SCOPE OF WORK AND DELIVERABLES
Approach Roadways Design and RW Acquisition for Replacement of Bridge No. 6483 on US 61
State Projects (SP) 2514-121

Project Overview
The State is in need of professional, technical assistance to provide preliminary and detail design for a bridge replacement and approach improvement project on Trunk Highway (TH) 61 in the City of Red Wing. The project spans approximately 0.4 miles, from approximately Bench Street to east of the Withers Harbor Drive intersection in the City of Red Wing. The project includes replacement of Bridge 6483 and plugging Bridge 6482, which is an old railroad bridge that is no longer in service.

The Contractor’s tasks will include, but are not limited to, public involvement, preliminary roadway design, supplemental surveys, wetland delineation, design memorandum, preliminary and detail hydraulics design, a CATEX document, utility coordination, construction limits, road plans, and permits. The State Bridge Office will be responsible for the preliminary and final design for the bridge, so the Contractor will be expected to coordinate the roadway activities with the plans from the State Bridge Office.

SP 2514-121 is currently scheduled for letting on December 16, 2022.

Final project plans and specifications will be prepared in accordance with Minnesota Department of Transportation (State) Manuals, Standards, and Work Types included in the project. Contractor will perform all tasks necessary to prepare and receive State approval for final plans. The projects will include the minimum following components:

1. Project Management, Coordination, and Administration
2. Quality Management
3. Data Collection
4. Environmental Documentation
5. Utility Coordination
6. Drainage Design
7. Preliminary Engineering and Design
8. Detail Design
9. Permitting
10. Right of Way Acquisition Services
11. Bridge Design Coordination
12. Maintenance Of Traffic

TASKS:

1. Project Management

1.1. Administration
The Contractor will provide contract administration of the project, which will include meetings, progress reports, invoicing, preparation of contract amendment requests (if necessary), cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel, subconsultant management, and all other work to ensure all the project tasks are completed on time, within budget, and in accordance with State and Federal laws, rules, and regulations.

Progress reports and invoices will be submitted by the Contractor on a monthly basis. The Contractor will submit invoices in a timely manner.

The Contractor shall hold weekly Coordination Meetings (teleconference) with MnDOT’s Project Manager (assume 1hr per week until 100% plan turn in).
1.2. Schedule Management
The State will maintain a P6 project schedule throughout the duration of design activities while this contract is in effect. The Contractor will review the State’s P6 schedule as requested by the State’s Project Manager and provide bi-weekly updates to in-progress or completed activities. At the State’s request, the Contractor will also provide a narrative Recovery Plan if any milestone described in Task 13 is more than 20 working days behind schedule.

1.3. Public and Media Contact
The State will manage all public and media contacts for the project and will be responsible for disseminating information regarding public messaging to the relevant media venues. The State will maintain a project website. The Contractor will provide ADA accessible materials for the State to disseminate to the public and close to the project website.

Contractor will:
1. Prepare monthly invoices and progress reports.
2. Coordinate with State’s Project Manager (weekly conference calls).
3. Provide conference call notes to State’s Project Manager.
4. Prepare and maintain a work plan and schedule of work. Provide percent complete, resources expended, and the next period’s projected work schedule.
5. Maintain action items list throughout the duration of the contract and update after each project meeting or conference call, at a minimum.
6. Provide bi-weekly updates to in-progress or completed activities in the State’s P6 schedule.
7. Kick-off Meeting
   The CONTRACTOR will coordinate and conduct a project kick-off meeting. The meeting will establish communications protocol, as well as discuss project scope, schedule, and budget.

8. Project Management Team Meetings
   The CONTRACTOR will conduct PMT meetings, which are anticipated to be held approximately bi-monthly, depending on the stage of project development. More regular meetings may be necessary at times, especially as the geometric layouts are being developed and later when staging details are being worked out. Issues that may affect the design, schedule, budget, or work quality will be presented and addressed.

9. Agency Coordination Meetings
   The CONTRACTOR will prepare for and attend up to five (5) agency coordination meetings. This could include city, county, or other agencies.

10. Stakeholder Coordination Meetings
    The CONTRACTOR will hold up to six (6) stakeholder coordination meetings with the STATE’s Project Manager, other STATE staff, and stakeholders, as needed. These are supplemental meetings beyond those explicitly called for elsewhere in this Scope of work.

11. Public Meetings
    The CONTRACTOR will prepare for and conduct up to 3 public meetings. Summarize and document public meeting comments.

12. Prepare agendas, schedule updates, and minutes for all meetings.

13. Create an action items list for all ongoing and completed tasks. The action items and status will be updated after each meeting and conference call.

14. Provide ADA accessible materials for the State to disseminate to the public and media.

State will:
1. Manage all public and media contacts for the project.
2. Maintain project website.
3. Arrange and/or provide facilities for all meetings.
4. Attend kickoff, PMT, agency coordination, stakeholder coordination, and public meetings.
5. Review draft agendas, minutes, and meeting summaries.
6. Mail public meeting notices and provide public meeting notices.

2. Quality Management
Contractor will:
1. Prepare and implement a project specific Design Quality Management Plan (DQMP), following the State Quality Management Process. Draft DQMP to be submitted to State for review and approval.
2. Perform Discipline Coordination Reviews at 60%, 95%, and 100% submittals.
3. Perform quality control checking at 30%, 60%, 95%, and 100% submittals.
4. Assign a Quality Assurance Manager responsible for implementing the project’s Quality Management Plan and monitoring its execution.

State will:
1. Review and summarize comments on Contractor deliverables.

3. Data Collection

3.1 Supplemental Surveys
The State will provide a Digital Terrain Model (DTM), topography, bridge, drainage, utilities, right-of-way, and alignment surveys. The Contractor will perform updated utilities surveys and supplemental field survey(s) required for final plan set preparation and completion. The Contractor will check the surveys provided by the State and determine if and where supplemental surveys are needed. The Contractor will update base mapping, as necessary, to reflect all new survey information.

3.2 Materials Design Recommendation
The State will provide the Materials Design Recommendation following completion of the geometric layout.

3.3 Traffic Forecasts
The State will complete traffic forecasting for the design year and traffic forecasts will be furnished to the Contractor. No supplemental traffic counts or forecasting are required.

3.4 Wetland Delineation
The Contractor will perform a wetland delineation for the area under Bridge 6483 in the vicinity of Hay Creek. The investigation limits for the wetland delineation are 150 feet from centerline on both sides of the bridge for a total corridor width of 300 feet.

Methodology
Wetlands will be identified using standard delineation methodology described in the 1987 Army Corps of Engineers Wetland Delineation Manual as required by Section 404 of the Clean Water Act. To verify a site is a wetland, three technical criteria will be examined and documented. A combination of the hydric soil, hydrophytic vegetation, and hydrology criteria defines wetlands as described in the National Food Security Act Manual (Soil Conservation Service, 1994) and the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory, 1987). Therefore, an area that meets the hydric soil criteria must also meet the hydrophytic vegetation and wetland hydrology criteria in order for it to be classified as a jurisdictional wetland. The extent of waterways and creeks will also be determined using a sub meter GPS unit.

Collect Existing Data, Complete Field Work
The Contractor will collect soil, aerial, and National Wetland Inventory for the project site prior to completing the site visit. The field work will consist of examining and documenting soils, vegetation, and hydrology to determine if a wetland is present. If a wetland is found, a transect will be completed along the
wetland edge. As required by the Corps of Engineers, a plot will be placed in an area that meets the criteria to be a jurisdictional wetland. Subsequent plots will be placed upslope until jurisdictional wetland criteria are not met. At least one upland plot and one wetland plot will be documented on the Routine Wetland Delineation Data Form filled out for each transect. If a wetland is found, the wetland boundary will be flagged and surveyed using a Sub-meter GPS unit. As part of the site visit we will also determine the extent of waterways and creeks within the property if they exist.

Submit Wetland Delineations
The Contractor will submit wetland delineation files to the State for review. The Contractor will provide all of the necessary documentation and figures to comply with Federal, State, and local Agencies to document if a site is a jurisdictional wetland. All wetland delineation deliverables will be submitted with or prior to the 60% plans submittal. Wetland delineations will be incorporated into the general layout on the 60% plan submittal.

3.5 Deliverables
Contractor will:
1. Provide updated utilities surveys and supplemental field survey(s).
2. Incorporate surveys files provided by State and check for completeness.
3. Incorporate Materials Design Recommendations and other included data into the project’s design.
4. Delineate wetlands in the field and submit delineation files and documents to State.

State will:
1. Provide DTM, topography, drainage, utilities, right-of-way, and alignment surveys
3. Provide traffic forecasts for the design year.
4. Review wetland delineation materials.

4. Environmental Documentation

4.1 CATEX Document
The State will prepare and send the Early Notification Memo to the appropriate agencies and functional units. The Contractor will prepare a Class II Environmental Document (CATEX) for approval by the State. The Contractor will perform on-going coordination with District 6 during development, processing, and approval of the CATEX document. The assumption is that this will be a Programmatic CATEX; however, that will need to be confirmed during project development.

4.2 Phase I & Phase II Environmental Site Assessments (ESAs), Regulated Waste Assessments
The State will conduct any required contaminated soils and regulated waste investigations. Any findings requiring contract Special Provisions will be drafted by the State. The State will provide any findings, reports, or required Special Provisions to the Contractor.

Contractor will:
1. Prepare a CATEX document.
   a. Prepare draft CATEX documents. Submit Draft CATEX to State’s Project Manager for review and comment by district staff.
   b. Incorporate district comments on the Draft CATEX and prepare Final CATEX. Submit Final CATEX to State’s Project Manager for review and comment.
   c. Distribute approved CATEX documents.

State will:
1. Prepare and send Early Notification Memo.
2. Provide agency and functional unit responses to the Early Notification Memo.
3. Review and approve CATEX.
4. Complete Environment Site Assessments and Regulated Waste Assessments, as needed.
5. Utility Coordination
Contractor will:
1. Coordinate all steps of the State Utility Coordination process (detailed in the State Utilities Manual) and coordinate the project development with all utility owners that may be affected by the projects.
2. Show all inplace utilities on the plan sheets, cross-sections, and in tabulation. Perform a 90 Day Utility Verification and edit tabs as needed.
3. Schedule and conduct utility coordination meetings to coordinate the project development with the affected utility owners and State staff. Prepare agendas, exhibits, and minutes for each meeting (three meetings assumed).
4. Identify conflicts between proposed improvements and inplace utilities and coordinate relocation plan requirements with the utility owners.
5. Submit utility easement information, or other documentation of reimbursement eligibility provided by utility owners, to State.

State will:
1. Issue Notice & Orders to affected utility owners, as needed.

6. Drainage Design
The Contractor will:
1. Complete hydraulic analysis of proposed storm sewer pipes, culvert replacements, and roadway drainage. Accommodation of bridge deck drainage needs should be included in the analysis.
   a. Drainage area map with contours in MicroStation .dgn V8i format.
   b. Hydraulic analysis shall be done by SCS method using Atlas 14 data as per the current tech memo.
   c. Provide a final drainage design report as described in State Drainage Manual, Section 1.4.
2. Develop Drainage Plans, and Profiles: Including location, type, size, length, inlet, outlet elevations, top of casting, grade, class, alternate pipe types, bedding, etc.
   a. For structures, include the location of the casting and center of the structure for staking purposes.
3. Develop tabulations:
   a. Showing culvert and drainage structure removals
   b. Proposed culvert/drainage structure work
      i. Includes bedding, riprap, guide posts, culvert protection, inlet protection, and additional erosion control blanket
   c. Erosion control
d. Turf establishment
4. Develop additional details for all items tabulated.
   a. Develop details depicting field connections to inplace pipe.
   b. Develop erosion control details if not depicted by standard plan.
5. Incorporate District supplied details into plan.
6. Incorporate Standard Plans pertaining to drainage and/or erosion control.
7. Develop Standard Plan modifications pertaining to drainage and/or erosion control.
8. Develop Drainage Plan sheets showing all items removed/placed, and necessary elevations for construction.
   a. Each sheet will contain a plan sheet location map.
   b. Incorporate additional drainage work as directed by state (related to tile lines to perpetuate drainage).
   a. Each sheet will contain a plan sheet location map.
10. Provide ditch design of any special ditch grading as needed.
11. Coordinate special design features required for NPDES Permit.
12. Coordinate with existing and proposed drainage systems.

State will:
1. Provide Preliminary Hydraulic information including:
a. Existing Centerline culvert size, type, and flowlines.
b. HydInfra water resources data, including database information and maps.

It is assumed that ponding will not be required.

7. Preliminary Engineering and Design
Contractor will provide the following deliverables:

7.1 Layout Concept
A scoping concept layout will be provided by the State. The Contractor will review the Concept Layout to confirm that general design parameters are appropriate for proceeding into the Preliminary Geometric Layout. The Contractor will recommend improvements or revisions to the Concept Layout, as needed.

7.2 Preliminary Geometric Layout
The Contractor will prepare a Level 2 Preliminary Geometric Layout for State review. The Contractor will complete and submit the current version of the layout checklists before submitting the Preliminary Geometric Layout to the State. The State will review the Preliminary Geometric Layout and provide written comments to the Contractor within 15 business days to be incorporated into the Final Geometric Layout for Staff Approval.

7.3 Preliminary Cost Estimate
The Contractor will prepare a preliminary cost estimate and submit it with the Preliminary Geometric Layout.

7.5 Design Memorandum
The Contractor will prepare one Design Memorandum corresponding to the Preliminary Layout and submit it in conjunction with the layout submittal for State review. The State will provide review comments to be incorporated into the final version of the Design Memorandum.

7.6 Final Geometric Layout
Upon receipt of Preliminary Geometric Layout review comments from the State, the Contractor will assess the comments for incorporation into the Final Geometric Layout. The Contractor will prepare, in writing, a Layout Comment Response Memo detailing a response to each review comment (i.e. will incorporate, needs further discussion, etc.) and will submit the memo to the State before initiating work on the Final Geometric Layout.

Upon the State’s concurrence of the Layout Comment Response Memo, the Contractor will incorporate review comments and submit the Final Geometric Layout to the State by the date indicated in Section 13, or as otherwise approved by the State.

7.7 Construction Limits
The Contractor will prepare a construction limits map for the final geometric layout. The Contractor will prepare for and attend two (2) Construction Limits Meetings with State staff. The Contractor will prepare exhibits and be prepared to discuss all construction limits details and explain where temporary and permanent right-of-way will be needed. The Contractor will prepare meeting minutes and action items for each of the meetings.

7.8 Municipal Consent
Municipal consent will be required for the project if permanent right-of-way acquisition is needed.

If municipal consent is required:
The Contractor will attend a municipal consent hearing, present information, and provide technical assistance during the consideration of the Staff Approved Layout. The Contractor is responsible for the preparation of all materials required to gain Municipal Consent.
The Contractor will prepare maps, graphics, and presentations to assist in communicating project intent and technical design information that will be targeted for non-technical groups. The products of this task shall be limited to the preparation of 36” x 48” graphics on foam boards and/or PowerPoint presentations adequate to communicate project details to City staff.

The Contractor will submit a Municipal Consent Request Package to the State’s Project Manager. The Municipal Consent Request Package shall consist of a hardcopy of the Staff Approved Layout, a copy of the Design Memo, a copy of the CATEX document (if complete), and a good faith cost estimate indicating the total project cost and the City's share of the costs. The State’s Project Manager will submit the Final Municipal Request Package to the City of Red Wing.

Deliverables
The Contractor will:
1. Prepare and submit a Concept Layout.
2. Prepare and submit Preliminary Geometric Layout, including profiles and preliminary cross sections to the State for review.
3. Prepare and submit a preliminary cost estimate for the project (Excel format).
4. Prepare and submit a Design Memorandum.
5. Prepare and submit Layout Comment Response Memo(s).
7. Prepare and submit one hard copy and one electronic version (PDF) of Final Geometric Layout with profiles and preliminary cross sections for the State approval and signature.
8. Prepare a Construction Limits map and submit one hardcopy and 2 electronic copies (PDF, DGN).
9. Prepare for, attend, and prepare minutes and action items for two Construction Limits Meetings.
10. Prepare all materials needed to gain municipal consent.
11. Attend municipal consent hearing and present materials as needed.

The State will:
1. Provide scoping concept layout.
2. Review the Preliminary Geometric Layouts and provide written comments.
3. Review the Preliminary Cost Estimate and provide written comments (if any).
4. Review the Design Memorandum and provide written comments (if any).
5. Provide concurrence on the Layout Comment Response Memo(s) when appropriate.
6. Review, sign, and distribute the Final Geometric Layouts.
7. Review and approve construction limits and attend Construction Limits Meetings.

8. Detail Design
Contractor will:
1. Final construction plans will be prepared in conformance with the form and content of the following:
   c. Minnesota Department of Transportation Road Design Manual (https://roaddesign.dot.state.mn.us/roaddesign.aspx).
   e. Minnesota Department of Transportation Utilities Manual (http://www.dot.state.mn.us/utility/projectdelivery.html).
   f. The project’s Materials Design Recommendations to be provided by the State.
   g. The governing storm water treatment regulations.
2. The following MicroStation plan sheets will be prepared. Sheets will be combined with the prior consent of State’s Project Manager.
   a. Title Sheet
   b. General Layout
   c. Estimated Quantities
   d. Soils and Construction Notes
   e. Standard Plates
   f. Earthwork Tabulation and Summary
   g. Tabulations
   h. Inplace Utility Tabulations
   i. Typical Sections
   j. Miscellaneous Details
   k. Standard Plans
   l. Alignment Tabulations
   m. Inplace Topography and Utility Plans
   n. Removal Plans
   o. Construction Plans and Profiles
   p. Concrete Paving Plans
   q. Superelevation Plans
   r. Storm Water Pollution Prevention Plan (SWPPP)
   s. Drainage Plans, Profiles, and Tabulations (as described under Drainage Design)
   t. Turf Establishment Plans (as described under Drainage Design)
   u. Erosion Control Plans
   v. Construction Staging Plans
   w. Traffic Control Plans and Tabulations
   x. Pavement Marking Plans and Details
   y. Signing Plans and Details
   z. Lighting Plans
   aa. Signal Plans.
   bb. Cross Sections


4. Submit plans for review at 30%, 60%, 95%, and 100% for State review and comments, including plan review checklists and QMP forms, as necessary.

5. Incorporate State’s comments into the plans.

6. Prepare construction cost estimates with the 60%, 95%, and 100% complete plan submittals.

7. Prepare complete Division S (general project special provisions), SL (Lighting), ST (Signing) and other pertinent special provisions with the 95% plan submittal for State review and comments.

8. Incorporate State comments into the special provisions and submit 100% complete special provisions.

9. Prepare Transportation Management Plan (TMP) and TMP checklist.

Contractor Deliverables and Format:


2. GEOPAK Database (GPK file): Design and Survey.


4. Design Computations (MS Word and/or MS Excel, PDF).

5. Construction Cost Estimates at 60%, 95%, and 100% plan completion in Excel and PDF formats.

6. At 30% plan submittal, provide one MicroStation copy and one PDF of the construction plans for State review of the following:
   a. 30% plan deliverables, including title sheet, general layout, construction plan sheets, & typical sections.
   b. Include the 30% review checklist. Six
   c. State will provide review comments on the 30% plan submittal within 15 business days.

7. At 60% plan submittal, provide one MicroStation copy and one PDF of the construction plans for State review of the following:
9. At 50% plan submittal, provide one MicroStation copy and one PDF of the construction plans for State review of the following:
   a. Complete plan for final State review and comments.
   b. Plan, special provisions, and cost estimate complete plan and will be sent out for District review with all updated information from the 60% plan submittal.
   c. Include the 50% review checklist, responses to 60% comments, forms for Functional Group reviews, and check sheets.
   d. One PDF copy, and one Microsoft Word copy of the special provisions.
   e. One electronic copy of the Final TMP in Word and PDF formats.
   f. State will provide comments on the 50% plan submittal within 25 business days.

10. Upon submittal of Final revised plan sheets, following Central Office review, provide the following:
   a. All of the updated items from the 100% plan submittal.
   b. All plan sheets, base files, plan sheets, tins, and GPK files in MicroStation electronic format.
   c. All project MicroStation and GEOPAK files for use in staking, including but not limited to alignments, profiles, and key points for upload into staking software.

State will provide:
1. Typical Traffic Control plan sheets, available at:
   http://www.dot.state.mn.us/trafficeng/designtools/index.html
2. Signing and Pavement Marking plan information, available at:
   http://www.dot.state.mn.us/trafficeng/designtools/index.html
3. MnDOT Web page Office of Project Management & Technical Support (OPM & TS)
5. Transport List (OPM & TS web page).
7. Geopak criteria (OPM & TS web page).
8. Review and comment on 30%, 60%, 95%, and 100% construction plans.

9. Permitting
Contractor will:
1. Prepare environmental permits needed, with the exception of the National Pollution Discharge Elimination System (NPDES) construction stormwater permit, which will be applied for by the State. It is assumed that a DNR Public Waters Permit and a Corps of Engineers General Permit will be required.
2. Prepare SWPPP and provide to State.

State will:
1. Prepare National Pollutant Discharge Elimination System (NPDES) construction stormwater permit.
2. Submit permits to the required agencies.

10. Right Of Way Services
State will:
1. Provide Existing Right of Way and Easements (.DGN format).
2. Provide All Certificates of Title necessary for R/W acquisition services.
3. Complete MnDOT Right Of Way Plat.

10.1 Pre-Acquisition Activities

Contractor will perform all activities necessary for the completion of the Pre-Acquisition phase of the project including the following major work tasks:

10.1.1 Field Title Investigation

State’s OLM Legal and Real Estate Conveyance Unit will complete Certificates of Title for each affected tract. Contractor will obtain the County Assessor’s estimate of fair market value for each parcel. Contractor will obtain all tax and special assessment information along with the agency levying the tax or assessment. Contractor will set up a meeting with State’s District Real Estate Representative to review field title investigation procedures. Contractor will perform a field title investigation for each parcel, which will be completed by a professional Real Estate Specialist experienced in the area of title investigations. Contractor’s Field Title Investigation Agent will verify ownership and nature of interest of the fee owner, contract for deed vendee, or other interests in the property by personal visit for parcels where ownership is local in nature. Contractor’s Field Title Investigation Agent will consult with State’s District Real Estate Representative on how to proceed with field title investigations for non-local ownership. Contractor will maintain close communication with State’s Project Manager, as some modification of the R/W work map will be necessary due to landowner’s concerns expressed to Contractor’s Field Title Investigation Agent.

10.1.2 Develop R/W Work Map

Contractor will meet with State’s District R/W Staff to discuss and review R/W layout procedures. The Contractor will familiarize his/her personnel with the policy and procedures of State’s R/W Manual Section .000 to .600. Contractor will obtain existing project information. Contractor will place property lines and subdivision plats on drawings. Contractor will place proposed R/W on drawings using guidelines found in State’s R/W Manual, and CADD Standards Manual with additional information to be supplied by State’s District R/W and Survey Office. The State will calculate proposed new R/W boundary corners (B-points) using GEOPAK COGO based on the work map electronic file.

10.1.3 Parcel Sketches

Contractor will prepare a colored sketch of each parcel using a clip from the MicroStation work map (.wkm) CADD file following State’s District R/W Office guidelines for parcel sketch preparation.

10.1.4 R/W Package

Contractor will prepare a Staff Authorization Map depicting the listed information shown in State’s R/W Manual. Contractor will prepare a cover letter (State Form 25294) and Request for Authorization Form (signature). District’s Land Surveyor will authorize and provide signature on Request for Authorization form indicating that land ties are correct as indicated on the map. Contractor’s Design Engineer will authorize and provide signature that construction limits are correct as indicated on the map. Contractor’s Project Manager will authorize and provide signature that R/W limits are in accordance with the map. Contractor will coordinate with State’s Project Manager to obtain State’s Transportation District Engineer’s signature on the Request for Authorization form. Contractor will complete the R/W Package.

Contractor will send one copy of all R/W Package items to State’s Project Manager as well as meet with State’s Project Manager to review the R/W Package prior to submittal to State’s OLM. Contractor will send the original and one copy of the R/W Package to State’s OLM, and will retain one copy for the project file.

10.1.5 Electronic File Submission

Contractor will submit all electronic data associated with the R/W Work Map to State’s OLM. Contractor will also send a copy of all electronic files to State’s District R/W Office and retain one
copy of all electronic files. All electronic files will be in a format compatible with State’s CADD Data Standards. Contractor will submit a text file describing all naming conventions Contractor will use in supplying electronic data to State’s OLM.

10.1.6 Appraisals
Contractor will coordinate one meeting with State’s Appraisal Supervisor and State’s Project Manager prior to the start of the appraisal work. Contractor will use appraisers who are on the State’s Contract Fee Appraiser list. The OLM Appraisal Supervisor, prior to the start of the appraisal work, will approve Contractor’s appraisal fees. Contractor’s Real Estate Appraiser must hold a valid Minnesota Real Estate Appraiser license and will be governed by the ethics provision of the Uniform Standards of Professional Appraisal Practice.
State’s OLM will convene a meeting four to six weeks before the hearing on petition to determine which parcels that have not been acquired need a complete before and after appraisal. The group will consist of Contractor’s Eminent Domain Engineer and Direct Purchase Agent, State’s Project Manager and State’s OLM Appraisal Supervisor and the Assistant Attorney General assigned to the eminent domain action. Contractor will be responsible for assigning the updated appraisal report request on those parcels that are not likely to settle. Contractor will perform a before and after appraisal on parcels placed into an eminent domain action.

DELIVERABLES

State’s Deliverables:

10.1.1 Field Title Investigation
1. Certificates of Title for each affected tract from State’s OLM Legal and Real Estate Conveyance Unit.
2. All necessary continuations and corrections of Certificates of Title.
3. Provide direction when ownership is non-local in nature.
4. Attend meeting on field title investigation procedures.
5. Provide form and format.

10.1.2 Develop R/W Work Map
1. Provide electronic land survey files including existing R/W, section and quarter corner locations, and section, quarter and sixteenth lines.
2. Provide Title Certificates of affected tracts.
3. Consult with Contractor’s registered land surveyor regarding placement of subdivisions.
4. Review of GEOPAK point storage format and procedures.
5. Prepare Certificates of Title for gap and overlap parcels.
6. Attend meeting on development of R/W Work Map.
7. Provide a copy of State’s District R/W Guidelines.

10.1.3 Parcel Sketches
1. N/A

10.1.4 Legal Descriptions
1. Prepare a legal description for each parcel using Plat reference.

10.1.5 R/W Package
1. Furnish State Form 25294.
2. Furnish Request for Authorization form.
3. Furnish State’s Transportation District Engineer’s signature on Request for Authorization form.
4. Attend review meeting of R/W Package.

10.1.6 Electronic File Submission
1. Electronic data associated with the final plats to State’s Office of Land Management.

10.1.7 Appraisals
1. Submit appraisals to State’s OLM for review and certification.
2. Determine additional appraisals that may be required.
3. Supply example MDAs.
4. Approve all MDAs.
5. Review all appraisals.
6. Determine an estimated market value of the property.
7. Convene a meeting to determine which parcels need a complete before and after appraisal.

Contractor’s Deliverables:
10.1.1 Field Title Investigation
1. Continue the Attorney’s Certificates of Title for all necessary updates. A licensed attorney or abstractor must complete the continuations of the Certificates of Title.
2. Obtain County Assessor’s estimate of fair market value for each parcel and place on State’s Market Data form.
3. Obtain all tax and special assessment information along with agency levying the tax or assessment.
4. Perform a field title investigation for each parcel using a professional Real Estate specialist experienced in the area of title investigation and approved by State’s Project Manager.
5. Set up and attend meeting with State’s District Real Estate Representative.
6. Verify ownership and document concerns of property owners affected by project with personal visit to parcels where ownership is local in nature.
7. Consult with State’s District Real Estate Representative on direction when ownership is non-local.
8. Modify R/W work map with pertinent changes due to landowners concerns.

10.1.2 Develop R/W Work Map
1. Provide gathered project information.
2. R/W Work Map.
3. Identify gaps and overlaps and prepare separate parcels for State’s OLM.
4. Layout of proposed new R/W.
5. GEOPAK parcel report.
6. Schedule and attend meeting on development of R/W Work Map.

10.1.3 Parcel Sketches
1. Prepare and submit parcel sketches.

10.1.4 Legal Descriptions
1. N/A.

10.1.5 R/W Package
1. Staff Authorization Map and cover letter (State Form 25294).
2. Request for Authorization with State’s District Land Surveyor, Design Engineer and Project Manager’s signatures.
3. Coordinate with State’s Project Manager to obtain State’s Transportation District Engineer’s signature.
4. R/W Package with all items as listed above.
5. Attend meeting with State’s Project Manager to review R/W Package.
6. Submit R/W Package (original and one copy) to State’s OLM.
10.1.6 **Electronic File Submission**
1. Electronic data associated with the R/W work map to State’s OLM.
2. Copy of electronic files to State’s District R/W Office.
3. Text file describing naming conventions used.

10.1.7 **Appraisals**
1. Submit appraisals to State’s District Real Estate Representative.
2. Coordinate one meeting prior to starting the appraisal work.
3. Identify potential MDAs.
4. Schedule and attend meeting to determine which parcels need a complete before and after appraisal.
5. Assign updated appraisal report request on parcels not likely to settle.
6. Perform a before and after appraisal on parcels placed into an eminent domain action.
7. A second appraisal may be required on all parcels valued at more than $250,000.00.

### 10.2 ACQUISITION ACTIVITIES

Contractor will perform all acquisition activities associated with acquiring the R/W necessary for the project including the following major work tasks:

**10.2.1 Direct Purchase**
Contractor will submit Direct Purchase Agent’s experience and qualification for review and approval by State’s Project Manager prior to performing the direct purchase work. Contractor will perform direct purchase work using a professional Real Estate Agent who is experienced in the area of real estate negotiations. Contractor’s Project Manager will certify that the Direct Purchase Agent has no personal interest in properties being acquired. Contractor’s Direct Purchase Agent will meet with State’s Project Manager and State’s District Real Estate Representative to review direct purchase procedures prior to starting the direct purchase work. Contractor will conduct all direct purchases in accordance with State’s R/W Manual and the 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition Regulations. Contractor’s Direct Purchase Agent will contact all property owners and perform all the functions necessary to acquire the needed R/W by means of direct negotiations. All offers will be made in person. No offers by mail are acceptable unless approved by State’s District Real Estate Representative. Contractor will allow the property owner a reasonable length of time (generally 30 days minimum) to consider the direct purchase offer. All completed direct purchase files will be returned to State’s District Real Estate Representative. The eminent domain process will be initiated at a minimum of six months ahead of the project letting date. Contractor will have all direct purchase offers made prior to the initiation of the eminent domain. Contractor will prepare a temporary direct purchase file for all files not yet acquired at the time of initiation of eminent domain.

Contractor’s Direct Purchase Agent may recommend an administrative settlement memorandum where appropriate. Contractor will attend all meetings with State’s Project Manager, Director of State’s OLM and Minnesota Attorney General’s Office.

**10.2.2 Design Changes**
Contractor will submit any R/W Package revisions to State’s Project Manager for approval. Contractor will perform all necessary work required to submit an amended R/W Package to State’s OLM. Contractor will work with State’s Project Manager and Assistant Attorney General to prepare any revisions.

**10.2.3 Eminent Domain - Condemnation**
Contractor will assign a registered professional Civil Engineer for the legal action. Contractor will provide necessary engineering and technical support for the Attorney General. Contractor will attend all meetings with Assistant Attorney General. Contractor will assist the Attorney General in preparing for the hearing on petition. Contractor will be prepared to provide engineering testimony. After the hearing on petition, Contractor’s Direct Purchase Agent may continue negotiations if there
is a possibility of a reasonable settlement with property owners not included in eminent domain action.

Contractor’s Engineer will attend district court’s oath of commissioners’ meeting along with the Assistant Attorney General. Contractor’s Engineer will be prepared to schedule viewings at oath meeting. Contractor’s Engineer will coordinate staking of properties for viewing with Contractor’s Surveyor. Contractor will prepare exhibits for all hearings. Contractor’s Engineer will attend pre-hearing meetings with Assistant Attorney General. Contractor’s Engineer will submit a written report on the hearing to the Director of State’s OLM. Contractor’s Engineer will approve and submit commissioner’s daily fee reports. Contractor’s Engineer will attend all pre-trial hearings. Contractor’s Engineer will prepare a settlement memorandum to the Director of State’s OLM. Contractor will obtain approval of appeal/no appeal recommendation from State’s Project Manager. Contractor will submit the settlement memorandum to the Director of State’s OLM. Contractor’s engineer will discuss trial aspects with Assistant Attorney General. Contractor’s Engineer will prepare materials for the trial.

Contractor’s Engineer will be prepared to give engineering testimony in court. Contractor’s Engineer will conduct a jury viewing of the property in litigation. Contractor’s Engineer will prepare a summarization memorandum of trial to the Director of State’s OLM.

DELIVERABLES

State’s Deliverables:

10.2.1 Direct Purchase
1. Approve Contractor’s Direct Purchase Agent.
2. Prepare a direct purchase file for each parcel to be acquired.
3. Provide examples of administrative settlement memoranda.
4. Schedule and attend meetings with Contractor, Director of State’s OLM, and Attorney General’s Office.

10.2.2 Design Changes
1. Approve R/W Package revisions.

10.2.3 Eminent Domain – Condemnation
1. Request eminent domain proceedings.
2. Provide sample hearing report.
3. Provide appeal/no appeal recommendation.

Contractor’s Deliverables:

10.2.1 Direct Purchase
1. Perform direct purchase work.
2. Submit Direct Purchase Agent’s experience and qualifications for approval.
3. Certification that Contractor’s Direct Purchase Agent has no personal interest in properties being acquired.
4. Attend meeting to review direct purchase procedures.
5. Present direct purchase offers to parcel owners in person.
6. Submit Direct Purchase files for approval.
7. Prepare a temporary direct purchase file for all parcels not acquired with information as listed above.
8. Recommend an administrative settlement memorandum where appropriate.
9. Provided updated status reports to State’s Project Manager.
10. Attend meetings with State’s Project Manager, Director of State’s OLM, and Attorney General’s Staff.
10.2.2 Design Changes
1. Submit R/W Package revisions for approval in the form of a minor change or amendment.
2. Perform work necessary to submit amended R/W information as listed above for approval.
3. Work with State’s Project Manager and Assistant Attorney General to prepare revisions.
4. Amend valuations and certifications as needed.

10.2.3 Eminent Domain – Condemnation
1. Assign a registered professional Civil Engineer to the legal action.
2. Provide necessary engineering and technical support for Attorney General.
3. Attend meetings with Assistant Attorney General.
4. Assist Attorney General in preparing for the hearing on petition.
5. Prepare to provide engineering testimony.
6. Continue negotiations if possibility of reasonable settlement with property owners not included in eminent domain action.
7. Attend district court’s oath of commissioners meeting.
8. Be prepared to schedule viewings at oath meeting.
9. Coordinate staking of properties for all viewings.
10. Stake properties for all viewings.
11. Re-stake parcels for all viewings by court.
12. Prepare exhibits for hearings as listed above.
13. Attend pre-hearing meeting with Assistant Attorney General.
14. Submit written report on hearing to Director of State’s OLM.
15. Approve and submit commissioner’s daily fee reports.
16. Attend pre-trial hearings.
17. Prepare a settlement memorandum.
18. Obtain approval of appeal/no appeal recommendation from State’s Project Manager.
19. Submit settlement memorandum to Director of State’s OLM.
20. Discuss trial aspects with Assistant Attorney General.
22. Prepare to give engineering testimony in court.
23. Conduct jury viewing of property in litigation.
24. Prepare summarization memorandum of trial.

11. Bridge Design Coordination
The State Bridge Office will complete preliminary and final design for the proposed bridge. Consistency between the roadway and bridge design plans will be critical for project success. Coordination between the bridge and roadway staging plans is also expanded upon further in Task 12.

11.1 Design Coordination
The Contractor will provide staff to serve as a liaison between the roadway and bridge plans to ensure consistency between plan sets and to ensure regular communication. The Contractor will provide roadway design elements, such as profile, alignment, cross-sections, staging details, etc., to the Bridge Office as requested. The Bridge Office will provide design details to the Contractor, such as elevations, stationing, etc. The Contractor will have qualified staff available to check bridge plans to make sure they are consistent with roadway plans.

11.2 Meetings
The Contractor will hold up to five (5) Design Coordination Meetings with the State Bridge Office to coordinate design issues between the roadway and bridge plans. The Contractor will provide meeting agendas, exhibits, and minutes. Meetings will be held at State Bridge Office in Oakdale.

11.3 Visual Quality Process
The State Bridge Office will lead the visual quality process for aesthetic details related to the proposed bridge. The Bridge Office will create mockups and exhibits for communicating design intent to project stakeholders and to help define the aesthetic details for the proposed bridge. The
Bridge Office will facilitate discussions with stakeholders in regards to the bridge, but additional coordination and design of the aesthetics and landscaping outside of the bridge will be the responsibility of the Contractor. The Contractor will also be responsible for the design and coordination of all lighting, including both roadway and bridge lighting.

The Contractor will:
1. Provide liaison to ensure consistency between roadway and bridge plans.
2. Provide roadway design elements to Bridge Office, as requested.
3. Provide qualified staff to check bridge plans for consistency with roadway plans.
4. Provide coordination and design for the aesthetics and landscaping for non-bridge items.
5. Provide design for all lighting, including both roadway and bridge lighting.
6. Hold up to five (5) Design Coordination Meetings.
7. Provide agenda, exhibits, and minutes for the Design Coordination Meetings.

The State will:
1. Complete preliminary and final design for the bridge plans.
2. Provide bridge design details (elevations, stationing, etc.) to ensure consistency with roadway plans.
3. Attend Design Coordination Meetings and review meeting minutes.

12. Maintenance Of Traffic (MOT)

12.1. Traffic Management Plan (TMP)
The Contractor will prepare a basic TMP utilizing the State’s checklist and TMP form. A draft TMP will be submitted for the State’s review with the 30% plans. The State’s comments will be incorporated into the final TMP document, which will provide more detail and will be consistent with the final traffic control and staging plans. The final TMP document will be submitted to the State with the 90% plans.

12.2. Bridge/Roadway Staging Coordination
The State Bridge Office will provide staging plans for construction of the proposed bridge. The Contractor will develop Staging Layouts and Details for the Roadway Plans. Staging Layouts and Details will be provided to the State Bridge Office for use in bridge design and development of bridge construction staging plans. Preliminary Staging Layout(s) are to include alignments, profiles, typical sections, staging details, etc. The Contractor will ensure consistency between bridge and roadway staging plans and will incorporate any bridge staging details into roadway plans, as needed. It is anticipated that sheet piling, temporary walls, etc. to facilitate bridge construction will be included in roadway plans.

12.3. Meetings
The Contractor will hold up to three (3) meetings with the State and select stakeholders to discuss construction staging and MOT requirements at a time under the discretion of the MnDOT Project Manager. The Contractor will provide meeting agendas, exhibits, and minutes. Meetings will be held at MnDOT District 6 in Rochester.

Deliverables

The Contractor will:
1. Prepare and submit a draft TMP for State review.
2. Revise the draft TMP based on State review comments.
3. Submit a final TMP.
4. Ensure consistency between roadway and bridge staging plans and incorporate any bridge staging details provided by Bridge Office into roadway plans, as needed.
5. Provide staging layouts and details for the roadway plans.
6. Hold up to three (3) MOT Meetings.
7. Provide agenda, exhibits, and minutes for the MOT Meetings.

The State will:
1. Provide TMP checklist and basic TMP forms.
2. Review draft and final TMP.
3. Provide staging plans for construction of proposed bridge.
4. Attend MOT meetings and review minutes.

13.0 Proposed Schedule

Receive existing surveys & Conceptual Layout from State..........................January 3, 2020
Submit Preliminary Geometric Layout.....................................................March 16, 2020
Submit Final Geometric Layout ...............................................................April 27, 2020
Construction Limits Approval.................................................................June 2, 2020
MnDOT Geometric Layout Approval ......................................................June 2, 2020
Preliminary Staging Layout .................................................................June 15, 2020
30% Plans..................................................................................................June 30, 2021
60% Plans..................................................................................................February 10, 2022
95% Plans..................................................................................................June 3, 2022
100% Plans..............................................................................................August 1, 2022