

CONSULTANT SERVICE CONTRACT

This Contract is made this 20th day of August, 2019, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation, 801 Washington Street, Northfield, MN 55057, (“CITY”), and BOLTON & MENK, INC., a corporation under the laws of the State of Minnesota, 1960 Premier Drive, Mankato, MN 56001–5900 (“CONSULTANT”); (collectively the “PARTIES”).

WHEREAS, CITY requires certain professional services in conjunction with the 2020 Mill and Overlay 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 J 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 J 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 CONSULTANT has obtained all insurance required herein and such insurance has been approved by CITY, nor shall CONSULTANT allow any subcontractor to commence work on a 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 Workers' 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, Commercial General Liability ("CGL") and business automobile liability insurance coverages 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 Ongoing 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. CITY shall have additional insured status and be listed by name on an endorsement attached to such policy(ies) 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 bodily injury by accident \$500,000 bodily injury by disease aggregate \$500,000 bodily injury by disease per 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
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 wrongful act or occurrence; \$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. Technology Errors and Omissions Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Technology Errors and Omissions Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, cloud computing, extortion and network security. CONSULTANT is required to carry the following minimum limits: \$2,000,000 – per occurrence; \$4,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater.
6. 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.
7. Any insurance limits in excess of the minimum limits specified herein above shall be available to CITY.
8. CONSULTANT's insurance policies and certificate(s) shall not be cancelled without at least thirty (30) days' advance written notice to CITY, or Ten (10) days' prior written notice to CITY for nonpayment of premium.
9. CONSULTANT's policies shall be primary insurance and noncontributory to any other valid and collectible insurance available to CITY with respect to any claim arising out of CONSULTANT's performance under this Contract.
10. 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.
11. CONSULTANT shall ensure that all subcontractors comply with the insurance provisions contained in this Contract and such insurance is maintained as specified.
12. CONSULTANT's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance and technology errors and omissions insurance, if applicable.
13. All policies listed above, except professional liability insurance (or other coverage not reasonably available on an occurrence basis), shall be written on a per "occurrence" basis ("claims made" and "modified occurrence" forms are not acceptable) and shall apply on a "per project" basis.

14. 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, or as approved by CITY.
15. 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.

16. 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 CITY’s 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, P.E., 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, Compensation, 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 CITY's 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, June 15, 2021, or as otherwise provided in this Contract, whichever comes first.
- 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 material 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, after a reasonable time of written notice to cure, 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 CITY's 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 CITY's Public Works Director/City Engineer as determined by CITY.

SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, and hold harmless 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 to or caused by the negligent or otherwise wrongful acts or omissions, 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, and hold harmless 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 to or caused by the negligent or otherwise wrongful acts or omissions 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.** All notices and other communications required or permitted under this Contract shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either PARTY shall have notified the other PARTY. The PARTIES' representatives for notification for all purposes are:

CITY:

David Bennett, P.E., Public Works Director/City Engineer
City of Northfield
801 Washington Street
Northfield, MN 55057
Phone: 507-645-3006
Email: David.Bennett@ci.northfield.mn.us

CONSULTANT:

Brian Hilgardner
Bolton and Menk

12224 Nicollet Avenue
Burnsville, MN 55337
952-890-0509
Brian.Hilgardner@bolton-menk.com

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of Thirty (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 Ten (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.

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SECTION VII –SIGNATURES

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

CONSULTANT: BOLTON AND& MENK ENGINEERS, INC.

By:  Date: 8/13/2019
(Signature)
Title: Principal
Print Name: Brian H. Gardner

By: _____ Date: _____
(Signature)
Title: _____
Print Name: _____

CITY OF NORTHFIELD:

By: _____ Date: _____
Rhonda Pownell, Its Mayor

By: _____ Date: _____
Deb Little, Its City Clerk

EXHIBIT 1

SCOPE OF SERVICES

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

Request for Proposals
City of Northfield, MN
2020 Mill and Overlay Project
July 31, 2019

I. Introduction

The City of Northfield is requesting professional consulting services for the 2020 Mill and Overlay Project. Below is a brief explanation of the proposed construction for each project segment. (See attached map)

1. Project Areas and Descriptions – 2020 Mill and Overlay Project

- a. First Street – College Street to Maple Street
 - 1. Mill and Overlay
 - 2. Spot curb and gutter repair
 - 3. Spot sidewalk repair
 - 4. ADA upgrades to all existing pedestrian facilities
- b. Second Street – Washington Street to Oak Street
 - 1. 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 incorporation
- c. Third Street - Washington Street to Maple Street
 - 1. Mill and Overlay
 - 2. Spot curb and gutter repair
 - 3. Spot sidewalk repair
 - 4. ADA upgrades to all existing pedestrian facilities
- d. Third Street - Maple Street to Oak Street
 - 1. Mill and Overlay
 - 2. Spot curb and gutter repair
 - 3. Spot sidewalk repair
 - 4. ADA upgrades to all existing pedestrian facilities
 - 5. New sidewalk on the south side of Third Street
- e. Fourth Street
 - 1. Mill and Overlay
 - 2. Spot curb and gutter repair
 - 3. Spot sidewalk repair
 - 4. ADA upgrades to all existing pedestrian facilities
 - 5. On-street bike way incorporation
- f. Union Street – First Street to Second Street
 - 1. Mill and Overlay
 - 2. Spot curb and gutter repair
 - 3. Spot sidewalk repair
 - 4. ADA upgrades to all existing pedestrian facilities
- g. College Street – First Street to Third Street

1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
- h. Winona Street – First Street to Fourth Street
1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
- i. Nevada Street – First Street to Fourth Street
1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
 5. On-street bike way incorporation (Woodley Street to First Street)
- j. Maple Street
1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
- k. Elm Street – Second Street to Fifth Street
1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
- l. Oak Street – Second Street to Fourth Street
1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair
 4. ADA upgrades to all existing pedestrian facilities
- m. Heritage Drive – TH 3 to Hidden Valley Apartments
1. 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 incorporation
- n. Jefferson Road – Hidden Valley Road to Heritage Drive
1. 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 incorporation
- o. Seventh Street – Water Street to west dead end
1. Mill and Overlay
 2. Spot curb and gutter repair
 3. Spot sidewalk repair

4. ADA upgrades to all existing pedestrian facilities
- p. Eighth Street – Water Street to Linden Street
 1. 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 incorporation (West Dead End to Union Street)

Special Assessments levied under the authority of Chapter 429 of Minnesota Statutes will also be part of the financing arrangement for this project. The professional services of interest include following the process of Project Development prescribed under Chapter 429, 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) if applicable.

II. Scope of Work

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

1. **Feasibility Study** – Complete the feasibility study as required by the assessment process. 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. Present feasibility report to City Council.
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. Additional topographic information should be gathered at all intersections to produce an adequate design that meets ADA standard design where applicable. This survey shall establish sufficient control to reestablish the street and sidewalk within existing right-of-way.
 - 2.1. Consultant shall prepare a full topographic survey on Third Street from Maple Street to Oak Street for potential sidewalk installation.
 - 2.2. Consultant shall perform a full topographic survey on Fourth Street from Nevada Street to Prairie Street for the potential installation of an on-street protected bike lane.
 - 2.3. Consultant shall verify all curb and sidewalk removals in the field prior to the topographic survey, to ensure the removals are shown on the design removal plans.
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/sidewalk installations (I.E. R = Remove S = Save)
4. **Design** – The consultant shall design a full set of approved plans including the following but not limited to:
 - 4.1. Existing Plans – Using topographic and right-of-way survey information, prepare base plans 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. Preliminary and final design plans and specifications – Prepare plans and specifications. Specifications shall supplement City’s standard construction documents.
 - 4.2.1. Alignment – The alignment of the roads are not expected to significantly change, as this is a project in a well-established area.
 - 4.2.2. Profiles –set the profiles for the project.
 - 4.2.3. Cross-sections – Cross-sections –develop cross sections for the project where all new sidewalk/trail installations are proposed, or the existing street alignment/profile/width is changed.
 - 4.2.4. Removals – develop a removals plan for all portions of the project.
 - 4.2.4.1. Include all sidewalk and curb and gutter removals on the design plans.
 - 4.2.5. 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 on the Project. Casting adjustments/structure grouting/adjustment ring replacement shall be anticipated for all structures in the project areas. The City of Northfield will do storm structure inspections prior to design, and will provide a list of storm structure maintenance suggestions. Consultant shall incorporate the suggested storm sewer repairs in the final design plans.
 - 4.2.6. 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.
 - 4.2.7. No anticipated sanitary sewer replacements are scheduled other casting adjustments. Casting adjustments shall include adjusting ring replacement for all structures within the project area. However, if any deficiencies found during project development shall be incorporated into the plans and specifications for repairs. Consultant shall be sure to follow the City of Northfield Comprehensive Sanitary Sewer Plan when analyzing any Sanitary Sewer upgrades.
 - 4.2.8. No anticipated watermain replacements are scheduled other than gate valve adjustments/replacements if required. If any watermain deficiencies are found during project development the Consultant shall incorporate any improvements into the plans and specifications.

- 4.2.9. Signing and striping - The consultant will develop a signing and striping Plan for all portions of the project.
- 4.2.10. Sidewalk Design – The consultant will design sidewalks in proposed areas based on the current City of Northfield Safe Routes to School (SRTS) plan, and the current City of Northfield Pedestrian, Bike, and Trail System Plan.
- 4.2.11. On-Street Bikeway – The consultant shall reference the current City of Northfield Pedestrian, Bike, and Trail System Plan and included these design features if applicable. The City of Northfield will provide typical cross section graphics for each of the corridors to aid the Consultant in the on-street bikeway design.
- 4.2.12. Intersection Design – The consultant will develop an intersection design plan for all project intersections on the Project. This should also include ADA design of all pedestrian ramp facilities to ensure compliancy with current ADA standards.
- 4.2.13. Stormwater Pollution Prevention Plan - The consultant selected will develop a Stormwater Pollution Prevention Plan for all portions of the project.
- 4.2.14. Traffic control plans during construction including phasing plan – The consultant will develop a traffic control and construction-phasing plan. This plan will also analyze continued access to residences throughout the duration of construction.
- 4.2.15. Landscape Design – The Consultant shall prepare concept images for the proposed Fourth Street Corridor based on the cross section graphics provided by the City of Northfield. These concept images shall be prepared with the feasibility report with cost estimates.
 - 4.2.15.1. Consultant shall provide a full set of Landscape Design Plans for Fourth Street as part of the final design plan package.
- 4.2.16. Estimated Quantities – estimate the quantities for the project.
- 4.3. Prepare contract documents - the consultant selected will prepare contract documents based on the City’s standards.
- 4.4. Submit to City for review and approval.
 - 4.4.1. 30% Plan Submittal, Cost Estimate and Meeting with Staff
 - 4.4.2. 60% Plan, Specification, Cost Estimate and Meeting with Staff
 - 4.4.3. 95% Plan, Specification, Cost Estimate and Meeting with Staff
- 4.5. 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.
- 4.6. Prepare opinion of probable construction costs - The consultant will prepare an opinion of probable construction costs.
- 4.7. 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.
- 5. **Bidding Administration** – Limited bidding administration will be required of the consultant selected:
 - 5.1. Advertisement for bids – The Consultant will prepare the advertisement for bids in the City of Northfield format and submit to the City of Northfield for the required publication submittal.

- 5.2. Answer bidder's questions – The consultant will be required to answer all bidders' questions.
- 5.3. Issue addenda, if required – The consultant will be required to prepare any addendums. The City will distribute addendums.
- 5.4. Bid opening and tabulation – The City will open and tabulate bids.
- 5.5. Prepare letter of award recommendation – The Consultant will prepare a letter of award recommendation.

6. Construction Services

- 6.1. Construction Administration –The consultant will be required 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.
- 6.2. Field Staking
 - 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 sidewalk areas.
 - 6.2.6. Stake alignment and grades for any new retaining walls.
 - 6.2.7. Stake locations for signage.
 - 6.2.8. Mark locations for pavement striping.
 - 6.2.9. Stake other facilities as necessary.
- 6.3. Construction Observation Support - The Consultant will provide construction observation and day-to-day project coordination. Task include but are not limited to:
 - 6.3.1. Fulltime daily on-site inspection services for all facets of the project
 - 6.3.2. Maintain good public relations with residents and/or property owners
 - 6.3.3. Maintaining 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. Coordinate and documentation of materials testing requirements
 - 6.3.7. Documenting certification of materials
 - 6.3.8. Verify conformity of materials and construction outcomes conform specifically to MnDOT standards and requirements

7. Project Close-out

- 7.1. Conduct final review of project.
- 7.2. Obtain record information from field representatives.

- 7.3. Record drawings - The Consultant will prepare record drawings per the City of Northfield as-built requirements.

8. Geotechnical Testing Services

- 8.1. 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:
 - 8.1.1. Soil Boring for preliminary design and preparation of the feasibility report.
 - 8.1.2. Field testing services for all facets of construction that meets MnDOT Schedule for Materials Control

9. Project Schedule

- 9.1. Order Feasibility Report – August 20, 2019
- 9.2. Approve Engineering Contract – August 20, 2019
- 9.3. Neighborhood Meeting #1 – September 25, 2019 (Consultant to provide meeting graphics and attend)
- 9.4. Accept Feasibility Report and call for Improvement Hearing – October 15, 2019 (Consultant to present Feasibility Report and Recommendation to Council)
- 9.5. Council Direction on Fourth Street Concepts – November 5, 2019 (Consultant to present to Council)
- 9.6. Improvement Hearing – November 5, 2019 (Consultant to present to Council)
- 9.7. Order Improvement and Preparation of Plans and Specifications – November 5, 2019 (Consultant to present to Council)
- 9.8. Approve Plans and Order Advertisement for Bids – January 14, 2020 (Consultant to present to Council)
- 9.9. Declare Amount to be Assessed/Call for Assessment Hearing – January 14, 2020
- 9.10. Assessment Hearing/Adopt Assessments – February 4, 2020
- 9.11. Bid Opening – February 13, 2020
- 9.12. Accept Bids and Award Contract – February 18, 2020
- 9.13. Construction – June – September 2020

III. Goals and Objectives

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

IV. Department Contacts

Prospective responders who may have questions regarding this Scope of Services

may call, email, or write:

David 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

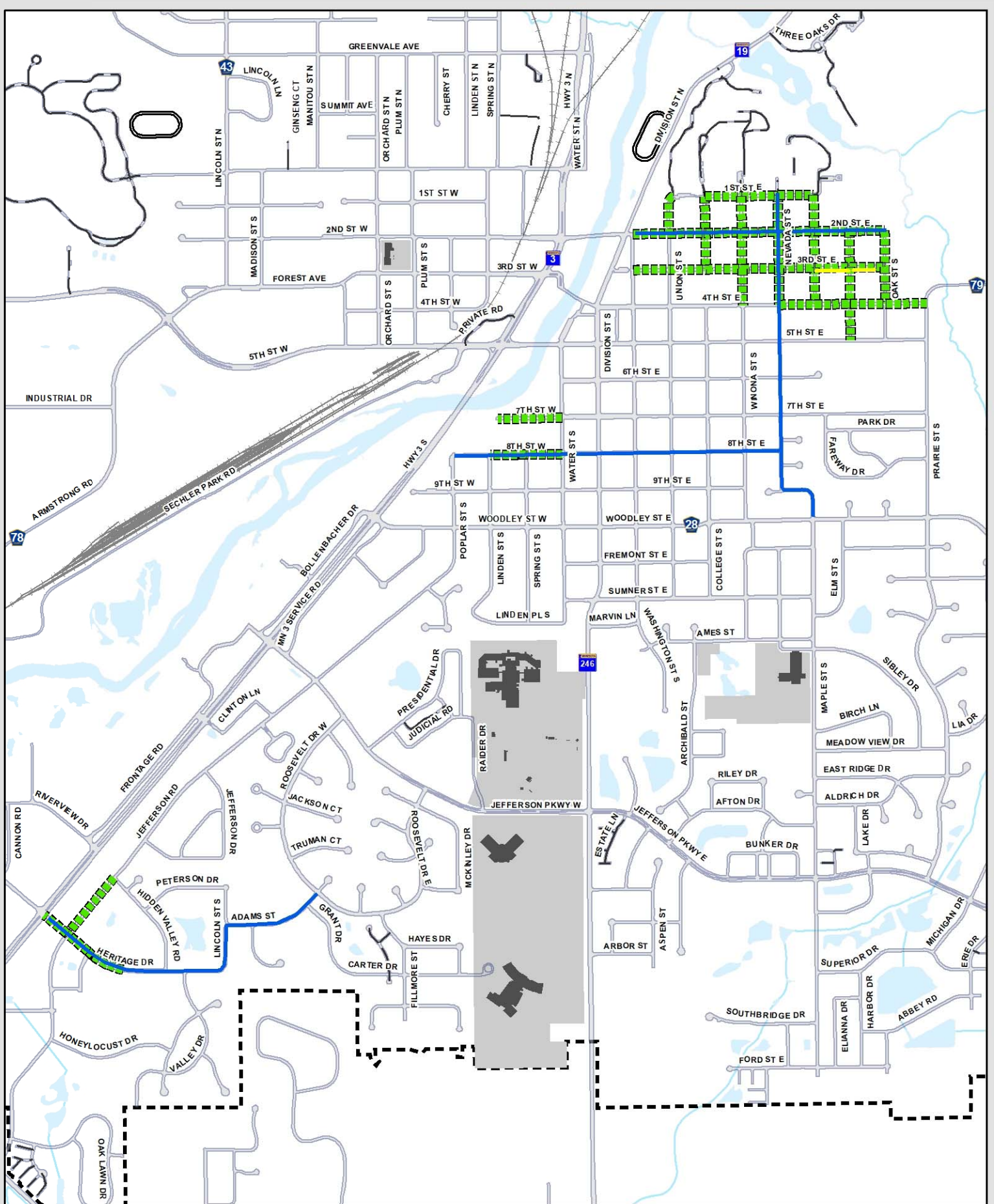
V. Proposal Contents

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(s).
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.

VI. Contract

Included is Attachment 1, 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.



— Planned Sidewalk
 — Planned On-Street-Bikeway
 — 2020 - Mill and Overlay

0 350 700 1,400 Feet
 W N E S

2020 Mill and Overlay Project

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[Certificates of Insurance attached hereto]



BOLTO-1

OP ID: MP

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/08/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of MN/Mkto 530 W Pleasant St Mankato, MN 56001 Mary E. Portner		507-388-2010		CONTACT NAME: Mary Portner	
				PHONE (A/C, No, Ext): 507-388-2010	FAX (A/C, No): 507-388-5492
				E-MAIL ADDRESS: mportner@bbmankato.com	
				INSURER(S) AFFORDING COVERAGE	
				INSURER A: Westfield Insurance Company	NAIC # 24112
				INSURER B: Westfield National Ins Co	24120
				INSURER C: Continental Casualty Co	20443
				INSURER D:	
				INSURER E:	
				INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	X		CMM 3 406 737	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Emp Ben. \$ 1M/2M
A	☒ XCU Coverage			BLKT CONTRACTUAL LIAB			
A	☒ Blkt AI & Waiv of			& BLKT ADD'L INSURED			
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:						
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ Blkt Waive	X		CMM 3 406 737	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY of Subro						
A	☐ UMBRELLA LIAB ☒ EXCESS LIAB	X		CMM 3 406 737	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
	☐ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$ -0-						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCP 8677645 BLANKET WAIVER OF SUBR	01/01/2018	01/01/2019	☒ PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liabi E&O/Ded \$50,000			AFE 11 401 97 18 RETROACTIVE DATE 12/31/97	12/31/2017	12/31/2018	Claim \$ 5,000,000 Aggregate \$ 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder, City of Northfield, is added as an additional insured under the general & auto liability. The insurance is primary & non-contributory. 10 day notice of cancellation applies to certificate holder.

CERTIFICATE HOLDER

CANCELLATION

CITYNO- City of Northfield 801 Washington Street Northfield, MN 55057-2598	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Mary E. Portner</i>

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 \$442,385.00 ("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.

Schedule of Fees

<u>Classification</u>	<u>Hourly Rate</u>
<u>Principal in Charge</u>	\$ <u>171.00</u> /Hour
<u>Project Manager</u>	\$ <u>139.00</u> /Hour
<u>Project Engineer</u>	\$ <u>128.00</u> /Hour
<u>Engineering Technician</u>	\$ <u>145.00</u> /Hour
<u>Water Resource Engineer</u>	\$ <u>138.00</u> /Hour
<u>Project Surveyor</u>	\$ <u>156.00</u> /Hour
<u>Survey Technician</u>	\$ <u>130.00</u> /Hour
<u>Survey Crew</u>	\$ <u>145.00</u> /Hour
<u>Landscape Architect</u>	\$ <u>120.00</u> /Hour
<u>Resident Project Representative</u>	\$ <u>112.00</u> /Hour
<u>Clerical</u>	\$ <u>86.00</u> /Hour

City of Northfield

August 13, 2019

A circular photograph of a residential street with a paved road, trees on both sides, and a cloudy sky. The image is framed by a green circular border.

Proposal for **2020 Mill and Overlay Project**

Contact:

Brian Hilgardner, P.E.

612-328-4729

brian.hilgardner@bolton-menk.com

12224 Nicollet Avenue | Burnsville, MN 55337-1649

Ph: (952) 890-0509 | Fax: (952) 890-8065 | Bolton-Menk.com



Real People. Real Solutions.



Real People. Real Solutions.

August 13, 2019

David Bennett, P.E.
Public Works Director/City Engineer
801 Washington St.
Northfield, MN 55057

RE: Proposal for 2020 Mill and Overlay Project

Dear Mr. Bennett:

The 2020 Mill and Overlay Project will improve the City of Northfield's street aesthetics, pedestrian movements, drainage, road design, and structural strength. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and beautiful. As you know, we make Northfield's priorities our priorities. We understand what needs to be accomplished for successful completion of the 2020 Mill and Overlay Project.

Strong Working Relationship with City Staff – We have developed a strong working relationship with city staff, gaining a thorough understanding of the city's values, goals, and standards. I have worked with Sean Simonson on Northfield projects for the past 15 years, while Roger Ness was a former engineering employee for the city. The entire assembled team has worked on multiple projects within the City of Northfield. Past projects we've successfully delivered in Northfield include

- 2016 Woodley Street Reconstruction
- 6th and 9th Street Reconstruction
- Maple and Prairie Street Improvements
- 1st and 4th Street Improvements
- 5th and Water Street Improvements
- 8th and Division Street Improvements
- 2019 Street Improvements Project

Complete Understanding of the Project Process – We have completed the proposed process with the city on previous projects. We helped the city develop its standard specifications, details, and CAD standards. Our comprehensive understanding of your process allows us to efficiently complete the project, allowing time to be spent on other important items within your department. These efficiencies save money for the city in ways not illustrated in our proposal.

Experienced Team – We have a strong background in municipal engineering. Our strength is derived from our talented and experienced staff, extensive project experience, and relationships with governmental and regulatory agencies. We have assembled a team of qualified professionals for the 2020 Mill and Overlay Project who will bring their extensive knowledge and similar reconstruction experience to the project.

In continued service to the City of Northfield, we are excited at the opportunity to complete the 2020 Mill and Overlay Project. I will serve as your principal-in-charge. Please contact me at 612-328-4729 or brian.hilgardner@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,

Brian Hilgardner, P.E.
Principal Engineer

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com



UNDERSTANDING OF GOALS AND OBJECTIVES

The project location map on the following page details the streets needing improvement and outlines the various construction methods to be used.

We understand most streets will receive a mill and overlay. Additional streets will include sidewalk and bike lane construction. We will also complete a full intersection detail design where there are existing sidewalks to ensure ADA compliance. We will retain a geotechnical subconsultant to provide recommendations on the proposed improvements. We will complete this as a part of the feasibility report, as it may have implications on the overall project cost.

A separated bikeway or trail is planned for 4th Street. This facility will likely be between 12 and 14 feet wide with a constructed barrier between the facility and vehicle traffic. We will develop three conceptual layouts with associated cost estimates during the preliminary design and feasibility report development. We will have a landscape architect included in the design to evaluate appropriate options to enhance median and boulevard areas, as well as the functioning ability of the bikeways.

Bolton & Menk understands there will be sidewalk improvements along 3rd Street. The city indicated a new sidewalk will be installed in this area. The existing roadway is 38-feet wide. Several design concepts will need to be examined during the preliminary design and feasibility report development. We will provide cross sections of the boulevard to identify drainage and/or possible retaining walls to accommodate grading.

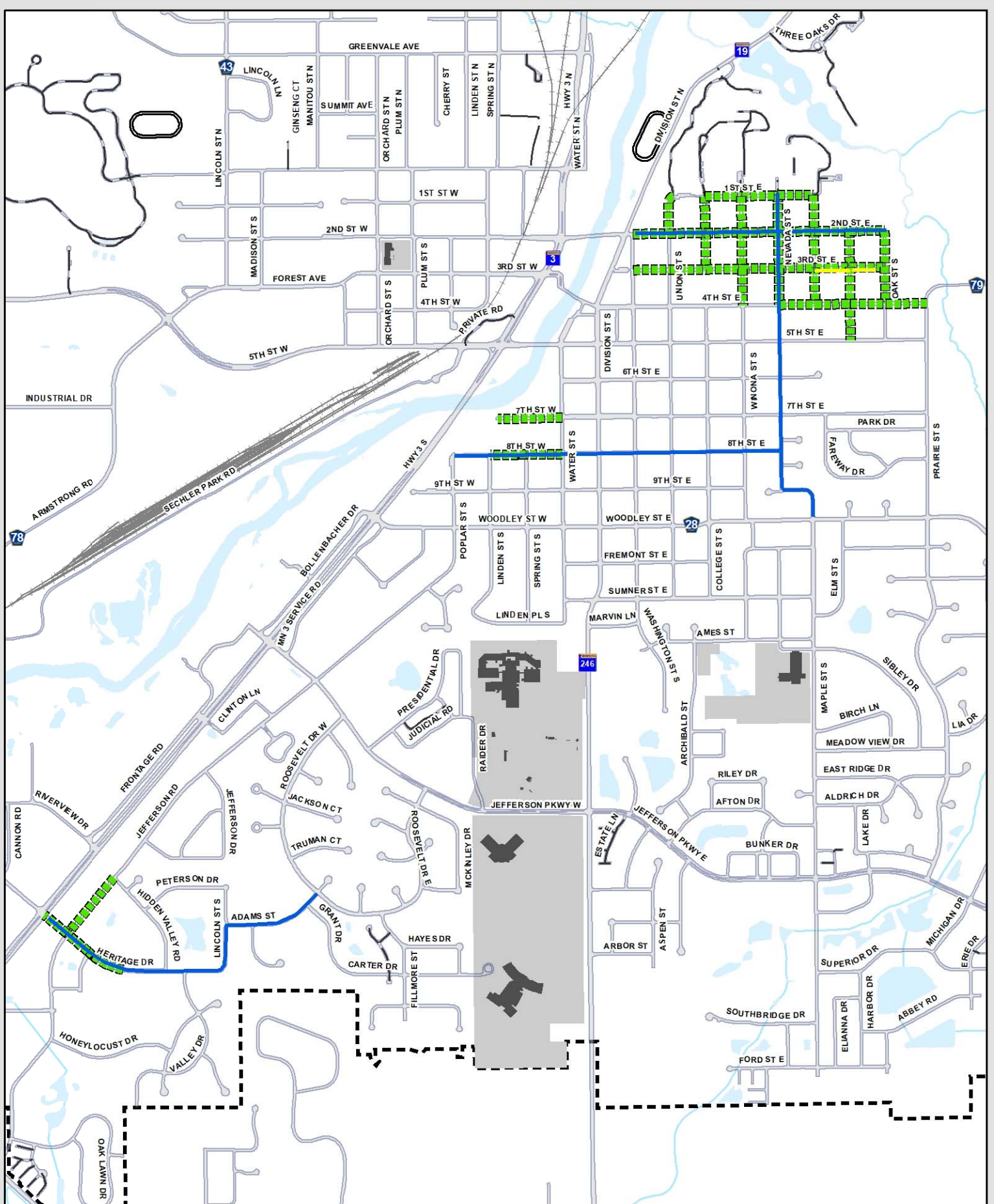
This project will follow the Minnesota Chapter 429 project process, which includes assessments. Bolton & Menk will follow the required project steps and assist the city with necessary resolutions. The City of Northfield will calculate the preliminary and final assessment roll.

Bolton & Menk will ensure the streets listed as part of the 2020 Mill and Overlay Project list will be brought up to a service life of 15 years. We will deliver the project according to the tasks layed out in the RPF on schedule and on budget, including all items detailed in the project schedule. The anticipated bid date for this project is early 2020. An early bid date is preferred due to the current highly competitive bidding climate.

will work with us has tailored project communication
watches your bottom line is creative and innovative
has an award winning resume has proven partnerships

A CONSULTANT WHO...

offers an array of services is worth their fee
has proven expertise has creative problem solving skills
builds community support you can trust is proactive
plays well with others has local expertise



Planned Sidewalk
Planned On-Street-Bikeway
2020 - Mill and Overlay

0 350 700 1,400 Feet

W N E S

2020 Mill and Overlay Project



PROJECT TEAM & EXPERIENCE

We have assembled a highly-motivated and experienced group of professionals for the 2020 Mill and Overlay Project. Our team values and understands the importance of achieving your vision with full stakeholder support. Our team will be led by Brian Hilgardner and supported by key individuals. This team is 100 percent available and committed to performing and overseeing the work they have been identified to lead. Project team member bios are included in the following pages of this section. Full résumés of all staff can be provided upon request.



Brian Hilgardner, P.E.
Principal-in-Charge

Brian will direct personnel and resources to accomplish the project work plan within your schedule. He will monitor progress, schedule, and budget to ensure critical issues are addressed in a timely manner. Brian will maintain consistent communication with city staff and project partners. He has served as project manager on several projects with the City of Northfield. Brian fully understands the staff's preferred project process; his coordination and leadership on the 2020 Mill and Overlay Project will ensure its successful delivery.

An engineer since 1998, Brian has gained a range of experience in project administration. His background includes development and design of municipal reconstruction projects, including street construction, sanitary sewer systems, lift stations, water distribution systems, stormwater collection systems, and pedestrian facility construction. His administrative duties include preliminary engineering reports, cost estimates, preliminary and final design, presentations, attendance at city council meetings, bidding assistance, and construction administration. In addition, Brian assists in

training young EITs on proper construction observation skills. He is an expert in trenchless technology techniques.

Similar Experience:

- Riverfront Renaissance Project, City of Hastings (2018 APWA Project of the Year)
- Multiple projects in the City of Northfield
- 2017 Street Reconstruction, City of Prior Lake
- 2017 & 2019 Street Improvements, City of West St. Paul



Cory Bienfang
Project Manager

Cory will oversee the project team and manage overall project delivery. He will establish and maintain communication with city staff so that the City of Northfield's needs are met during design and construction.

As a project manager, Cory is responsible for managing projects from conception through construction. He began his career in 2006 and is involved in projects throughout the many different stages of development. He has a range of experience related to highway and streets, parks and trails, parking lots, stormwater systems, and residential and commercial developments. His responsibilities also include managing various design elements of a project and the staff required to deliver the final product. Cory is driven by the

challenge to complete a project that is technically sound, within budget, and exceeds the client's expectations.

Similar Experience:

- Multiple projects in the City of Northfield
- CSAH 50 Improvements, Dakota County/City of Lakeville
- Red Wing Downtown Improvements, City of Red Wing

**Brad Fisher, EIT**

Project Engineer

Brad will be responsible for leading project design, specifically focusing on quality control and quality assurance, as well as guiding the plan and specification preparation.

Brad began his career as a design engineer in 2014. He has worked on many municipal projects consisting of roadway design, including municipal state aid design and utilities such as sanitary sewer, watermain, and storm sewer. Brad is passionate about listening to his client's needs and delivering their vision. He completes project planning, design, and preparation of construction plans and specifications. His design experience includes preliminary and final design, preliminary layout and design preparation of feasibility reports, preparation of construction plans and specifications, preparation of quantity take-offs and cost estimates, and project documentation. In addition to his design experience,

Brad has provided construction inspection and documentation services on various projects. He has also observed multiple CIPP and other trenchless construction methods.

Similar Experience:

- 2018 & 2019 Street Improvement Projects, City of West St. Paul
- 2017 Street & Utility Improvements, City of Prior Lake
- NW Area Improvements, City of Inver Grove Heights
- Riverfront Renaissance Project, City of Hastings
(2018 APWA Project of the Year)

**Roger Ness**

Engineering Technician

Roger will be responsible for plan production and design, specifically focusing on the intersection design details.

Roger began his profession as a senior engineering design technician and construction observer in 1988. He has extensive experience in the inspection, detailed design, cost estimating, and construction observation of municipal public works projects including sanitary sewer, storm sewer, water main, streets, sidewalks, and trails. Roger enjoys the problem-solving aspects of both construction and design related issues. He also has extensive experience with documentation and testing requirements for state and federal aid projects and is proficient in the use of AutoCAD and Eagle Point software.

Roger has experience as a project manager and street and parks maintenance manager for the City of Northfield. During his time there, he developed excellent leadership and management skills to compliment his technical design capabilities.

Similar Experience:

- 2017 Street Reconstruction, City of Prior Lake
- 2018 Kenyon Avenue Improvements, City of Lakeville
- Several projects at the City of Northfield while employed in the engineering department

**Tim Olson, P.E., CFM**

Water Resources Engineer

Tim will provide any necessary water resources engineering on the project. Tim will focus on verifying the capacity of the existing system and making any improvement recommendations.

Tim has been a water resources engineer with Bolton & Menk since 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning; innovative best management practice design; detailed hydraulic and hydrologic modeling; drainage design and construction plan review; NPDES Phase I & II MS4 and construction stormwater permitting requirements; and coupling GIS techniques with water resources design and analysis.

Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

Similar Experience:

- Worked directly with Dave Bennett on several water resources related projects at the City of Northfield

**Eric Wilfahrt, L.S.**

Project Surveyor

Eric will serve as the project surveyor and perform topographic survey, base mapping, and construction staking.

Eric likes to complete projects that have complex and challenging right-of-way and boundary determinations. He is a project surveyor who manages survey operations for the firm's south metro locations. He began his surveying career in 2004. He is responsible for researching, preparing, calculating, interpreting, and writing legal descriptions related to ALTA, topographic, plats, boundary, and engineering surveys. He has additional quality control

and oversight duties. Eric is proficient in AutoCAD, AutoCAD Map, COGO, CG-Survey for AutoCAD, Eagle Point Software, Civil 3D, Trimble Business Center, Leica Cyclone 9, and Leica Topo II Software.

Similar Experience:

- 2019 Reclamation Project, City of Northfield
- Woodley Street Improvements, City of Northfield
- Downtown Improvements, City of Red Wing

**Sam Kessel, PLA**

Landscape Architect

Sam will lead landscape architecture efforts in coordination with the conceptual images provided by the city.

Sam is a landscape architect for Bolton & Menk, beginning his career in 2005. He has developed broad knowledge and extensive design experience in downtown redevelopments, urban parks, and recreation complex master plans. Sam has worked on a number of successful projects that incorporate multimodal strategies from conceptual design and public involvement to construction administration. His passion for landscape architecture is exemplified through his use of innovative techniques and creative solutions that have resulted in many successful public and private projects throughout Iowa, Minnesota, and Colorado. His proficient design approach actively engages city staff and the public, effectively fostering public support that produces a product that will stand the test of time.

Similar Experience:

- Riverfront Renaissance Project, City of Hastings (2018 APWA Project of the Year)
- The Artery, City of Hopkins (2019 APWA-MN Project of the Year)

**Eric Hauser, EIT**

Resident Project Representative

Eric will serve as the Resident Project Representative. His responsibilities will include daily construction inspection, pay item tracking, field measurements, communication between the contractor and stakeholders, and coordination of materials testing.

Eric began his career with Bolton & Menk in 2015, gaining experience with a variety of public works projects. He has provided construction services on new development and street and utility reconstruction projects. He has performed construction observation, recorded quantities, taken as-built measurements, and created record drawings. Eric is a problem-solver, and enjoys working with coworkers, city staff, contractors, and residents to overcome both design and construction challenges within a project.

Similar Experience:

- 2018 Greystone Street & Utility Improvements, City of Rosemount
- 2019 Street Improvements, City of Empire
- 2019 Westview Street Improvements, City of Farmington



PROJECT SCHEDULE

As indicated in the RFP, we will follow the project schedule below.

STEP	DELIVERY DATE
Order Preparation of Feasibility Report	August 20, 2019
Approve Scope of Services Contract	August 20, 2019
Neighborhood Meeting #1	October 2, 2019
Council Direction on Third Street and Fourth Street Concepts	October 15, 2019
Accept Feasibility Report and Call for Improvement Hearing and Order Preparation of Plans and Specifications	November 5, 2019
Improvement Hearing	December 3, 2019
Order Improvement	December 3, 2019
Neighborhood Meeting #2	January 8, 2020
Approve Plans and Order Advertisement for Bids	January 14, 2020
Publish Ad for Bid in Northfield News	January 22, 29, and February 5, 2020
Bid Opening—2:00pm	February 13, 2020
Accept Bids and Award Contract	February 18, 2020
Property Owner Meetings	April 2020
Construction	June – September 2020
Accept Improvements and Authorize Final Payment	June 2021
The following actions detail the required 429 process track to assess benefitting property owners for local improvements.	
Benefit Appraisal Report	September 2019
Declare Amount to be Assessed/Call for Assessment Hearing	January 14, 2020
Assessment Hearing	February 4, 2020
Adopt Assessments	February 4, 2020

WE DELIVER THE RIGHT SOLUTIONS.

Through client collaboration, we identify the best solutions for each project, incorporating innovation based on client/project objectives.



PROJECT FEES

Client: City of Northfield		Bolton & Menk, Inc.												
Project: 2020 Street Improvements														
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Project Engineer	Engineering Technician	Water Resources Engineer	Project Surveyor	Survey Technician	Survey Crew	Landscape Architect	Resident Project Representative	Clerical	Total Hours	Total Cost
1.0	Feasibility Study	12	20	80	40	10	0	0	0	0	0	0	162	\$22,252
2.0	Topographic Survey	0	0	0	0	0	28	29	213.5	0	0	6	276.5	\$39,612
3.0	Arborist Report	Arborist Sub Consultant												\$2,500
4.0	Design	50	171	358	342	50	0	16	0	60	0	10	1057	\$144,773
5.0	Bidding Administration	3	10	26	0	0	0	0	0	0	0	13	52	\$6,349
6.0	Construction Services	20	20	200	0	0	12	33	197	0	1000	0	1482	\$178,527
7.0	Project Close-Out	0	4	22	0	0	0	0	0	0	0	0	26	\$3,372
8.0	Geotechnical Services	Geotechnical Sub Consultant												\$45,000
Total Hours		85		686	382	60	40	78	410.5	60	1000	29	3055.5	
Average Hourly Rate		\$171.00	\$139.00	\$128.00	\$145.00	\$138.00	\$156.00	\$130.00	\$145.00	\$120.00	\$112.00	\$86.00		
Subtotal		\$14,535		\$87,808	\$55,390	\$8,280	\$6,240	\$10,140	\$59,523	\$7,200	\$112,000	\$2,494		
SUBTOTALS														
Design Services (Tasks 1-5)													\$215,486	
Construction Services (Tasks 6-7)													\$181,899	
*Includes construction staking														
*Includes 10 hours per week of construction administration for 20 weeks														
*Includes 50 hours per week of Resident Project Representative for 20 weeks														
Geotechnical Services (Task 8)													\$45,000	
*Includes soil borings and geotechnical report														
*Includes construction materials testing in accordance with MnDOT Schedule of Materials Control														
Total Fee													\$442,385	