



Request for Proposals

Ash Tree Removal and Tree Planting Services

Proposal Deadline:

Wednesday, May 29, 2024 at 12:00PM

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SECTION 1.0 – INTRODUCTION

1.1 Project Description

The City of St. Francis is attempting to minimize the disruption to its forest canopy due to infestation of the Emerald Ash Borer (EAB). Based on the current evidence within our city, a proactive approach should eradicate the EAB by removing trees and replanting other disease-free species to protect our forest canopy. Throughout the RFP, the City shall mean the City of St. Francis City and the organization submitting the RFP proposal shall be identified as the Proposer.

1.2 Authority and Ownership

The properties in which work will be completed are owned by the City.

SECTION 2.0 SCOPE OF WORK

2.1 Scope of Work

Increase our tree species in our parks and replace the loss of tree canopy due to Emerald Ash Borer.

Proposer shall provide all labor, supervision, equipment, locates (gopher one), services and expertise required to perform:

- the removal and disposal of ash trees,
- stump grinding, repair disturbed areas with black dirt/seed in groomed park areas,
- the ordering/purchasing of trees,
- the planting of other non-disease species to replace all ash tree removal as outlined in 2.2 and in **Exhibit A**,
- Placing mulch around the base of each newly planted tree as defined in the DNR Best Planting Practices in **Exhibit B** or https://www.dnr.state.mn.us/treecare/residential_plant.html
- City will provide the mulch, the bark guard and gator bags,
- Proposer will install mulch, bark guard, and gator bags and will follow DNR's Best Planting Practices. Proposer will provide stakes, if needed
- Diameter of trees to cut: Small Trees < 6 inches DBH; Medium Trees 6"-14" DBH; Large Trees > 14" DBH, see **Exhibit A**

2.2 Specified Products

Proposer shall install trees based on the replacement schedule as outlined in Exhibit A. Trees shall be ¾ inch to 2 inches in diameter, container trees (#20 or smaller).

2.3 Project Location

Work will be performed in City owned public parks and one City owned boulevard. The location of the boulevard and each park by name and address as well as the number of trees being removed and the number and type of trees to be planted at each location are identified in **Exhibit A**.

2.4 Schedule of Work to be Completed

- Work to begin removing trees, any time after June 1, 2024, will commence upon receipt of signed, binding contract along with insurance documentation.
- Work to install new plantings based on DNR's Best Planting Practices as soon as purchasing and conditions allow.
- All tree removals to be completed by October 31, 2024.
- All tree plantings must be completed by October 31, 2025.
- All work must be completed as weather and conditions permit prior to October 31, 2025.

SECTION 3.0 CONTRACTOR REQUIREMENTS

3.1 Proof of Insurance

The proposer shall secure the following coverages and comply with all provisions noted if a contract moves forward. Certificates of Insurance shall be issued evidencing such coverage to the City for this proposal and, if successful, throughout the term of the work contemplated by this RFP.

1. Commercial General Liability Insurance
 - a. \$1,500,000 per occurrence/\$2,000,000 annual aggregate
 - b. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured. All policies shall be written on an occurrence basis using ISO form CG 00 01 07 98 or its equivalent.
 - c. Automobile Insurance
 - d. Coverage shall be provided for hired, non-owned and owned auto.
 - e. Minimum limits: \$1,500,000 per occurrence /\$1,500,000 annual aggregate
2. Workers' Compensation and Employer's Liability as required by Minnesota Law.
3. Certificate of insurance must indicate if the policy is issued on a claims-made or occurrence basis. If coverage is carried on a claims-made basis, then: 1) the retroactive date shall be noted on the Certificate and shall be prior to or the day of the inception of this Agreement; and 2) evidence of coverage shall be provided for three years beyond expiration of this Agreement.
4. All Certificates of Insurance shall provide that the insurance company gives the City sixty (60) days prior written notice of cancellation, non-renewal and/or any material change in policy.
5. The above sub-paragraphs establish the City's insurance requirements, and it is the sole responsibility of Contractor to purchase and maintain additional insurance that may be necessary in connection with this Proposal as it deems fit.
6. Certificate of Insurance must indicate if the policy is issued pursuant to these requirements. Contractor shall not commence work until the Contractor has obtained the required insurance and filed an acceptable Certificate of Insurance with the City. Copies of insurance policies shall be submitted to the City upon request.
7. Nothing in this Agreement shall constitute a waiver by the City of any statutory or common law immunities, limits, or exceptions on liability.

8. Certificates shall specifically indicate if the policy is written with an admitted or non-admitted carrier. Best's Rating for the insurer shall be noted on the Certificate, and shall not be less than A.

3.2 Responsible Contractor

The successful Proposer must be a "responsible contractor." The term "responsible contractor" means a contractor as defined in Minnesota Statutes, section 16C.285, subdivision 3. Any prime contractor, subcontractor, or motor carrier that does not meet the minimum criteria or fails to comply with the verification requirements is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A prime contractor, subcontractor, or motor carrier that makes a false statement under oath verifying compliance with the minimum criteria will be ineligible to be awarded a construction contract on the project, and the submission of a false statement may result in termination of a contract awarded to a prime contractor, subcontractor, or motor carrier that submits the false statement. A prime contractor shall include in its verification of compliance a list of all of its first-tier subcontractors that it intends to retain for work on the project, as applicable. Before execution of a construction contract, a prime contractor shall submit a supplemental verification under oath confirming that all subcontractors and motor carriers that the prime contractor intends to use to perform project work have verified to the prime contractor, through a signed statement under oath by an owner or officer, that they meet the minimum criteria for a responsible contractor. This project will not contract with any vendors who are suspended or debarred in MN.

3.3 MN State Prevailing Wage

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.

Upon entering into a contract, contractors will be required to complete and submit required certified payroll reports no more than 14 days after the end of each pay period to the City. Applicable wage **Exhibit C**. Payroll and Certification Forms **Exhibit D**.

SECTION 4.0 PROPOSAL EVALUATION AND SELECTION

4.1 Evaluation of Proposals

Evaluation of proposals by staff, advisory committees, or by any other group is advisory only. The City may consider or reject such evaluations or recommendations for any or all proposals. Such evaluations are for the sole benefit of the City, and as such, they are not binding upon the City nor may they be relied upon in any way by a Proposer.

4.2 Evaluation.

Each proposal will be evaluated for the following:

1. Completeness.
2. The proposer's understanding of the Scope of Work provided.
3. The proposer's previous experience in providing the services called for in the Scope of Work, and any identified conflicts.
4. The experience, qualifications, and availability of the staff to be assigned to the City for advisory services.
5. City will give preference to proposers with an ISA Certified Arborist as part of their team.
6. The extent to which previous clients have found the services of the proposer, and the staff to be assigned, acceptable.

4.1 Additional Information Requests.

The City reserves the right to request additional information or clarification from Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, the City has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirement will be given as necessary.

4.2 Disqualification.

Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:

1. Incomplete Proposal Submittal.
2. Conflict of Interest with the City or its agents.
3. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
4. Lack of qualifications or experience.
5. Unsatisfactory performance record, judged from the standpoint of references.
6. Failure of the Proposer to be properly licensed or insured.
7. Any other reason to be determined in good faith to be in the best interests of the City.
8. Failure to comply with any qualification requirements of the City.
9. Suspended or Debarred with the State of MN

4.3 Selection. The City will notify the successful proposer on or before the date described in Section 6.

SECTION 5.0 GENERAL CONDITIONS

5.1 Invitation for Proposals.

The issuance of this RFP constitutes only an invitation to submit proposals to the City of St. Francis as a means by which the City can acquire information related to retaining proposers' services. It does not constitute a final contract to provide the services, materials, and equipment contemplated as part of this RFP.

5.2 Submission of Proposals.

The City is not obligated to respond to any proposal submitted nor is the City legally bound in any manner whatsoever by the submission of a proposal.

5.3 Compliance with Minimum Standards.

The City reserves the right to determine, in its sole and absolute discretion, whether any aspect of any proposal satisfactorily meets the criteria established in this RFP.

5.4 Public Record/Confidentiality.

Proposals submitted become a matter of public record. Information supplied by the proposer to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Such information is public unless it falls within one of the exceptions in the Act, such as security information, trade secret information, or labor relations information pursuant to Minnesota Statute Section 13.37. If the proposer believes any non-public information will be supplied in response to the RFP, the proposer shall take reasonable steps to identify and provide reasonable justification to the City regarding which data, if any, falls within the Minnesota Government Data Practices Act exceptions. The proposer agrees as a condition of submitting a proposal that the City will not be held liable or accountable for any loss or damage which may result from a breach of confidentiality as may be related to the responses submitted.

5.5 Indemnification.

To the fullest extent permitted by law, the proposer agrees to defend, indemnify and hold harmless the State of MN, the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the proposer's negligence or performance or failure to perform its obligations under this Proposal and any subsequent Agreement. The proposer's indemnification obligation shall apply to the proposer's subcontractor(s), or anyone directly or indirectly employed or hired by the proposer, or anyone for whose acts as the proposers may be liable. The proposer agrees this indemnity obligation shall survive the completion or termination of work requested in this RFP and any subsequent Agreement.

5.6 Independent Contractor.

It is expressly understood that the proposer is an "independent contractor" and not an employee of the City. The proposer shall have control over the manner in which the Services are performed under their Proposal and any subsequent Agreement. The proposer shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this RFP. The proposer shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this RFP or any subsequent Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

5.7 Withdrawing a Proposal

A proposer may withdraw their proposal at any time prior to the submittal deadline by submitting a written request to the contacts for RFP inquiries indicated on the submittal guidelines page. The written request must be signed by an authorized representative of the proposer. The proposer may submit another proposal at any time prior to the submittal deadline. No proposal may be withdrawn after the submittal date and time without approval by the City. Such approval shall be based on the proposer's submittal, in writing, of a reason acceptable to the City in its sole discretion.

SECTION 6.0 SUBMISSION REQUIREMENTS

6.1 Documents to be Submitted for Proposal

Contractor is required to submit Form 1, 2 and 3, attached by the deadline to the City in a sealed envelope.

- Form 1 – Proposer Identification/Description
- Form 2 – Cost Sheet
- Form 3 – Proposer Certification

6.2 Timeline

Release Date: May 21, 2024

Deadline for Questions: May 28, 2024

Bid Opening: May 29, 2024

City Council Review: June 3, 2024

Potential Contract / Proceed to work by: June 4, 2024

6.3 Questions

Any and all questions relating to this request for proposals should be directed via email to pcarpenter@stfrancismn.org. Email contact information is indicated below. Questions and answers will be posted with the RFP on the City website.

6.4 Proposal Deadline

All proposals must be received by 12:00 p.m. noon (Central Time), Wednesday, May 29, 2024. Any proposal submitted after this date and time will be rejected. Vendors are responsible for ensuring that the above office receives their proposal before the deadline.

SECTION 7.0 FINAL SUBMISSION

The City requests one hard copy of the proposal in a sealed envelope, no later than May 29, 2024, 12:00 p.m. delivered to:

City of St. Francis
Attn: Paul Carpenter, Public Works Director
23340 Cree Street NW
St. Francis, MN 55070

EXHIBIT A – EAB TREE INVENTORY

EAB - Tree Inventory

| <u>Project Location</u> | <u>Site Information</u> | <u>Tree Planting</u> | <u>Tree Removal</u> | <u>Tree Removal Size(s)</u> |
|---|---|----------------------|---------------------|---|
| Seelye Brook 1 acre 4540 229 th Ave NW | Kentucky Coffee Tree -1, Pin Cherry -2 | 3 | 0 | 0 |
| Community 15 acres 22825 St. Francis Blvd NW | White Paper Birch -5, Yellow Birch -5, Hackberry (Disease free Elm), Mulberry and Quaking Aspen | 20 | 29 | 4 trees < 6" DBH 15 trees 6"-14" DBH 10 trees > 14" DBH |
| Highland Woods 1 acre 3060 233 rd LN NW | River Birch -4, Red Mulberry - 1 | 5 | 2 | 2 trees 6"-14" DBH |
| Yukon Blvd NW | Pin Cherry -3 | 3 | 3 | 3 trees 6"-14" DBH |
| Rum River Woods 1 acre 22635 Vintage St NW | Butternut -2 Black Walnut -3 | 5 | 1 | 1 tree 6"-14" DBH |
| Deer Creek 27 acres 4138 232 nd Ave NW | Basswood | 1 | 1 | 1 tree > 14" DBH |
| Siwek 8 acres 3550 237 th Ave NW | Shagbark Hickory, Blue Beech/Ironwood | 5 | 1 | 1 tree > 14" DBH |

| | | | | |
|---|---|------------|------------|--|
| Hidden Ponds 6.7 acres 23950 Roanoke St NW | Balsam Poplar – 4, Mulberry -3, Black Cherry -3, Basswood - 3, Black Willow -3, Disease Resistant Elm -3, Ironwood -3, Black Walnut -3, Bitternut Hickory -3 | 30 | 0 | 0 |
| Edgewild 4.5 acres 1800 242 nd Ave NW | Tree species: Shagbark Hickory-15, Black Walnut-15 and Hackberry (Disease free Elm) -10 | 40 | 0 | 0 |
| Durigan Locher 1 acre 23248 Woodbine St NW | - | 0 | 8 | 4 trees 6"-14" DBH 4 trees > 14" DBH |
| Woodbury Under 1 acre 3646 Bridge St NW | Pin Cherry | 1 | 1 | 1 tree > 14" DBH |
| Water Tower Lot Under 1 acre - 3913 233 rd Ave NW | Black Cherry - 4 | 4 | 4 | 4 trees 6"-14" DBH |
| Dellwood 10 acres 22854 Silverod St NW | - | 0 | 54 | 15 trees < 6" DBH 29 trees 6"-14" DBH 10 trees > 14" DBH |
| Total Trees = | | 117 | 104 | 104 |

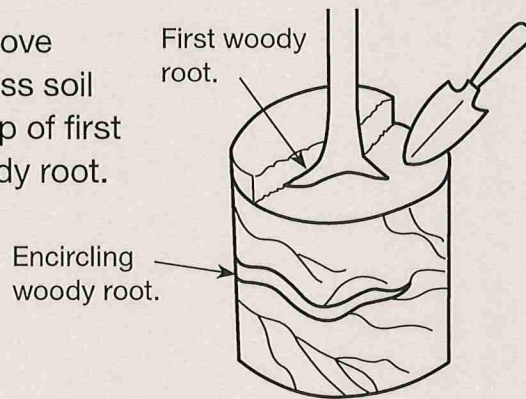


How to Plant a Containerized Tree

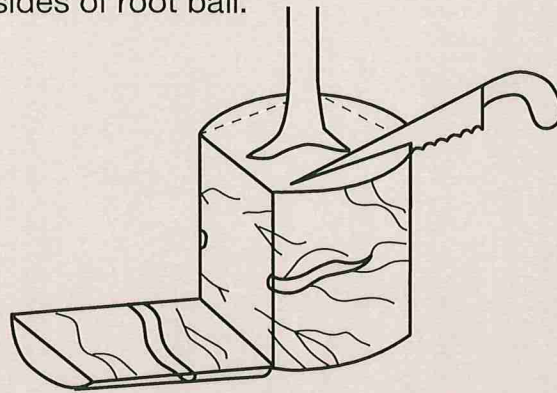
1 Keep root ball moist at all times.
Dry roots die.

2 Remove tree from container by holding trunk with one hand and pushing away or down on container with other hand.

3 Remove excess soil to top of first woody root.



4 If encircling woody roots (pencil size or larger) are found, remove by sawing off sides of root ball.

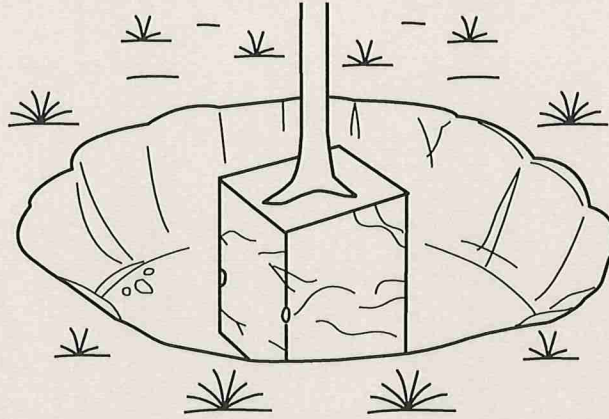


5 Dig a hole two times the width of root ball and as deep as distance from bottom of root ball to top of first woody root.

Celebrate Arbor Month—plant trees.

FORESTRY

- 6** Carefully place tree in hole, making sure it stands straight and top of first woody root is at ground level.

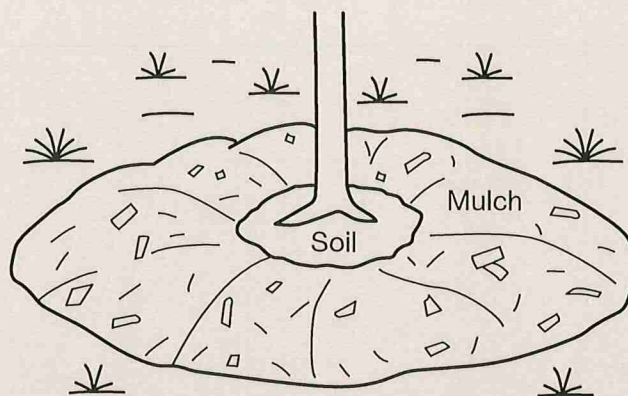


- 7** Backfill hole to top of first woody root.

- 8** Heel in soil with foot over entire backfill area to remove air pockets in the soil.

- 9** Water root ball and entire backfill area.

- 10** Layer 2"-4" of mulch over backfilled area, keeping mulch away from trunk.



Don't create a mulch volcano.



Exhibit C

MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY PREVAILING WAGES FOR STATE FUNDED CONSTRUCTION PROJECTS



THIS NOTICE MUST BE POSTED ON THE JOBSITE IN A CONSPICUOUS PLACE

Construction Type: Highway and Heavy

Region Number: 09

Counties within region:

- ANOKA-02
- CARVER-10
- CHISAGO-13
- DAKOTA-19
- HENNEPIN-27
- RAMSEY-62
- SCOTT-70
- WASHINGTON-82

Effective: 2023-11-20 Revised: 2024-02-05

This project is covered by Minnesota prevailing wage statutes. Wage rates listed below are the minimum hourly rates to be paid on this project.

All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at a rate of one and one half (1 1/2) times the basic hourly rate. *Note: Overtime pay after eight (8) hours on the project must be paid even if the worker does not exceed forty (40) hours in the work week.*

Violations on MnDOT highways and road projects should be reported to:

Department of Transportation
Office of Construction
Transportation Building MS650
John Ireland Blvd
St. Paul, MN 55155
(651) 366-4209

All other prevailing wage violations and questions should be sent to:

Department of Labor and Industry
Prevailing Wage Section
443 Lafayette Road N
St Paul, MN 55155
(651) 284-5091
DLI.PrevWage@state.mn.us

| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE | | |
|--|---|--------------------------------------|-------------|------------|-------|-------|
| LABORERS (101 - 112) (SPECIAL CRAFTS 701 - 730) | | | | | | |
| | 101 | LABORER, COMMON (GENERAL LABOR WORK) | 2023-11-20 | 38.90 | 23.49 | 62.39 |
| | | | 2024-05-01 | 41.63 | 24.24 | 65.87 |
| 102 | LABORER, SKILLED (ASSISTING SKILLED CRAFT JOURNEYMAN) | 2023-11-20 | 38.90 | 23.49 | 62.39 | |
| | | 2024-05-01 | 41.63 | 24.24 | 65.87 | |

| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE | |
|----------------------|---|------------|-------------|------------|-------|
| 103 | LABORER, LANDSCAPING (GARDENER, SOD LAYER AND NURSERY OPERATOR) | 2023-11-20 | 28.29 | 20.41 | 48.70 |
| | | 2024-05-01 | 30.04 | 21.16 | 51.20 |
| 104 | FLAG PERSON | 2023-11-20 | 38.90 | 23.49 | 62.39 |
| | | 2024-05-01 | 41.63 | 24.24 | 65.87 |
| 105 | WATCH PERSON | 2023-11-20 | 35.50 | 22.94 | 58.44 |
| | | 2024-05-01 | 38.23 | 23.69 | 61.92 |
| 106 | BLASTER | 2023-11-20 | 22.08 | 6.87 | 28.95 |
| 107 | PIPELAYER (WATER, SEWER AND GAS) | 2023-11-20 | 42.40 | 23.49 | 65.89 |
| | | 2024-05-01 | 45.13 | 24.24 | 69.37 |
| 108 | TUNNEL MINER | 2023-11-20 | 40.40 | 23.49 | 63.89 |
| | | 2024-05-01 | 43.13 | 24.24 | 67.37 |
| 109 | UNDERGROUND AND OPEN DITCH LABORER (EIGHT FEET BELOW STARTING GRADE LEVEL) | 2023-11-20 | 40.40 | 23.49 | 63.89 |
| | | 2024-05-01 | 43.13 | 24.24 | 67.37 |
| 110 | SURVEY FIELD TECHNICIAN (OPERATE TOTAL STATION, GPS RECEIVER, LEVEL, ROD OR RANGE POLES, STEEL TAPE MEASUREMENT; MARK AND DRIVE STAKES; HAND OR POWER DIGGING FOR AND IDENTIFICATION OF MARKERS OR MONUMENTS; PERFORM AND CHECK CALCULATIONS; REVIEW AND UNDERSTAND CONSTRUCTION PLANS AND LAND SURVEY MATERIALS). THIS CLASSIFICATION DOES NOT APPLY TO THE WORK PERFORMED ON A PREVAILING WAGE PROJECT BY A LAND SURVEYOR WHO IS LICENSED PURSUANT TO MINNESOTA STATUTES, SECTIONS 326.02 TO 326.15. | 2023-11-20 | 38.90 | 23.49 | 62.39 |
| | | 2024-05-01 | 41.63 | 24.24 | 65.87 |
| 111 | TRAFFIC CONTROL PERSON (TEMPORARY SIGNAGE) | 2023-11-20 | 38.90 | 23.49 | 62.39 |

| LABOR CODE AND CLASS | | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE |
|--------------------------------------|---|-------------|------------|-------------|------------|
| | | 2024-05-01 | 41.63 | 24.24 | 65.87 |
| 112 | QUALITY CONTROL TESTER (FIELD AND COVERED OFF-SITE FACILITIES; TESTING OF AGGREGATE, ASPHALT, AND CONCRETE MATERIALS); LIMITED TO MN DOT HIGHWAY AND HEAVY CONSTRUCTION PROJECTS WHERE THE MN DOT HAS RETAINED QUALITY ASSURANCE PROFESSIONALS TO REVIEW AND INTERPRET THE RESULTS OF QUALITY CONTROL TESTERS. SERVICES PROVIDED BY THE CONTRACTOR. | 2023-11-20 | 16.28 | 4.07 | 20.35 |
| SPECIAL EQUIPMENT (201 - 204) | | | | | |
| 201 | ARTICULATED HAULER | 2023-11-20 | 42.49 | 25.20 | 67.69 |
| | | 2024-04-29 | 44.67 | 26.40 | 71.07 |
| 202 | BOOM TRUCK | 2023-11-20 | 44.94 | 25.20 | 70.14 |
| | | 2024-04-29 | 47.25 | 26.40 | 73.65 |
| 203 | LANDSCAPING EQUIPMENT, INCLUDES HYDRO SEEDER OR MULCHER, SOD ROLLER, FARM TRACTOR WITH ATTACHMENT SPECIFICALLY SEEDING, SODDING, OR PLANT, AND TWO-FRAMED FORKLIFT (EXCLUDING FRONT, POSIT-TRACK, AND SKID STEER LOADERS), NO EARTHWORK OR GRADING FOR ELEVATIONS | 2023-11-20 | 28.29 | 20.41 | 48.70 |
| | | 2024-05-01 | 30.04 | 21.16 | 51.20 |
| 204 | OFF-ROAD TRUCK | 2023-11-20 | 42.49 | 25.20 | 67.69 |
| | | 2024-04-29 | 44.67 | 26.40 | 71.07 |
| 205 | PAVEMENT MARKING OR MARKING REMOVAL EQUIPMENT (ONE OR TWO PERSON OPERATORS); SELF-PROPELLED TRUCK OR TRAILER MOUNTED UNITS. | 2023-11-20 | 32.04 | 21.96 | 54.00 |

HIGHWAY/HEAVY POWER EQUIPMENT OPERATOR

| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE |
|----------------------|-------------|------------|-------------|---|
| GROUP 2 | 2023-11-20 | 43.38 | 25.20 | 68.58 |
| | 2024-04-29 | 45.61 | 26.40 | 72.01 |
| 302 | | | | HELICOPTER PILOT (HIGHWAY AND HEAVY ONLY) |
| 303 | | | | CONCRETE PUMP (HIGHWAY AND HEAVY ONLY) |
| 304 | | | | ALL CRANES WITH OVER 135-FOOT BOOM, EXCLUDING JIB (HIGHWAY AND HEAVY ONLY) |
| 305 | | | | DRAGLINE, CRAWLER, HYDRAULIC BACKHOE (TRACK OR WHEEL MOUNTED) AND/OR OTHER SIMILAR EQUIPMENT WITH SHOVEL-TYPE CONTROLS THREE CUBIC YARDS AND OVER MANUFACTURER.S RATED CAPACITY INCLUDING ALL ATTACHMENTS. (HIGHWAY AND HEAVY ONLY) |
| 306 | | | | GRADER OR MOTOR PATROL |
| 307 | | | | PILE DRIVING (HIGHWAY AND HEAVY ONLY) |
| 308 | | | | TUGBOAT 100 H.P. AND OVER WHEN LICENSE REQUIRED (HIGHWAY AND HEAVY ONLY) |
| GROUP 3 | 2023-11-20 | 42.81 | 25.20 | 68.01 |
| | 2024-04-29 | 45.01 | 26.40 | 71.41 |
| 309 | | | | ASPHALT BITUMINOUS STABILIZER PLANT |
| 310 | | | | CABLEWAY |
| 311 | | | | CONCRETE MIXER, STATIONARY PLANT (HIGHWAY AND HEAVY ONLY) |
| 312 | | | | DERRICK (GUY OR STIFFLEG)(POWER)(SKIDS OR STATIONARY) (HIGHWAY AND HEAVY ONLY) |
| 313 | | | | DRAGLINE, CRAWLER, HYDRAULIC BACKHOE (TRACK OR WHEEL MOUNTED) AND/OR SIMILAR EQUIPMENT WITH SHOVEL-TYPE CONTROLS, UP TO THREE CUBIC YARDS MANUFACTURER.S RATED CAPACITY INCLUDING ALL ATTACHMENTS (HIGHWAY AND HEAVY ONLY) |
| 314 | | | | DREDGE OR ENGINEERS, DREDGE (POWER) AND ENGINEER |
| 315 | | | | FRONT END LOADER, FIVE CUBIC YARDS AND OVER INCLUDING ATTACHMENTS. (HIGHWAY AND HEAVY ONLY) |
| 316 | | | | LOCOMOTIVE CRANE OPERATOR |
| 317 | | | | MIXER (PAVING) CONCRETE PAVING, ROAD MOLE, INCLUDING MUCKING OPERATIONS, CONWAY OR SIMILAR TYPE |
| 318 | | | | MECHANIC . WELDER ON POWER EQUIPMENT (HIGHWAY AND HEAVY ONLY) |
| 319 | | | | TRACTOR . BOOM TYPE (HIGHWAY AND HEAVY ONLY) |
| 320 | | | | TANDEM SCRAPER |
| 321 | | | | TRUCK CRANE . CRAWLER CRANE (HIGHWAY AND HEAVY ONLY) |
| 322 | | | | TUGBOAT 100 H.P AND OVER (HIGHWAY AND HEAVY ONLY) |
| GROUP 4 | 2023-11-20 | 42.49 | 25.20 | 67.69 |
| | 2024-04-29 | 44.67 | 26.40 | 71.07 |
| 323 | | | | AIR TRACK ROCK DRILL |
| 324 | | | | AUTOMATIC ROAD MACHINE (CMI OR SIMILAR) (HIGHWAY AND HEAVY ONLY) |
| 325 | | | | BACKFILLER OPERATOR |
| 326 | | | | CONCRETE BATCH PLANT OPERATOR (HIGHWAY AND HEAVY ONLY) |
| 327 | | | | BITUMINOUS ROLLERS, RUBBER TIRED OR STEEL DRUMMED (EIGHT TONS AND OVER) |
| 328 | | | | BITUMINOUS SPREADER AND FINISHING MACHINES (POWER), INCLUDING PAVERS, MACRO SURFACING AND MICRO SURFACING, OR SIMILAR TYPES (OPERATOR AND SCREED PERSON) |
| 329 | | | | BROKK OR R.T.C. REMOTE CONTROL OR SIMILAR TYPE WITH ALL ATTACHMENTS |

| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE |
|----------------------|-------------|------------|-------------|---|
| 330 | | | | CAT CHALLENGER TRACTORS OR SIMILAR TYPES PULLING ROCK WAGONS, BULLDOZERS AND SCRAPERS |
| 331 | | | | CHIP HARVESTER AND TREE CUTTER |
| 332 | | | | CONCRETE DISTRIBUTOR AND SPREADER FINISHING MACHINE, LONGITUDINAL FLOAT, JOINT MACHINE, AND SPRAY MACHINE |
| 333 | | | | CONCRETE MIXER ON JOBSITE (HIGHWAY AND HEAVY ONLY) |
| 334 | | | | CONCRETE MOBIL (HIGHWAY AND HEAVY ONLY) |
| 335 | | | | CRUSHING PLANT (GRAVEL AND STONE) OR GRAVEL WASHING, CRUSHING AND SCREENING PLANT |
| 336 | | | | CURB MACHINE |
| 337 | | | | DIRECTIONAL BORING MACHINE |
| 338 | | | | DOPE MACHINE (PIPELINE) |
| 339 | | | | DRILL RIGS, HEAVY ROTARY OR CHURN OR CABLE DRILL (HIGHWAY AND HEAVY ONLY) |
| 340 | | | | DUAL TRACTOR |
| 341 | | | | ELEVATING GRADER |
| 342 | | | | FORK LIFT OR STRADDLE CARRIER (HIGHWAY AND HEAVY ONLY) |
| 343 | | | | FORK LIFT OR LUMBER STACKER (HIGHWAY AND HEAVY ONLY) |
| 344 | | | | FRONT END, SKID STEER OVER 1 TO 5 C YD |
| 345 | | | | GPS REMOTE OPERATING OF EQUIPMENT |
| 346 | | | | HOIST ENGINEER (POWER) (HIGHWAY AND HEAVY ONLY) |
| 347 | | | | HYDRAULIC TREE PLANTER |
| 348 | | | | LAUNCHER PERSON (TANKER PERSON OR PILOT LICENSE) |
| 349 | | | | LOCOMOTIVE (HIGHWAY AND HEAVY ONLY) |
| 350 | | | | MILLING, GRINDING, PLANING, FINE GRADE, OR TRIMMER MACHINE |
| 351 | | | | MULTIPLE MACHINES, SUCH AS AIR COMPRESSORS, WELDING MACHINES, GENERATORS, PUMPS (HIGHWAY AND HEAVY ONLY) |
| 352 | | | | PAVEMENT BREAKER OR TAMPING MACHINE (POWER DRIVEN) MIGHTY MITE OR SIMILAR TYPE |
| 353 | | | | PICKUP SWEEPER, ONE CUBIC YARD AND OVER HOPPER CAPACITY(HIGHWAY AND HEAVY ONLY) |
| 354 | | | | PIPELINE WRAPPING, CLEANING OR BENDING MACHINE |
| 355 | | | | POWER PLANT ENGINEER, 100 KWH AND OVER (HIGHWAY AND HEAVY ONLY) |
| 356 | | | | POWER ACTUATED HORIZONTAL BORING MACHINE, OVER SIX INCHES |
| 357 | | | | PUGMILL |
| 358 | | | | PUMPCRETE (HIGHWAY AND HEAVY ONLY) |
| 359 | | | | RUBBER-TIRED FARM TRACTOR WITH BACKHOE INCLUDING ATTACHMENTS (HIGHWAY AND HEAVY ONLY) |
| 360 | | | | SCRAPER |
| 361 | | | | SELF-PROPELLED SOIL STABILIZER |
| 362 | | | | SLIP FORM (POWER DRIVEN) (PAVING) |
| 363 | | | | TIE TAMPER AND BALLAST MACHINE |
| 364 | | | | TRACTOR, BULLDOZER (HIGHWAY AND HEAVY ONLY) |
| 365 | | | | TRACTOR, WHEEL TYPE, OVER 50 H.P. WITH PTO UNRELATED TO LANDSCAPING (HIGHWAY AND HEAVY ONLY) |
| 366 | | | | |

| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE |
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| 367 | | | | |
| 368 | | | | |
| GROUP 5 | 2023-11-20 | 39.33 | 25.20 | 64.53 |
| | 2024-04-29 | 41.36 | 26.40 | 67.76 |
| 369 | | | | |
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| GROUP 6 | 2023-11-20 | 38.06 | 25.20 | 63.26 |
| | 2024-04-29 | 40.02 | 26.40 | 66.42 |
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| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE |
|-----------------------|-------------|------------|-------------|------------|
| TRUCK DRIVERS | | | | |
| GROUP 1 | 2023-11-20 | 31.25 | 17.50 | 48.75 |
| 601 | | | | |
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| 603 | | | | |
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| GROUP 2 | 2023-11-20 | 34.70 | 21.76 | 56.46 |
| 604 | | | | |
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| GROUP 3 | 2023-11-20 | 34.60 | 21.76 | 56.36 |
| 605 | | | | |
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| GROUP 4 | 2023-11-20 | 37.54 | 21.76 | 59.30 |
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| SPECIAL CRAFTS | | | | |
| 701 | 2023-11-20 | 47.10 | 24.40 | 71.50 |
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| 702 | 2023-11-20 | 44.37 | 30.55 | 74.92 |
| | 2024-01-01 | 46.00 | 31.93 | 77.93 |
| | | | | |
| 703 | 2023-11-20 | 45.47 | 25.76 | 71.23 |
| | 2024-05-01 | 48.51 | 25.76 | 74.27 |
| | | | | |
| 704 | 2023-11-20 | 43.58 | 27.91 | 71.49 |
| | 2024-05-01 | 47.08 | 27.91 | 74.99 |
| | | | | |
| 705 | | | | |
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| LABOR CODE AND CLASS | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE | |
|----------------------|--|------------|-------------|--|--|
| | | | | FOR RATE CALL 651-284-5091 OR EMAIL <u>DLI.PREVVAGE@STATE.MN.US</u> | |
| 706 | CEMENT MASONS | 2023-11-20 | 45.17 | 24.22 | 69.39 |
| | | 2024-04-29 | 48.57 | 24.22 | 72.79 |
| 707 | ELECTRICIANS | 2023-11-20 | 52.00 | 32.80 | 84.80 |
| 711 | GROUND PERSON | 2023-11-20 | 35.60 | 18.92 | 54.52 |
| 712 | IRONWORKERS | 2023-11-20 | 43.00 | 34.11 | 77.11 |
| | | 2024-04-28 | 46.00 | 34.11 | 80.11 |
| 713 | LINEMAN | 2023-11-20 | 50.86 | 23.57 | 74.43 |
| 714 | MILLWRIGHT | 2023-11-20 | 40.39 | 33.37 | 73.76 |
| | | 2024-05-01 | 43.44 | 33.37 | 76.81 |
| 715 | PAINTERS (INCLUDING HAND BRUSHED, HAND SPRAYED, AND THE TAPING OF PAVEMENT MARKINGS) | 2023-11-20 | 38.70 | 22.76 | 61.46 |
| 716 | PILEDRIIVER (INCLUDING VIBRATORY DRIVER OR EXTRACTOR FOR PILING AND SHEETING OPERATIONS) | 2023-11-20 | 43.53 | 27.91 | 71.44 |
| | | 2024-05-01 | 47.03 | 27.91 | 74.94 |
| 717 | PIPEFITTERS . STEAMFITTERS | 2023-11-20 | 53.94 | 33.30 | 87.24 |
| | | 2024-05-01 | 57.14 | 33.30 | 90.44 |
| 719 | PLUMBERS | 2023-11-20 | 52.60 | 31.10 | 83.70 |
| 721 | SHEET METAL WORKERS | 2023-11-20 | 44.46 | 29.17 | 73.63 |
| 723 | TERRAZZO WORKERS | | | | FOR RATE CALL 651-284-5091 OR EMAIL <u>DLI.PREVVAGE@STATE.MN.US</u> |
| 724 | TILE SETTERS | 2023-11-20 | 34.76 | 23.29 | 58.05 |
| 725 | TILE FINISHERS | | | | FOR RATE CALL 651-284-5091 OR EMAIL <u>DLI.PREVVAGE@STATE.MN.US</u> |

| LABOR CODE AND CLASS | | EFFECT DATE | BASIC RATE | FRINGE RATE | TOTAL RATE |
|----------------------|---------------------------|---|------------|-------------|------------|
| 727 | WIRING SYSTEM TECHNICIAN | 2023-11-20 | 44.61 | 20.16 | 64.77 |
| 728 | WIRING SYSTEMS INSTALLER | 2023-11-20 | 31.25 | 16.34 | 47.59 |
| 729 | ASBESTOS ABATEMENT WORKER | 2023-11-20 | 37.63 | 23.36 | 60.99 |
| | | 2024-01-01 | 39.86 | 24.11 | 63.97 |
| 730 | SIGN ERECTOR | FOR RATE CALL 651-284-5091 OR EMAIL DL.PREVWAGE@STATE.MN.US | | | |

Exhibit D - Payroll & Certification Forms

Statement of compliance – Minnesota Department of Labor and Industry

| | | | |
|--------------------------|---------------------------------|-----------------------------------|----------|
| Report number | State project name and location | Date | |
| Contracting authority | Project | General contractor | |
| Contractor/subcontractor | Phone number | Contract or grant name and number | |
| Address | City | State | ZIP code |
| Type of work | | | |

(Complete as described on solicitation documents.)

Statement with respect to compliance and wages paid

I, _____ do hereby state:
(Name of signatory party) (Title of owner or officer)

(1) That I pay or supervise the payment of the persons employed by _____ on said contract; that during the payroll period commencing on the _____ day of _____ of the year _____, and ending the _____ day of _____ of the year _____, there were employees performing work on said contract. That all persons performing work under said contract are listed on the payroll and have been paid the full prevailing wages for all hours worked under said contract, that no rebates and or deductions have or will be made either directly or indirectly to or on behalf of said _____ (contractor or subcontractor) from the full wages earned by any person, other than permissible deductions as defined in Minnesota Statutes §§ 177.24, subd. 4, 181.06 and 181.79, issued by the commissioner of the Minnesota Department of Labor and Industry and described below.

Description of legal deductions

(2) That the payroll submitted under said contract is complete and accurate; that the wage rate(s) of the laborer(s), mechanic(s) and worker(s) performing work under said contract is (are) paid according to the wage determination(s) and labor provisions incorporated in said contract and according to applicable laws; that wages paid to laborer(s) mechanic(s) and worker(s) performing work under said contract is at least the prevailing-wage rate for the most similar classification of labor performed as defined under applicable law; and that the laborer(s), mechanic(s) and worker(s) performing work under said contract is (are) paid for all hours in excess of the prevailing hours at a rate of at least one-and-one-half times the applicable base rate of pay.

(3) That any apprentices employed during said payroll period are duly registered in a bona fide apprenticeship program registered with the Minnesota Department of Labor and Industry or are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) Where fringe benefits are paid to any approved plans, funds or programs –

in addition to the basic hourly wage rates paid to each laborer, worker or mechanic listed on said payroll, payments to current, bona fide fringe benefit programs as set forth in paragraph 4(d), have been or will be made to the program's administrators as set forth in paragraph 4(e) for the benefit of said employees, except as noted in Section 4(c).

(b) Where fringe benefits are paid in cash to all employees –

each laborer, worker or mechanic listed on said payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic rate plus the fringe rate as listed in the appropriate wage determination incorporated into said contract.

Note: Fringe benefit Sections C, D and E, and the signature block are on the next page.

(c) Exceptions

| Employee name | Classification/occupation | Explanation |
|---------------|---------------------------|-------------|
| | | |
| | | |
| | | |

(d) Benefit program information in dollars contributed per hour (must be completed if 4(a) is checked)

| Program title, classification title or individual employees | Health/welfare | Vacation/holiday | Apprenticeship training | Pension | Other, include title |
|---|----------------|------------------|-------------------------|---------|----------------------|
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
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| | \$ | \$ | \$ | \$ | \$ |
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| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |
| | \$ | \$ | \$ | \$ | \$ |

(e) Benefit program information (must be completed if 4(a) is checked)

| Name and address of fringe benefit fund, plan or program administrator | Benefit account number | Third-party trustee and/or contact person | Telephone number |
|--|------------------------|---|------------------|
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The willful falsification of any of the above statements may subject the contractor or subcontractor to civil or criminal prosecution under federal and/or state law.

| | |
|------------------------------------|-----------|
| Name and title of owner or officer | Signature |
|------------------------------------|-----------|

As a representative of the contractor submitting the payroll identified above, I hereby certify the payroll is true and correct to the best of my knowledge.

Note: For information about this form, submission of payroll records or copies of the laws stated above, contact the Minnesota Department of Labor and Industry at 443 Lafayette Road N., St. Paul, MN 55155, 651-284-5091 or 800-342-5354.

Certified payroll form – Minnesota Department of Labor and Industry

This is actually two prevailing-wage forms in one: the *Certified payroll* form; and the *Statement of compliance* form. The contractor and subcontractor(s) shall furnish these completed forms every two weeks to the contracting authority. Copies of these forms are available online at www.dli.mn.gov/business/employment-practices/prevailing-wage-contracting-agencies.

All payrolls must be certified by attaching – to each report – a completed and executed Statement of Compliance form.

| | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------------|---|---------------------|--------------------------------|---|---------------------------|---|----|-----------|---|---------------------|--------------------|----------------------------|-----------------------------------|------|----------|-----------|-----------------|-----------------|------------------|----------------------|--|
| Name of contractor or subcontractor | | | | Prime contractor name | | | | | | | | | | | | | | | | | | |
| Address and telephone number | | | | Address and telephone number | | | | | | | | | | | | | | | | | | |
| Contract or grant name and number | | | Pay period end date | | | Project name and location | | | Payroll # | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 Day of week and date (MM/DD) | | | | | 6 | 7 | 8 | 9 | 10 | | | | 11 | | | | | |
| Employee name, address and identifying number (Do not provide a Social Security number.) | # of exemptions | Labor code and ----- - classification title | OT and ST | Su | M | T | W | Th | F | S | Total hrs, this job | Hrly. rates of pay | Gross amt. earned this job | Gross amt. earned this pay period | FICA | Fed. tax | State tax | Other (specify) | Other (specify) | Total deductions | Total net wages paid | |
| | | | | Hours worked each day | | | | | | | | | | | | | | | | | | |
| | | | OT | | | | | | | | | | | | | | | | | | | |
| | | | ST | | | | | | | | | | | | | | | | | | | |
| | | | OT | | | | | | | | | | | | | | | | | | | |
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*Pursuant to the Minnesota Government Data Practices Act, all of the data provided hereunder is public data, which is available to anyone upon request. Do not provide any confidential data, such as Social Security numbers, in part or whole, on this form. This data is collected pursuant to Minnesota Statutes §§ 177.30, subdivision 4, and 177.43, subd. 3. If you have questions about the prevailing-wage laws, contact the Minnesota Department of Labor and Industry at 443 Lafayette Road N., St. Paul, MN 55155, 651-284-5091 or 800-342-5354. The willful falsification of any of the above statements may subject the contractor or subcontractor(s) to civil or criminal prosecution under state and/or federal law.

Exhibit E: Proposer Form 1

PROPOSER IDENTIFICATION / DESCRIPTION

1. Name and Address of Company

| | | | |
|----------------------------|-------------|------------|-----------|
| Business Name | | | |
| Address | | | |
| City / State / Zip Code | City: | State: | Zip Code: |
| Contact Person & Signature | Print Name: | Signature: | |
| Phone / Fax / E-Mail | Phone: | Fax #: | E-mail: |

2. Describe the history and experience of your company. Provide a list of references from previous projects or similar type of work. Attached additional sheet(s) if necessary,

Exhibit E: Proposer Form 2

COST SHEET

Scope of Work for EAB Ash Tree Removal Project 2024:

Increase our tree species in our parks and replace the loss of tree canopy due to Emerald Ash Borer.

Proposer shall provide all labor, supervision, equipment, locates (gopher one), services and expertise required to perform:

- the removal and disposal of ash trees,
- stump grinding, repair disturbed areas with black dirt/seed in groomed park areas,
- the ordering/purchasing of trees,
- the planting of other non-disease species to replace all ash tree removal as outlined in **Section 2.2** and in **Exhibit A**,
- placing mulch around the base of each newly planted tree as defined in the DNR Best Planting Practices, see **Exhibit B**,
- City will provide the mulch, the bark guard and gator bags,
- Proposer will install mulch, bark guard, and gator bags and will follow DNR's Best Planting Practices. Proposer will provide stakes, if needed,
- Diameter of trees to cut: Small Trees < 6 inches DBH; Medium Trees 6"-14" DBH; Large Trees > 14" DBH, see **Exhibit A**,
- All work performed within the Scope shall be managed under MN Prevailing wage requirements including pay rates and submission of all paystubs and required documentation to the City, see **Exhibit C & D**

Scope of Work Total Cost: \$ _____

Proposer FORM 3

Ash Tree Removal and Tree Replacement Project

PROPOSER CERTIFICATION

As the bidding contractor, I hereby declare by my signature below, that this bid is for the Scope of Work described in Section 2 of this Request for Proposal.

I declare by my signature below, that I agree to all conditions set forth in this RFP.

CONTRACTORS SIGNATURE & TITLE

DATE