



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (the “Agreement”) is entered into by and between **Polk County**, whose address is 100 Polk County Plaza, Suite 130 Balsam Lake, Wisconsin 54810 and **SRF Consulting Group, Inc.**, having an address at 6720 Frank Lloyd Wright Avenue, Suite 100, Madison, Wisconsin 53562 and corporate office at 3701 Wayzata Boulevard, Suite 100, Minneapolis, Minnesota 55406; who are the parties.

Recitals

1. Polk County requires professional services in conjunction with the Feasibility Study For ATV/UTV and Equestrian Trail Project (the “Project”), as identified in Polk County’s Request for Proposal (“RFP,”) dated, August 3, 2022, attached and incorporated as **Attachment A**.
2. SRF Consulting Group, Inc. represents it is qualified to furnish the services according to the provisions of this Agreement and SRF’s Proposal (“SRF’s Proposal”), attached and incorporated as **Attachment B**. For the purpose of this Agreement, the Polk County is defined as the “Client” and SRF Consulting Group, Inc. is defined as “SRF.”
3. Therefore, it is agreed:

Agreement

Article 1: Services to be Performed by SRF.

- (a) SRF’s Services consist of those described SRF’s Proposal, dated August 31, 2022 (collectively, the “Services”) Except as already noted in **Attachment B**, SRF shall not subcontract any portion of the work to be performed under this Agreement without the prior written approval of the Client’s authorized representative.
- (b) SRF assumes no responsibility to perform any Services not specifically listed in **Attachment B**. No terms and conditions or other documents shall be binding on SRF unless a copy of any such terms and conditions or documents has been made part of this Agreement.
- (c) SRF will perform all professional Services in a manner consistent with the care and skill ordinarily used by members of SRF’s profession practicing under similar conditions at the same time and general location (the “Standard of Care”). SRF makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with SRF’s Services. SRF shall correct or revise any errors, omissions, or other deficiencies in any plans, drawings, specifications, reports and other products of professional services not meeting SRF’s professional Standard of Care, unless such corrective action is directly attributable to deficiencies in Client’s furnished information.
- (d) Any changes in Services to be performed by SRF requires an amendment (“Amendment”) to this Agreement and will not be effective until it has been executed and approved by the Parties.
- (e) SRF will comply with all applicable federal, state, and local laws, rules and regulations which are applicable to the Services to be performed hereunder.

Article 2: Contract Requirements.

- (a) The provisions of any applicable law or ordinance relating to Civil Rights and Discrimination shall be considered part of this Agreement as if fully set forth herein.



- (b) The Client may inspect project records, documents and accounting procedures and practices of SRF, solely to verify SRF's performance and all expenses submitted pursuant to the terms of this Agreement. All such items will be retained by SRF during the term of this Agreement and for a period of six (6) years after final payment has been made. Any items relating to a claim arising out of the performance of this Agreement will be retained by SRF and its subcontractor(s), if any, until the claim has been resolved.
- (c) The Client and SRF expressly agree that SRF is an independent contractor and not an employee, agent, or partner of the Client. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the Client and SRF or any employee or agent of SRF. Both parties acknowledge that SRF is not an employee for state or federal tax purposes.

Article 3: Client Obligations.

In addition to other responsibilities of the Client as set forth in this Agreement, the Client shall: (1) provide full information as to the requirements for the Services; (2) assist SRF by placing at SRF's disposal, information in possession of the Client which it believes is pertinent to the Services, and SRF may rely on the accuracy and completeness of this information; (3) give prompt written or verbal notice to SRF whenever the Client observes or otherwise becomes aware of any development that affects the scope or timing of SRF's Services, observes or otherwise becomes aware of the presence at the Project site of any constituent of concern, or of any defect or nonconformance in SRF's Services, the work, or in the performance of any contractor; and (4) provide SRF in writing any and all policies and procedures of the Client applicable to SRF's performance of Services under this Agreement. SRF will comply with such policies and procedures pursuant to the Standard of Care set forth in Article 1(c) and to the extent compliance is not inconsistent with professional practice requirements (the "Client's Duties").

Article 4: Term of Agreement; Performance Schedule.

- (a) This Agreement shall be in effect from the latter of the two signature dates set forth below (the "Effective Date") and will expire on the date all services are completed and final payment has been issued, unless terminated pursuant to Article 8.
- (b) SRF shall comply with the time requirements and deadline dates described in **Attachment B**. Notwithstanding the foregoing, this is not a warranty or guarantee and in no event will SRF be responsible for damages due to delays beyond SRF's reasonable control.

Article 5: Key Personnel.

With respect to this Agreement, SRF and the Client shall designate specific individuals to act as SRF's and the Client's representatives with respect to the Services to be performed or furnished by SRF and responsibilities of the Client under this Agreement. Such an individual shall have authority to transmit instructions, receive information, and render decisions related to the Project on behalf of the respective Party whom the individual represents.

SRF Representative: Phil Johnson
Client Representative: Robert Kazmierski

Article 6: Consideration and Payment.

- (a) Client shall compensate SRF for all Services rendered under Article 1 on an hourly basis and shall not exceed **\$79,980.99**, in total including reimbursable expenses and subcontractor fees as set forth in SRF's Budget Details in **Attachment C** (the "Contract Maximum"). Any agreed upon changes shall be in writing between the Client and SRF.



- (b) SRF shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of SRF's receipt of payment by the Client for undisputed Services provided by the subcontractor.

Article 7: Payment for Compensation.

- (a) SRF shall provide an itemized statement detailing the number of hours spent by any employee as well as the hourly rate charged by the individual providing the Services. SRF will bill the Client monthly.
- (b) The Client will make undisputed payments no later than thirty-five (35) days' after receiving SRF's invoices for Services performed. If the Client objects to any portion of an invoice, the Client shall notify SRF within five (5) business days of invoice date. In the event of a disputed billing, only the disputed portion will be withheld from payment, and the Client shall pay the undisputed portion.

Article 8: Termination and Suspension.

- (a) Client may terminate this Agreement at any time, with or without cause. Upon termination, SRF will be entitled to payment, determined on a pro rata basis, for Services satisfactorily performed.
- (b) If the Client fails to make payments to SRF in accordance with this Agreement, and said payments are not otherwise disputed by the Client, then SRF may suspend its Services under this Agreement. If SRF elects to suspend services, it shall give ten (10) days' written notice to the Client before doing so. SRF shall have no liability to the Client for delay or damage caused by such suspension of Services. Before resuming Services, SRF shall be paid all undisputed sums due prior to suspension and any undisputed expenses incurred in the interruption and resumption of the SRF's Services.

Article 9: Ownership and Use of Documents.

- (a) Upon completion of the Project, and provided that SRF has been paid in full, all documents ("Instruments of Services"), except working notes and internal documents, created by SRF (and SRF's subcontractor(s)) in the course of implementing this Agreement shall become the property of the Client. The Instruments of Services prepared and furnished by SRF are intended only to be applicable to this Project and the Client's use of these documents in other projects shall be at the Client's sole risk and expense. SRF is entitled to retain copies of all such documents.
- (b) To the extent that the Instruments of Service include design elements, data, notes, terms, plans, specifications, or details from SRF, or its subcontractor(s), own practice detail library, which collectively may form portions of the design for the Project (collectively, "Design Details"), then SRF, or its subcontractors(s), shall retain all rights, title, and interest of all intellectual property related to such Design Details (including copyright and right of reuse), whether or not the Project is completed. Upon execution of this Agreement, SRF grants the Client a limited license to use the Design Details on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by SRF of full payment for all Services relating to preparation of the Design Details and subject to the following limitations: (1) Client acknowledges that such Design Details are not intended or represented to be suitable for use on Project unless completed by SRF, or its subcontractor(s), or for use or reuse by the Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by SRF, or its subcontractor(s); (2) and such use or reuse, or any modification of Design Details, without written verification, completion, or adaptation by SRF, or its subcontractor(s), as appropriate for the specific purpose intended, will be at the Client's sole risk and without liability or legal expose to SRF, or its subcontractor(s); (3) Client shall indemnify and hold harmless SRF, and its subcontractor(s) from all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from any use, reuse, or modifications of the Design Details without



written verification, completion, or adaptation by SRF, or its subcontractor(s); and (4) such limited license to Client shall not create any rights in third parties.

Article 10: Notices.

Any notice required under this Agreement shall be in writing and addressed to the primary point of contact (“POC”) as designated by both Parties at the address provided by both primary POC’s. All notices shall be delivered via certified mail and effective upon the certified mail return date of receipt.

Article 11: Legal Relations.

- (a) This Agreement, interpretation, and performance, and any disputes between the parties arising out of or relating to this Agreement, shall be governed by and construed in accordance with the laws in which the Project is located, without regard to conflict of laws principles. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.
- (b) The Parties may exercise legal remedies as may be available to them in connection with any unresolved issue, dispute, or controversy arising out of this Agreement which cannot be settled by the Parties.
- (c) To the extent applicable to SRF’s Services, SRF shall abide by the provisions of State’s Government Data Practices Act, and all other applicable state and federal laws, rules, regulations, and orders relating to data privacy or confidentiality.

Article 12: Liability and Indemnification.

- (a) To the fullest extent permitted by law, SRF hereby agrees to indemnify and hold harmless the Client from liability for claims, damages, losses, or expenses (including reasonable attorneys’ fees) to the extent the same is proximately caused by the negligent or wrongful acts, errors, or omissions of SRF of anyone acting under its control in its provision of Services under this Agreement.
- (b) Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the Client is otherwise entitled by state statute to which statutory tort limits apply.
- (c) Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement when such failure or delay is caused by or results from causes beyond the reasonable control of the affected Party, including but not limited to fire, floods, natural disasters or other adverse weather conditions not reasonable foreseeable, riots, acts of war or terrorism, acts of God, or acts, omissions or delays in acting by any governmental authority, delays in transportation, unavoidable casualties, diseases, pandemics/epidemics, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, strikes, or other labor disturbances or any other cause, whether similar or dissimilar to any of the foregoing, which could not have been prevented by such Party with reasonable care (each, a "Force Majeure Event"). Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure. The time for performance required of the affected Party shall be extended by the period of such delay provided the Party is exercising diligent efforts to overcome the cause of such delay.
- (d) Notwithstanding any other provision of this Agreement, SRF shall not be in breach of this Agreement, nor shall it be liable to Client for any losses or damages of any type, including, without limitation, consequential or incidental damages or damages for lost profits, arising from delays or changes in the Services due to any act or neglect of Client or its employees.



- (e) The duties and obligations imposed by this Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

Article 13: Contractual Relationship.

No contractual relationship will be recognized under the Agreement other than the contractual relationship between SRF and Client.

Article 14: Insurance.

- (a) SRF shall procure and maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, the types of insurance and policy limits as follows:

| | |
|--------------------------------|--|
| Worker's Compensation: | Statutory |
| Employer's Liability: | \$1,000,000 Each Accident \$1,000,000 Disease (Policy Limit) \$1,000,000 Disease (EA Employee) |
| Commercial General Liability: | \$1,000,000 Each Occurrence \$1,000,000 Annual Aggregate Including Premises and Operations Bodily Injury and Property Damage, Independent Contractors, Products and Completed Operations Liability, Personal and Advertising Injury. |
| Business Automobile Liability: | \$2,000,000 Combined single limit each occurrence coverage or the equivalent covering owned, non-owned and hired automobiles. |
| Professional Liability: | Professional Liability Insurance providing coverage for all claims SRF may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to SRF's professional services performed under this Agreement. Minimum limits of liability shall be: \$2,000,000 Each Claim \$2,000,000 Annual Aggregate |
| Umbrella/Excess Liability | Umbrella or Excess Liability insurance policy may be used to supplement SRF's policy limits to satisfy the full policy limits required under this Agreement. |

- (b) Policies shall name the Client as an Additional Insured limited to General Liability and Automobile Liability.
- (c) SRF shall require all subcontractors, and any other subcontractors to which the Parties agree in writing are subcontractors of SRF, to carry and maintain insurance against the risks set forth above, in the amounts and under terms as determined to be appropriate by SRF to fulfill its obligations of this Agreement. SRF shall not allow its subcontractors to commence work until the insurance required has been obtained and the corresponding certificate(s) of insurance have been approved by SRF with copies of each corresponding certificate provided to the Client upon request.



Article 15: Prohibition Against Assignment.

This is a bilateral Professional Services Agreement. Neither Party shall have the power to or will assign any of the duties or rights or any claim arising out of or related to this Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other Party. Any unauthorized assignment is void and unenforceable.

Article 16: Other.

- (a) The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.
- (b) This Agreement, including any Attachments or Exhibits hereto, constitutes the entire and exclusive agreement of the Parties and supersedes any prior agreements whether oral or written, concerning the subject matter hereof.
- (c) The invalidity or partial invalidity of any portion of this Agreement shall not invalidate the remainder thereof, and the remainder shall be construed as if the invalidated portion shall have never been part of this Agreement.
- (d) Nothing in this Agreement confers or purports to confer on any third party any benefits or any right to enforce any terms of this Agreement.

Article 17: Services and Contract Documents.

- (a) This Agreement includes the following documents which are incorporated and attached to this Agreement.

| | |
|----------------------|----------------------|
| Attachment A: | Request for Proposal |
| Attachment B: | Proposal |

- (b) SRF shall insert all or some part of a term and condition that is required or necessary to be so included in all lower-tier subcontracts and shall require all lower-tier subcontractors to comply with such provisions for the duration of their respective subcontracts.

Article 18: Interpretation.

This Agreement has been drafted through a cooperative effort of SRF and Client and both Parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No Party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the Party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

Article 19: Signatures.

The individual signing this Agreement represent and warrant that they have the power and authority to enter into this Agreement and bind the Parties for whom they sign. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute a single Agreement.



Article 20: Electronic Signatures.

Each Party agrees that the electronic signatures of the Parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

IN WITNESS HEREOF, the Parties hereto have caused this Agreement to be executed in their behalf.

SRF Consulting Group, Inc.
(with delegated authority)

Signed:

Title:

Date:

Polk County
(with delegated authority)

Signed:

Title:

Date:

REQUEST FOR PROPOSAL

**FEASIBILITY STUDY AND EVALUATION OF ROUTE(S) FOR
ATV/UTV'S AND EQUESTRIAN RIDERS TO CONNECT THE CITY OF
ST. CROIX FALLS TO BURNETT COUNTY**



Balsam Lake, Wisconsin

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PART 1: PROJECT OUTLINE

Elected officials and key stakeholders are working collectively to make Polk County, Wisconsin a renowned regional destination for trail recreation and experience for our residents and visitors. In 2020, the Polk County Board of Supervisors identified “increase connectivity of new and existing trails and recreational facilities” as a top priority and an opportunity to capitalize on Polk County’s natural assets, and proximity to the Twin Cities. As a result, Polk County recently completed the development of a Countywide Comprehensive Trail Network Plan. A key result of this plan is the identification of priority projects that the County will pursue in the short term. One of those projects is the feasibility study evaluating routes for ATV/UTV’s and equestrian riders, connecting the City of St Croix Falls and Burnett County to the north. Polk County is issuing this Request for Proposals for the evaluation and feasibility study for this potential connection.

1) BACKGROUND

Polk County, WI is located an hour northeast of the Twin Cities in Minnesota. The County has the St. Croix River, a National Scenic Riverway as its western boundary, bounded to the south by St Croix County, to the east by Barron County, and to the north by Burnett County. Population for Polk County is approximately 45,000, the largest city in the County is Amery and the county seat is Balsam Lake.

Tourism promotion and recreational development is an additional priority for Polk County. Blessed with abundant natural resources, Polk County is a destination for “day-trippers” and seasonal cabins/lake homes located near our abundant surface waters (over 300 lakes). Polk County currently has several trails available for recreation purposes, including four rail trails: the Gandy Dancer State Trail, the Stower Seven Lakes State Trail, the Cattail State Trail, and the Sawmill Trail (county owned), along with the Ice-Age Trail, 300+ miles of snowmobile trail, 45 miles of cooperative equestrian trails, and the Sterling ATV loop. Additional trails and recreation information is available on the Polk County website, by accessing the Recreation Viewer:

<https://polkcowi.maps.arcgis.com/apps/webappviewer/index.html?id=48d9c82d98d9404996f87e28d971cd9c>

2) PROJECT NARRATIVE

Polk County is seeking professional services to perform a feasibility study on potential routes that would connect the City of St Croix Falls to Burnett County for ATV/UTV and equestrian riders. Key components include study processes, identification of potential routes, pro and cons to each route, impacts on other existing recreation user groups for each route, safety for all users, development and maintenance cost estimates for each route, any additional land purchase or easements needed for each route, economic impact of each route, and environmental impact of each route. The preference is to identify routes that minimize or

completely eliminate the need to travel on any road segments for user groups. Evaluated routes will also need to identify potential impacts to user trail user groups, if any. The in-depth feasibility study needs to evaluate at least four different options for evaluating an ATV/UTV and equestrian connection between St. Croix Falls and Burnett County, along with any other route options the proposer considers viable. Among the four minimum options are the following:

- 1) The creation of a parallel route for ATV/UTV's and equestrians within the same right-of-way as the existing Gandy Dancer Trail, or
- 2) Utilizing a mix of space within the road right-of way, Gandy Dancer Trail right-of-way, on-road routes, and on the existing trail, or
- 3) Adding these uses to the existing trail surface, or
- 4) Creation of a parallel route through purchase of easements on private lands along the existing Gandy Dancer route.

The goal of this feasibility evaluation is to determine if a route/routes can be developed for ATV/UTV and equestrian user groups to connect these two points, while having the least amount of impact on existing recreation groups, preferably none.

3) **SCOPE OF SERVICES**

The proposal should describe the Provider's approach to completing each of the tasks outlined below. The proposal should provide sufficient detail to enable the evaluation committee to thoroughly evaluate and compare it with other proposals. The proposal should closely follow the format of the Scope of Services. It should include the following information and any other materials/ideas the Provider believes is appropriate to this project.

- A) Identification of potential routes to achieve connection from the City of St Croix Falls to Burnett County for ATV/UTV's and equestrians
- B) Identification and estimation of potential impacts to other recreational user groups for each possible route option
- C) Identification of best options to mitigate impacts identified in 3(B)
- D) Identification of areas where shared trails may be needed
- E) Identification of ways to mitigate issues resulting from shared usage.
- F) Planning level cost estimates for development and maintenance for each potential route.

4) **PROJECT DELIVERABLES BY PROVIDER**

- A) A report detailing:
 1. The process used to develop each route option above and why it is a viable option.
 2. Information on each route option, including but not limited to the following criteria:
 - a. Pros and cons of each route
 - b. Impacts on other existing recreation user groups
 - c. Safety for all users
 - d. Development and maintenance costs
 - e. Additional land purchases or easements needed
 - f. Economic impact

- g. Environmental impact
- B) Maps of potential routes on paper at least 11"x17" in size and GIS map layers and data shared with Polk County
- C) Project outline and schedule, including:
1. Identification of anticipated start date and key project milestones.
 2. A plan for updating staff, the Parks and Trails Advisory Group (PTAG), and the Environmental Services Committee on project progress.
 3. Anticipated calendar length of each section of the project and the overall project.
 4. Monthly updates on the project budget.
- D) Presentation of final report to Polk County PTAG, one Municipal Leaders roundtable, the Polk County Environmental Services Committee, and Polk County Board of Supervisors.
- E) Five (5) hard copies and One (1) electronic copy of the final report

5) **PROJECT OVERSIGHT**

Polk County Environmental Services Division and Public Works Division staff will serve as project managers and be the primary point of contact for direction, management of contracts, external communications, and deliverable review/approval for the project.

PART 2: PROPOSAL SUBMITTAL, TIMETABLE, EVALUATION, AND AWARD

1) **SUBMISSION OF PROPOSALS**

The Provider must submit one (1) original proposal in PDF electronic format via USB drive and five (5) proposal copies in writing. Proposals shall be submitted in a separate, sealed envelope and endorsed with the **Name of the Provider** and imprinted with the words, **"FEASIBILITY STUDY AND EVALUATION OF ROUTE(S) FOR ATV/UTV'S AND EQUESTRIAN RIDERS TO CONNECT ST. CROIX FALLS TO BURNETT COUNTY LINE"**. The following must be submitted with your proposal in the order referenced below:

- **Executive Summary.**
- **Introduction Letter.** Include the Provider's name, a description of the Provider, major area of expertise, legal status of the Provider, location and the primary and backup contact for any questions in regard to your proposal. Include the contact person's phone number and email address. Include a statement of interest in the project.
- **Statement of Qualifications.** Include information on the Provider's knowledge and expertise related to this type of project. Include the staff that will work on this project and their related experience on other similar projects.

- **Project Understanding and Work Plan.** Include a summary of the Provider’s understanding of the project. Also include a concise outline of the process the Provider has chosen to accomplish the project in this Request for Proposal
- **Project Schedule.** List and itemize important dates for critical phases of the project, key project milestones, anticipated calendar length of each section of the project, anticipated calendar length of the overall project, etc.
- **Project Communication Outline.** Provider shall describe how they plan to communicate with county staff and steering committee throughout the process. The outline should also include when and how the project progress will be made available to the public. All guidelines for State and Federal grant money shall be followed.
- **Additional Information/Innovative Approaches** Provider may choose to propose an innovative approach to accomplishing this project. Please highlight areas that the Provider feels are innovative methods.
- **Budget and Fee Information.** Detail the hours for each section of the process, rate per hour, which staff will be working on that section, costs for supplies, travel costs, and other applicable costs.

2) PROPOSAL TIMETABLE

The RFP is issued by the Environmental Services Division, Polk County Government. Proposals are expected to outline the process from kick off through approval of the study by the Polk County Board of Supervisors. Proposals must be submitted both in paper and electronic format and in a manner easily reviewable by Polk County Government. Please submit five (5) paper copies and one (1) electronic PDF of the proposal on USB drive to:

Proposal Due Date is Wednesday, August 31st at 3pm.

Tim Anderson
 Polk County Planner
 Environmental Services Division
 100 Polk County Plaza, Suite 130
 Balsam Lake, WI 54810
tim.anderson@polkcountywi.gov

Tentative RFP Process Schedule (subject to change as needed):

- Request for Proposal Released – Wednesday, August 3rd
- Written Questions Received By – Tuesday, August 16th at 3pm
- Optional Virtual Preproposal Meeting for Q & A – Wednesday, August 10th 10am
 - To attend: please contact Tim Anderson directly using the contact information above to receive the meeting link, email is preferred.
- Response to Questions: no later than Thursday, August 18th at 5pm
- Proposals Due – Wednesday, August 31st at 3pm

- *Note: Polk County reserves the right to add an addendum to this RFP. The deadline will be extended, if necessary, to allow for at least 2 weeks for Providers to adjust their proposal to the addendum. Notification of the addendum will be sent to Providers.*
- Proposals will be opened at the North Conference Room of the Polk County Government Center, on Tuesday, September 6th at 2pm. Proposals must be sealed and date stamped by the Provider on or before the date that the proposal is due.
- Selection – Within 2 weeks of proposal opening
- Contract Negotiations – within 2 weeks of selection

Questions regarding the proposal need to be sent through the Public Purchase website. All inquiries shall be submitted in writing by Tuesday, August 16th at 3pm.

Proposals must be physically received by Polk County prior to the deadline established by this RFP. Proposals received after this date and time will not be considered.

3) PROPOSAL EVALUATION

The award of a contract resulting from this *Request for Proposal* shall be based on the best proposal received in accordance with the evaluation criteria stated below:

A) Technical and Subjective Scoring Sections:

1. After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, a comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made by using subjective judgment.

| | |
|--|------------|
| Approach, Methodology & Work plan | 25% |
| Project Interest and Understanding | 20% |
| Plan Design and schedule | 20% |

2. Overall Cost and Pricing Structure 20%

- a. Provider will be evaluated on overall pricing structure inclusive of accountability, scopes and limits, and performance guarantees.

3. Provider Reputation, Past Performance & Experience 15%

- a. Experience and reliability of the Provider's organization is considered in the evaluation process. The Provider is advised to submit any information that documents successful and reliable experience in past performance related to the requirements of this RFP.
- b. The Provider should provide information related to previous and current contracts that are considered identical or similar to the requirements of this RFP.
- c. Polk County reserves the right to use any historical data when ranking this category.

- B) Polk County reserves the right to consider historic information, whether gained from the Provider's proposal, question and answer conferences, references, or any other source, in the evaluation process.

- C) It is the Provider's sole responsibility to submit information related to the evaluation categories and Polk County is under no obligation to solicit such information if it is not included with the Provider's proposal. Failure of the Provider to submit such information may cause an adverse impact on the evaluation of the Provider's proposal.
- D) In the event that only one proposal is received in response to this Request for Proposal, Polk County reserves the right to negotiate the terms and conditions, including the price, as proposed in the sole Provider's proposal. In addition, as part of such negotiations, the County reserves the right to require supporting cost, pricing and other data from the Provider in order to determine the reasonableness and acceptability of the proposal.

4) CONTRACT AWARD

Any award of a contract resulting from the RFP shall be made only by written authorization from the Polk County Administrator.

Upon award of contract, the Provider must submit a project schedule and will commence the start of the project within 30 days.

PART 3: GENERAL INFORMATION

1) PROPOSAL DOCUMENTS

The RFP document is available on the county website www.polkcountywi.gov under the Open Bids/RFP section of the website. A copy of the RFP document can also be obtained by contacting:

Tim Anderson
Polk County Planner
Environmental Services Division
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810
tim.anderson@polkcountywi.gov

2) REJECTION OF PROPOSALS

The Polk County Board or its designee reserves the right to reject any and all proposals, or any proposal which, in their opinion, will be inappropriate to carry out the work under the terms of the contract and to waive any irregularities.

This document constitutes a request for sealed proposals, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. Polk County is exempt by statute from payment of certain taxes; see attachment regarding taxes.

3) INSURANCE REQUIREMENTS

The successful vendor must meet and agree to maintain insurance coverage standard to Polk County Policy throughout the duration of the contract. All Providers shall purchase and maintain such insurance as will protect the Provider from claims set forth below which may arise out of or result from the Provider's operations under this contract whether the operations be by the Provider or by anyone employed by them.

Provider must provide Proof of Insurance obtained from an insurance company licensed to do business in the State of Wisconsin, prior to starting work.

- A) Professional Liability Insurance
- B) Errors and Omissions Insurance

4) CONFIDENTIAL INFORMATION

Proposals will not be considered with a blank confidential statement on them. Any proposals submitted in conjunction with this request, upon contract signing, will become a public record.

5) SUBCONTRACTORS

It is intended that a single contractor will have total responsibility for the project. Therefore, any Provider desiring to use a sub-contractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment "Sub-contractors" and should include their company's name, the company's principal owners, description of their involvement in the project, and qualifications for each aspect of the Countywide Trail Network Plan that they will be involved with. The subcontractor(s) cannot be changed after submission of the Proposal except with the written approval of the County. The Provider is responsible for all actions, workmanship, performance and payment for their sub-contractor(s).

6) CLARIFICATION/REVISIONS TO THE SPECIFICATIONS AND REQUIREMENTS

Provider must examine the RFP documents carefully and before submitting a Proposal may request additional information from the County's contact person. A Provider's failure to request additional information or clarification shall preclude the Provider from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda prior to the Proposal due date. Each change or addenda issued in relation to the RFP will be on file within Polk County. All such changed or addenda issued shall become part of the contract and all bidders shall be bound by such changes or addenda. Where there appears to be a conflict between the RFP and any addenda issued, the last addenda issued will prevail.

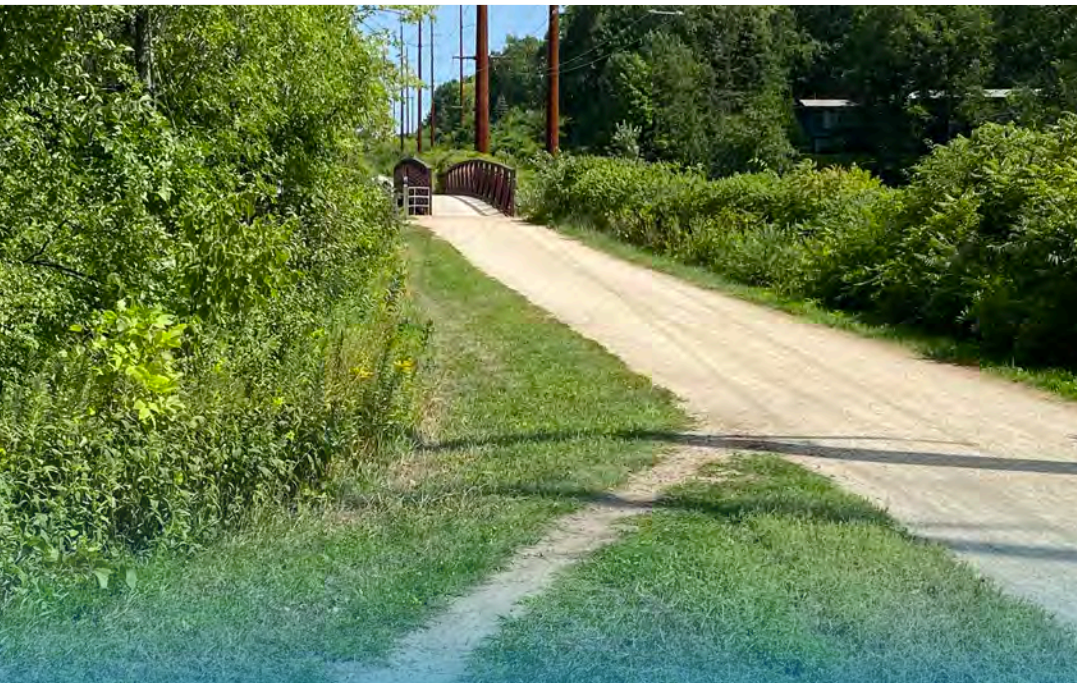
7) COUNTY RESERVATION

Polk County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- This proposal request does not commit Polk County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- The proposals will become part of Polk County's files without any obligation on Polk County's part.
- The vendor shall report to Polk County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Polk County.
- Polk County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- Polk County reserves the right to request clarifications for any proposal.
- Polk County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Polk County.

8) TAXES

Polk County is exempt from Federal Excise Tax, Wisconsin Sales Tax and local tax.



POLK COUNTY

FEASIBILITY STUDY AND EVALUATION
OF ROUTE(S) FOR ATV/UTVS AND
EQUESTRIAN RIDERS TO CONNECT
ST. CROIX FALLS TO BURNETT COUNTY LINE





Tim Anderson
Polk County Planner
Environmental Services Division
100 Polk County Plaza, Suite 130
Balsam Lake, WI 54810

August 31, 2022

Subject: Proposal for a Feasibility Study and Evaluation Of Route(s) For ATV/UTV and Equestrian Riders to Connect The City of St. Croix Falls to Burnett County

Dear Tim Anderson and Members of the Selection Committee:

The SRF team is ready and eager to assist Polk County in improving the Gandy Dancer State Trail to accommodate additional users. We have done a preliminary review of the site by visiting the trail from St. Croix Falls to Frederic and have had discussions with users and stakeholders along the way. We understand the issues relative to creating a trail for four user groups that, to be successful, must address inherent conflicts between the groups, both politically and functionally. We know that there are hot-button issues within the process of developing consent. We realize that we must start by verifying earlier discussions identified during the 2021 Comprehensive Trail Network plan. There will be a focused communication process that will dig into the key issues of the combined use of the trail.

We have assembled a talented team of creative trail planners and designers, engineers, public communication specialists, and acquisition specialists to address all challenges identified in the study. In addition, as an optional task, we can bring on cultural resource specialists to provide an assessment of the trail corridor for historical and cultural components. Many of our projects are recognized for integrating creative planning ideas with cost effective and sustainable solutions for sensitive natural resource environments. Our team members have the experience, technical expertise, local and project knowledge, and management strategy to successfully complete this challenging assignment. Our proposal outlines several important and innovative ways the SRF team will contribute to this project's success.

Project Specific Planning Expertise | As detailed in the project understanding and approach, this project has a variety of challenges, specifically, how the Gandy Dancer State Trail from St. Croix Falls to Burnett County provides for potentially conflicting trail users. To address the four options identified in the RFP, the problem-solving skills of the SRF team we have assembled are a perfect match to complete this study.

Phil Johnson, PLA, ASLA, will serve as project manager. Phil brings over 40 years of experience in developing and managing urban and rural trails. He will be supported by a team that brings unmatched experience in trail planning led by Stewart Crosby, PLA, ASLA, who has completed over 45 trail plans and projects over his 20-plus years. The SRF team includes trail planners (Jonathan Fillmore, PLA, Chris Brown, and Anna Jursik), GIS specialist (Dan Tinklenberg), trail design (Steve Prusak, PE), structural design (Casey Black), acquisition specialist (Cindy Wiste), and community communication (Dan McNeil). If an Environmental Site Assessment (ESA) level 1 is necessary, as an optional task, we can bring on Mead and Hunt to conduct the study. SRF and Mead and Hunt are currently collaborating on trail projects in the Twin Cities metro area.

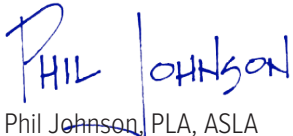
Demonstrated Experience | SRF's park, open space, and trail experience span comprehensive master planning studies, corridor design, implementation, and construction services. As noted in our proposal, we have assisted numerous agencies in the planning and construction of trail systems, trailhead facilities, bridges, boardwalks, and interpretive elements within sensitive, high-value natural resource areas. Our award-winning work has also been recognized for its sustainable approach to planning and design. We thrive on challenges that require developing innovative design solutions within the unique site context of any given natural resource area, which can create exciting and engaging public open space environments.

Collaborative Process & Effective Communication | We are committed to working closely with all Polk County staff early in the planning process to build effective communication and consensus throughout the project, reinforcing the trust and support needed to implement a highly successful project. SRF will bring enthusiasm and energy to this planning effort to make it both productive and enjoyable problem solving to develop solid solutions. We are committed to completing tasks on time, within budget, and with creative and highly successful outcomes.

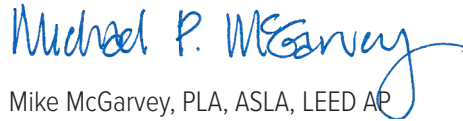
We are confident the SRF team will bring immediate value to Polk County and stakeholders by completing the project in a comprehensive and professional manner. We look forward to meeting with you to discuss the project in greater detail and to showcase our enthusiasm for this unique and challenging project.

Should you have any questions regarding this proposal, please contact Phil Johnson at (763) 452-6797 or pajohnson@srfconsulting.com.

Sincerely,

Handwritten signature of Phil Johnson in blue ink.

Phil Johnson, PLA, ASLA
Senior Project Manager

Handwritten signature of Michael P. McGarvey in blue ink.

Mike McGarvey, PLA, ASLA, LEED AP
Project Director

Executive Summary

The trail system within Polk County is extensive and well distributed throughout the county. Trails exist on both public and private land. The users are outdoor people that love their recreation. This means that each user group has a passion for their recreation and is protective about ensuring they can continue to use these trails as they have historically. Co-mingled trail use is where conflicts can arise. This study will be a delicate process to identify realistic approaches to solving co-use challenges between traditional trail users (walkers and bicyclists) with ATV/UTV users and equestrian riders within a limited linear corridor.

The SRF Team will develop a feasibility study that will include six key elements for each of the four different trail options. These elements include identification of routes, estimated impact on other trail users, mitigation of options, shared use areas, strategies for shared use, and cost estimates and maintenance plans.

Statement of Qualifications

Project Understanding and Work Plan

In 2021, Polk County completed a master plan of the county wide trail plan. This was a comprehensive review of all the trail networks and types within Polk County. The master plan identified priority projects and identified seven key tasks.

The development of an ATV/UTV and Equestrian trail connecting Saint Croix Falls to Burnett County was the first portion of the master plan identified to complete. The plan is to include six key elements:

1. Identification of Routes
2. Identification and estimation of impact on other trail users
3. Identify mitigation options
4. Potential for shared use areas
5. Mitigation strategies for shared uses
6. Estimation of cost, and maintenance for each route options.

This is an in-depth study examining prescribed options for this key trail. The study is to be an in-depth analysis of the opportunities and constraints of 4 different trail options:

1. Parallel Trails within the Gandy Dancer trail right of way
2. Utilization of a mix of road right of way, Gandy Dancer trail right of way on existing trail routes
3. Adding uses to the existing trail surfaces
4. Creation of a parallel route through the purchase of easements on private land along the existing Gandy Dancer route.

This is to be a comprehensive study of trail designs options from St. Croix Fall to Burnett County.

Project Schedule

| | 2022 | | | 2023 | |
|---|---------|----------|----------|---------|----------|
| | October | November | December | January | February |
| Project Kickoff- Gather trail corridor background information and corridor site visit | ◆ | | | | |
| Inventory and Analysis | ■ | | | | |
| Issues and Opportunities | | ■ | | | |
| Design Framework and Trail Concept Development | | ■ | | | |
| Project Communication | | ■ | | ◆ | ■ |
| Operations and Maintenance | | | ■ | | |
| Opinion of Probable Cost (OPC) | | | ■ | | |
| Draft Study and review | | | ■ | | ◆ |
| Final Study and updates | | | | ■ | |
| Approval Process (4 meetings) | | | | | ◆◆◆◆ |
| Optional Task: ESA Level 1 | | | | | |
| Biweekly Communication | ● | ● | ● | ● | ● |
| County Staff | ● | | ● | ● | ● |
| PTAG | | | ● | | ● |
| Engagement with Stakeholders | | | ● | | |
| Engagement with PTAG, Environmental Services Committee, Municipal leaders | | | | ● | ● |
| County Board | | | | | ● |

◆ Key meetings or project updates



An inviting trail

Project Approach

The following detailed project approach plan outlines the SRF Team’s understanding of assigned roles and responsibilities for the development of the regional trail master plan. Upon selection, we will work with Polk County Staff to refine work tasks and the project schedule to complete each phase of the trail study.

Scope Of Work

Project Kick-Off / Gather & Assemble Information

The SRF Team will attend an initial kick-off meeting with County Staff to confirm individual roles and responsibilities, the project schedule, meeting dates, and stakeholder participation. In addition, we will visit the trail corridor with County staff to begin our site analysis and document the existing conditions with photos.

County responsibilities include:

- » Provide available background information for the trail corridor.
- » Review and affirm project schedule and completion of identified work tasks.
- » Provide the vehicle for County Staff and 3 SRF team members for an onsite tour of the entire trail.

SRF Team responsibilities include:

- » Communicate with the county liaison on a biweekly basis
- » Assemble base mapping and review available trail background information.
- » Complete trail corridor site visit with County Staff. At that time, we will utilize our hand-held GPS equipment to identify key elements of the trail.



The sun can get the best of things.

Inventory & Analysis

A comprehensive inventory and analysis will be completed for the trail corridor identifying existing site conditions, natural resource areas of interest, right-way, and adjacent development and land use that may impact trail planning efforts.

County responsibilities include:

- » Provide comments and feedback on inventory and analysis.
- » Provide available GIS data for the trail corridor. SRF Team responsibilities include:
 - SRF will prepare an inventory and analysis map for the trail corridor to identify existing conditions, including bridges, at-grade crossings of railroads, steep slopes, wetlands, and other physical features. SRF will evaluate the safety of existing trail egress locations.
 - Maps of the trail alignments broken down by options (1 through 4) and identifying areas of opportunity and constraints, required right of way/easements, rest stop locations, and existing/proposed local access points.



Local accommodations

Issues & Opportunities

SRF will prepare an issues and opportunities map of the trail corridor and adjacent roadways, highlighting elements for all four trail options. Outcomes of this process will establish a design framework plan to guide the study of trail alignment alternatives.

County responsibilities include:

- » Provide comments and feedback on issues and opportunities and framework design criteria guiding master plan development.

SRF Team responsibilities include:

- » Identify issues and opportunities of each trail corridor option using a combination of techniques, including aerial imagery analysis, site photography of the corridor, and hand-held GPS tools to locate specific components during the site visit
- » Identify issues and opportunities for the four trail design frameworks.

Design Framework Plan

After summarizing issues and opportunities to be addressed for the trail study, a design framework plan will be established to guide the development of alignment alternatives.

Modify trail design framework plans as necessary after comment and feedback from the Polk County Parks and Trail Advisory Group (PTAG).

The following preliminary list of design initiatives will be used and expanded to guide the overall trail development efforts:

- » Identify the preliminary layout of the alternative layouts that will adhere to AASHTO, WIDNR, and WIDOT trail design standards and promote safe trail use and roadway crossings throughout the corridor.
- » Identify key connections to be made with connecting communities, open space corridors, and other popular surrounding destination areas.
- » Pursue programming and recreational amenities that will encourage year-round use of the trail.
- » Explore potential opportunities for acquiring additional property, which may allow for improved trail access connections and trailheads.
- » Propose innovative, sustainable, and cost-effective design solutions that promote stewardship of trail corridor, vegetation, and environmental features.
- » Allow for flexible design outcomes in the trail plan document to adjust for changing land use conditions that may occur before and after trail improvements are implemented.
- » SRF will develop typical engineering details such as cross-sections for the trail, trail amenities, and typical sections or details for structural elements such as boardwalks or bridges.

SRF Team responsibilities include:

- » Identify solutions for resolution of conflicts.



Parallel use is available in some areas

Project Communication Outline

With the Comprehensive Trail Network Master Plan completed in 2021, the county had a robust and comprehensive engagement process. Our team will approach the communication process with the stakeholders and public through the public process. We know that there is a lot of interest in this trail and how it will be utilized with a growing number of user groups. Our plan is to support the PTAG and Polk County decision makers by providing the tools necessary to assist in the communication process.

- » Review key issues from the Comprehensive Trail Network Plan with county staff, including feedback discussing county residents, stakeholders, and adjacent communities' previous inputs.
- » Conduct regional and nationwide research about potential issues that may become problematic by co-mingling trail user groups.
- » Conduct regional and nationwide approaches to potential design solutions.
- » Prepare graphic and narrative material for each design solution. These will be done in a design vignette format for two varying locations along the trail
- » Present information to county staff and to PTAG.
- » Present information to the public at a PTAG monthly meeting

SRF has two meetings to bring the staff, PTAG, and the public up to speed on preliminary approaches. These meetings will form the base for the design solutions for the four options outlined in the RFP.

County responsibilities include:

- » Provide comments and feedback on the design of alternative concepts.

SRF Team responsibilities include:

- » Develop and refine concept plans and associated graphics as an outgrowth of site analysis, issues and opportunities, and the design framework plan. Trail alignment alternatives will also address the integration of natural resource areas if present within the corridor.
- » Prepare vignettes, additional plan enlargement, section, and elevation to communicate design intent.

Innovative Approach

SRF uses a mobile GPS device to identify features within your trail corridor. This allows SRF to inventory the whole trail during the kickoff meeting tour. We can geo-reference features, facilities, notate trail and culvert conditions and trees.

- » This gives us the ability to create a superior inventory tool that can be merged into the county GIS data. The data can also be passed onto the county as hard data for future use.

Operations & Maintenance

For this task, SRF will identify the rules, regulations, or ordinances affecting the trail, including estimated operations and maintenance costs and sources of revenue to operate and maintain the trail. Polk County will assist with determining operations costs for both preventive maintenance and routine maintenance.

County responsibilities include:

- » Assist with identifying and affirming conflicts along the trail corridor.

SRF Team responsibilities include:

- » Table of one-time and annual expedited staffing, equipment, and related costs.



Trimble mobile GPS

Opinion of Probable Cost (OPC)

- » SRF will prepare individual Opinions of Probable Cost (OPC) for each of the four trail options.

Draft Study

SRF will write substantial components of the study in this task, primarily the route descriptions for each subsection of the trail. Text from other sections will be incorporated into a comprehensive MS Word document for review by County staff. SRF staff will

then develop the study document in Adobe InDesign, including all tables, graphics, maps, and photos. SRF can create a document theme, or we can modify a theme from a previous Polk County plan if that is preferred.

Final Study: Review and Revisions

SRF will prepare two rounds of edits to the master plan based on County staff input. SRF will then prepare a PDF and up to five (5) copies of the final master plan document for distribution to agencies and communities.

County responsibilities include:

- » Provide a full review of the final study within a defined time frame to allow the study to meet the County Environment Services Committee and County Board of Supervisors meeting schedules.

SRF Team responsibilities include:

- » SRF will prepare one (1) copy-ready document and one electronic file of the final report for Polk County, and five (5) hard copies.
- » The final documents will be color, 8.5" x 11", double-sided with possible fold-out maps.
- » SRF will provide GIS map layers and other data to Polk County.

Approval Process

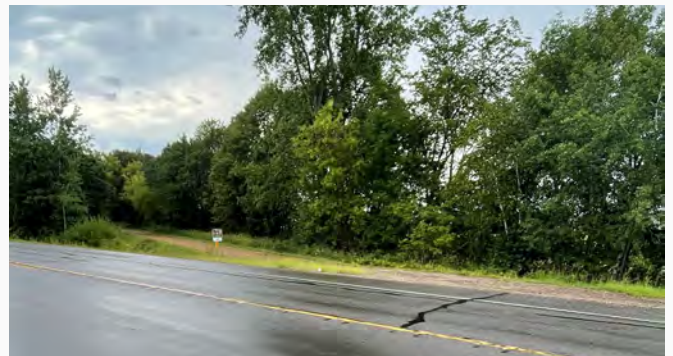
Final approval, after staff review, will include the presentation of the study results to the Polk County PTAG, Municipal Leaders Roundtable, The Polk County Environmental Services Committee, and Polk County Board of Supervisors (4 meetings).

County responsibilities include:

- » Polk County will prepare all agendas and public notices for these presentations.

SRF Team responsibilities include:

- » SRF project manager will present the study at each of the meetings.
- » SRF will prepare a PowerPoint deck and written information for each presentation. Each meeting input will update the next presentation to the County Board of Supervisors.

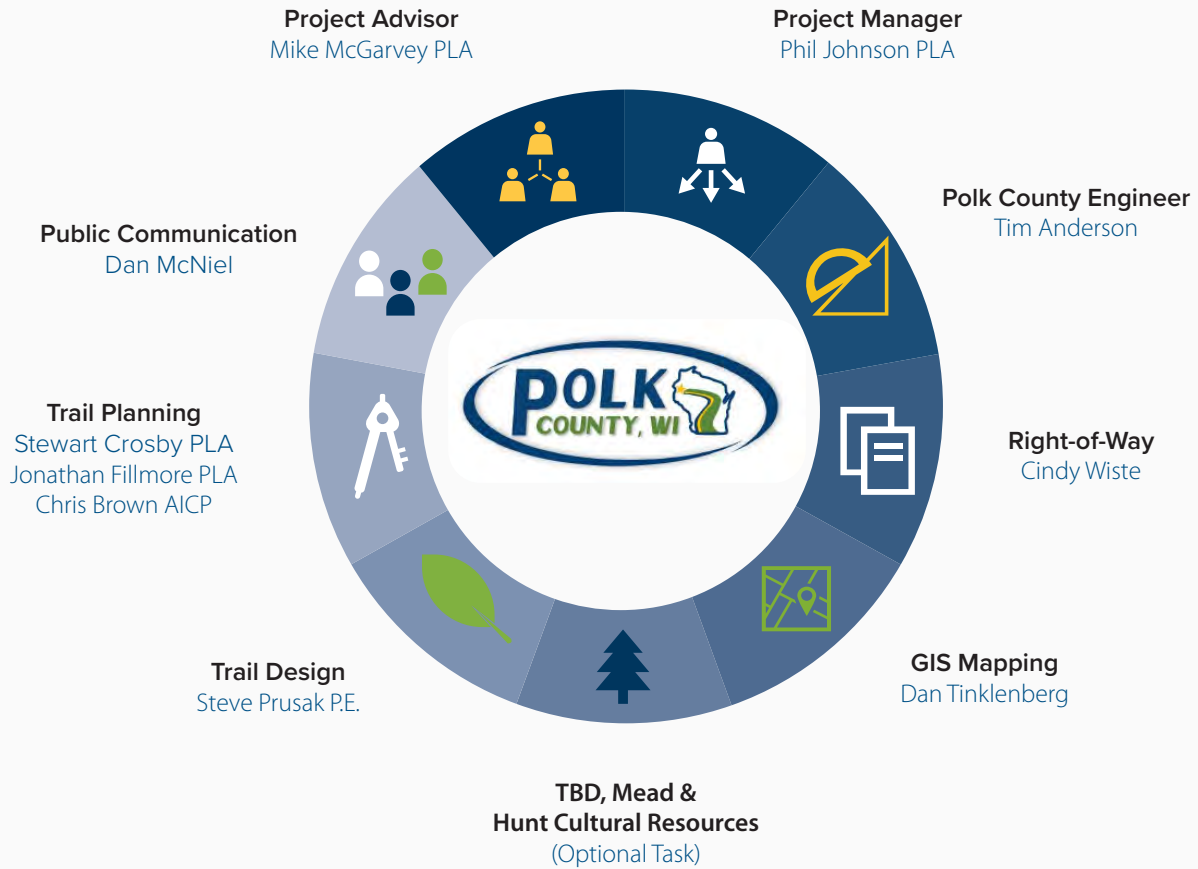


A risky approach to a busy highway

Project Personnel Profile

SRF Consulting Group is a full-service, employee-owned consulting firm with a broad base of award-winning planning, landscape architecture, engineering, and design services. Headquartered in Minneapolis, SRF was established in 1961 and a Minnesota-based corporation. We employ more than 325 professionals who work with public sector clients across the Midwest.

Project Team Organizational Chart



Key Personnel



Areas of Expertise

- » Project management
- » Concept design
- » Trail Planning and Design
- » Site planning and design
- » Urban design
- » Wisconsin CORP specialist
- » Public engagement
- » Construction management

Education

University of Wisconsin- Madison, BS-Landscape Architecture. Class of 1977

Registrations

Landscape Architect: Wisconsin #105

Specialized Training

Community Policing through environmental Design (CPTED)

Systematic Development of Informed Consent (SDIC)

Professional Affiliations

American Society of Landscape Architects- Wisconsin Chapter

Wisconsin Park and recreation Association

Wisconsin Licensed General Contractor

Phil Johnson, PLA, ASLA | Project Manager

Phil Johnson has 40+ years of experience in the landscape architect field. Phil has a diversified career working in both the public and private sector. Phil has worked for various agencies and private businesses as a project manager/landscape architect for a wide range of projects. Phil has worked with clients, community groups, councils, boards, and commissions helping to develop the client's vision by garnering public input, preparing conceptual designs, and estimating potential project cost to help the client make informed decisions. Phil has led multidisciplinary teams in successfully completing the client's projects on time and within budget.

Project Experience

Sheehan Park Master Plan, Sun Prairie Wisconsin. Sheehan Park is the flagship park for the City of Sun Prairie. The park was originally developed beginning in the 1970's and needed updating. Additionally, the city wanted to examine the potential of constructing a new Community Recreation Center and new Aquatic Center bathhouse. Conducted a robust public engagement process that was interactive throughout the 9-month design process. The plan includes changes to the core functions of the park, extensive trail development, shelter and restroom upgrades, roadway design in addition to the preparation of building plans and 3D models of the potential.

Trail Study, Osseo Wisconsin. The City of Osseo WI wanted to create a multiuse trail systems for walker/runners/equestrian, ATV and snowmobile groups to come into the City and visit local attractions. This plan showed the connectivity to the existing state trail, a new off road and on road trail with connectivity to the community parks, downtown and local landmark destinations plus the expansion of a trails system to the rural areas of the community. Phil was the project manager and lead planner for this project.

Sunset Park Connection to Fox River Trail, Village of Allouez, Wisconsin. Responsible for landscape architecture. Project involves trail connection in Sunset Park to Fox River Trail. Connection gives residents access to 25-mile-long Fox River Trail, which includes more than 10 miles of paved surface. Connection improvements include constructing 10-foot paved trail and park enhancements to buffer neighbors' views of trail. Services provided include survey, permitting, bidding, and construction observation. Phil was the lead landscape architect for this project.

Bicycle/Pedestrian Trail System, City of Eau Claire, Wisconsin. Responsible for project management. During his 25 years as City's superintendent of parks and landscape architect. Mr. Johnson oversaw the addition of 27 miles of trail. Each trail section brought unique challenges relative to terrain, property ownership, consent building, environmental concerns, and buildability. Trail system radiates from center of town, comes through variety of residential, riverfront, park, and urban spaces, and is the No. 1 recreation facility in City of Eau Claire.



Mike McGarvey, PLA, ASLA, LEED AP | Project Director

Mike has 29 years of experience in all aspects of landscape architecture, planning and urban design. His areas of expertise include trail planning and design, park planning and design, streetscape design, site design, and project management. Mike's creative and innovative planning and design solutions acknowledge the influence of operations and address maintenance concerns. As a LEED accredited landscape architect, Mike ensures that sustainability is incorporated into SRF projects.

Areas of Expertise

- » Public Engagement
- » Park and Recreation Planning and Design
- » Streetscape and Urban Design
- » Site Planning and Design
- » Bicycle Facility Planning and Design
- » Site Analysis
- » Construction Documents

Education

B.L.A., Iowa State University, 1992

Registrations

Landscape Architect: Minnesota #26216, North Dakota #12, Wisconsin #530-014, and Nebraska #LA 365 and North Carolina #2209

Landscape Architect: Council of Landscape Architecture Registration Boards

Certification

LEED Accredited Professional

Project Experience

Lake Wobegon Regional Trails Phase I - III, Stearns County, Minnesota. Mike has been working on the development of the Wobegon Trail for more than 15 years. He led the planning efforts for the original Wobegon Trail Master Plan and has led the design of the first three phases of trail.

Three River Park District Dakota Rail Trail Master Plans, Hennepin County and Carver County, Minnesota. Mike led the planning efforts for the 28-mile Dakota Rail Trail. He subsequently managed the design of four phases of design and construction for segments of the trail, which included extensive public involvement, abbreviated design schedules due to ARRA funding, and the design of several pedestrian bridges.

Trunk Highway 5 Regional Trail Master Plan and Design Development, Carver County, Minnesota. Mike was the project principal for the TH 5 Regional Trail Master Plan, which included a combination of existing local trails in the City of Chanhassen that will be designated as part of the regional trail system, and a proposed new trail through the Minnesota Landscape Arboretum.. This project included a design development phase of the segment of proposed trail through the Minnesota Landscape Arboretum. The trail project will include a trail underpass and will follow the MnDOT Delegated Contract Process for Local Agency Federal Aid.

County-Wide Trail Master Plan, Otter Tail County, Minnesota. Mike was project principal leading this plan to develop a county-wide trail master plan for bicycles, pedestrians, and non-motorized boaters. The project intent is to provide county residents and visitors a county trail network that will facilitate both commuter and recreational non-motorized transportation opportunities. The plan included extensive public engagement and coordination with County staff.

Turtle Mountain and Pembina Gorge Trail Master Plan, North Dakota Parks and Recreation Department. Mike was project manager leading this plan to identify local trail facilities and connecting regional trail corridors for bicycles, pedestrians, and other motorized and non-motorized uses. The project intent is to provide North Dakota residents and visitors with trail facilities that provide access to the unique natural amenities that exist in these areas. The plan included extensive public engagement and coordination with State and local staff to set the framework for implementation and future funding efforts.



Areas of Expertise

- » Trail Planning & Design
- » Bicycle Facility Planning & Design
- » Site Planning & Design
- » Park Master Planning
- » Conceptual & Detail Design
- » Construction Administration
- » Construction Liaison
- » Construction Document Preparation
- » Community Engagement

Education

Master of Landscape Architecture, University of Oregon, 2002

Bachelor of Landscape Architecture, University of Oregon, 2001

Bachelor of Arts, International Affairs, Lewis and Clark College, 1991

Registrations

Landscape Architect: Minnesota #45681

Professional Affiliations

American Society of Landscape Architects- Minnesota Chapter

Friends of the Mississippi River

Stewart Crosby, PLA, ASLA | Lead Trail Design

Stewart has 20 years of experience in landscape architecture and urban design, including conceptual design, design development construction document preparation, and construction administration. He brings innovative design solutions to a variety of projects that include park and trail master planning and design, and youth camp site design. Stewart has also conducted visual impact assessments for roads and trails and has worked on urban streetscape projects.

Stewart excels at managing trail planning and design projects, while fostering an open, collaborative design process that includes agencies, residents, design professionals, and other interested stakeholders. His work is mindful of operations and maintenance considerations and emphasizes sustainability. Stewart has experience managing challenging projects that must adhere to the MnDOT Delegated Contract Process (DCP) for Local Agency Federal Aid.

Project Experience

City of Plymouth Northwest Greenway Trail, Minnesota. Using the Northwest Greenway Master Plan as a guide, Stewart is working with City staff to develop the Northwest Greenway Trail in phases over several years. The Northwest Greenway Trail is the primary recreation component in the Northwest Greenway, a corridor of land that the City of Plymouth set aside for parks and open space. The trail system includes a primary, 12-foot wide trail with several eight-foot wide loops through woods and prairie and connections to neighborhoods along the corridor. Stewart's role as project manager is to oversee design development and construction document preparation, bidding and construction administration. Four phases of the trail have been developed and phase five is in the design development stage.

Otter Tail County Perham to Pelican Rapids Regional Trail Master Plan, Minnesota. Stewart was the project manager for this regional master plan project that was completed to meet the standards of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC). The master plan and trail corridor were identified by the GMRPTC as a key regional recreation facility and has since been granted DNR Trail Grant funding for preliminary design development. This project included identifying alternative trail corridors, an involved public process and development of the final master plan for which Stewart was the primary author..

Arrowhead Regional Development Commission Lake Vermilion Trail Feasibility Study, Minnesota. Stewart worked with the ARDC and the Vermilion Resort Owners Association to analyze the best routes for the proposed Lake Vermilion Trail between the City of Cook and Lake Vermilion. The study will be used as a guide for the first phase of trail development.

Carver County Minnesota River Bluffs LRT Regional Trail, Minnesota. Stewart was Project Manager for the design and construction of two phases of trail development that included a prefabricated trail bridge over a creek in the historic City of Carver and a trailhead with a parking lot and a trail system kiosk. Stewart also managed the MnDOT Delegated Contract Process (DCP) for Local Agency Federal Aid Projects since this project utilized federal funds.

Dan Tinklenberg, SRF | GIS Mapping



Dan has 20 years of experience in a wide variety of GIS applications, including data creation, manipulation, and analysis in the entire range of ArcGIS products. Additionally, he has experience with map publishing, web map services, dynamic segmentation, travel-time networks, model building, and numerous ArcGIS extensions. Dan has extensive experience working with transportation spatial data for analysis in regional, county and city transportation plans.

Dan McNeil, SRF | Public Communication



Dan has five years of experience in public engagement and planning, including youth engagement, transportation planning and parks and recreation planning. He has significant experience facilitating community workshops, leading youth engagement activities, planning for connected and automated vehicles and designing long-range public participation processes. Dan is committed to developing meaningful, measurable and adaptable community engagement and is passionate about incorporating underrepresented perspectives into planning processes. Prior to coming to SRF, Dan worked with the Minneapolis Park and Recreation Board planning department and served as an AmeriCorps volunteer on the Pine Ridge Indian Reservation in South Dakota.

Jonathan Fillmore PLA, SRF | Trail Planning



Jonathan joined SRF in 2016 after receiving his Masters of Landscape Architecture from the University of Minnesota. Jonathan's design expertise includes trail/bicycle planning, park master planning, ecological design, geospatial analysis, and a wide range of arboriculture practices. As a year-round bicycle commuter, Jonathan is passionate about bicycle infrastructure design. His combination of experience and expertise augments his ability to provide innovative design solutions that improve the experience for the enjoyment and safety of bicyclists.

Steve Prusak P.E., SRF | Trail Design



Steve has 17 years of experience as a member of design and construction teams for a variety of municipal, trail, and highway projects. His duties have included quantity calculation and project cost estimation, intersection design and details, alignments, profiles, utility design and coordination, corridor and terrain modeling, and construction management. Steve has designed and delivered projects in both AutoCAD Civil 3d and MicroStation platforms.

Chris Brown AICP, SRF | Trail Crossing



Chris has six years of experience in transportation planning in both the private and public sectors. He has managed and supported long range transportation plans, corridor and safety studies, multimodal plans, Safe Routes to School studies, traffic operations analysis and development review, freight plans, university campus plans, and grant writing for state and federal funds. Chris applies his strengths in data analysis, community engagement, and technical writing to create meaningful and implementable results for his client partners. As a planner, Chris hopes to enhance mobility options, accessibility, and safety through detailed data analysis, comprehensive community outreach and input, and using the latest tools or practices

Cindy Wiste, SRF | Right-of-Way



Cindy has nearly 10 years of right of way acquisition and relocation experience. She frequently completes right of way acquisition and relocation projects for transportation, infrastructure, and redevelopment projects and has worked extensively in the Twin Cities metropolitan area. As a project manager, Cindy oversees the work of SRF's right of way specialists. Her professional and polite manner helps put property owners and tenants at ease during the acquisition process.

Project Budget

| Task | Task Description | Estimated Hours | Estimated Fee |
|------|--|-----------------|------------------------------------|
| 1 | Project Kickoff | 52 | \$7,610 |
| 2 | Inventory and Analysis of Alternatives | 68 | \$8,124 |
| 3 | Issues and Opportunities | 70 | \$8,410 |
| 4 | Design Framework and Trail Concept Development | 125 | \$14,212 |
| 5 | Identify Conflicts and Public Services | 26 | \$3,238 |
| 6 | Public Engagement & Stakeholder Input | 42 | \$5,392 |
| 7 | Operations And Maintenance | 22 | \$2,498 |
| 8 | Opinion Of Probable Cost (Opc) | 28 | \$3,824 |
| 9 | Draft Study | 136 | \$15,936 |
| 10 | Final Study: Review And Revisions | 42 | \$5,062 |
| 11 | Approval Process | 32 | \$4,384 |
| | Non-Salary Expenses | | \$1,290.99 |
| | TOTALS | 643 | \$79,980.99 |
| 12 | Optional Task: Archaeology And Cultural Review Of Trail Corridor | | \$10,000 (Not part of base bid) |
| | Subconsultant (Mead & Hunt Cultural Resources) | | |

Past Performance & Experience

Dakota Rail Trail Feasibility Study | McLeod County

SRF was hired by McLeod County to prepare a preliminary engineering study on 15 miles of the Dakota Rail corridor between Lester Prairie and Hutchinson to better understand the current condition of the corridor and to identify what steps will be needed to develop a paved or aggregate surfaced, multi-use trail between these two communities. McLeod County officials will use this feasibility study to determine surfacing approach, inventory constructability issues, identify phasing options, and to prepare future grant applications to develop the entire trail corridor. The study identified all drainage elements including culverts, drain tiles and bridge structures, trail crossings and included a geotechnical analysis of select locations to provide data on the sub-surface conditions of the abandoned railroad corridor. An engineer's estimate was also prepared to provide the county with planning-level costs to prepare the corridor for trail development.

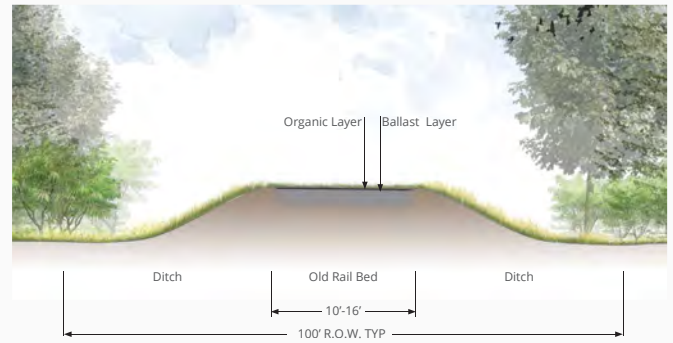


Figure 2: Typical Existing Condition Section

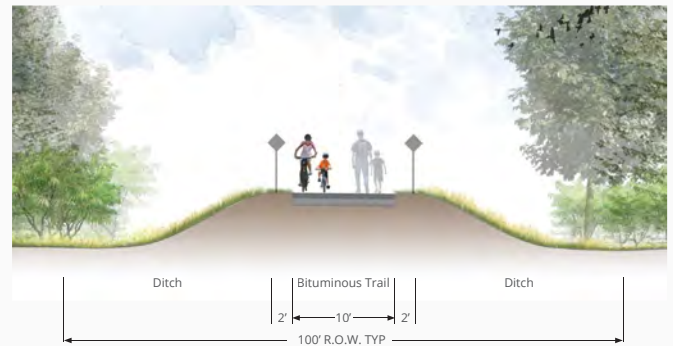


Figure 3: Typical Trail Section



Lebanon Hills Trail Assessment I

City of Eagan

SRF is currently working with Dakota County at Lebanon Hills Regional Park to complete an assessment of the park's existing trail system, which serves the needs of hikers, skiers, mountain bikers, and equestrian riders. Fifty miles of trail system were assessed in the field, and problem areas were identified using handheld GPS mapping tools. Recommendations for improvements will be generated to ensure that a more sustainable trail system can be managed in the park and user group conflicts can be avoided. Cost estimates and a prioritized phased implementation plan will be prepared, and recommendations will be provided for the trail system's short- and long-term maintenance in the park.

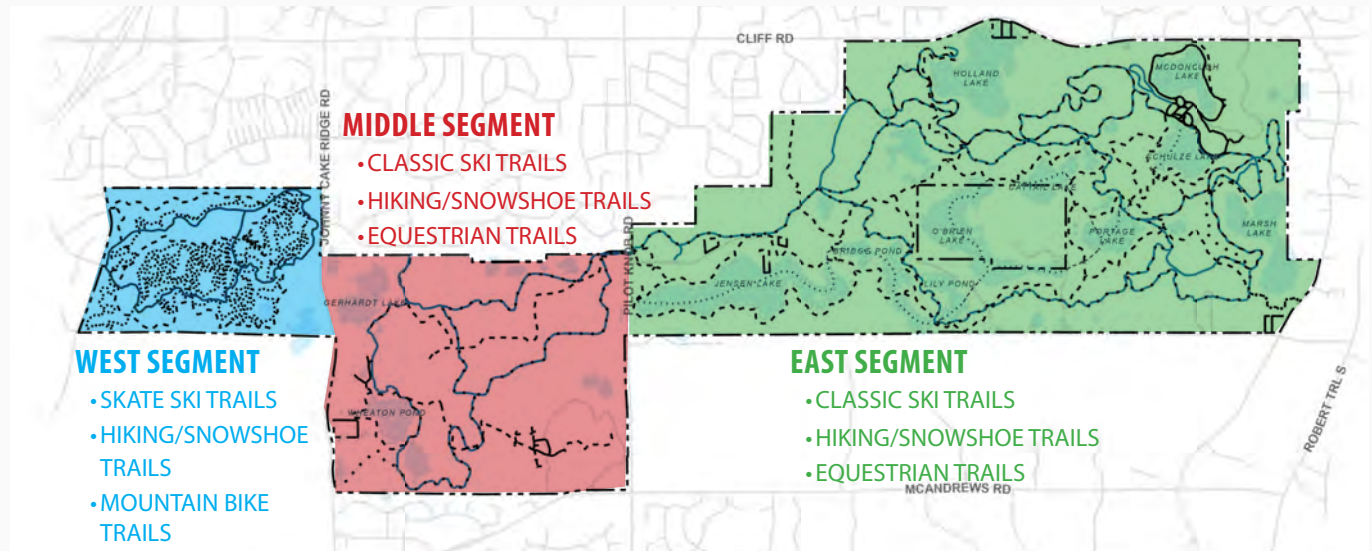
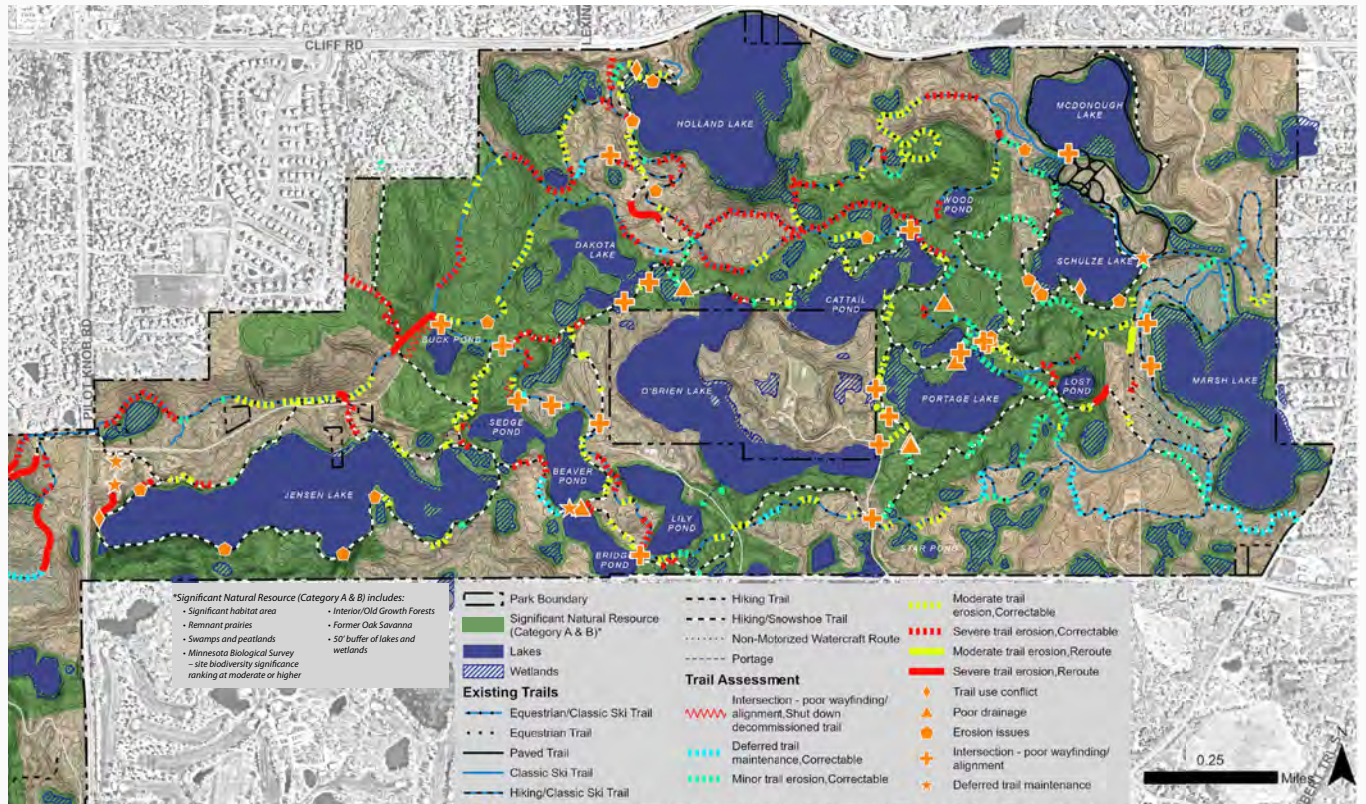


FIGURE 8: EAST SEGMENT TRAIL OBSERVATION MAP

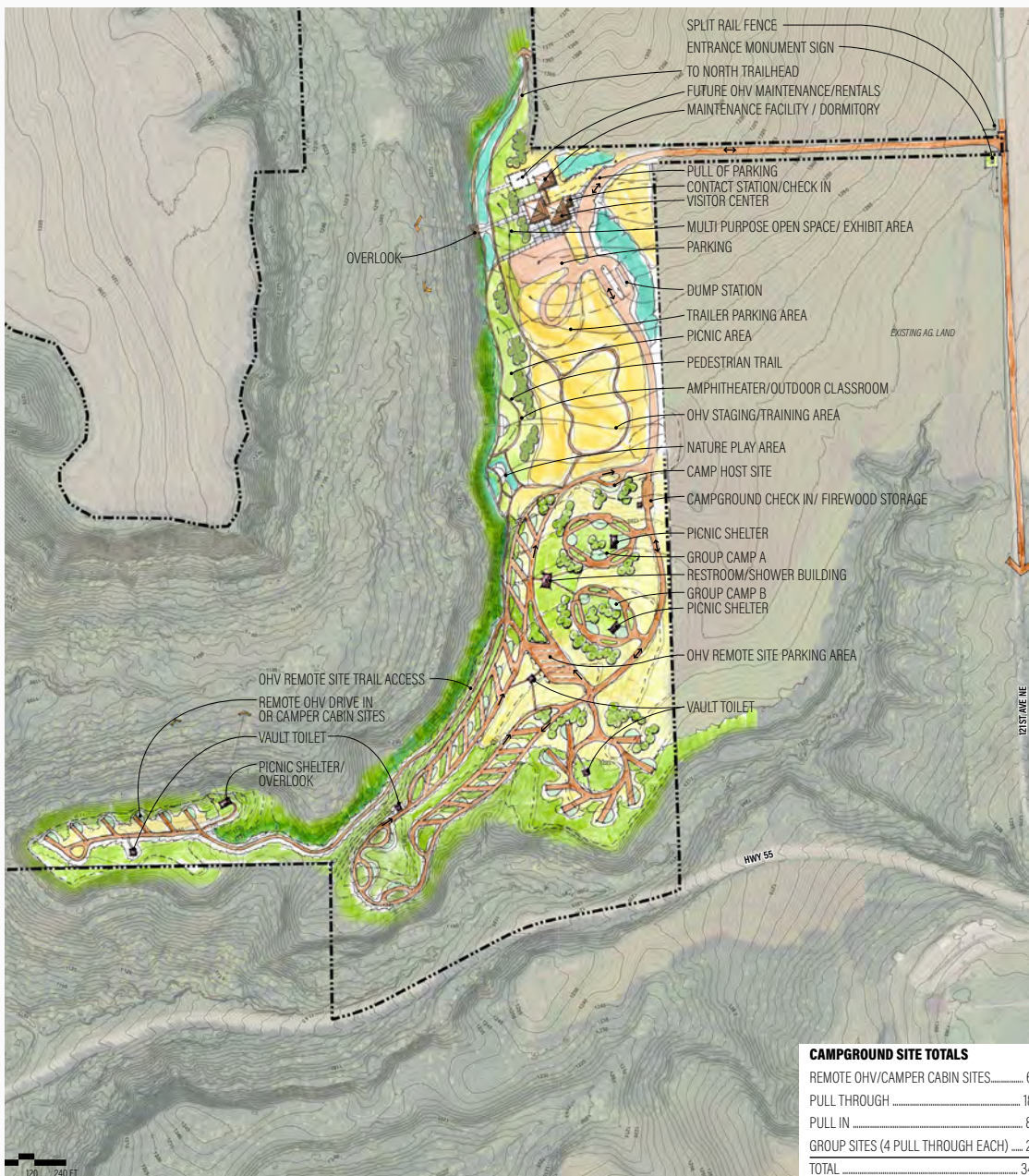


Pembina Gorge Plan ATV | Cavalier County

SRF is currently working with North Dakota Parks and Recreation to develop a new OHV campground, trailhead, and Visitor Center facility for the Pembina Gorge Recreation Area near Walhalla, North Dakota. Campground facilities will include individual and group campsites, camper cabins, restroom and shower facilities, and a practice area for OHV riders. Future planned site amenities near the campground will include a natural play area, a small performance amphitheater, and perimeter trail circulation, which will offer panoramic views of the surrounding gorge area.



The new proposed visitor center will also function as a day-use trailhead facility and provide a trail connection to the existing trailhead located north of the site. Additional planned facilities include a park maintenance facility, park manager residence, and a dorm facility to house seasonal workers.



SRF Trails Matrix

| SRF TRAIL & GREENWAY EXPERIENCE | Planning | Design | Wetlands | Rails with Trails | Public Process | Structures | Equestrian | Snowmobile | Federal Funding | Met Council Policy Plans | GMRPTC Plan |
|---|----------|--------|----------|-------------------|----------------|------------|------------|------------|-----------------|--------------------------|-------------|
| Gitchi-Gami State Trail, Cut Face Creek Wayside to Marais | | ● | ● | | | ● | | | ● | | |
| Fargo-Moorhead Area Diversion Recreation and Use Master Plan | ● | | | | | ● | ● | ● | ● | | |
| Otter Tail County Trail Master Plan | ● | | | | ● | | ● | ● | | | |
| Vermilion Regional Trail Master Plan | ● | | | | ● | | | ● | | | |
| Carver County Trail and Open Space Plan | | ● | | | ● | | | | | | |
| Central Greenway Trail, Phases I & II, Washington County | ● | | | | ● | ● | | | | ● | |
| Northwest Greenway Trail, City of Plymouth | ● | ● | ● | | ● | ● | | | | | |
| Baker-Carver Regional Trail, Three Rivers Park District | | ● | ● | ● | | ● | | | | | |
| Nine Existing Regional Trails Master Plan, Three Rivers Park District | ● | | | | ● | | | | | ● | |
| Wheaton to Ortonville Trail Corridor Analysis, Horizon Public Health | ● | | | | ● | | | | | | ● |
| Cedar Nicols Trailhead Design, Dakota County | | ● | ● | | ● | ● | | | ● | | |
| City of Barnesville Trail and Streetscape Plan, Partnership for Health | ● | | | | ● | | | | | | |
| Mississippi East Bank Trail, Minneapolis Park & Rec Board | ● | ● | ● | ● | ● | | | | ● | | |
| Minnesota River Bluffs LRT Regional Trail, Carver County | ● | ● | ● | ● | ● | ● | | | ● | | |
| Mississippi River Regional Trail, Dakota County | ● | ● | | | ● | | | | ● | | |
| Pelican Rapids to Perham Regional Trail, Otter Tail County | ● | | ● | | ● | | | ● | | | ● |
| Battle Lake to Ashby Regional Trail, City of Battle Lake | ● | | | | ● | | | ● | | | ● |
| Brownie Lake Trail Improvements, Minneapolis Park & Rec Board | ● | ● | | | ● | | | | ● | | |
| TH 41 Trail & Underpass, Carver County | ● | ● | ● | | ● | ● | | | ● | ● | |
| Local Trail Connection, City of Chanhassen | ● | ● | | | ● | | | | | | |
| Ice Age Junction Trail, City of Madison | ● | ● | ● | | | ● | | | | | |
| Lake Wobegon Regional Trail Phases I to III, Stearns County | ● | ● | ● | | ● | ● | ● | ● | ● | | ● |
| Lake Wobegon Extension, Stearns County | ● | | ● | ● | ● | ● | | ● | | | ● |
| Iowa Statewide Trails Plan | ● | | | | ● | | ● | ● | | | |
| Midtown Greenway Planning Phases I - III & Design Phases I & II, Minneapolis Public Works | ● | ● | | ● | ● | ● | | | ● | ● | |
| Big Rivers Regional Trail Phases I & II, Dakota County | | ● | | | | ● | | | ● | | |
| Suburban Hennepin Regional Park Trails Framework Plan | ● | | ● | ● | | ● | | | | ● | |
| Luce Line Extension, SW LRT Extension, & French Regional Park to Elm Creek Regional Park Connection | | ● | ● | ● | | ● | | | | ● | |
| Hutchinson Spur Regional Trail, City of St. Louis Park & Three Rivers Park District | ● | ● | ● | ● | ● | ● | | | ● | ● | |
| Minnesota River Trail Phases I & II, Chippewa County | ● | | ● | | ● | | ● | ● | | | |
| Faribault County Trails Plan, Faribault County Trails Association & City of Blue Earth | ● | | ● | | ● | | | | | | ● |
| Cedar Lake Pedestrian & Bicycle Trail & Bridge Phases I - III, Minneapolis Park & Recreation Board | | ● | | ● | ● | ● | | | ● | ● | |
| East Medicine Lake Regional Trail, Three Rivers Park District | ● | ● | ● | | ● | ● | | | | ● | |
| Kenilworth Regional Trail, City of Minneapolis | ● | ● | ● | ● | ● | ● | | | ● | ● | |
| Integrated Parks Trail System, Northwest League of Municipalities, Hennepin County & Three Rivers Park District | ● | | | | ● | | | | | | |
| Trout Brook Regional Trail, Ramsey County | ● | ● | ● | | | | | | ● | ● | |
| Burlington Northern Corridor Trail, Ramsey County | | ● | ● | | | ● | | | ● | ● | |
| Beaver Island Regional Trail, Stearns County | ● | | | | ● | ● | ● | | | | ● |
| Grand Round Master Plan, City of Saint Paul | ● | | | | ● | ● | | | | ● | |
| First Tier Trails, Greenways & Park Plan, Three Rivers Park District | ● | | | | ● | ● | | | | ● | |
| Scott County Regional Trails, Scott County | ● | | | | ● | | ● | ● | ● | ● | |
| Samuel H. Morgan Regional Trail, City of Saint Paul | ● | ● | | | | ● | | | ● | ● | |
| Dakota Rail Regional Trail, Three Rivers Park District | ● | ● | | | ● | ● | | | | ● | |
| Dakota Rail Regional Trail, Carver County | ● | ● | ● | ● | ● | ● | | ● | ● | ● | |
| Phalen Trailhead, City of Saint Paul Parks & Recreation | ● | ● | | | ● | | | | ● | ● | |
| Rice Creek Regional Trail, Anoka County | ● | ● | ● | | | ● | | ● | ● | ● | |
| Rush Creek Regional Trail, Three Rivers Park District | ● | | ● | | ● | ● | ● | | | ● | |
| Twin Lakes Regional Trail, Three Rivers Park District | ● | | | | ● | ● | | | | ● | |
| Crystal Lake Regional Trail, Three Rivers Park District | ● | | | | ● | ● | | | ● | ● | |
| Intercity Regional Trail, Three Rivers Park District | ● | | | | ● | ● | | | ● | ● | |
| Turtle Mountain & Pembina Gorge Trail Planning, North Dakota Parks & Recreation | ● | ● | ● | | ● | | ● | ● | | | |
| City of Wichita Bicycle Plan, Kansas | ● | | | | ● | | | | | | |
| City of St. Louis Park Active Living | ● | | | | ● | | | | | | |
| City of Fridley SHIP Study | ● | | | | | | | | | | |
| Ramsey County SHIP Study | ● | | | | | | | | | | |
| Carver County/Scott County SHIP Study | ● | | | | ● | | | | | | |
| LRRB Trail Maintenance Training | ● | | | | ● | | | | | | |