

Request for Proposals

City of Northfield, MN

2026 Mill & Overlay and Mill Towns Trail Improvements Project

STR2026-A83

May 17, 2024

I. Introduction

The City of Northfield is requesting professional consulting services for the 2026 Mill & Overlay and Mill Towns Trail (MTT) Improvements Project, below is a brief explanation of the proposed construction for each project segment. (See attached map)

1. Project Areas and Descriptions – 2026 Mill & Overlay and Mill Towns Trail

Mill and Overlay Areas

- a. Jefferson Parkway –T.H. 246 Roundabout to Spring Creek Road
 1. Pavement Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
 5. Off street trail (Mill Towns Trail)

- b. Maple Street – Jefferson Parkway to Meadow View Drive
 1. Pavement Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities

- c. Maple Court – Maple Street to Cul-de-sac
 1. Pavement Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk Repair
 4. ADA upgrades to all existing pedestrian facilities

- d. Prairie Street – Jefferson Parkway to Meadow View Drive
 1. Pavement Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot Sidewalk Repair
 4. ADA upgrades to all existing pedestrian facilities
 5. On street bikeway (Jefferson parkway to Woodley Street)
 6. New Sidewalk (Prairie View Court to Lia Drive)

Intersection Improvements Locations

- a. Jefferson Parkway and Washington Street
- b. Jefferson Parkway and Prairie Street
- c. Jefferson Parkway and Michigan Drive
- d. Jefferson Parkway and Maple Street

Sidewalk, Trail, and Bikeway Areas

- a. Mill Towns Trail – A segment of the Mill Towns Trail will be built with this project, from the T.H. 246 roundabout to where the trail enters the ROW on Spring Creek Road. This is Part of segments B and C (STA 147+00 to approx. STA 229+75). Segment B will be designed by the City and Segment C will be designed by the consultant. 30% preliminary plans will be provided.
- b. Jefferson Parkway – A trail will be built from the Mill Towns Trail to Spring Creek Road on the North side of Jefferson Parkway
- c. Prairie Street – New on-street protected bikeway on the West side of Prairie Street from Jefferson Parkway to Woodley Street.
- d. Prairie Street – New Sidewalk on the East side of Prairie Street from Prairie Court to Lia Drive.

II. Scope of Work

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

- 1. Feasibility Report** – The city will develop a feasibility report.
 - 1.1. The consultant will create intersection figures for inclusion in the report.
 - 1.2. The consultant will create cost estimates for the MTT segment and storm infrastructure being designed by the consultant.
 - 1.3. Consultant shall create a cost estimate for a mini-roundabout at the Jefferson parkway and Maple Street intersection to be included as an alternate.
 - 1.4. Neighborhood Meetings – The consultant will create intersection and MTT exhibits for the neighborhood meetings. Consultant shall attend neighborhood meetings.
 - 1.5. Kickoff meeting – The consultant shall attend a kickoff meeting in person at Northfield City Hall.
- 2. Topographic Survey** – Perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the project and perform topographic survey of the project boundaries. Additional topographic information should be gathered at all intersections (including locations with ped ramps but no intersecting road) to produce an adequate design that meets all ADA standard design where applicable. This survey shall establish sufficient control to reestablish the street and sidewalk within existing right-of-way. Additionally, topo will need to be obtained at the proposed new sidewalk/trail areas and bikeway areas mentioned above. Finally, the consultant shall survey all curb and sidewalk removal areas, including spot curb and gutter and sidewalk

removals to be included in the final design plan set, these areas will be marked in the field by the City.

3. Arborist Report – Consultant shall hire a trained forester or arborist to evaluate the R/W (50 feet to either side of proposed trail centerline in Spring Creek Park) trees along the entire project corridor, and make recommendations for the following project considerations:

3.1. Overall tree condition (0-9; 0 is a dead tree, 9 is a perfect tree)

3.2. Projection of fate or recommendation of tree health after pavement mill and overlay/reclamation/sidewalk or trail installation (I.E. R = Remove S = Save)

The Arborist report should include an executive summary with the following information

- Tree tag number
- Tree species
- Tree diameter breast height (DBH)
- Condition rating
- Arborist recommended tree fate
- Any useful notes
- X, Y Coordinates in the Rice County coordinate system.

Consultant shall include a deliverable shape file of the tree locations in Rice County coordinate system with the final report with maps detailing the information above.

4. Design – The consultants survey shall be adequate to design a set of approved plans for the entire project area. The plans shall be completed using AutoCAD Civil 3D.

The Consultant shall create final approved plans for the following project parts:

- Utilities for all project areas
- Intersection design for all project areas.
- SWPPP for all project areas
- Base drawing for all project areas.
- All aspects of segment C of the MTT

The City will design final construction plans for the mill and overlay areas except for any parts mentioned above. The consultant will develop final plans for MTT segment C. The Cities final plans will be combined with the consultants plans to create the final plan set for the project.

The final plans should include the following but not limited to:

4.1. Existing plans - Using topographic and right-of-way survey information, prepare a base drawing for all project areas including mill and overlay areas showing:

4.1.1. Locations and elevations of all physical features

4.1.2. Existing right-of-way

4.2. Storm water pollution prevention plan – The consultant shall prepare an approved SWPPP for all project areas.

4.3. Preliminary and final design plans and special provisions – Prepare plans and special provisions for the above-mentioned areas. Special provisions shall supplement City's standard construction documents.

- 4.3.1. Alignment – The alignments of the roads are not expected to significantly change, as this is a project in a well-established area. The City shall set an alignment for all new trails and sidewalk in Mill & Overlay areas. The consultant shall set the final alignment for MTT segment C
- 4.3.2. Profiles – The City will set the profiles for the new trails and sidewalks in Mill & Overlay areas. The consultant shall set the profile for MTT segment C
- 4.3.3. Cross-sections – The City will develop cross-sections for the project where new trail and sidewalk installations are proposed in Mill and Overlay areas. The consultant shall develop Cross-sections for MTT segment C.
- 4.3.4. Removals – The City will develop a removals plan for Mill and Overlay areas. The consultant shall develop a removal plan for MTT segment C
- 4.3.5. Storm Drainage Design – The consultant shall provide a storm sewer plan and profile for any storm sewer replacements or additions required on the entire project area. The 30% Plans for the MTT include a filtration basin and bioswale, the consultant shall analyze this and finalize a design for storm water infrastructure along the entire project corridor including mill and overlay areas. 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. The consultant shall follow the City of Northfields engineering guidelines for storm sewer design.
- 4.3.6. Erosion control plan – The consultant will prepare an erosion control plan for all project areas.
- 4.3.7. 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.
- 4.3.8. Signing and striping – The Consultant will develop a signing and striping plan.
- 4.3.9. Sidewalk and trail design – The City will design proposed sidewalks and trails in Mill and Overlay areas. The consultant shall develop MTT segment C. These sidewalks and trails should be designed to meet all ADA requirements. MTT segments must be designed to meet DNR state trail requirements.
- 4.3.10. Intersection Design – The Consultant will develop an intersection design plan for all intersections on the project (including Mill and Overlay areas). This includes plans for any crossing improvements in the project and any other intersections needing ADA improvements. This should include ADA design of all pedestrian facilities to ensure compliancy with current ADA standards.
 - 4.3.10.1. Mini roundabout – The consultant will design the mini roundabout on Maple St. and Jefferson Pkwy. if the alternate is selected.
- 4.3.11. Landscape plans – The Consultant shall develop landscape plans for all project segments including mill and overlay areas when needed, showing tree replacements at a 2:1 ratio. The consultant will choose a minimum of ten tree species throughout the project.
- 4.3.12. Traffic control plans – The Consultant will prepare a traffic control plan where necessary.
- 4.3.13. Estimated quantities – The City will estimate the quantities for the Mill and Overlay areas. The consultant shall estimate quantities for MTT segment C and

any storm water infrastructure improvements. These quantities should follow the most current MnDOT TRNS*PORT List.

- 4.4. Prepare contract documents – The Consultant will prepare special provision documents based on the City’s standards.
- 4.5. Submit to City for review and approval:
 - 4.5.1. 50% plan, specification, cost estimate, and meeting with staff
 - 4.5.2. 95% plan, specification, cost estimate, and meeting with staff
- 4.6. Opinion of probable construction cost – The Consultant will prepare an opinion of probable construction costs.
- 4.7. QA/QC – The consultant shall provide QA/QC review of the City of Northfield design plans.
- 4.8. Drafting Consultation – The consultant shall assume 50 hours of design assistance for the City of Northfield.

5. Construction Services

- 5.1. Field staking – The Consultant will provide field staking for all project areas for the following facilities:
 - 5.1.1. Stake limits of construction.
 - 5.1.2. Stake for grading.
 - 5.1.3. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs if applicable.
 - 5.1.4. Stake alignment and grades for new curb and gutter.
 - 5.1.5. Stake alignment and grades for new medians.
 - 5.1.6. Stake alignment and grades for new sidewalk and trails.
 - 5.1.7. Stake alignment and grades for new retaining walls.
 - 5.1.8. Stake locations for signage.
 - 5.1.9. Stake locations for striping.
 - 5.1.10. Stake other facilities as necessary.

6. Testing Services

- 6.1. Testing services – The consultant shall submit a fee for testing services for all phases of the project. Services include, but not limited to:
 - 6.1.1. Soil borings on all project areas
 - 6.1.2. Field testing services for all facets of construction the meets MnDOT schedule for materials control
 - 6.1.3. Pavement design based on R-values (where applicable).

7. Project Schedule

- 7.1. City Council Order Feasibility Report – June 4, 2024
- 7.2. Proposals Due – June 6, 2024
- 7.3. City Council Proposal Award – June 18, 2024
- 7.4. 1st Neighborhood Meeting – April 16, 2025
- 7.5. Council Discussion on Draft Feasibility Report – May 21, 2025
- 7.6. 2nd Neighborhood Meeting – June 11, 2025
- 7.7. City Council Accept Feasibility Report and Authorize Preparation of Plans and Specifications – August 4, 2025

- 7.8. 3rd Neighborhood Meeting – January 14, 2026
- 7.9. City Council Approve Plans and Specifications and Order Advertisement for Bids – February 3, 2026
- 7.10. Bid Opening – March 5, 2026
- 7.11. Accept Bids and Award Contract – March 17, 2026
- 7.12. Construction – May – October, 2026

III. Goals and Objectives

The project shall provide the City of Northfield with streets listed being brought up to a condition with a service life of 15 years for all mill and overlay areas.

IV. Department Contacts

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

Sean Simonson
Engineering Manager
801 Washington Street
Northfield, MN 55057
507-645-3049
Sean.Simonson@northfieldmn.gov

Or

Jacob Ives
Graduate Engineer
801 Washington Street
Northfield, MN 55057
507-650-4775
Jacob.Ives@northfieldmn.gov

Proposals shall be submitted no later than 2 PM, CST, on June 6, 2024

V. 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.
2. A detailed work plan identifying the work tasks to be accomplished within each phase, and the budget hours to be expended on each task.
3. Project team and experience of members proposed to be involved in the project.
4. A proposed schedule of the project.
5. Hourly rates for project staff

VI. 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.
2. The firm's background in completing similar projects.
3. The qualifications of staff proposed to be involved with the project.
4. The ability to preform the work in the proposed schedule.
5. Proposed cost of engineering services.

VII. Selection

Selection of a consultant for this project will be based on the criteria noted above. Staff will review the proposals and identify the best-qualified consultant to preform the work. Staff will bring forward a recommendation to City Council for entering into a contract to perform the work.

VIII. Contract

Included is attachment 7, 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 the same to the Northfield City Council.

IX. Attachments

- #1. Project Map
- #2. Intersection Improvements
- #3. Jefferson Pkwy & Prairie St Possible Design
- #4. Ped + Bike Analyzation
- #5. Complete Streets Policy
- #6. Engineering Design Standards
- #7. Consultant Service Contract
- #8. 30% Wetland Delineation Map
- #9. 30% Mill Towns Trail Plans