lynd. The trail will be located parallel to the river bluff of the Redwood River, which gives significant venues of scenery of the river bed, access to wildlife, native prairie grasses, and birding interests.

Prairie, wooded, and wetland habitats along the trail provide the user a scenic, peaceful, and interesting experience. Development of the trail away from the shoulder of the trunk highway makes the experience safer for all age groups and ability levels, and adds to a more relaxing and enjoyable experience.

Important destinations with this trail development include: Camden State Park, the historical landmarks within Camden State Park, the Kiel & Morgan Hotel / Lyon County Courthouse in Lynd (see entire listing of the U.S. National Register of Historic Places in Appendix E), and the Army Corp of Engineers flood control project in Marshall.

An expanded trail head is planned in Marshall at Wayside Park, the connection point to Camden State Park from Marshall's existing paved trail system. Proposed trail map is shown in Figure 1.

The Trail project and engineering services will be funded using DNR Legacy Funds.

### **Scope of Work**

The Scope of Work will be broken into Two Phases. Phase 1 will be all work required to prepare the project for construction, final design, PS&E, and project letting. Phase 2 will be the Construction Administration of this project.

## **Phase 1**

Task 1: Public Involvement & Agency Coordination. This task shall deal with all preparation and meetings with the land owners, public, cities, utilities and agencies. Determine final alignment with help of DNR and Lyon County officials.

It is anticipated there will be one public meeting to inform interested people of the plans being contemplated for implementation on this project.

- It will be necessary to meet once with each of the City Councils of both Marshall and Lynd to present the proposed plan and obtain approval.
- It will be necessary to meet with the Lyon County Board of Commissioners to present the final design, as well as specifications and engineers estimate for their approval prior to letting this project.
- It will be necessary to coordinate with all utilities identified as being impacted by the project.
- It will be necessary to coordinate with agencies which are identified as requiring a permit to perform this project.
- It will be necessary to conduct any necessary wetland delineations for final approval of the Lyon County wetland Technical Evaluation Panel.

Task 2: Permitting. This task will obtain all required permits in connection with construction of this project. (Any required permit fees will be paid by the County.)

## **Final Design**

Task 3: Field Data

- Conduct a topographic survey and field data collection of the project corridor, as necessary, to develop plans and specifications in accordance with MnDNR and MnDOT for bike trails.
- Conduct soils investigation and reporting to obtain necessary information for structure design and possible mucking activities in accordance with MnDNR and MnDOT requirements for bike trails.
- Conduct utility surveys and coordinate any utility removal/relocation and complete a Utility Relocation Certificate.

Task 4: Right-Of-Way (ROW) Data

- Research property data to evaluate ROW acquisitions, easements, permits, and/or agreements required for the trail corridor.
- Conduct legal surveys and draft legal documents required to convey property via fee titles, permanent easements, temporary easements, permits, and or agreements.
- Negotiate all easements or acquisitions necessary for proceeding with this project.

- MnDOT may have an electronic computation of the existing ROW on TH23. Coordination would be needed to work with the District 8 ROW Office.

#### Task 5: Plan and Specification Preparation

- Prepare an approved Construction Plan in accordance with MnDNR and MnDOT standards for the proposed project.
- Prepare a Plan Review Checklist
- Prepare an Engineer's Estimate.
- Prepare appropriate bidding documents that includes all necessary proposals, specifications (based on the current MnDOT's Standard Specifications for Construction Manual), and language required to successfully complete a public bidding process.
- Submit all design and drafting electronic files in a file format available to be imported into Autodesk Civil 3D software and/or opened with Microsoft Word or Excel.
- Prepare all plans for approval of Lyon County, MnDNR, and MnDOT.

#### Task 6: Bid Letting

- Collect and tabulate all bids for this construction project.
- Prepare Recommendation for the County Board to award to lowest responsible bidder.
- Prepare Contract between Lyon County and Awarded Bidder.

## Phase 2

### Construction Administration

#### Task 1: Project Management

This task will include preparation of monthly invoices, communication with County staff and DNR staff on administrative issues, and general management of the project. This will include periodic meetings with County staff on the project status as necessary.

#### Task 2: Construction Contract Management

Provide overall construction contract management for the project. This will include:

- Coordinating all construction activities with the onsite construction observer and contactor on behalf of the County.
- Conduct a pre-construction meeting with County Staff, Contractor and all other appropriate participants.
- Preparation, submittal and securing approval for any change orders through the County.
- Preparation of all reimbursement requests to the MnDNR.
- Preparation and submission of monthly pay requests to County Staff.
- Addressing any design issues.
- Conducting weekly onsite construction meetings. Preparing and distributing meeting minutes.
- Providing the County with a weekly updates on the construction status.
- Meeting with County Staff, residents or local business as necessary.
- Coordinating the final project closeout including final pay voucher and insuring that all punch list items and warranty items have been addressed.

### Task 3: Construction Survey

Provide surveying services during construction. Locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the onsite construction observer.

### Task 4: Construction Observation

Consultant will provide the day to day construction observation and coordination. This will include:

- Completing and submitting all County project documentation required.
- Insuring that all aspects of the project meet the requirements in the plans and specifications.
- Collecting Data and redlining plans for as-built drawings.
- Coordinating the construction activities with the local residents. Insuring they are informed on any issues related to their specific property.
- Keeping the County and the Construction Contract Manager informed on a status of construction on a daily basis.

### Task 5: As Built Plans

Following completion of construction prepare as-built plans based on redlines prepared by the construction observer. The plans will be provided to the County in electronic (AutoCAD) format.

### **Available Information**

Lyon County Will make electronic contour information available from Lidar data.

### **Project Constraints**

The successful responder will be under contract with The Lyon County for the entirety of this project; however the City of Marshall and MnDNR have a vested interest in this project and will be involved agencies.

Responder will be responsible to complete other tasks as necessary to secure approved construction plans for the proposed project.

Responders are encouraged to propose additional tasks or activities if they will substantially improve the results of the project.

### **Proposal Content**

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. Responder's company name, business address, the contact person's name, telephone number, fax number and email address.
2. A statement of the objectives, goals and tasks to show or demonstrate the responder's view of the nature of the project.
3. A description of the proposed project approach and methodology to be utilized and deliverables to be provided by the responder and a description of the proposed project management techniques including approach to public/agency involvement.
4. A detailed description of the responder's background and experience with similar work. This should include examples of similar work indicating the responder's level of

involvement in the project, and the key personnel involved with the project. For the similar work identified, provide information on: 1) cost management (comparison of final cost to the initial Contract price with explanation of significant increases); 2) whether the sponsor's schedule was met (with explanation of any delays), and 3) sponsor feedback regarding quality of services (for example any constructability or other plan reviews, any significant re-work required, or any known Contractor claims relating to plan errors). Emphasis should be placed on ability and history in handling projects with special constraints similar to the County's proposed project.

5. A list of the key personnel who will be assigned to the project and their area of responsibility. Provide statements for each of the key personnel detailing their work experience and qualifications relevant to the proposed work. No change in personnel assigned to the project will be permitted without the written approval of Lyon County Public Works.
6. A description of the responder's familiarity with the project locale and the advance notice required to be available to the project locale.
7. The forms and documents required under any other section of this RFP.
8. A cost shall be submitted for each of the work tasks indicated above. The proposal shall include a not to exceed amount for each Phase 1, 2 & 3.

### **Proposal Submittal**

All proposals must be mailed (U.S. Postal Service), expressed (UPS, FedEx or other similar express carrier) or dropped off to the attention of:

E.J. Moberg  
Lyon County Auditor/Treasurer  
607 West Main Street  
Marshall, MN 56258

**All proposals must be received no later than 10:30 PM, March 11<sup>th</sup>, 2013.** Submit **1 copy** of the proposal. Proposals are to be submitted in a sealed mailing envelope or package, clearly marked "Proposal for Camden Regional Bike Trail" on the outside. An authorized member of the firm must sign each copy of the proposal in ink.

### **Proposed Schedule Event Dates:**

RFP Issued: 02/11/13  
Proposal Due Date: 03/11/13  
Completion of Proposal Evaluations: 03/15/13  
Board Approval of Contract: 03/19/13  
Contract Signed 03/19/2013

### **Proposal Questions**

Responders who have any questions regarding this RFP May contact:

Suhail Kanwar, PE  
[suhailkanwar@co.lyon.mn.us](mailto:suhailkanwar@co.lyon.mn.us)  
(507) 532-8200

**Responses to this RFP will not be open for public review until a Contract is executed.**

**BID SHEET**

BID FOR PHASE 1 ONLY

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BID FOR PHASE 2 ONLY

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BID FOR PHASE 1 AND 2 COMBINED

\_\_\_\_\_

COMPANY NAME

\_\_\_\_\_

REPRESENTATIVE NAME –PLEASE PRINT

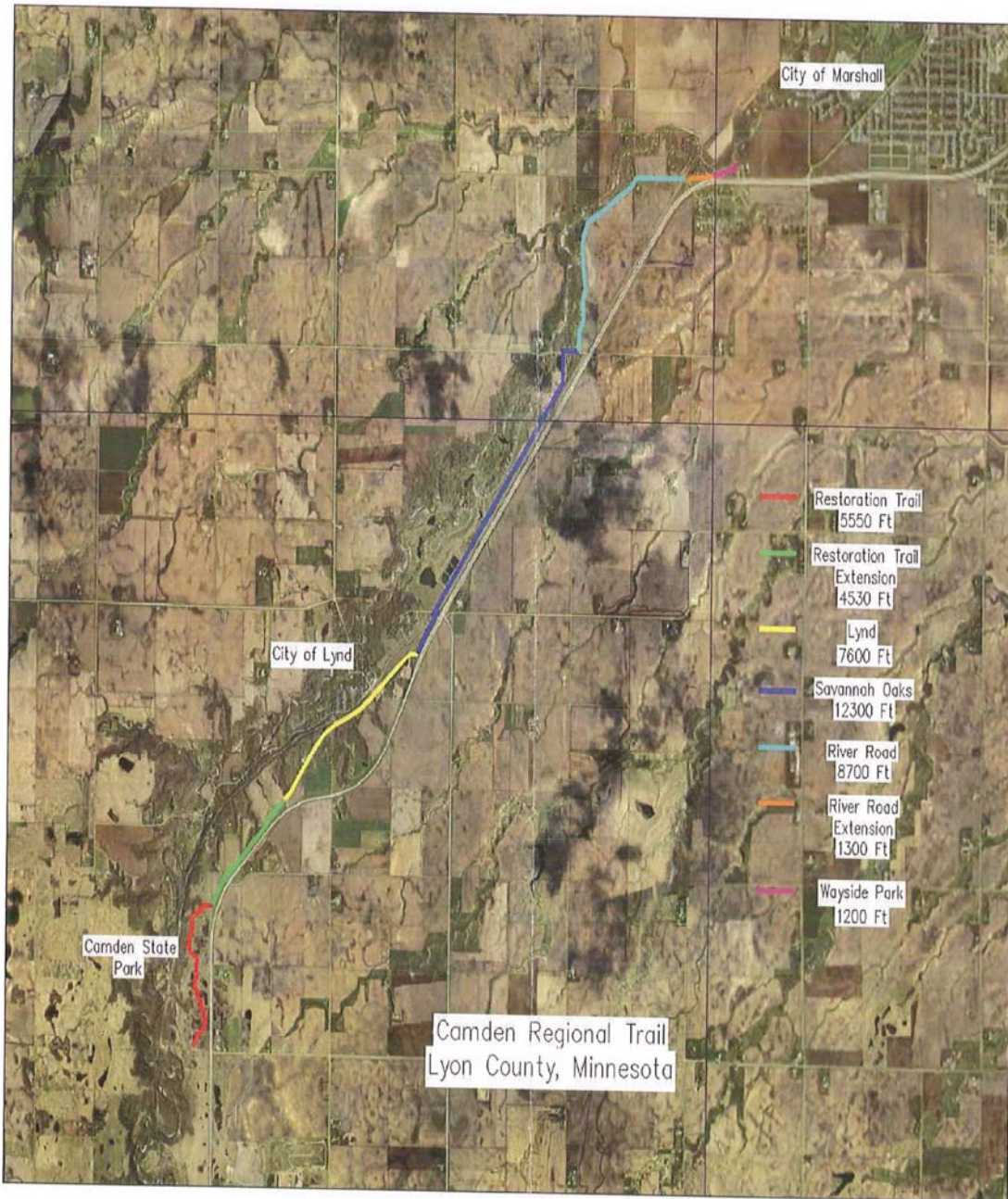
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AUTHORIZED SIGNATURE

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DATE

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1) PROJECT SITE LEVEL MAP: