

## **SCOPE OF SERVICES**

### **Introduction – Project Understanding**

The purpose of this contract is to complete the Surveys, and Final Design for State Project (SP) 0404-39 Trunk Highway (TH) 1, reference point (RP) 122.950 to RP 124.187. The project consists of an urban reconstruct in Redby. The project scope includes the following:

- Construct adequate pedestrian and bicycle facilities typically seen in an urban environment
- Remediate poor access control
- Construct adequate drainage facilities to handle storm events
- Provide smooth riding surface for the traveling public

The Design Services consist of design surveys, utility coordination, detailed design of construction plans and assisting in preparation of documents for regulatory permits.

The 95% final design package for this contract is to be completed and submitted to the State Design Services Office in St. Paul by **January 9, 2026**, for the contract to be awarded by **March 27, 2026**.

The tasks described in this scope of work will be completed by the Governmental Unit, in coordination with Moore Engineering, Inc., referred to as “Governmental Unit” for the remainder of this scope of work.

### **Section 1 - Project Management (Source Type 1010)**

#### **1.1 Project Management and Coordination**

Management and administration of the contract will include communications with State staff, the City of Red Lake, utility companies, and environmental agencies listed in Section 9 of this scope of services. The Governmental Unit will maintain bi-weekly conference calls and/or in person meetings with the State’s Project Manager to provide updates, coordinate activities, and schedule project meetings. The Governmental Unit will be required to coordinate planning, permitting, and project documentation review with local agencies, affected utility companies, and permitting agencies as necessary. The Governmental Unit will also be responsible for billing preparation, invoicing, progress reports, and other non-technical work.

#### **1.2 Project Meetings**

The Governmental Unit will schedule one kick-off meeting and three design team meetings. The design team meetings will be scheduled in conjunction with the 30%, 60% and 90% submittals. The Governmental Unit should assume two representatives will attend in-person at the kickoff and at the 30%, 60% and 90% design meetings. In addition to the design meetings the Governmental Unit will have weekly meetings either in person or electronically to discuss progress throughout the project. All other supplemental meetings can be either via conference call, video conference or in-person. The Governmental Unit will schedule all meetings pertinent to the timely completion of the project final design phase. This includes meetings with the State, affected utility companies, and permitting agencies. The Governmental Unit will provide agendas for meetings three days prior to the meeting and meeting minutes within seven days of each meeting.

#### **1.3 Public Meetings**

The Governmental Unit will prepare material for, and attend, two public information meeting in Red Lake. The purpose of these meetings is to provide a general presentation of the project with the design concept. This city public information meeting will be organized and led by the Governmental Unit.

## **1.4 Project Schedule**

The Governmental Unit will utilize a Critical Path Method (CPM) project schedule developed by the State and the Governmental Unit. The schedule will be updated monthly. The Governmental Unit and the State will manage the schedule to meet activity deadlines.

## **1.5 Quality Management**

The Governmental Unit will prepare and maintain a project-specific Quality Management Plan (QMP) detailing the quality process and procedures to be used. The QMP will be in conformance with the State's Design-Bid-Build Quality Management Process. The QMP will be submitted to the State for review within ten business days of Notice to Proceed, unless otherwise approved by the State's Project Manager in writing.

## **1.6 Electronic File Submittal**

Governmental Unit will provide one copy of the preliminary and detail design files on computer CD or via ftp. The Governmental Unit will provide all CADD files in MicroStation V8i or SS3 and GEOPAK format.

## **1.7 Project Management Deliverables and Due Dates or Time**

### **State's Deliverables:**

- a. Review and respond to submittals (within two weeks)
- b. Coordinate internal reviews (within two weeks)
- c. Provide copies of project correspondence and project information (as needed)
- d. Attend meetings (as needed)
- e. Approve deliverables (as needed)
- f. Monitor quality control (at all turn-in milestones)

### **Governmental Unit's Deliverables:**

- a. Coordinate and attend meetings (as needed)
- b. Hold an update meeting or conference call with State's Project Manager (bi-monthly or as needed)
- c. Prepare meeting agendas, displays, and minutes (as needed)
- d. Prepare and submit invoices and progress reports (monthly)
- e. Provide updates to the project schedule (upon request by State's Project Manager)
- f. Provide timely copies of critical correspondence and project issue data (as needed)
- g. Submit electronic project files on CD or via ftp (at project completion)

## **Section 2 - Data Collection, Surveying and Base Mapping (Source Type 1040)**

### **2.1 Data Collection**

State will provide copies of the appropriate sections of all State publications, pamphlets and booklets referenced in this scope that the Governmental Unit does not have access to and that are not proprietary.

#### **The State will provide the following data:**

- a. As-built Plans
- b. Materials Design Recommendations
- c. Soil Borings
- d. Control Points
- e. Mapping and TIN files from aerial photography

### **2.2 Supplemental Design Surveys**

The Governmental Unit is responsible for collecting all existing and proposed information as needed (including the necessary layouts, mapping, plan sheets, profiles, alignments, and cross sections) by

## Specifications, Duties, and Scope of Work

contacting the proper agencies (State, involved cities, watershed districts, etc.). The Governmental Unit is required to provide survey crews and equipment necessary to obtain field measurements for design computations and utility identification. All surveys will be tied to State furnished control points. Mapping and a TIN model have been completed from aerial photography, but additional design survey work is necessary in obscured areas or to obtain additional design survey information needed for detail design.

All work will be accomplished in conformance with the standards and specifications on the "MnDOT Surveying and Mapping Manual." In addition:

- a. All horizontal survey data will be referenced to the NAD 83 Beltrami County South coordinate system.
- b. All vertical survey data will be referenced to the NAVD 88 datum.
- c. All records produced will be in English units.
- d. All survey features will be provided in a .GPK file. All graphics files will be in Microstation format or an AutoCAD equivalent.
- e. The State will provide the Governmental Unit with the survey data relative to this project.

### **2.3 Preliminary Utilities**

Information will be gathered and documented per the current State Utility Manual as follows:

- a. Gopher State One Call - design locate or field locate utilities as necessary
- b. Utility Identification Letters
- c. Review existing Right of Way (ROW), existing ROW to be identified and verified by the Governmental Unit
- d. Identify possible construction impacts to utilities including adjustments and relocations
- e. Coordinate any utility relocations which includes receiving utility relocation plans and holding a utility coordination meeting
- f. Complete necessary utility adjustment and relocation tasks as necessary per the State Utility Process. See <<http://www.dot.state.mn.us/utility/projectdelivery.html>> for more information

### **Section 3 - Design Memorandum (Source Type 1150)**

The Design Memorandum will be prepared by the Governmental Unit with the assistance from the State for this project.

### **Section 4 - Roadway Design (Source Type 1250)**

Final plans will be prepared in accordance with current State standards and practices and follow the format of the State's Sample Plan. Form, sequence, and content of plans will comply with the State's State of Minnesota, Technical Manual Section 5-292.600, related appendices, and the State's current design concepts and practices. A signature block will be included on all sheets except standard plans (with no modifications). The plans will be prepared on 11" x 17" sheets. The final submittal of plan sheets will be on high quality vellum for the Title Sheet with all other sheets on a high quality bond paper. The drafting on the plan sheets will be of such size and quality as will permit the making of readable prints including clear reproduction of grid lines, symbols and legends. No adhesive-backed material will remain on any plan sheet. Bar scales will be used throughout the plan. The State reserves the right to return plan sheets that it considers illegible. The Governmental Unit will be required to insert legible plan sheets into all plan sets upon request. Plans will be submitted at the 30%, 60%, 90% and 100% levels of the project. State will have ten working days to review the 30%, 60%, and 90% plans.

#### **4.1 Roadway Design Plans**

The Governmental Unit will complete final plans based on State furnished preliminary plans and revisions requested by the State to those plans. Revisions will conform to the design concept upon which the preliminary plans were prepared. Final plans will be prepared in accordance with current State standards and practices and follow the format of the State's Sample Plan.

The construction plan will be prepared in English units on 11" x 17" sheets and will include, but not be limited to, the following sheets:

- a. **Title Sheet:** Contains the location map, signature block, sheet index, project data, station equations and station-reference point comparisons
- b. **Statement of Estimated Quantities:** Contains the State's standard pay item number, item description and quantity of all materials. Quantity totals will be sub-totaled by each State and Local Project number or funding source (including pro-rata of lump sum items, 100% state, 100% city, 60-40, 90-10, 80-20, and drainage splits). Reference to quantity tabulations for each individual item will be made. Notes will be included, where necessary, for clarification.
- c. **Soils/Construction Notes, Standard Plates and Index of Tabulations:** Soils and construction notes covering special requirements and critical information contained in the Soils Letter will be listed. Standard Plates used on the project will be listed. An index of the tabulations will be included.
- d. **Typical Sections:** Sections will be shown for existing roadways and all roadways to be constructed under this contract. The sections will be consistent with the Project Design Study Report, approved geometric layout and soils and surfacing requirements shown in the Soils Letter. Surface type, base materials and subgrade corrections will be shown.
- e. **Quantity Tabulations:** A summary of the earthwork volumes by station and the balance of calculations by stage. Detailed tabulations of each item contained on the estimated quantities sheet. Two independent quantity calculations or one set checked by a registered engineer will be prepared for each item. The computations will be submitted to State on 8-1/2" x 11" sheets as far as practical and bound in a neat and orderly manner.
- f. **Miscellaneous Details:** Provide horizontal geometry and details necessary for the construction of unique or non-standard items such as concrete pavement joint details, sawcut details and other items identified during the final design process.
- g. **Standard Plans:** Insert standard plans wherever needed to eliminate or supplement construction details in the plan. The State will supply electronic copies of standard plans as needed.
- h. **Existing Topography, Utility and Removal Plans and Tabulations:** Prepare 1" = 50'-0" scale plans showing all in-place topographic features and private and public utilities, including wells, septic tanks, drain fields and field tile within the project limits. Show all proposed centerlines and in-place right-of-way lines. Show pavement, pipe, culvert, drainage structure, curb and gutter and barrier removal and tree clear and grub. The plans will also include all updated information provided by the field survey in task previously listed. Prepare an early submission of the existing utility plans and tabulations to be sent to each known utility company with a copy to the State's Utility Agreements Section. The Utility Agreements Section will prepare any agreements and Notice and Orders using the final plans. At a minimum, the plans will include the following:
  - i. List utility owners within the project limits.
  - ii. Include plan view of in-place utilities showing the location, size, and type of facility in the project area.
  - iii. Include tabulation of in-place utilities showing the location, size, and type of facility in the project area (leave as is, adjust, relocate, or remove). Indicate the effect in the tabulation for each utility identified.
  - iv. Show utility locations and existing and proposed right of way lines on the cross-section sheets.
  - v. List the address, contact person, phone number, and fax number of each utility company in the project area.
- i. **Alignment Plans and Tabulations:** Prepare tabulation sheets showing all alignment and curve data (PC, PT, PI, POT, POC, PCC) for the alignment points shown on the alignment plan. Tabulated data will include station, delta, radius, tangent, curve length, and X and Y coordinates. A statement as to the horizontal datum used must be included.
- j. **Roadway Plan Sheets:** Prepare 1" = 50'-0" scale plans of the project providing detailed information on the location of items such as: roadways, shoulders, radii, turn lanes, acceleration lanes, driveways, tapers, right-of-way, easements, obliterations, station equations, fencing, etc.
- k. **Drainage Notes:** Prepare notes explaining drainage design and permitting information as per the State's Sample Plan.

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- I. **Drainage and Temporary Erosion/Sediment Control Plans:** Prepare plans at 1" = 100'-0" scale. Any required curb and gutter section will have catch basins and a closed drainage system. Plans should show any special ditches needed. Show the location and type of temporary erosion control devices (bale checks, silt fences, etc.) and sedimentation basins that will be used to control the erosion of surfaces exposed during construction, consistent with the project reports complying with Department of Natural Resources (DNR), Corps of Engineers (COE) and National Pollutant Discharge Elimination System (NPDES) permit requirements. (NPDES requirements include showing waters of the State within 1/2 mile of the project, wetlands identified on the National Wetland Inventory (NWI) map, drainage divisions and flow arrows.)
- m. **Inplace Drainage Tabulations:** List type, size and location of all inplace drainage structures within the project limits shown on the existing topography and utility plans. Proposed construction impacts (remove, leave as is, etc.) will also be indicated in the tabulation.
- n. **Proposed Drainage Tabulations:** List the location, type, size, length, inlet and outlet elevations, top of casting elevation, grade, class, alternative pipe types, erosion control, excavation, bedding, etc. for each proposed culvert/storm sewer. For offset structures, include the location of the casting as well as that of the structure.
- o. **Turf Establishment Plans and Permanent Erosion/Sediment Control Plans:** Prepare plans at 1" = 100'-0" showing areas requiring permanent turf establishment due to construction disturbance and the type of material to be placed (sod, seed, mulch, wood fiber blanket, etc.). Show the type and location of permanent erosion control devices, sedimentation basins, waters of the State within 1/2 mile of the project, wetlands identified on the NWI map and a table summarizing land feature changes consistent with the project reports and NPDES permit requirements.
- p. **Cross-Section Sheets:** Prepare cross-sections at a minimum of 50-foot intervals, with intermediate sections at plus stations of unique physical features. Show existing ground, proposed roadway and railroad template, grading grade, existing utilities, existing culvert/storm sewers, existing and proposed right-of-way, temporary easements, driveway slopes, subgrade correction, unsuitable soil removal and topsoil placement. Compute earthwork volumes and balances.

## 4.2 Americans with Disabilities Act (ADA) Design

The Governmental Unit will attend the ADA field walk with State's Central Office and District staff to assess each pedestrian ramp location. The Governmental Unit will work closely with the State's District Design Engineer or the Project Manager to ensure that the design developed is consistent with the latest State curb ramp standards and policies. Documentation to assist with the design can be found in the revised Chapter 11 of the State's Road Design Manual (February 2010), the State's Technical Memorandum No. 0-02-TR-01 (February 11, 2010), the State's Curb Ramp Guidelines (October 2010), 2009 Federal Manual on Uniform Traffic Control Devices Section 4E.08-4E.13, and Sample Plans and Standard Details provided by the State's ADA office.

The Governmental Unit's designer is responsible for leading the curb ramp design for the project, must have attended the State's Consultant ADA Training, and must be directly involved with the design of the project. The Governmental Unit will produce detailed 1:20 scale intersection designs at all intersections with pedestrian ramps. The Governmental Unit will utilize sample plans provided by the State as a template for the design work.

The Governmental Unit's curb ramp designer and State staff will work together to determine the appropriate locations for pedestrian crosswalks. The X, Y coordinates of the points where the proposed crosswalks intersect the curb lines must be provided in the plan.

All pay items including utility adjustments will be tabulated by quadrant and if radial domes are intended to be used at a quadrant the radius must be given in addition to the quantity. Follow pay item guidance provided by the State's ADA office when determining which pay items to use on the project.

Plans will be submitted to the State's ADA office at the 30% and 60% submittal for their review to avoid major comments at the 100% turn-in.

#### **4.3 Cost Estimates**

Preliminary and final engineering construction cost estimates based on project design quantities and typical unit prices will be prepared by the Governmental Unit for the 60%, 90% and final plan submittals as stated above.

#### **4.4 Special Provisions**

The special provisions will be prepared by the Governmental Unit with the assistance from the State for this project.

### **Section 5 -Traffic Control and Construction Staging Plans (Source Type 1254)**

#### **5.1 Traffic Control Plans**

The Governmental Unit will prepare traffic control plans in conjunction with the State to include the identification of detours, temporary signing, temporary pavement markings, temporary barriers and any flagging requirements. Detailed plans and notes will be prepared showing the locations of signs, barriers, traffic control layouts, and striping necessary to accommodate the construction and staging within the project area in a manner consistent with the Manual on Uniform Traffic Control Devices (MMUTCD) and Temporary Traffic Control Zone Layouts Field Manual dated January 2014. A tabulation showing the description and estimated quantities of traffic control devices (not included in the Lump Sum Traffic Control pay item), by stage, is also required. Traffic control layouts that appear in the Temporary Traffic Control Zone Layouts Field Manual dated January 2014 need not be shown in the plan as a detail or tabulated in the plan. The short-term and night traffic control layouts, which should be used by the construction contractor, are to be identified by layout number near the traffic control tabulated quantities.

#### **5.2 Staging Plan**

The Governmental Unit will prepare a staging plan in conjunction with the State to include a proposed method of constructing the project. Detailed plans and notes will be prepared to show traffic control measures and temporary pedestrian access for each stage of construction. The staging plans may be combined with the traffic control plans.

### **Section 6.0 - Environmental Studies (Source Type 1071) Verify/add language for contamination**

#### **6.1 Early Notification Memo (ENM)**

The Governmental Unit will prepare and submit the Early Notification Memo (ENM) with figures and exhibits for the State. Governmental Unit will coordinate and review responses for completion of the environmental document. Revisions to the project scope will require a revised ENM and updated environmental reviews.

#### **6.2 Categorical Exclusion (CATEX) Determination**

##### **6.2.1 The Governmental Unit will:**

- a. Perform a review of the project area and compile data from the ENM responses to complete the CATEX.
- b. Prepare description of existing conditions and proposed improvements, description of project cost, anticipated funding sources, anticipated schedule, and key contacts for environmental document.
- c. Identify vegetation, fish and wildlife impacts, including roadside vegetation and measures to minimize harm. Review the Red Lake DNR response to ENM, including Natural Heritage Information System (NHIS) results. Review the Section 7 response from the State Office of Environmental Services (OES) Wildlife Ecologist as part of the ENM regarding federal threatened and endangered species. Document any environmental commitments listed in responses.
- d. Identify and document impacts to migratory birds and eagles.

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- e. Address wetland impacts and document through a Wetland Two-Part Finding. This analysis will use the wetland delineation conducted in Section 6.3 to complete this task.
- f. Analyze the quantity and quality of site runoff before and after the project is constructed.
- g. Assess erosion control and construction operations that may take place in or be in the vicinity of rivers, streams, lakes, wetlands, or other bodies of water.
- h. Address air quality and conduct a greenhouse gas analysis, if required.
- i. Address noise impacts identified by the Noise Specialist's ENM response.
- j. Identify and document any impacts to visual quality.
- k. Address excess materials, geology, groundwater, and earthborne vibrations.
- l. Identify and document impacts to utilities and address construction impacts.
- m. Consult with the State Environmental Investigation Unit (EIU) regarding contaminated properties. Assumes EIU will prepare a Phase I Endangered Species Act (ESA) and Form Environmental Due Diligence Form #1 (EDD-1) if necessary. Summarize contaminated properties review for inclusion in CATEX document.
- n. Address groundwater geology and earthborn vibration impacts.
- o. Address highway access changes, traffic detours, and maintenance of traffic.
- p. Document land uses and zoning classifications within the project area and analyze any potential conflicts between the project and existing surrounding land uses.
- q. Address permanent and temporary right-of way-impacts.
- r. Summarize the Section 106 determination provided by Cultural Resources Unit (CRU) for the archeological/historical resources review. Any additional required cultural resources studies will be completed by CRU.
- s. Document in a table format all environmental mitigation commitments identified from the social, economic and environmental topics.
- t. Document public and agency involvement that has occurred and is planned.
- u. Identify all required permits, approvals, and governmental agency reviews required prior to construction of the project.
- v. Prepare graphics for CATEX document including project location map, United States Geologic Survey (USGS) map, layouts, and other supporting graphics.

**6.2.2 Deliverables:**

- a. CATEX Short form
- b. ENM response summary
- c. Draft CATEX and supporting documentation

**6.3 Wetland Delineation**

The Governmental Unit will conduct the following work on wetlands within the proposed highway construction limits:

- a. Identify regulatory wetlands according to the currently accepted procedures (1987 COE manual) and using the Cowardin and Circular 39 classification system, identifying wetland acres by type.
- b. Complete COE approved wetland delineation forms; these forms will be appropriate for submittal to State and Federal agencies during wetland permitting.
- c. Identify and map all wetland edge locations per the 1987 COE manual.
- d. Identify and assess wetland avoidance, minimization and mitigation strategies.
- e. Conduct an assessment of the functions and values of delineated wetlands using the Minnesota Routine Assessment Method (MnRAM version 3.4. or current) if needed.

Governmental Unit will develop an "Only Practicable Alternative Finding" regarding wetland impacts in accordance with Executive Order 11990. Governmental Unit will prepare a Final Wetland Delineation Report per COE and Board of Water and Soil Resources (BWSR) Guidance, incorporating the findings of the Preliminary Wetlands Technical Memo and the Level 2 field delineation. The report will be submitted to the State in paper and electronic formats.

**Section 7 - Signing, Striping and Lighting Plans (Source Type 1255, 1252)**

## **7.1 Signing, Striping and Pavement Marking Plans**

Striping and pavement marking plans will be prepared by the Governmental Unit for this project.

## **Section 8 - Hydraulic Design (Source Type 1141)**

### **8.1 Hydraulics/Drainage Design (Source Type 1141)**

- a. The Governmental Unit will identify all water resources issues, using available data, including water quality requirements as imposed by local, State, and Federal government regulations; NWI and other wetland/protected waters inventories; and official documents concerning the project, such as the environmental studies.

### **8.2 Hydraulics/ Drainage Coordination with Other Agencies and Disciplines**

- a. The Governmental Unit will coordinate all water resource issues with regulatory agencies. The Governmental Unit will document the resolution of issues for the correspondence file, including meeting minutes and memoranda for the record.
- b. The Governmental Unit will comply with and document the permit requirements, modifications, and contacts with the permitting agencies.

### **8.3 Hydraulics/Drainage Design Requirements**

- a. The Governmental Unit will provide the hydraulics detail design and special provisions. This includes the hydraulics plan and plan sheets as needed for drainage improvements or changes related to the proposed improvements. Drainage design and hydraulic infrastructure will be included in the plans starting with the 60% plan submittal and updated as required with subsequent submittals.

### **8.4 Hydraulics/ Drainage Design Deliverables and Due Date or Time Requirement**

- a. State's Deliverables: Complete review and comments.
- b. Governmental Unit's Deliverables: Incorporate State's comments into submittals.

## **Section 9- Utility Coordination (Source Type 1195)**

### **9.1 Utilities**

For the purposes of this contract, "Utilities" includes all privately, publicly or cooperatively owned communication lines and facilities; any system, lines, or facilities for the distribution or transmission of electrical energy, gasoline, oil, gas, water, steam, or the exclusive collection of sewage. The construction plans prepared by the Governmental Unit will be complete in respect to showing and tabulating in-place utilities and the relocation of utilities, both privately and publicly owned. The Governmental Unit will prepare in-place utility plans based on information collected in conjunction with a Gopher State One Call, as-builts, or other existing plan information provided to the Governmental Unit. When designs have reached the state of progress that the effect on in-place utilities can be determined, the Governmental Unit will furnish each utility company and the State with copies of the plan and cross-section sheets showing the in-place utilities and recommendations for such protection and relocations as may be necessary. The Governmental Unit will comply with the 2009 State Utilities Manual. The Governmental Unit is responsible for keeping the State's Project Manager abreast of correspondence with utility companies throughout project development. The Governmental Unit will arrange meetings (presumably multiple meetings on the same day) with affected utility companies as necessary and will contact the State's Project Manager to ensure appropriate State personnel are present at the meeting. The Governmental Unit will document all correspondence and decisions.

Upon completion of the construction limits, the Governmental Unit will submit a Utility Coordination Letter to each utility company of discovered utilities; the governmental Unit must attach preliminary plan sheets with construction limits and in-place utility information. One copy will also be submitted to the State's Utility Agreements Office.



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The Governmental Unit will submit a Utility Verification and Information Letter to each identified utility owner no later than twenty weeks prior to the letting date, along with a preliminary plan consisting of a title sheet, construction limits, preliminary profiles, preliminary utility tabs, and in-place utility plan sheets. One copy will also be submitted to State's Utility Agreements Office. All responses will be copied to the State's Project Manager and the Utility Agreements Office.

**Section 10 – Permits (Source Type 1072)****10.1 Permits**

The Governmental Unit will provide technical data and drawings necessary for permitting agency review. The Governmental Unit will submit all applicable permit applications and will secure the necessary approvals. In particular, the Governmental Unit will do the following:

All technical data and drawings necessary for permitting agency review will be obtained/provided by the Governmental Unit to support the permit submittals.

Design of the water resources aspects of the project to meet the requirements of the local water planning organization, Environmental Protection Act (EPA) NPDES permit, Section 404/401 permits, and public waters permit from Red Lake DNR.

**Add Right of Way Section for 2 private parcels.****Section 11 - Consultation During Construction (Source Type 1267)****11.1 Pre-Bid Activities Verify/Add language for preconstruction document preparation**

During advertisement of the project for bids, the Governmental Unit will assist State in plan interpretation for the construction contractors as necessary in order to provide a comprehensive understanding of the project.

**11.2 Attend Pre-Letting Conference**

The Governmental Unit will attend the pre-letting conference and will answer questions and provide design clarification related to the construction plans and specifications.

**11.3 Attend Pre-Construction Conference**

The Governmental Unit will attend the preconstruction conference and will answer questions and provide design clarification related to the final design plan set and specifications.

**11.4 Consultation During Construction**

The Governmental Unit will respond to questions that arise during construction that relate to design clarification of the final design plan set and specifications. The Governmental Unit will assume twenty requests for information during the construction project from the State and will assume eight hours of qualified contractor staff time for each request from the State.

**Section 12 - Deliverables**

Deliverables are defined as the work product created or supplied to the State by the Governmental Unit pursuant to the terms of the contract. The deliverables to be provided under the terms of this contract are as follows:

**12.1 30% Design Package**

The Governmental Unit will prepare and deliver a 30% Design Package (One hard copy and one electronic copy to the State's Project Manager). Due Date: On or before March 7, 2025. The State requires 1D working days to review the 30% Design Package.

The 30% Design Package will consist of the following:



- a. 30% Construction Plan (Adobe PDF format)
  - i. General layout
  - ii. Construction limits
  - iii. Preliminary cross-sections
  - iv. Proposed Profile
  - v. Proposed pedestrian ramp designs
  - vi. Storm sewer layout
  - vii. Initial staging plan
  - viii. Preliminary quantities
  - ix. Typical sections

## **12.2 60% Design Package**

The Governmental Unit will prepare and deliver a 60% Design Package (One hard copy and one electronic copy to the State's Project Manager). Due Date: On or before **September 12, 2025**. The State requires 10 working days to review the 60% Design Package.

The 60% Design Package will consist of the following:

- a. 60% Construction Plan (Adobe PDF format)
  - i. Title sheet
  - ii. Typical sections
  - iii. Utility tabulations
  - iv. Plan/Profile
  - v. Cross sections (with inplace right of way shown).
  - vi. Signal Plans
- b. Preliminary Construction Cost Estimate along with cost the participation breakdown. (Adobe PDF format)
- c. The Governmental Unit will coordinate and facilitate a 60% review meeting with State's District staff and key stakeholders.

## **12.3 90% Design Package**

The Governmental Unit will prepare and deliver a 90% Design Package (One hardcopy and one electronic copy to the State's Project Manager). Due Date: On or before **December 19, 2025**. The State requires 10 working days to review the 90% Design Package.

The 90% Design Package will consist of the following:

- a. 90% Construction Plan. The Governmental Unit should consider this a 100% complete plan. All pertinent information about the project or in the plan should have been reviewed by State's District 2 staff and the Governmental Unit prior to the 90% complete plan turn in. (Adobe PDF format)
- b. One complete set of design computations and quality calculations for review and comment. (Adobe PDF format)
- c. A draft copy of the Special Provisions. Information in the Special Provisions that may require special attention or generate discussion should be reviewed with the State beforehand. (Adobe PDF format)
- d. A Construction Cost Estimate along with the cost participation breakdown. (Adobe PDF format)

## **12.4 100% Design Package**

The Governmental Unit will prepare and deliver a 100% Design Package (One hardcopy and one electronic copy to the State's Project Manager). Due Date: On or before **January 23, 2023**.

The 100% Design Package will consist of the following:

- a. 100% construction plan set of original reproducible plans (vellum title sheet and all other sheets on bond) on 11" x 17" sheets. (Adobe PDF format)

- b. One complete set of design computations and quality calculations for review and comment. (Adobe PDF format)
- c. Final Special Provisions. (Microsoft Word Format)
- d. Final Construction Cost Estimate along with cost the participation breakdown. (Microsoft Excel Format)
- e. After the State review of the plans, the Governmental Unit will incorporate any necessary changes and deliver a revised original plan and an AutoCAD/Microstation format copy. In addition, when available, the Governmental Unit will also incorporate the State Central Office review comments.

### **Section 13 – Form of Deliverables**

- 13.1 All Governmental Unit Deliverables described as "Adobe PDF" will be in Adobe PDF 9.3.0 format
- 13.2 All Governmental Unit Deliverables described as "Microstation" will be in Microstation V8i format.
- 13.3 All Governmental Unit Deliverables described as "Geopak" will be in Bentley Geopak V8i format.
- 13.4 All Governmental Unit Deliverables described as "Microsoft Excel" will be in Microsoft Excel 2007 format.
- 13.5 All Governmental Unit Deliverables described as "Microsoft Word" will be in Microsoft Word 2007 format.
- 13.6 All Governmental Unit Deliverables described as "AutoCAD" will be in a format that is compatible with Microstation V8i.

### **Section 14 – Exclusions- Amend**

The following items are excluded from the scope of this project:

- 14.1 Phase II Environmental Site Assessment.
- 14.2 Contaminated soils mitigation.
- 14.3 Retaining walls.
- 14.4 Guardrail or traffic barrier.
- 14.5 Pavement Design.
- 14.6 Fencing.
- 14.7 Design of city watermain, sanitary sewer, services, curb-stops, hydrants, and related appurtenances.
- 14.8 CADD work related to city watermain and sanitary sewer.
- 14.9 Construction CPM Schedule.
- 14.10 Cost estimate for City watermain and sanitary sewer work.
- 14.11 Design of temporary works (shoring, etc..) that may be required to install sanitary sewer and watermain.
- 14.12 MDH and MPCA permits that may be required for watermain and sanitary sewer improvements/construction.
- 14.13 Coordination with businesses and residents related to modifications/improvements and construction of city watermain and sanitary sewer.
- 14.14 Construction staging for sanitary and watermain

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