

**Request for Proposals**  
City of Northfield, MN  
2026 Spring Creek Road Reconstruction and Mill Towns Trail Improvements  
Project  
STRT2026-A84  
May 17, 2024

**I. Introduction**

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

**1. Project Areas and Descriptions – 2026 Spring Creek Road Reconstruction**

This project will include a complete reconstruction of Spring Creek Road from Huron Court to Woodley Street. The new roadway will be a combination of rural and urban segments. The street will be rural from Huron Court until 100 feet south of the Spring Creek Bridge where it will switch to an urban section until Woodley Street. This street segment is part of the Municipal State Aid Street System (MSAS), and therefore is intended to utilize State-Aid funds for construction. This will require State-Aid approved plans and specifications.

In addition to the reconstruction a segment of the Mill Towns Trail will be constructed. This is a portion of segment C of the trail from where the trail enters the ROW of Spring Creek Road to Woodley Street (Approx. STA 229+75 to 241+50). 30% plans of the trail will be provided by the City.

The City of Northfield will utilize Chapter 475 of Minnesota Statutes as part of the financing arrangement for this project. The professional services of interest include following the process of Project Development prescribed under Chapter 475, including but not limited to the preparation of the feasibility report, the field topographic survey, and preparation of the detailed plans and specifications, including quantity take offs, and formal Bid Proposal. The plans shall be completed using AutoCAD Civil 3D. The Project Item Management plans and specifications shall be developed using the City's One Office Software and bid utilizing the City's eGram website. 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 project(s).

## II. Scope of Work

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

- 1. Feasibility Study** – The study should consider whether the project is necessary, feasible, and cost effective. The council will be considering whether all segments of the project should move forward into the design phase with the ordering of the improvement. The feasibility study should be structured to report the findings for each individual segment of the project.
  - 1.1. Meetings – The consultant will be required to attend and prepare display/presentation materials for all city council and neighborhood meetings. Consultant shall prepare an agenda for a project kickoff meeting at City Hall
  - 1.2. The Consultant should reference the following City of Northfield Plans/Policies when developing the Feasibility Report:
    - 1.2.1. 2009 Safe Routes to School Plan  
<https://www.northfieldmn.gov/666/City-Plans>
    - 1.2.2. 2012 Complete Street Policy (Attachment 2)
    - 1.2.3. 2019 Bike, Pedestrian, and Trail System update -  
<https://www.northfieldmn.gov/666/City-Plans>
    - 1.2.4. 2022 Pedestrian + Bike Analyzation (Attachment 3)
    - 1.2.5. City of Northfield Engineering Guidelines (Attachment 4)
    - 1.2.6. Mill Towns Trail 30% Plans
    - 1.2.7. City of Northfield Comprehensive Plan  
<https://www.northfieldmn.gov/666/City-Plans>
- 2. Topographic Survey** – 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 roadway project boundaries. This survey shall establish sufficient control to reestablish the streets and proposed sidewalks etc. within existing or proposed right-of-way.
- 3. Arborist Report** – Consultant shall hire a trained forester or arborist to evaluate the R/W 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 successful consultant shall design a full set of bid-ready plans including 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
  - 4.1.3. Existing profiles
- 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 – Set the alignment of the new roadway.
    - 4.3.1.1. Consultant shall determine and set the final alignment of the new segment of the Mill Towns Trail.
  - 4.3.2. Profiles – Set the profiles for the new road and the new trail.
  - 4.3.3. Cross sections – Create cross sections for the new road and trail
  - 4.3.4. Removals – Develop a removals plan for all portions of the project
  - 4.3.5. Storm Drainage Design – New storm sewer will likely be needed. 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. Some storm drainage information is provided in the 30% plans for the Mill Towns Trail. The consultant shall follow the City of Northfield’s engineering guidelines for storm sewer design.
  - 4.3.6. Erosion control plan – The consultant will prepare an erosion control plan.
  - 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.
    - 4.3.7.1. The consultant shall schedule and lead a minimum of two small utility meetings with small utility contractors detailing proposed utility conflicts that may arise from the proposed design. The Consultant will also facilitate the relocations of these utilities if such issues arise.
  - 4.3.8. Water Main – New water main will be installed with this project. Refer to the Northfield water system study for pipe sizing. An in place casing will be used to cross spring creek bridge. Consultant shall create alignment and profile plans for the new water main.
  - 4.3.9. Signing and striping – The consultant will develop a signing and striping plan for all portions of the project.
  - 4.3.10. Sidewalk and trail design – The consultant will design proposed trails as indicated. These trails should be designed to meet all ADA requirements. The Mill Towns Trail is a state trail and must meet DNR standards.

- 4.3.11. Intersection Design – The consultant will develop an intersection design plan for all project intersections on the project. This includes plans for any crossing improvements in the project. This should also include ADA design of all pedestrian facilities to ensure compliancy with current ADA standards. Consultant should coordinate with Rice county for the intersection with Spring Creek Road and Woodley Street.
  - 4.3.12. Landscape plans – The Consultant shall prepare landscape plans showing tree replacements throughout the project corridor on a 2:1 replacement ratio. The consultant will choose a minimum of ten tree species throughout the project.
  - 4.3.13. Traffic control plans – The consultant will prepare a traffic control plan.
  - 4.3.14. Phasing plan – The consultant will prepare a recommended phasing plan
  - 4.3.15. Estimated quantities – The consultant shall estimate the quantities for all items associated with the Consultants design scope. These quantities should follow the most current MnDOT TRNS\*PORT List.
  - 4.4. Permanent and Temporary Easements – It is anticipated that the Mill Towns Trail and roadway will require the acquisition of temporary and permanent easements. The consultant shall create new depictions and descriptions of all easements.
  - 4.5. Prepare contract documents – The consultant will prepare special provision documents based on the City’s standards.
  - 4.6. Submit to City for review and approval:
    - 4.6.1. 50% plan, specification, cost estimate, and meeting with staff
    - 4.6.2. 95% plan, specification, cost estimate, and meeting with staff
  - 4.7. Obtain all required permits – The consultant shall prepare and submit applications for all required permits. Including but not limited to a Rice county ROW permit. The City of Northfield shall pay all permit fees.
  - 4.8. Opinion of probable construction cost – The consultant will prepare an opinion of probable construction costs.
  - 4.9. The City will produce copies of the plans and specifications for bidding purposes and distribute plans and specifications to potential bidders utilizing the Cities One Office Software. The City will maintain and provide a plan holder’s list.
- 5. Bidding Administration** – Limited bidding administration will be required.
- 5.1. Advertisement for bid – The City will prepare the advertisement for bids and submit it to the required publications.
  - 5.2. Answer bidder questions – The consultant shall be required to answer all bidder questions
  - 5.3. Issue addenda – The consultant shall prepare any required addenda. The City shall distribute the addenda.
  - 5.4. Bid opening and Tabulation – The City shall open and tabulate bids
  - 5.5. Letter of Award – The consultant shall prepare a letter of award recommendation
- 6. Construction Services**
- 6.1. Construction administration – The consultant shall provide a full-time project manager for project coordination. Tasks include but are not limited to:
    - 6.1.1. Attend preconstruction conference.
    - 6.1.2. Perform on-site review of project’s work and status as needed.

- 6.1.3. Attend progress meetings as needed.
- 6.1.4. Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.
- 6.1.5. Consultant shall assume 20 weeks at 10 hours a week.
- 6.2. Field staking – The Consultant will provide field staking for all project areas for the following facilities:
  - 6.2.1. Stake limits of construction.
  - 6.2.2. Stake for grading.
  - 6.2.3. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
  - 6.2.4. Stake alignment and grades for new curb and gutter.
  - 6.2.5. Stake alignment and grades for new retaining walls.
  - 6.2.6. Stake alignments and grades for new trail.
  - 6.2.7. Stake locations for signage.
  - 6.2.8. Stake locations for striping.
  - 6.2.9. Stake other facilities as necessary.
- 6.3. Construction observation – The Consultant shall provide construction observation and day to day project coordination. Tasks include but are not limited to:
  - 6.3.1. Fulltime daily on-site inspection services for all facets of the project. Consultant shall assume 20 weeks at 45 hours per week when submitting.
  - 6.3.2. Maintain good public relations with residents and/or property owners.
  - 6.3.3. Maintain a daily diary of construction activity.
  - 6.3.4. Daily documentation of pay item quantities.
  - 6.3.5. Working with the contractor and City staff to prepare partial pay estimates.
  - 6.3.6. Coordination and documentation of materials testing requirements.
  - 6.3.7. Documenting certification of materials
  - 6.3.8. Verify materials and construction outcomes conform specifically to MnDOT and City of Northfield requirements.

## **7. Project Close-out**

- 7.1. Consultant shall conduct a final review of the project.
- 7.2. Obtain record information from the field representatives.
- 7.3. The consultant shall prepare as-built record drawings.

## **8. Testing Services**

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

## **9. Project Schedule**

- 9.1. City Council Order Feasibility Report – June 4, 2024
- 9.2. Proposals Due – June 6, 2024
- 9.3. City Council Proposal Award – June 18, 2024

- 9.4. 1<sup>st</sup> Neighborhood Meeting – October 9, 2024
- 9.5. Council Discussion on Draft Feasibility Report – November 19, 2024
- 9.6. City Council Accept Feasibility Report and Authorize Preparation of Plans and Specifications – December 3, 2024
- 9.7. ROW / Easement Acquisition – January – July 2025
- 9.8. 2<sup>nd</sup> Neighborhood Meeting – December 10, 2025
- 9.9. City Council Approve Plans and Specifications and Order Advertisement for Bids – January 6, 2026
- 9.10. Bid Opening – February 5, 2026
- 9.11. Accept Bids and Award Contract – February 17, 2026
- 9.12. 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 30 years for all pavement reconstruction 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](mailto:Sean.Simonson@northfieldmn.gov)

Or

Jacob Ives  
Graduate Engineer  
801 Washington Street  
Northfield, MN 55057  
507-650-4775  
[Jacob.Ives@northfieldmn.gov](mailto: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 5, 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. Current Project Process
- #3. Complete Streets Policy
- #4. Engineering Design Standards
- #5. Consultant Service Contract
- #6. Water System Study
- #7. 30% Easements Map
- #8. 30% Wetland Delineation Map
- #9. 30% Culvert Drainage Map
- #10. 30% Culvert Inspection Memo
- #11. 30% Mill Towns Trail Plans