

Request for Proposals
City of Northfield, MN
Trunk Highway 246 and Jefferson Parkway
Roundabout Improvement Project
February 14, 2019

I. Introduction

The City of Northfield is requesting professional consulting services related to the TH 246 and Jefferson Parkway Project. The City of Northfield is seeking a proposal for Project Development, Project Design, and Project Construction Phase Services. This project is scheduled for construction in 2020.

The City of Northfield performed an Intersection Control Evaluation (ICE) on the State TH 246 and Jefferson Parkway in 2016. This ICE report concluded that a single-lane roundabout would provide the greatest safety and operation benefit at the intersection. The City Council ultimately adopted the ICE study in early 2017, indicating the installation of a roundabout as the selected option. Additionally, the City of Northfield also took a broader look at the TH 246/Jefferson Parkway area, and performed a Traffic Impact analysis for the intersections surrounding the TH 246/Jefferson Parkway intersection. This report identified additional near term and long-term projects recommended for the area. One of the near term improvements identified the addition of a sidewalk on the east side of TH 246 from Marvin Lane to a proposed marked Northfield High School pedestrian crossing. The City of Northfield would like to consider this for the design and installation of this improvement at this time as well.

The intersection of TH 246 and Jefferson Parkway serves as a connector to a wide variety of users. This intersection caters to dense populations of children, seniors and families, thus posing unique challenges. The successful consultant of this proposal will address the safety and vulnerability of each of these groups as the number one priority for this project. The East-West alignment of this intersection should be taken into account as drivers traveling east in the morning are driving into the rising sun. We ask that these unique circumstances be addressed by the consultant. Additionally, we ask that the proposal provide information and feasibility for grade-separated pedestrian tunnels for all four legs of the intersection.

For context of the area, there are three public schools; Northfield High School, Northfield Middle School, Bridgewater Elementary, in addition Spring Creek Soccer Complex to the east, Northfield Community Resource Center (NCRC) which has community services, early childhood education, head start, community action center and the Senior Center to the west. In addition, Mill Towns State Trail routing will most likely follow Jefferson Parkway alignment, which drives the need for a possible underpass at TH 246. Agricultural traffic also utilizes TH 246 to make connections to HWY 3 and travel out of the City to the south.

It is important for this design to thoroughly understand the context of the area, and bring forward improvements that meet the City's Complete Street Policy and provide a facility that serves all ages and different travel modes.

The City of Northfield applied for, and received \$483,480 from MnDOT's Local Partnership Program (LPP) to be used on this project. These funds are appropriated for the 2020 fiscal year. In addition, The City of Northfield received \$900,000 from MnDOT's Local Road Improvement Program (LRIP) appropriated for this project. The City expects to use State Aid funds, enterprise funds including water, sanitary, and storm sewer to fund the remaining portions of the work.

The Consultant will be required to present the design and options to City Council for approval. Once a design option is approved by City Council, the Consultant will provide final design documents for that option as described below.

The consultant is requested to submit a proposal to provide a detailed Scope of Services clearly detailing the understanding and approach to the work detailed below.

II. Goals and Objectives

The project shall complement City plans such as the Gateway Improvement Plan, Complete Streets, Safe Routes to School, and Parks, Open Space and Trail System Plan and have thorough review and incorporation of the best management practices for pedestrian and bicycling in through and around the intersection. All modes of travel must be considered in context to the area.

The project improvements shall provide the City of Northfield with the streets being brought up to a condition with a service life of 25-30 years for these improvements.

III. Project Scope

Phase 1 - Preliminary Design

The consultant will prepare a 30% plan set and cost estimate submittal for analysis by City Council for the feasibility and constructability of a roundabout with the following options: (Attachment 1)

1. Grade-separated pedestrian tunnels at all four legs of the intersection.
2. One grade-separated pedestrian tunnel crossing TH 246, and one grade-separated pedestrian tunnel on the west side of TH 246 crossing Jefferson Parkway.

The consultant shall perform the Topographic Survey of the project area, and submit design documents up to a 30% design plan set and cost estimate for all elements listed below in the Design portion of this proposal included in sections 1.1 through 2.2.5, 2.2.13, and 2.2.17

Phase II – Final Design

Once the City Council has approved a design option, preparation of detailed plans and specifications shall be completed by the Consultant. The plans shall be completed using

AutoCAD Civil 3D. The Project Item Management and specifications shall be developed using the City's One Office Software and bid utilizing the City's eGram website. The plans shall be approved by MnDOT, and MnDOT State Aid. Also required will be completion and submittal of applications to obtain the required permits from the Minnesota Department of Health, and the Minnesota Pollution Control Agency for water supply, sanitary sewer, and storm sewer components of the projects, and any other additional requirements of the LPP and LRIP process. Additional requirements are detailed below in Section 2 – Design.

Phase III:

Construction Phase Services shall also be included in the Consultant Proposal. Services including but not limited to attendance of the preconstruction meeting and ongoing site visits by the Project Engineer, to assist with plan and specification interpretation as needed during construction along with all submittal/shop drawing reviews. Construction staking services are also to be included. Construction Phase Services will also provide fulltime daily onsite inspection services, including monitoring construction activity to assure conformance to the plans and specifications, maintaining good public relations with residents and/or property owners during construction activity, keeping a daily diary of activity, and documenting daily completion of pay item quantities, working with the Contractor and city staff to prepare and process partial pay estimates, coordinating materials testing requirements, and tracking and documenting certification of materials, as necessary. This is a project for which there will be substantial effort required to properly and completely document the Contractor's compliance with all State-Aid administrative rules. Additional duties are detailed below in Section 5 – Construction Services.

The City is requesting proposals for the following engineering services related to the project.

- 1. Topographic Survey/Geotechnical Services** – Perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the roadway project and perform topographic survey of the project boundaries.
 - 1.1. Consultant shall prepare preliminary and final permanent easement descriptions and depictions should Right-of-Way acquisition be necessary for construction.
 - 1.2. Consultant shall prepare preliminary and final temporary easement descriptions and depictions should temporary easement acquisition be necessary for construction.
 - 1.3. Consultant shall stake all temporary and permanent easements prior to acquisition for property owner's review.
 - 1.4. Soil borings on the project to assist in preparing design documents.
- 2. Design** – The successful consultant shall design a full set of plans and Specifications that meet State Aid Design Standards for Jefferson Parkway, and Trunk Highway Design Standards for TH 246.
 - 2.1. Existing Plans – Using topographic and right-of-way survey information, prepare base plans showing:
 - 2.1.1. Locations and elevations of all physical features.
 - 2.1.2. Existing right-of-way.
 - 2.1.3. Existing profiles.

- 2.2. Preliminary and final design plans and specifications – Prepare plans and specifications. Specifications shall supplement City’s standard construction documents.
 - 2.2.1. Alignment – set the alignment for all road segments.
 - 2.2.1.1. Set alignments and graded for all trails and sidewalk approaches to the grade-separated underpasses and intersection.
 - 2.2.2. Profiles –set the profiles for the project.
 - 2.2.3. Cross-sections –develop cross sections for the entire project.
 - 2.2.4. Removals – develop a removals plan for all portions of the project.
 - 2.2.5. Storm drainage system – Storm sizing will need to be confirmed prior to replacement. Careful consideration should be taken so that all Storm Drainage issues are addressed during this improvement project. Innovative storm water practices and BMP’s should also be considered.
 - 2.2.6. Utilities (electric, gas, telephone, cable TV) – All utilities should be coordinated to allow adequate time for relocations if necessary. Working with City staff utilities should be shown based on information provided by utility companies and marked in the field.
 - 2.2.6.1. This should include organizing a small utility meeting, and working with the small utility companies on relocation and schedule.
 - 2.2.7. Sanitary sewer will be replaced/realigned as needed.
 - 2.2.8. Water main will be replaced/realigned as needed.
 - 2.2.9. Signing and striping - The consultant selected will develop a signing and striping Plan for all portions of the project.
 - 2.2.10. Intersection Design – The consultant selected will develop an intersection design plan for the Project. This should also include ADA design of all pedestrian ramp facilities. Additionally, Rectangular Rapid Flashing Beacons (RRFB’s) at all pedestrian crossings shall be included if allowed by MnDOT.
 - 2.2.11. Sidewalk Improvements – The consultant shall install a sidewalk and marked crossing on the east side of TH 246 by the High School. This mid-block crosswalk should consider other supplemental safety measure that increase vehicle yielding rates such as bumpouts, RRFB’s, Hawk Signal, etc.
 - 2.2.12. Trail/Underpass Improvements – Trail and underpass improvements shall be designed once City Council has chosen an underpass option at the 30% plan phase. The Consultant should also note, that the Mill Towns State Trail approved corridor includes Jefferson Parkway. The Mill Town State Trail shall follow MnDNR trail design guidelines.
 - 2.2.12.1. The Consultant should also schedule a meeting with DNR and City officials to discuss trail alignment and design requirements and/or possible funding options during the design phase.
 - 2.2.13. Landscape/Streetscape - The consultant selected will incorporate Landscape/Streetscape – Complete Streets enhancements into the proposed design. The consultant shall reference the City Council approved Gateway

Enhancement Plans for TH 246 and the adopted City of Northfield Complete Streets Policy to aid in the intersection design.

- 2.2.13.1. The Consultant shall account for a public input process providing a Landscape Concept Plan for review prior to final design for City Council approval.
 - 2.2.14. Stormwater Pollution Prevention Plan - The consultant selected will develop a Stormwater Pollution Prevention Plan for all portions of the project.
 - 2.2.15. Street Lighting Plan – The consultant selected will develop a street lighting plan for the project intersection that conform to the current City of Northfield & MnDOT Standards for lighting. (Dark Sky Fixtures and Warm Temperature LED Lighting). In addition the lighting plan should follow best practices for pedestrian/bike lighting at the intersection, crosswalks, and underpass.
 - 2.2.16. Traffic control plans during construction including phasing plan – The consultant selected will develop a traffic control and construction-phasing plan that minimizes closures to the fullest extent.
 - 2.2.17. Estimated Quantities – estimate the quantities for the project.
 - 2.2.18. Prepare contract documents - the consultant selected will prepare contract documents based on the City of Northfield and MnDOT standards.
 - 2.2.19. Submit to City for review and approval.
 - 2.2.20. Obtain all required permits – The consultant selected will prepare and submit applications for all required permits. The City of Northfield will pay for all permit fees.
 - 2.2.21. Prepare opinion of probable construction costs - The consultant selected will prepare an opinion of probable construction costs.
 - 2.2.22. The City will produce copies of the plans and specifications for bidding purposes and distribute plans and specifications to potential bidders utilizing the City of Northfield’s One Office Software. The City will maintain and provide a plan holders’ list.
 - 2.2.23. The Consultant shall familiarize themselves with the LPP process, and shall be responsible for preparation of any and all documents/reports that may be required by the LPP process for MnDOT submittal.
 - 2.2.24. The Consultant shall familiarize themselves with the LRIP process, and shall be responsible for preparation of any and all documents/reports that may be required by the LRIP process for MnDOT submittal.
- 3. Public Engagement** – The Consultant will be responsible leading a Public Engagement Process including but not limited to:
- 3.1. City Council Meetings
 - 3.1.1. Consultant shall present at City Council with 30% Plans and Design, including cost estimates reviewing the feasibility of grade-separated pedestrian underpasses.
 - 3.1.2. Consultant shall present at City Council when Approving Plans and Specifications and Authorize for Bids.

3.2. Public Input Meetings

- 3.2.1. Consultant shall hold one Public Input Meeting to gather input on a Landscaping/Streetscaping concept plan for the project corridor.
 - 3.2.1.1. In addition to the Public Input Meeting, the Consultant shall be available for additional meetings with various Citizen Groups to gather input on a proposed Landscape/Streetscape concept Plan.
- 3.2.2. Consultant shall hold one Public Input Meeting prior to presenting City Council with the Design Concepts.
- 3.2.3. School District - Consultant shall organize and lead a meeting with Northfield School District officials to gather data on future improvements with the abutting School District Property.

4. **Bidding Administration** – Limited bidding administration will be required of the consultant selected:

- 4.1. Prepare advertisement for bids and submit to required publications – The Consultant will prepare the advertisement for bids using the City of Northfield’s format and submit to the City of Northfield. The City of Northfield will submit the Ad for Bid to the required publications.
- 4.2. Answer bidder’s questions – The consultant selected will be required to answer all bidders’ questions.
- 4.3. Issue addenda, if required – The consultant selected will be required to prepare any addendums. The City will distribute addendums.
- 4.4. Bid opening and tabulation – The City will open and tabulate bids.
- 4.5. Prepare letter of award recommendation – The Consultant will prepare a letter of award recommendation.

5. **Construction Services**

5.1. Construction Administration –The consultant will be required to:

- 5.1.1. Attend preconstruction conference.
- 5.1.2. Perform on-site review of project’s work and status as needed.
- 5.1.3. Attend progress meetings as needed.
- 5.1.4. Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.

5.2. Field Staking

- 5.2.1. Stake limits of construction.
- 5.2.2. Stake temporary and permanent easements for construction.
- 5.2.3. Stake for grading.
- 5.2.4. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
- 5.2.5. Stake alignment and grades for curb and gutter.
- 5.2.6. Stake alignment and grades for all new sidewalk and pedestrian amenities.
- 5.2.7. Stake locations for signage.

- 5.2.8. Stake landscaping amenities as necessary.
 - 5.2.9. Stake pavement markings as necessary
 - 5.2.10. Stake other facilities as necessary.
- 5.3. Construction Observation Support - The successful consultant will provide construction observation and day-to-day project coordination. Task include but are not limited to:
- 5.3.1. Fulltime daily on-site inspection services
 - 5.3.2. Maintain good public relations with residents and/or property owners
 - 5.3.3. Maintaining a daily diary of construction activity
 - 5.3.4. Daily documentation of pay item quantities
 - 5.3.5. Working with the Contractor and City Staff to prepare partial pay estimates
 - 5.3.6. Coordinate and documentation of materials testing requirements
 - 5.3.7. Documenting certification of materials
 - 5.3.8. Verify conformity of materials and construction outcomes conform specifically to MnDOT standards and requirements.

6. Project Close-out

- 6.1. Conduct final review of project.
- 6.2. Obtain record information from field representatives.
- 6.3. Submit all final documents to MnDOT to satisfy the LPP & LRIP process.
- 6.4. Record drawings - The Consultant will prepare record drawings. Submittals shall be in AutoCAD form and GIS consistent with the City of Northfield Record Plan Requirements.

7. Geotechnical Testing Services

- 7.1. Geotechnical Testing Services - The Consultant shall submit a fee for Geotechnical Testing Services for all phases of the project. Services included, but not limited to:
 - 7.1.1. Field testing services for all facets of construction that meets MnDOT Schedule for Materials Control. Consultant shall take into consideration the amount of small concrete pours required per ADA conformance.
 - 7.1.2. Pavement design based on R-values (where applicable)
 - 7.1.3. Design recommendations for any scope of project work.

8. Project Schedule

- 8.1. City Council Request for Proposal Authorization – February 12, 2019
- 8.2. Proposals Due - March 15, 2019
- 8.3. Proposal Award - April 2, 2019
- 8.4. 30% Design Plans & Cost Estimate– July 2, 2019
- 8.5. 60% Design Plans & Cost Estimate – September, 2019

- 8.6. 100% Design Plans and submitted for MnDOT Review – November 1, 2019
- 8.7. Design Completion/Bid – January 2020
- 8.8. Award Bid – February 2020
- 8.9. Construction – Summer 2020

IV. Proposal Contents

The following must be considered minimal contents of the proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project(s).
2. An outline of the responder's background and experience with particular emphasis on federal, county and local government work.
3. Identify personnel that will work on the project and detail their training and work experience. Include professional biographies and resumes for all primary staff involved in the project. As the stated qualifications of the personnel to be assigned to the project will have bearing on the City's award of contract, no change in personnel assigned to the project will be permitted without approval of the city.
4. A detailed work plan identifying the work tasks to be accomplished within each Phase, and the budget hours to be expended on each task and subtask. A cost breakdown to complete each phase of the project should be included in the proposal.
5. A proposed schedule of the project.
6. A listing of the names, addresses and telephone numbers of at least three (3) references for whom the respondent has completed wells of at least similar size and scope.

V. Evaluation

All proposals received by the deadline will be evaluated by representatives of the City. Factors upon which proposals will be judged include, but are not limited to, the following:

1. An understanding of the project, context of Northfield and the area of this improvement and impact on the community.
2. The firm's background in completing similar projects, such as roundabouts, Safe Routes to Schools, Pedestrian and bike improvements, multi-purpose trails.
3. The qualifications of staff proposed to be involved with the project.
4. The ability to perform the work in the proposed schedule.
5. References.
6. Results of Consultant's respective interviews.
7. Proposed cost of engineering services.

VI. Selection

Selection of a consultant for this project will be based on the criteria noted above. Upon initial ranking of the respondents proposals, the Engineering Department staff will report to the City Council the results of that initial evaluation, and inform the City Council of the

ranking of the firms. The Northfield City Council is expected at that point to confirm the ranking of the Consultants, and to authorize staff to negotiate a contract with the highest ranked firm. City will enter into negotiations with the selected consultant to finalize the work plan, including firmly establishing budget hours. Should the City and the selected consultant fail to satisfactorily reach agreement as to the work plan including budget, the City may enter into negotiations with the respondent judged second in the evaluation process.

VII. Contract

Included is Attachment 2, which is the City of Northfield's standard Professional Services Contract. Respondents are to thoroughly familiarize themselves with the provisions contained therein, including the insurance requirements, and will be required to execute this contract prior to presentation of same to the Northfield City Council.

VIII. Department Contacts

Prospective responders who may have questions regarding this Request for Proposals may call, email, or write:

Dave Bennett, P.E.
Public Works Director /City Engineer
801 Washington St.
Northfield, MN 55057
507-645-3006
david.bennett@ci.northfield.mn.us

or

Sean Simonson
Engineering Manager
801 Washington Street
Northfield, MN 55057
507-645-3049
sean.simonson@ci.northfield.mn.us

IX. Submission of Proposals

All proposals must be sent to and received by:

David Bennett
Public Works Director/City Engineer
801 Washington Street
Northfield, MN 55057

Proposals shall be submitted no later than 2 PM, CST, on 03/15/2019

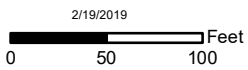
Late proposals will not be accepted. Submit one (1) hard copy and one (1) digital copy of each proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm(s). Terms of the project as stated must be valid for the length of the project.

ATTACHMENT 1



Option 1

 Underpass



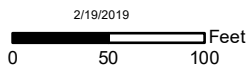
City Of
Northfield
Minnesota

MINNESOTA
246



Option 2

 Underpass



City Of
Northfield
Minnesota

ATTACHMENT 2

CONSULTANT SERVICE CONTRACT

This Contract is made this ____ day of _____, 20__ by and between the CITY OF Northfield, a Minnesota Municipal Corporation, 801 Washington Street ("CITY"), and _____, ("CONSULTANT"), (collectively the "PARTIES").

WHEREAS, CITY requires professional services in conjunction with 2018 Street Improvements Project(the "Project"); and

WHEREAS, CONSULTANT agrees to furnish the various professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1, attached hereto, requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation consistent with Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate, prior to CITY's authorization of the changed scope of services.
- C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, attached hereto, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT's effort required to perform its services under this Contract exceeds the estimate which formed the basis for CONSULTANT's compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the parties hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

- D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors and/or sub-consultants under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties.
- E. **Insurance.** CONSULTANT shall not commence work under this Contract until he has obtained all insurance required herein and such insurance has been approved by CITY, nor shall CONSULTANT allow any subcontractor to commence work on his subcontract until such subcontractor has obtained like insurance covering as to worker's compensation, liability, and automobile insurance. All this insurance coverage shall be maintained throughout the life of this Contract.
1. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, statutory worker's compensation coverage. Except as provided below, CONSULTANT must provide Workers' Compensation insurance for all its employees. If Minnesota Statutes, section 176.041 exempts CONSULTANT from Workers' Compensation insurance or if CONSULTANT has no employees in the City, CONSULTANT must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes CONSULTANT from the Minnesota Workers' Compensation requirements. If during the course of the Contract CONSULTANT becomes eligible for Workers' Compensation, CONSULTANT must comply with the Workers' Compensation insurance requirements herein and provide CITY with a certificate of insurance.
 2. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, general commercial liability ("CGL") and business automobile liability insurance coverage insuring CONSULTANT against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by CONSULTANT or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable (including automobile use). The following coverages shall, at a minimum, be included in the CGL insurance: Premises and Operations Bodily Injury and Property Damage, Personal and Advertising Injury, Blanket Contractual Liability, and Products and Completed Operations Liability. The required automobile liability coverage must include coverage for "any auto" which extends coverage to owned autos, non-owned autos, and hired autos. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. The policy(ies) shall name CITY as an additional insured for the services

provided under this Contract and shall provide that CONSULTANT's coverage shall be primary and noncontributory in the event of a loss.

3. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, the following insurance policies, including the minimum coverages and limits of liability specified below, or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater:

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 each accident \$500,000 disease policy limit \$500,000 disease each employee
Commercial General Liability	\$2,000,000 property damage and bodily injury per occurrence \$4,000,000 annual aggregate \$2,000,000 annual aggregate Products – Completed Operations
Comprehensive Automobile Liability	\$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include coverage for all owned, hired and non-owned vehicles
Umbrella or Excess Liability	\$1,000,000

4. Professional/Technical (Errors and Omissions) Liability Insurance.
CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Professional/Technical (Errors and Omissions) Liability Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to CONSULTANT's professional services required under the contract. CONSULTANT is required to carry the following minimum limits: \$2,000,000 – per claim or event; \$4,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater. Any deductible will be the sole responsibility of CONSULTANT and may not exceed \$50,000 without the written approval of CITY. If CONSULTANT desires authority from CITY to have a deductible in a higher amount, CONSULTANT shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that CITY can ascertain the ability of CONSULTANT to cover the deductible from its own resources. The retroactive or prior acts date of such coverage shall not be after the effective date of this contract and CONSULTANT shall maintain such insurance for a period of at least three (3)

years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by CONSULTANT to fulfill this requirement.

5. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto as Exhibit 2.
6. CONSULTANT's insurance policies and certificate(s) shall not be cancelled or the conditions thereof altered in any manner without Ten (10) days prior written notice to CITY.
7. CONSULTANT's policies shall be primary insurance to any other valid and collectible insurance available to CITY with respect to any claim arising out of CONSULTANT's performance under this contract.
8. CONSULTANT is responsible for payment of Contract related insurance premiums and deductibles. If CONSULTANT is self-insured, a Certificate of Self-Insurance must be attached.
9. CONSULTANT's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance, if applicable.
10. All policies listed in Paragraph I.E.3. above shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.
11. CONSULTANT shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota
12. Effect of Failure to Provide Insurance. If CONSULTANT fails to provide the specified insurance, then CONSULTANT will defend, indemnify and hold harmless CITY and CITY's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to CITY (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of CONSULTANT, its subcontractors, agents, employees or delegates. CONSULTANT agrees that this indemnity shall be construed and applied in favor of indemnification. CONSULTANT also agrees that if applicable law limits or

precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, CITY may require CONSULTANT to:

- a. Furnish and pay for a surety bond, satisfactory to CITY, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from CONSULTANT's insurance company.

CONSULTANT will take the action required by CITY within fifteen (15) days of receiving notice from CITY.

13. Notwithstanding the foregoing, CITY reserves the right to immediately terminate this Contract if CONSULTANT is not in compliance with the insurance requirements contained herein and retains all rights to pursue any legal remedies against CONSULTANT.

SECTION II – CITY'S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the Public Works Director/City Engineer in accordance with Section III of this Contract.
- B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1, attached hereto, in its custody to CONSULTANT for its use, at CONSULTANT's request.
- C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT's performance of the services detailed in Exhibit 1, attached hereto.
- D. David Bennett, CITY's Public Works Director/City Engineer, shall serve as the liaison person to act as CITY's representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY'S policies with respect to the Project and CONSULTANT's services.

Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 3, Schedule of Fees, which is attached hereto and incorporated herein by reference, for CONSULTANT's performance of services under this Contract.
- B. If CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the Public Works Director/City Engineer and expenses within thirty days after the date of CONSULTANT's invoice, CONSULTANT may, after giving seven days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability whatsoever to CITY, suspend services and withhold project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

SECTION IV – TERM AND TERMINATION

- A. **Term.** This Contract shall be in effect until such time as the Project is completed.
- B. **Termination.** This Contract may be terminated by either PARTY for any reason or for convenience by either PARTY upon seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Contract.
- C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1, attached hereto, pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of the Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorneys and consultant fees reasonably incurred by CITY in enforcing this Contract.
- D. **Suspension of Work.** If any work performed by CONSULTANT is abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the Public Works Director/City Engineer prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 3, attached hereto) equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the Public Works Director/City Engineer as determined by CITY.

SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, hold harmless and insure CITY, and its respective officers, directors, employees and members and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable or caused by the negligent or otherwise wrongful act or omission, including breach of a specific contractual duty, of CONSULTANT or CONSULTANT's independent contractors, subcontractors, agents, employees, vendors or delegates with respect to this Contract or the Project. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY, except that for professional liability claims, CONSULTANT shall have no upfront duty to defend CITY, but shall reimburse defense costs to CITY to the same extent of CONSULTANT'S indemnity obligation herein. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract. CONSULTANT agrees, that in order to protect itself and CITY under the indemnity provisions set forth above, it will at all times during the term of this contract keep in force policies of insurances required in the Paragraph entitled, "Insurance." Nothing in this Contract shall be construed to waive any immunities or limitations to which CITY is entitled under Minn. Stat. Chapter 466 or otherwise.
- B. CITY shall indemnify protect, save, hold harmless and insure CONSULTANT, and its respective officers, directors, employees and members and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable or caused by the negligent or otherwise wrongful act or omission of CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services provided hereunder.

SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents hereof; that in

executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound hereby.

- B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each PARTY indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- C. **Notices.** The PARTIES' representatives for notification for all purposes are:

CITY:

David Bennett

Public Works Director/City Engineer

801 Washington Street

Northfield, MN 55057

Phone: 507-645-3006

Email: david.bennett@ci.northfield.mn.us

CONSULTANT:

Phone:

Email:

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.
- E. **Electronic/Digital Data.** Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CITY are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this Contract or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by CONSULTANT and is not warranted to be compatible with other systems or software.

F. **Opinions or Estimates of Construction Cost.** Where provided by CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of CITY and CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

G. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

CONSULTANT is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes and paying all other employment tax obligations on their behalf.

H. **Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Contract. If any deliverable is not acceptable, CITY will notify CONSULTANT specifying reasons in reasonable detail, and CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Contract.

I. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within 10 calendar days of CONSULTANT's receipt of payment from CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the

subcontractor(s).

- J. **Assignment.** This Contract may not be assigned by either PARTY without the written consent of the other PARTY.
- K. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of CITY and CONSULTANT.
- L. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract.

CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.
- M. **Force Majeure.** The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either PARTY is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the PARTY affected by force majeure shall give written notice with explanation to the other PARTY immediately.
- N. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.
- O. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.
- P. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with CITY.

- Q. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.
- R. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
- S. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Contract (“Materials”) shall become the property of CITY upon completion of the work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) CITY understands that the Materials have been prepared for a specific project, and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.
- T. **Governing Law.** This Contract shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.
- U. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota’s Government Data Practices Act (Act), Minnesota Statutes, Section 13.01 *et seq.* CONSULTANT agrees to abide by the applicable provisions of the Act, HIPAA requirements and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality. CONSULTANT understands that all of the data created, collected, received, stored, used, maintained or disseminated by CONSULTANT in performing those functions that the CITY would perform is subject to the requirements of the Act, and CONSULTANT must comply with those requirements as if it were a government entity. This does not create a duty on the part of CONSULTANT to provide the public with access to public data if the public data is available from the CITY, except as required by the terms of this Contract.
- V. **No Waiver.** Any PARTY’s failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that PARTY’s right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving PARTY.
- W. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3 and other applicable law,

CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.

- X. **Patented Devices, Materials and Processes.** If this Contract requires, or CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with CITY. If no such agreement is made or filed as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.
- Y. **Mechanic's Liens.** CONSULTANT hereby covenants and agrees that CONSULTANT will not permit or allow any mechanic's or materialman's liens to be placed on CITY's interest in the Property that is the subject of the Project during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on CITY's interest, CONSULTANT shall take all steps necessary to see that it is removed within thirty (30) days of its being filed; provided, however, that CONSULTANT may contest any such lien provided CONSULTANT first posts a surety bond, in favor of and insuring CITY, in an amount equal to 125% of the amount of any such lien.
- Z. **Construction Observation.** CONSULTANT shall visit the project at appropriate intervals during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Project plans and specifications, and shall be responsible for notifying CITY of any errors or omissions in contractor's work or any deviations in the contractor's work from the Project plans and specifications developed by CONSULTANT.
- AA. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.
- BB. **Entire Contract.** These terms and conditions constitute the entire Contract between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.

- CC. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.
- DD. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any PARTY or PARTIES, and any undischarged obligations of CITY and CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.
- EE. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any PARTY to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing PARTY.

Remainder of page intentionally left blank.

SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

CONSULTANT:_____

By: _____
(Signature)

Title: _____

Print Name: _____

Date: _____

By: _____
(Signature)

Title: _____

Print Name: _____

Date: _____

CITY OF NORTHFIELD:

By: _____
_____, Its Mayor

Date: _____

By: _____
_____, Its City Clerk

Date: _____

EXHIBIT 1

SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services:

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[Certificates of Insurance attached hereto]

EXHIBIT 3

COMPENSATION

Subject to the limitations set forth in this Exhibit, CITY will compensate CONSULTANT in accordance with the schedule of fees below for the time spent in performance of services under this Contract, provided that under no circumstances shall CONSULTANT's total charges to CITY, including expenses, exceed _____ ("maximum price"), unless such charges in excess of the maximum price are authorized in writing by the Public Works Director/City Engineer before they are incurred by CITY.

CITY will make periodic payment to CONSULTANT upon billing at intervals not more often than monthly at the rates specified in the schedule of fees included herein, provided that no bill/invoice submitted to CITY shall exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the Public Works Director/City Engineer as determined by CITY.

CITY shall be entitled to withhold five percent (5%) of the maximum price until such time as CONSULTANT has fully performed the scope of services detailed in Exhibit 1 to the satisfaction of the Public Works Director/City Engineer.

In no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the Public Works Director/City Engineer

