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Services in a Fiscally Responsible Manner  
While Preserving the City's Open Space  
Character*

## **NOTICE OF MEETING**

**City of Lake Elmo Parks Commission  
3800 Laverne Avenue North  
February 19, 2020 6:30 PM**

### **AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Select Chair and Vice Chair
4. Approve Agenda
5. Approve Minutes
  - a) December 16, 2019
6. Public Comments
7. Review Sunfish Lake RFP Submission
8. March 16, 2020 Meeting Agenda
9. Communications
10. Adjourn

*\*\*\*Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.*

# MINUTES

## City of Lake Elmo Parks Commission December 16, 2019

**Members Present:** Commissioners- Mayek, Nightingale, Olinger, Schumacher, Weeks and Zeno  
**Absent:** Ames

**Staff Present:** City Planner- Prchal, Public Works Director- Powers

**The meeting was called to order by Weeks at 6:30 PM.**

### Announcements

No announcements

### Approval of Agenda

Weeks motioned to approve the agenda, seconded by Schumacher.

**Agenda was approved unanimously.**

### Approval of Minutes

a) November 18, 2019

No changes were made.

**Minutes were accepted as presented.**

### Public Comments

Susan Dunn, 11018 Upper 33<sup>rd</sup> Street North. Ms. Dunn had done some more research on off-road mountain biking and listed off other cities in the area that do not allow them. She referenced an old lawsuit from 1994 claiming mountain biking is a safety concern and needs to be restricted. She wants to make sure the commission knows this is an important issue and one that they need to be thinking about in the future.

### Parks Commission 2020 Work Plan

Prchal presented to the commission the work plan for 2020. Staff is recommending approval of the 2020 work plan. These are guidelines for issues the commission can work on in 2020:

Planning and Policy Work there is a project with the county to have a trail extending from the southern to northern border which is a multi-year plan. They could work on some amendments to the park naming policy, facilitate the mountain bike trails project in Sunfish Lake Park and talk about adding a dog park in the city.

Maintenance & Refurbishing Work there are opportunities to plant new trees, monitoring Reid and Ridge Park trails which may need some added wood chips and develop a walking trail map and maintenance plan.

Weeks asked if they could add the idea of more ball fields. Prchal said this might not be the best time to add that. The city is slated to receive \$1 million from the Royal Golf

development and that money is strictly for ball fields, because the development is rendering some ball fields as not usable.

Olinger asked for clarification about the park naming policy. She was wondering if it is only in regard to naming after a family and not after an individual. Prchal said that currently parks cannot be named after a development but they can be a family name and that updating the policy to be clearer will help.

Olinger moved to amend that 2020 Parks Commission work plan to include the possibility of adding some new ball fields next year. Seconded by Mayek.

**The motion was approved unanimously. The Work plan was approved unanimously.**

### **January 22, 2020 Meeting Agenda**

- 1) No items at this time.

### **Communications**

Prchal shared with the commission a list of term expirations for the commission members.

Commissioners Zeno, Ames and Nightingale terms expire at the end of this year. Prchal encouraged them to reapply if they are interested in continuing their service and to encourage other residents to apply if they are interested. Terms are 3 years.

Weeks asked if Zeno and Nightingale are interested in reapplying, both said they were considering.

Prchal said they will look at the park dedication fund again after the CIP is done, currently there is \$600,000 in the fund.

Weeks let the commission know that the City Council will be discussing the Inwood Park development at their meeting tomorrow.

Director Powers had his crew checked out a reported leak at the VFW drinking fountain and they found the leak and fixed it.

Weeks said that he has noticed a lot of parks amenities are expensive and he is encouraging staff to find and apply for grants when they can to help fund some of these parks.

Powers said he has been in contact with the students that presented at the last meeting for their ideas for the 180 acres. Their two ideas that they are most interested in are a splash pad and solar lights in the proposed park.

Weeks asked if the gate at Sunfish Lake Park is working and Powers said it was working.

Director Powers also said that the lights at Pebble Park have been helping to reduce dumping.

Powers said they are beginning to flood the rink and hopefully they will get it open this weekend.

Zeno recommended the commission start thinking about doing some park walk-throughs to generate some improvement ideas.

**Meeting adjourned at 7:05 p.m.**

**Respectfully Submitted,  
Alex Saxe, Deputy Clerk**



## **STAFF REPORT**

DATE: 2-19-2020

REGULAR

**TO:** Parks Commission  
**FROM:** Ben Prchal, City Planner  
**AGENDA ITEM:** Sunfish Lake Park Trail Request for Proposal (RFP) – Response Review  
**REVIEWED BY:** Kristina Handt, City Administrator

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### **BACKGROUND:**

Over the course of 2018 and 2019 the City actively discussed and ultimately approved the construction of a bike trail plan and an RFP for Sunfish Lake Park (November 5<sup>th</sup>, 2019). After the project received approval, the RFP was published from December 2019 to January 2020. During that time the City received one bid for review.

### **ISSUE BEFORE THE PARKS COMMISSION:**

*Does the Parks Commission have any comments or recommendations for the City Council, regarding the submitted bid?*

### **PROPOSAL DETAILS/ANALYSIS:**

The bid that was received to implement the approved trail plan came from Tim Wegner, owner operator of Trail Source. As a side note Tim has been involved with the City regarding trail development in other parks as well. During the review of Reid Park and the High School trail proposal Tim assisted with their trail design. Consequently, that was the same time the City was reviewing Sunfish Park for its viability to acquire trails. Although Tim was the only builder to submit a bid to the City, Staff is inclined to recommend the offer. Tim has visited the park and designed the initial trail layout that was proposed to the City for review. Furthermore, Tim has provided a written response to the RFP which is briefly addressed below. Nonetheless, Staff encourages the Commission to review page 4 of the Trail Source response as it lists out the lead workers and their skill sets.

### **Trail Source History:**

- Trail Source has been in business since 2000.
- A member of the Professional Trail Builders Association in 2002.
- Owner served on the American Trails Board for 4 years.
- Served on the Minnesota Off Road Cyclists (MORC) board for 10 years.
- Member of the Minnesota Recreational Trail Users Association for 10 years.
- 10 year International Mountain Bicycling Association (IMBA) volunteer.

The RFP made many references to the IMBA guidelines, Tim's business Trail Source was used as a reference in "IMBA's Guide to Building Sweet Single Track" as a source for IMBA affiliated trail building. Trail Source is also referenced in a blog post on the IMBA website from 2011 ([Click Here](#)). During Tim's time with IMBA he taught school 1-2 times a year for sustainable trail design.

### **Relevant Projects:**

There are many projects listed in the submittal but Staff has opted to pull out a few for review in the report.

Hillside Park, Elk River – Was experiencing significant erosion issues, Trail Source stepped in to reconstruct the trails which subsequently eliminated the existing erosion issues. Now erosion maintenance no longer remains in focus. A reference letter from the trail manager is attached.

Theodore Wirth Park, Minneapolis – Trail Source built and designed the trail system with coordination from the City Staff. Theodore Wirth Park is actively used by more than just bike riders and is a popular park within the metro area.

Lebanon Hills, Dakota County – Similar to Sunfish Lake Park, Lebanon Hills had existing user groups. The bike trails were designed around the existing walking trails to minimize the impact to the existing users. This park also happens to be one of the most widely used parks in the Metropolitan area. A reference letter from the project manager is attached.

*Staff Comments – Staff spoke to Josh Kelly regarding Trail Source. Josh had positive things to say about the trail builder. Stating that Tim has worked with them since 2008, commenting that Tim is a solid contractor who incorporates sustainable trail building techniques into the trail. Sections of the trail were plagued with erosion, to which gravel was brought in periodically to fix the issue. Tim was inevitably allowed to come in and redesign the trails, now there is no issue of erosion.*

**FISCAL IMPACT (Estimated):**

Trail Source submitted a bid for \$111,682.21. This is a favorable bid as it came in \$8,317.8 below the approved expenditure to build the trails.

Trail Source will be providing a two year warranty after construction. Once the warranty period has expired the yearly maintenance cost(s) are not expected to exceed \$2,500.

**RECOMMENDATION:**

At this time, and although only one bid was received, Staff is confident that Trail Source will provide strong value to the City throughout the build and would not have any reservations accepting Trail Source as the contractor.

***“Recommend acceptance of the proposal from Trail Source to build bike trails within Sunfish Lake Park”***

**OPTIONS:**

The Park Commission may:

1. Recommend Approval of the Contractor(s) Bid.
2. Recommend Denial of the Contractor(s) Bid.

**ATTACHMENTS:**

Advertised RFP (*Staff removed pages 22-32 to reduce the document size*)

RFP Submittal Response

Lebanon Hills Reference Letter

Hillside Trail Reference Letter



## Request for Proposals on Mountain Bike Trail Construction

City of Lake Elmo

Sunfish Lake Park

Proposals Due: **1-17-2020**

Address Proposals to:

Attention: Ben Prchal - City Planner  
3880 Laverne Ave. N.,  
Lake Elmo, MN 55042  
Phone: 651-747-3911  
Email: [bprchal@lakeelmo.org](mailto:bprchal@lakeelmo.org)

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## **PART A: GENERAL INFORMATION**

### **SECTION 1: PROJECT DESCRIPTION AND SCOPE**

#### **1.0 General Project Description**

The City of Lake Elmo is seeking a contractor to provide labor, supervision, materials (as necessary) and equipment to perform specified trail construction for a single track flow mountain bike trail system within Sunfish Lake Park.

Sunfish Lake Park is located in Lake Elmo Minnesota, which is 25 minutes from downtown St. Paul. The park consists of 268 acres of mature woodland and rolling hills. The City would like the accepted contractor to review the trail design and make adjustments to the design where appropriate, with the intent of mitigating erosion, to lessen environmental impacts, and increase the user experience. Though the City is developing mountain bike trails within the park, preservation of the existing features is a priority and an environmentally conscious design and build is expected. There is a conservation easement over the property that is monitored by the Minnesota Land Trust (A copy of the Conservation Easement is included with the bid package, the awarded bidder should review the document for conformity during the trail build.). Because of this, portions of the trail may need to be built by hand. Throughout the entire build, the City expects the selected contractor to use best practices and follow the International Mountain Bicycling Association guidelines (IMBA).

The City would like to see a flowing trail through the park that will appeal to the majority of riders. The intent is to create a trail system that is dynamic and can create an intimate experience that allows the rider to enjoy the aesthetics of the park. At this time the City does not want to see features that are technically challenging on the main trail. The trail should only be as wide as necessary to safely use the trail. The intent is to keep a low profile and to minimize disturbance to the park and its natural features.

#### **1.1 Site Conditions**

The terrain is hilly and forested, with elevation ranging from 892 ft. to 992 ft. The City Recommends that the prospective builders visit the site as well as review the soils on the USDA Web Soil Survey. A soils map has been attached but please perform more research as necessary. The characteristics of the soil are listed as being somewhat limited. The USDA further indicates that the limitations can be overcome with appropriate trail design and installation. The City will be looking to the contractor to implement an appropriate design and build plan.

## **1.2 Project Scope**

The City has reserved funding to help support the project and the project's scope of work includes at least **22,158** feet of new trail construction. There is an existing trail system (primarily used for walking) within the park and appropriate slowing methods will need to be used to aide in safety at those crossings. Completed work must meet the specifications outlined in "Part B Project Details." The City's preference is to have work start as soon as possible in 2020 to have the build done in the summer/fall of 2020.

## **SECTION 2: CONTRACTOR QUALIFICATIONS, REQUIREMENTS, AND RESPONSIBILITIES**

### **2.1 Experience and Portfolio**

The Contractor shall have demonstrable experience in building sustainable cross country/flow single-track trails on terrain and/or soil characteristics similar to that of Sunfish Lake Park. The Contractor shall provide a portfolio showing work accomplished and references from 3 past comparable or relevant projects. The City also wants a contractor that is capable of providing a GIS file of the final trail.

### **2.2 Workman's compensation**

The Client reserves the right to request proof of compliance with workmen's compensation laws.

### **2.3 Tools**

The Contractor shall perform the required work using hand tools and/or small mechanized equipment that is a maximum of 50" in width. Equipment with adjustable width tracks should be able to reduce track width to 50" for building the new trail. Some sites may not be suitable for equipment this large and other sites may not be suitable for any mechanized equipment regardless of size due to terrain and environmental constraints. Permanent modification of trail outside the scope of work to accommodate construction equipment access is not desirable and must be approved by the City before building the modification.

### **2.4 Mechanized equipment**

All mechanized equipment shall be in good mechanical condition, free of any fluid leaks. All equipment will be clean and free of debris before introduced to work site. Equipment is subject to inspection at the start and during the project. Any equipment that appears to not meet these criteria shall be removed from the project site at the request of the Client or representative and at no additional cost to the Client.

## **2.5 Meetings and progress reviews**

The Contractor shall meet with City Staff or their designated representative as necessary or as otherwise agreed upon by both parties to review progress and project expectations throughout the build.

## **2.6 What contractor provides and obtains**

The Contractor shall provide the necessary supervision, labor, material, equipment and tools to perform specified trail construction on identified trails and sites, including fuel for any mechanized equipment or tools and any and all personal protection and safety equipment that may be required. The contractor must also obtain any Federal, State, or Local permits.

## **2.7 Timetable**

The Contractor shall provide an approximate timetable and schedule detailing how all project work will be met.

## **2.8 Guarantee and Warranty**

A one (1) year guarantee and warranty will be provided by the Contractor on all work on this project. Any portions needing replacement or repair within one (1) year from the date of written acceptance by the City shall be completed by the Contractor at their expense, within a time frame agreed upon by the City.

## **2.9 Insurance and Contract Requirements**

### **EXECUTION OF CONTRACT**

Notification in writing by the City to the successful proposer of the award of the contract shall be deemed a final contract award. The City and the proposer will enter into a contract. The proposal submittal form, as submitted and signed by the proposer and the proposal specifications and provisions contained herein shall become part of the contract. Any additional work to be performed, as mutually agreed upon by the City and the proposer, shall also become a part of the contract. Unless it is specifically stated otherwise on the proposal, the proposal will be awarded to, or placed with, and payment made to the person or entity that signs the proposal.

### **REQUIREMENTS OF THE CONTRACT**

The successful proposer shall, within 10 days after notification of the award: (a) enter into a contract in writing with the City covering all matters and things as set forth in this document and the proposal; (b) carry insurance acceptable to the City covering public liability, property damage, automobile liability, and worker's compensation as specified in this document and specifically below.

1. Compliance with all laws. All work under the contract must be executed in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, and the terms of the Conservation Easement.
2. Contract changes. No amendment of the contract will be valid unless made in writing and signed by both parties and their authorized agents.
3. Notices. All notices required by the contract must be given in writing.
4. Non-Assignability. The Contractor shall not assign the contract, or any part thereof, to any other person, firm or corporation without the previous written consent of the City. Such assignment shall not relieve the Contractor from the Contractors' obligations, or change the terms of the contract.
5. Indemnification. The Contractor agrees to indemnify, defend and hold the City harmless from and against any and all claims, suits, actions, damages, causes of action, or attorneys' fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the work performed by the Contractor under the contract. The Contractor agrees to indemnify, defend and hold the City harmless from any and all claims, suits, actions, damages, causes of action or attorneys' fees arising from any personal injury, loss of life, or damage to person or property sustained by reason of or as a result of the negligence of the Contractor, its employees, contractors, agents, or assigns.
6. Equal employment opportunity. During the performance of the contract, the Contractor must be in full compliance with all provisions of the State of Minnesota relating to employment, including equal employment opportunity requirements.

7. Insurance coverage. The Contractor agrees to maintain the following insurance coverage during the term of the contract:

Type of Insurance	Liability Limits	
	Each Occurrence	Aggregate
GENERAL LIABILITY:		
Bodily Injury	\$1,500,000	\$1,500,000
Property Damage	\$1,500,000	\$1,500,000
Contractual Insurance - Broad Form	\$1,500,000	\$1,500,000
AUTOMOBILE LIABILITY:		
Bodily Injury	\$1,500,000	\$1,500,000
Property Damage	\$1,500,000	\$1,500,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

**WORKER'S COMPENSATION & OCCUPATIONAL DISEASES:** compliance with statutory requirements.

The Contractor shall provide a certificate of insurance in the amounts above. The required insurance must name the City of Lake Elmo, its agents, officials, employees, and volunteers as additional insureds, and the certificate of insurance shall state that the City shall receive 10 days written notice prior to cancellation or termination.

8. Default. The City may terminate the contract at any time if the Contractor is found by the City to be in default of any of its terms. If the City terminates the contract, the City may procure the work and the Contractor shall be liable to the City for any excess costs for similar work, unless the Contractor provides acceptable evidence that failure to perform the contract was due to a cause beyond the control and without the fault or negligence of the Contractor.

9. Permits and Licenses. Contractor shall obtain, at its own expense, any permits or licenses which may be required to perform the work under the contract.

10. Data Practices. Contractor shall have access to data collected or maintained by the City as deemed by the City as necessary to perform the Contractor's obligation under the contract. Such data will be provided to the proposer as governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor agrees to maintain all data obtained from the City consistent with the requirements of the Data Practices Act. Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of the proposer's failure to comply with the requirements of the Data Practices Act.

(2.9 Insurance and Contract Requirements Continued)

**11.** Upon termination of the contract, Contractor agrees to return data to the City, as requested by the City. All books, records, document and accounting procedures and practices of the proposer relevant to the contract, shall, pursuant to Minnesota Statutes, be subject to examination at all times by the City, the Legislative Auditor or the State Auditor.

**12.** Independent Contractor. It is agreed that nothing in this contract is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the Contractor and the City or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever.

**13.** Severability. The provisions of the executed contract are severable. If any portion of the contract is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of the contract.

**14.** Waiver. Any waiver by either party of a breach of any provision of the executed contract shall not affect, in any respect, the validity of the remainder of the executed contract.

**15.** Entire Agreement. The executed contract supersedes all oral agreements and negotiations between the Contractor and the City relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter in the contract. Any alterations, amendments, deletions, or waivers of the provisions of the executed contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

**16.** Venue. The Contractor agrees that this contract shall be construed and governed by the laws of the State of Minnesota.

## SECTION 3: FINAL INSPECTION

### 3.1 Final inspection

At the conclusion of the work, the contractor shall demonstrate to the City that the work is fully complete and in compliance with contract specifications. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's expense prior to final acceptance of the work. The City also expects the contractor to provide a GIS file to be provided of the final trail route.

## SECTION 4: TIMELINE AND SCHEDULE

### 4.1 Optional Pre-bid Site Visit

A site visit may be arranged with the project manager prior to bid submission. Please contact Ben Prchal at [bprchal@lakeelmo.org](mailto:bprchal@lakeelmo.org) to arrange a visit.

### 4.2 Proposal submission deadline (January 17, 2020)

Proposals must be submitted to City Hall - [bprchal@lakeelmo.org](mailto:bprchal@lakeelmo.org) no later than January 17, 2020 to be considered. Questions regarding the bid process, project, or clarification on expectations should be directed to Ben Prchal at the email listed above or at 651-747-3911.

### 4.3 Work Complete (June 30, 2020)

The City of Lake Elmo would like to begin the project as soon as conditions will allow and achieve a completion date of **Mid Summer 2020**.

## SECTION 5: PROPOSAL SUBMISSION PACKAGE

Each bid proposal must be delivered via email to [bprchal@lakeelmo.org](mailto:bprchal@lakeelmo.org) by January 17, 2020. The proposal package must contain each of the following in the order which they are listed.

- Complete the bid worksheet. If more space is needed, please provide a separate sheet and indicate that a separate sheet is being.
- A recommended project schedule and timetable.
- Three references from previous trail construction projects.
- Portfolio containing descriptions and pictures of at least three past projects similar to this project. Project descriptions shall include short explanation of work performed, client, project location, dates, and duration.
- Estimation of future annual trail maintenance costs including materials.
- The Contractor shall include in the proposal price the cost to provide the following:
  - Letter of Surety, stating ability to obtain a Performance Bond, and Labor and Material Bond for 100% of the project amount.

## **SECTION 6: BASIS FOR AWARD AND RIGHT OF REJECTION**

### **6.1 Basis for award**

The City reserves the rights to eliminate from consideration for award any or all offers at any time prior to the award of the contract; to negotiate with bidders in the competitive range; and to award the contract to the bidders submitting the bid determined to represent the best values of the City.

### **6.2 Right of rejection**

The City reserves the right to waive any informality in any bid, to reject any or all bids in whole or part, with or without cause, and/or to accept the proposal that in their judgment will be in the best interest of the City of Lake Elmo and its Citizens.

### **6.3 Qualifications and experience**

The qualifications and experience of the Contractor in completing similar work will be given equal weight to price of the bids in determining value of qualified bids. It is considered in the best interest of the City to allow consideration of award to the lowest bidder or most qualified bidder regardless of cost.

### **6.4 Additional information**

The City reserves the right to request that the bidder supply additional information prior to the award of the contract should such action be deemed in the Client's best interest.

## SECTION 7: BID WORKSHEETS

### 7.1 Bid Worksheet A (Please know an overflow sheet may be used. Is used indicate so on the form)

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact person's phone number: \_\_\_\_\_

Contact person's email: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

#### Statement and Detailed Approach to the Project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References- Please insert names, address, phone numbers and description of similar projects completed.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provide a detailed list of likely project team members, including skill sets and relevant experience.**

**Provide a list of the equipment and tools intended to be used in completing the scope of work.**

**Provide a recommended schedule/timetable that allows for work completion per the specified schedule.**

**Provide a list of other certifications or memberships (if any), such as the Professional Trail Builders Association (PTBA), etc.**

## 7.2 Bid Worksheet B

- Quantities for each Trail are estimated. Final quantities may change, but the unit price will be fixed.
- Feature types (as defined in section 9.2) should be separated into individual line items.
- Feature quantities shall be determined by Contractor.
- Provide cost for one round trip mobilization and associated contractor travel fees.

## Sunfish Lake Mountain Bike Trail

[illegible]

## **PART B: PROJECT DETAIL**

### **SECTION 8: FINISHED TRAIL CONSTRUCTION AND MAINTENANCE GUIDELINES**

#### **8.1 Trail Design**

The construction of this trail must be guided by the sustainable trail principles promulgated by accepted resources such as the current editions of the Trail Solutions; IMBA's Guide to Building Sweet Single-track, Managing Mountain Biking; IMBA's Guide to Providing Great Riding, Bike Parks; IMBA's Guide to New School Trails, and the USDA's Trail Construction and Maintenance Notebook.

#### **8.2 Bike Specific Trail Flow**

The bike trails proposed for Sunfish Lake would be narrow trails called single-track. Once established, single-track trails average 18-24" in width, are not paved, reach a broad range of riders and are designed to flow through natural areas with gradual inclines and declines in topography. The City is hopeful of modern trail design and construction using sustainable trail building techniques. The City would like the Contractor to build single-track trails that will have minimal impact on the environment, resist erosion through proper design, construction and maintenance, co-exist with the natural environment and blend with the surrounding area:

- Synergy with the landscape: Making the most of what the natural terrain contours present.
- Opposition to user forces: Flow trails maximize the efficiencies afforded by using a bicycle, and are designed to counteract forces that direct a user off the trail. Bermed turns (where required) and cambered tread surfaces, for example, promote traction, safety, sustainability and enjoyment.
- Conservation of momentum: the ideal trail avoids "flow killers" such as sharp turns, incongruent features and disjointed climbs and descents. Instead, it utilizes undulations and cambered turns to reward smooth, deliberate riding and maximize forward motions. A flow trail encourages a better understanding of the bicyclist/bicycle interface, allowing riders to reach that unique sensation of floating through the landscape
- Leading the user forward: A sense of discovery, combined with a design that maximizes a rider's forward momentum, helps to draw the user forward. The trail is never repetitive or predictable, nor is it "awkward", with a variety and innovation combining to create an intuitive feel.

#### **8.3 Trail Construction Best Practices - The City would like the contractor to pay attention to the graphics page following the descriptions.**

To satisfy erosion and sediment control requirements, the trail must be finished as the project advances. Ideally, all roughed-in corridors will be finished the same day. Any segments requiring delayed finishing should be planned out in advance to finish as quickly as possible. Biorolls must also be used to mitigate the effects of erosion during construction.

## **8.4 Corridor Clearing and Trail Crossings**

Corridor clearing shall be confined to within five (5') feet of the trail and back-slope edges. The City will expect wider clearing where the mountain bike trail crosses over an existing walking trail. Where the Mountain Bike Trail intersects an existing walking trail a 90 degree intersection will be expected and slowing techniques such as staggered indentations or barriers should also be incorporated at the crossings.

## **8.5 Trail Flagging**

A flag line or marked line will be pre-installed by the Contractor which will mark the desired corridor, but only suggests the tread location based on the Master Trail Plan. The actual tread location depends on finer analysis by using pin flags or marker which are different from the master trail line. The final tread path will need to be approved by the City or their designated representative(s).

## **8.6 Debris**

Cut and scatter all branches and brush cut as part of the trail development. No debris shall be left within ten (10) feet of the trail. Butt-ends of any sawed limbs must face away from the trail.

## **8.7 Rocks**

All rock embedded in the trail surface should be stable.

## **8.8 Woody Material**

Woody material such as stumps, logs and brush shall be removed from the trail tread. No stumps less than twelve (12") inches in diameter shall be left within three (3') feet of the trail tread.

## **8.9 Fall Zone Clearing**

Areas adjacent to dynamic trail segments where visitors have a greater potential to exit the immediate trail corridor will be cleared of impact focusers; butt-end branches, stumps and rocks under six (6) inches in diameter. Clearing should take place 3 feet on both sides of the trail.

## **8.10 Back-Slope/ Out-Slope**

Back-slope of trail should be graded to three-to-one (3:1) slope or until it matches the existing slope. In areas where the back-slope has the potential to become part of the active tread it must be finished to trail tread specifications.

Out-slope should range between 3-5% towards the downhill side of the trail.

### **8.11 Trail, Finished Condition**

Hand finishing and grading of the trail tread, back-slope, down-slope spoils, and drainage features shall result in a surface that matches the texture of the surrounding forest floor while enabling water to drain off the trail.

### **8.12 Spoils Stabilization**

All excavated material not used in the trail tread or other trail structures must be stabilized to prevent erosion. Spoils shall be distributed in a thin layer adjacent to the trail tread. When possible, spoils should be mulched with native materials to discourage erosion while native seed stocks reestablished.

### **8.13 Turns**

All turns are in-sloped or "bermed" where appropriate. Use generally acceptable values for turn radii and grades across the turns. All turns must include an entrance and exit rolling grade dip.

### **8.14 Grade Reversals**

A designed grade reversal or constructed rolling grade dip should occur as often as necessary. Any grade reversal must be strongly anchored to discourage short cutting. The uphill and downhill cuts of the trail also should not exceed more than 10% of the slope of the hill/elevation.

Grade reversals also double as flow elements: rollers and pump/rhythm sections. In this context, grade reversal shape, size and placement should reflect its placement within the system. Specific details will be determined by the contractor in partnership with the City.

### **8.15 Above Grade Earthen Structures**

Any portion of trail constructed above the grade of its surroundings must be approved by the City in terms of design and material before construction.

Fill structures must have a fill slope of at least two-to-one (2:1) or the angle of repose of the local soil, whichever is greater. If it can be demonstrated to the City that a retaining wall or other man-made structure is necessary to avoid environmental damage, there may be a substitution for a fill slope with permission of the City. Fill structures must be completely stabilized and compacted. Acceptable techniques include track-packing or compaction via a dedicated tamping unit. Raw soil faces that do not become tread must be mulched and seeded in the same fashion as spoils and satisfy the terms of the project erosion control methodologies.

Examples of above-grade earthen structures include grade-reversals (“rollers”) and turn pads on in-sloped switchbacks.

### **8.16 Water Diversions**

The majority of the tread should be out-sloped. When not possible or desirable due to purpose-built in-sloping, resource concerns or obstruction, water can be directed down the trail for up to six (6) feet before a water diversion location (grader reversal).

### **8.17 Invasive Species**

To reduce the spread of invasive plant species, the following protocols are required:

- 1 All hand tools and mechanized equipment must be free of invasive seeds and clean of any dirt and mud when entering the project site.
- 2 Consideration should be made while trail clearing and construction through areas occupied by invasive species (such areas to be identified by the client) as to not propagate as construction progresses.
- 3 Imported surface/organic material is prohibited.

### **8.18 Filter Strips**

Filter strips are vegetated areas down-slope of the trail corridor intended to treat sheet flows coming off the tread. Filter strips function by slowing down flow velocities, filtering out sediments and providing an opportunity for infiltration into the underlying soils. Properly mulched spoils may be designated as part of the filter strip. Filter strips shall not be used as regular travel-ways for equipment and materials. Areas with inadequate filter strip capacity above water-ways may require installation of formal erosion control measures to satisfy erosion and sediment control methodologies.

### **8.19 Mechanized Equipment Best Practices**

All track marks will be raked smooth. Affected area will be finished to have a natural shape, spoils piles rounded, smoothed and cleared of significant brush, blade edges blended, etc. A spill kit suitable for five gallons of fluid will be onsite and within 200 yards of mechanized equipment whenever equipment is being operated.

### **8.20 Preservation of Vegetation**

The Contractor shall exercise care to preserve the natural landscape, including trees and shrubs, and shall conduct construction operations to prevent any unnecessary

destruction, scarring, or defacing of the natural surroundings in the vicinity of the work. Except where clearing is required for permanent works or excavation operations, all trees, native shrubbery, and vegetation, shall be preserved and protected from damage by the Contractor's construction operations and equipment. The City does not want to see trees larger than four (4") inches in diameter removed, unless it is an invasive tree such as Buckthorn; as determined by the City Trees larger than 4" marked for removal will need to be approved by the City prior to removal.

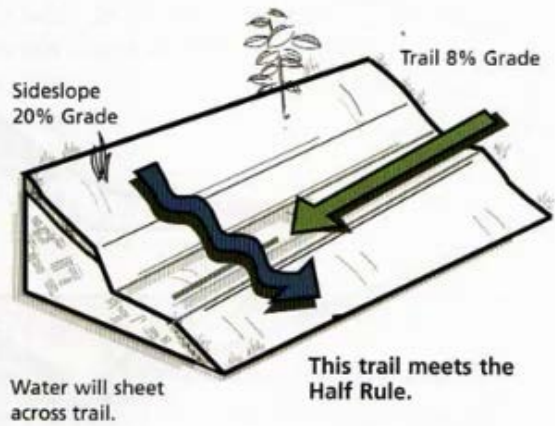
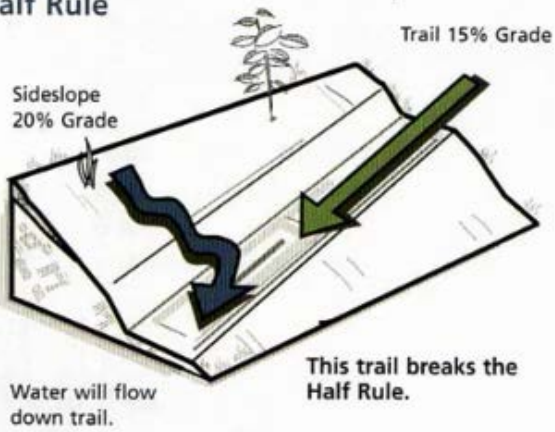
All unnecessary destruction, scarring, damage or defacing of the landscape resulting from the Contractor's operations, shall be properly repaired, replanted, reseeded or otherwise corrected as directed by the City and at the Contractor's expense.

After completion of the work, all areas disturbed by construction that do not require landscaping or planting, shall be scarified and left in a condition which will facilitate natural vegetation, provide for proper drainage and prevent erosion.

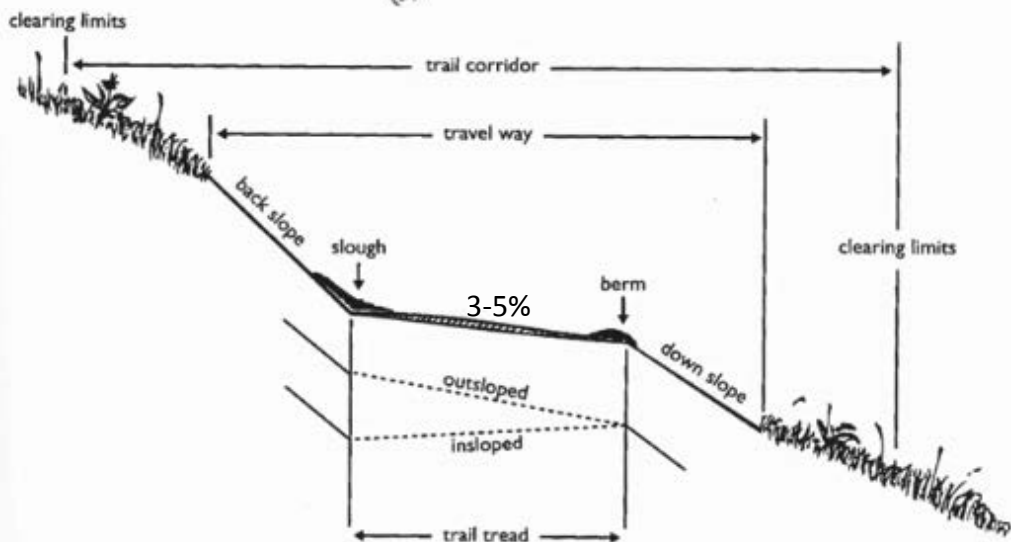
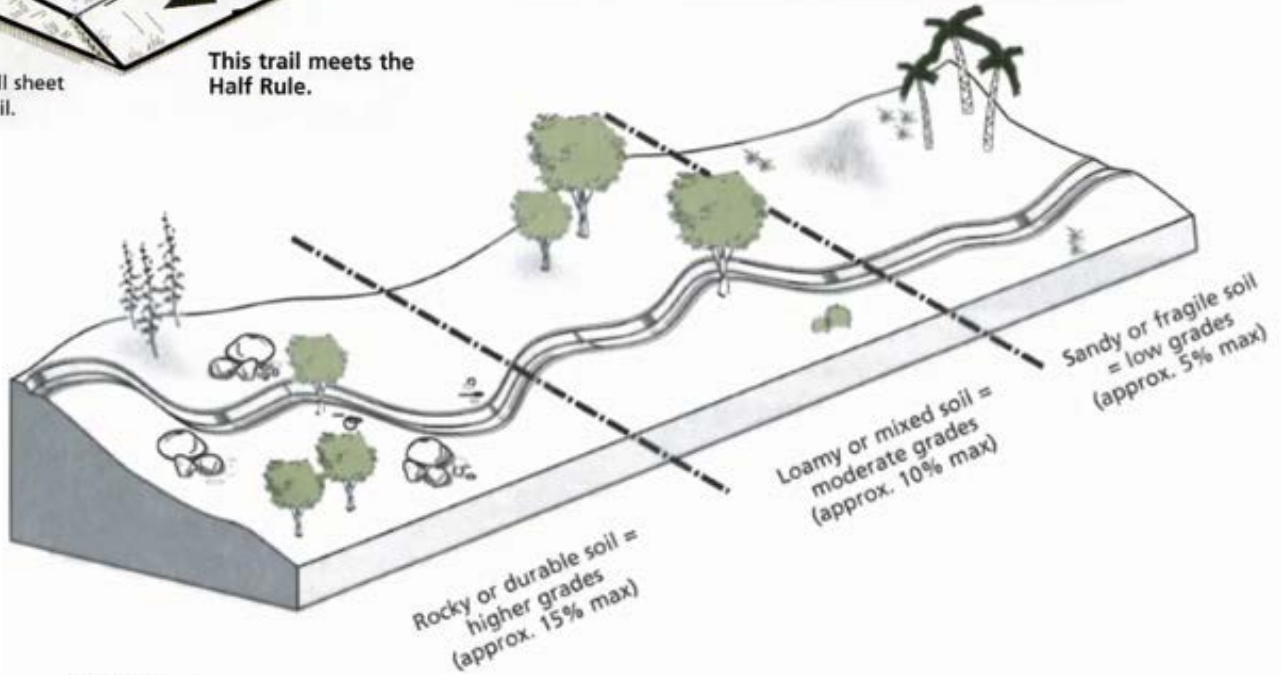
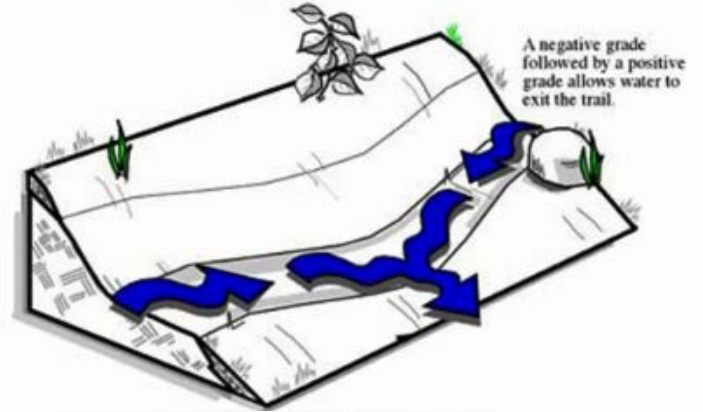
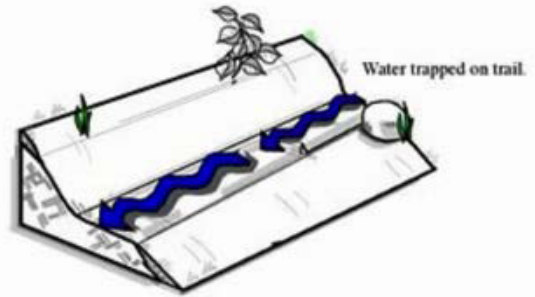
#### **8.21 Ground Disturbance**

The grading limits along the trail corridor are defined by the approved tread width plus additional width defined by the required back-sloping, unless further excavation is required for prescribed features, as approved, and performed according to 8.20. Rutting should be avoided outside grading limits along the corridor, by limiting traffic intensity and avoiding wet soil conditions, and corrected as per 8.20.

## Half Rule



## Grade Reversal



## **SECTION 9: MAPS**

### **9.1 Field Design - Site Topography**

### **9.2 Soil Analysis**

- **Map with Soil Types**

### **9.3 Access, Supply and Staging**

## **Sun fish Lake Park Mountain Bike Trail**

### **7.1 Proposal from Trail Source**

#### **Names and phone numbers of principal workers involved on this project**

**Owner** Tim Wegner 612-845-1345

**Email:** [twegner50@gmail.com](mailto:twegner50@gmail.com)

**Company Address:** 13282 Derryglenn Ct., Rosemount, MN. 55068

#### **Lead Workers**

Hunter Rust 612-289-5708 7 year, 3 years on hand crew 4 years on machine

Joe Conerton 920-273-9391 3 Years 1 year on hand crew 2 years on machine

Robert Polic 715-604-2142 2 years 2 years on machine (5 years as lead at WinMan trail Manitowish Wisconsin)

Jason Malgren 763-355-8924 5 years 2 years on hand crew 3 years on machine

Tim Wegner 612-845-1345 4 years finish team 22 years on machine

### **Approach and Methodology**

Following is a detailed description to the process we use when designing and building a mountain bike trail:

1. Start with meeting with city personnel to identify areas to avoid and areas that need to have special attention in order to protect and preserve. During this meeting we also like to use detailed topographic maps in order to see the fine detail of the area. At this meeting we would work with city personnel to create a rough draft using the detailed topographic maps in order to determine the preliminary preferred routing for this trail.
2. Once the protection areas are identified, we will work with the city personnel to understand the experiential goals that need to be achieved with the design and construction of the trail. The goals will include what the experience of the rider should be for each area of the trail, what the city wants to see for preservation and how we plan to build this trail with minimal disruption to the other users within this park. Other goals during this part of the process are to set a detailed work plan with the city and park personnel, ongoing review of the project, measurement of achievement of goals and coordinating with the City of Lake Elmo.

3. After the trail layout is agreed to on paper, we go into the field and start flagging the design that we have created on paper. We will work with city personnel to ensure that the trail design conforms to all guidelines and ideas in order to achieve goals of rider experience and preservation of sensitive areas within the park.
4. After the field flagging has been completed and approved, Trail Source personnel will GPS the route, transfer that to a map for reference as well as convert the data to a Venza map program. The Venza mapping will be given to each machine operator on their electronic device. The Venza application will give each operator real time location that they can follow when they are working on building the trail.
5. Before we start each day of work, the team leaders (Tim Wegner, Hunter Rust, Jason Malgren, Joe Conerton and Robert Polic), meet to discuss the previous days progress. We also meet to talk about any trail building challenges that may have occurred and how best to address those challenges. All of the Trail Source team leaders are mountain bike riders and at the end of each day, they all ride what was built that day plus what was built previously to ensure that the trail rides with nice flow and meets the level of challenge that the project owner has requested.
6. Trail design is a strong talent of Tim Wegner and Trail Source. The resource referenced in the RFP Trail Solutions: *IMBA's Guide to building sweet single track* on page 257 lists Trail Source as an IMBA affiliated trail builder.
7. Trail Source policy and action point is to build the trail and complete the finish work on the same day. We plate compact everything after the finish crew is done. We stop building trail with the machines, the operators get off of the machine, perform finish work to ensure that the trail gets completed, finished and compacted up to back of the building machines.

#### **References and Similar Projects:**

**Graydon Betts**

**Trail Director Minnesota Off Road Cyclists (MORC)**

**952-913-3834**

[graydon@bettsandhayes.com](mailto:graydon@bettsandhayes.com)

**Hillside Park, Elk River MN. 2018** This park is very similar to Sunfish Lake Park. Good topography that lends itself well to having a flow trail built upon it. Soils very similar to Sunfish lake and perhaps the soils at Hillside are even a bit sandier. We built this trail 2 years ago replacing an existing trail that had been built many years ago not following IMBA guidelines and had significant erosion and maintenance issues. Those problems are no longer an issue at this park. Heavy emphasis was placed upon developing flow trails and focusing on the experience that the users have when using this trail.

**Tyler Pederson**

**Minneapolis Parks and Recreation Board, Minneapolis MN.**

**612-499-9084**

**Theodore Wirth Park**

[TPederson@minneapolisparks.com](mailto:TPederson@minneapolisparks.com)

**Theodore Wirth Park Mountain Bike multi-use Trail owned by the City of Minneapolis. 2010-2018** This system was built over several years and we designed each segment based upon the desired user experience as directed by park staff. Some areas of the trail have a very high level of technical difficulty but the majority of the system is of beginner and intermediate level of flow trail. Both the City of Minneapolis and The Loppett Foundation use trails that we built and designed for the summer programs for inner city youth programming

**Josh Kinney**

**Dakota County Parks, Hastings MN.**

**Senior Project Manager – Dakota County Capital Project Management**

**Josh.kinney@co.dakota.mn.us**

**Lebanon Hill Regional Park mountain bike trail owned by Dakota County. 2007-2011** This trail is in excess of 10 miles and is situated in a heavily used park that has several other user groups. This trail project was built over a number of years. Care had to be given to not impact the other user groups experience. The other user group users were hikers and cross-country skiers. Lebanon Hills is the most heavily used mountain bike trail in the Metropolitan area. Mountain bikers are the number 2 users behind hikers in the entire Lebanon Hills Regional Park system.

**Brad Bonk**

**Douglas County Parks Director, Alexandria MN.**

**701-388-2273**

**Brophy Park and Runestone Park**

[Bradbo@co.douglas.mn.us](mailto:Bradbo@co.douglas.mn.us)

**Brophy Park, Alexandria MN. 2019** This trail system was completed late spring 2019. Trail Source built 7 miles of multi-use trails on 250 Acres of land just North of the City of Alexandria. The system built by Trail Source was the first professionally built mountain bike trail in the area. The use of this park has

now grown considerably since the opening and is a main training site for the local high school mountain bike club and team. The entire system is a flow trail system with directional trails. We had to pay special attention when building this trail to ensure the no native species were introduced into the park system.

**Jim Shoberg Landscape Architect City of Duluth**

**Director of Parks Development**

[jshoberg@duluthmn.gov](mailto:jshoberg@duluthmn.gov)

**218-208-9632**

**Mission Creek and Traverse Trails City of Duluth:** Trail Source has performed work for the City of Duluth MN on many different occasions and at several different sites. Our work included work at Mission Creek Trail, Traverse Trail and a considerable amount of work on repair and maintenance on trails at Chester Creek where the flooding and storms destroyed many trails in the central part of the City of Duluth.

#### **Lead Workers**

Hunter Rust 612-289-5708 7 years. Hunter is an exceptionally skilled machine operator. His skill at siting the trail through the forest is very strong. He has high expectations from his team and demands perfection on trail finish work.

Joe Conerton 920-273-9391 3 Years. Joe's exceptionality comes with the finish work that he is able to achieve with his machine. He is also a highly skilled hand finish worker and has the skill to include "fun" into his trail finish work.

Robert Polic 715-604-2142 2 years. Robert has become one of the better team managers that we employ. He finds a way to bring out the best in all of our workers on each project.

Jason Malgren 763-355-8924 5 years. Jason is a geologist that can help us work through almost any soil condition or problem. He is also one of our highly skilled rockwork personnel.

All of our workers start out as hand finishers on the trail team. From there they start to move toward working with the machines and once they show the skill needed to build sweet singletrack they move to the machine full time.

#### **Equipment and tools intended to be used.**

Trail Source will use small compact excavator on much of the trail. These machines are rubber tracked and have the ability to move the width of the tracks between 36 inches and 48 inches wide. This flexibility allows us to slip into some of the tight spaces and build trail without having to remove some of the more desirable trees. Each team consists of 2 of these excavators operated by two of the lead workers. These machines are followed by a team of 2-3 finish workers using a variety of hand tools to shape the trail, smooth the trail tread and finish the backslope to IMBA trail building standards. Once the trail tread has been smoothed and raked a vibratory plate packer is passed over the entire trail tread

2-3 times to compact the riding surface. Trail Source currently owns/leases 6 excavators and one Ditch Witch stand on compact utility machine.

**Schedule/timetable for building Sunfish Lake Project** Trail Source, if awarded this contract, would start working on this project immediately with representatives from the City of Elmo. We would follow the steps listed near the beginning of this RFP response utilizing the methodology and work approach to make certain that the trail alignment is solid and would meet the goals of a beginner to intermediate level flow trail system as envisioned by the City of Lake Elmo in its RFP. Once all of the office meetings, site visits and documentation has been completed, we would be ready to begin construction. We would like to begin working on this project as soon as the frost is out of the ground and the ground has had sufficient time to dry. Frost is usually out of the ground in early April or some years it is out even earlier. Based upon our experience it would take us about 5-6 weeks of working 5 days per week. Any rain delays could be made up by working Saturdays if such an agreement can be made with personnel from the City of Lake Elmo. Trail Source would complete the work on this project on or before June 30, 2020.

#### **List of certifications, memberships and trail advocacy**

Trail Source was started in 2000 and became a member of the Professional Trail Builders Association (PTBA) in 2002 and continues to be a member of PTBA. In addition, Tim Wegner, has served in numerous positions promoting trails including: 4 years as board member of American Trails, 10 years on the board of Minnesota Off Road Cyclists (MORC), 8 years on the board of Minnesota Recreational Trail Users Association (MRTUA) and 10 years as volunteer IMBA representative for the state of Minnesota. Following is a listing of some of the trail systems we have built over the years:

#### **Insurance, permits, and licensing/authorization of proposal documents**

Trail Source carries \$2,000,000 of liability insurance and has for the past 15 years. Our insurance agency, LaNasa Insurance, will, upon awarding of the contract for this project, issue an insurance certificate naming all agencies as additionally insured under our policy. Our insurance covers all actions by Trail Source workers, our vehicles and equipment. In addition, we carry Minnesota approved workmen's compensation insurance. Trail Source personnel have experience obtaining permits and other authorizing documents that might be needed for the completion of this proposal.

**Surety and Bonding:** Attached you will find a letter from Pate Bonding Company of St. Paul, MN. Stating that it would be their intention to complete the bond for Trail Source if we are awarded this contract. Trail Source has a favorable bonding rate with this company and we have been a client of theirs since 2006.

**Estimation of Future Maintenance Costs:** The initial year after construction the maintenance cost for the project would be \$0.00. The second-year maintenance costs for this project would be \$0.00 because Trail Source will warranty the work on this project for 2 years. After that point the maintenance should not exceed \$2,500.00 per year. Since this trail will be built as a flow trail and not as jump trail. If this trail

is built by a reputable company that is known for building by IMBA trail building standards the annual costs for this project should be negligible.

**Following IMBA sustainable construction guidelines.** Tim Wegner was the IMBA representative for Minnesota for 10 years and taught 1-2 schools each year on sustainable trail design and construction. At Trail Source we always follow the sustainable trail design guidelines that have been recommended and taught by representatives of IMBA and their trail care crews.

## 7.2 Bid Worksheet

### Sunfish Lake Mountain Bike Trail

Type of Work:	Unit of Measure	Est. Quantity	Price/Unit	Est. Cost
Field Layout	linear feet	22,158	4.95/ft	\$109,682.21
Flagging Tread	linear feet	22,158	\$0.00/ft	\$0.00
Construction			-----	-----
Mapping File		1	-----1-----	\$1000.00
Mobilization		1	-----1-----	\$1,000.00
Other			-----	-----
Subtotal			-----1-----	\$111,682.21



**PATE  
BONDING  
INC.**

1276 So. Robert St. • West St. Paul, MN 55118 • Phone: (651) 457-6842 • Fax: (651) 457-7531 • Web Site: [www.patebonding.com](http://www.patebonding.com)

January 14, 2020

City of Lake Elmo  
3880 Laverne Avenue North  
Lake Elmo, MN 55042

RE: TrailSource, LLC – Bond Program  
Sun Fish Lake Park Mountain Bike Trail Project

Dear City of Lake Elmo:

We are writing to you at the request of TrailSource, LLC and understand that they are considering entering into a working relationship your company.

Pate Bonding, Inc. has handled the bond needs for TrailSource, LLC since 2006. In that period of time, TrailSource, LLC has handled all of their bonded projects in an extremely professional manner.

Their current bond program is \$500,000 Single/\$1,000,000 Aggregate (cost to complete).

If a contract is awarded to TrailSource, LLC, it is our present intention to become Surety on the Performance and Payment Bonds required by the contract. This is contingent upon our satisfaction with the contract documents and TrailSource, LLC continuing to satisfy other underwriting considerations.

Any arrangement for Bonds required by the contract is a matter between TrailSource, LLC and the Surety and we assume no liability to you or your third parties, if for any reason we do not execute these Bonds.

Please feel free to contact me should you require any additional information regarding TrailSource, LLC's current bond program.

Thank you.

Sincerely,

Troy Staples

TS:amcd

cc: TrailSource, LLC



February 12, 2020

Letter of Recommendation

Capital Projects

Dakota County  
Administration Center  
1590 Highway 55  
Hastings, MN 55033

651.438.4388  
Fax: 651.438.8455  
[www.co.dakota.mn.us](http://www.co.dakota.mn.us)

For: Trail Source  
13282 Derryglenn Ct  
Rosemount, MN 55068

Mr. Prchal,

I understand that Trail Source has an opportunity to help Lake Elmo with a trail building project and I want to speak up on their behalf. My perspective on Trail Source has been informed by eleven years of experience with them working for Dakota County Facilities Management and Parks Departments. I am pleased to provide a letter of recommendation for Trail Source, builder of recreational trails and boardwalks.

Over the past eleven years Trail Source has been the go to resource for trail development and trail rehabilitation for Dakota County. Time and again Trail Source went above and beyond to provide superior craftsmanship and increased sustainability for the trails in our parks, both hiking and mountain biking. Trail Source always employs their experience with sustainable trail Best Management Practices (BMP) to find the best solutions for any project, either new trails or rehabilitation of failing existing trails.

One project I am particularly proud of is the rehabilitation of the trail system at Lebanon Hills Regional Park. Trail Source was able to turn a maintenance and erosion nightmare into one for the most used trail systems in the metro. When Trail Source arrived at the site it became immediately clear that they were able to visualize solutions based on what they knew worked. They quickly outlined and implemented an approach which over time has proven to save on staff time and use of tax payer dollars.

The on-site personnel of Trail Source did a great job in keeping the existing parking area and trail operational throughout the project. The project workmanship was excellent, and all issues were addressed in a timely manner.

In summary, Dakota County would not hesitate to recommend the services of Trail Source to you and others and plan to hire them again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Kinney", with a long horizontal flourish extending to the right.

**Josh Kinney, PLA, ASLA**

Senior Project Manager – Dakota County Capital Project Management

DAKOTA COUNTY ADMINISTRATION CENTER

1590 Hwy 55 Hastings, MN 55033

952-891-7016 cell – 612-387-6260

Ben Prchal

3800 Laverne Avenue North

Lake Elmo, MN 55042

Dear Ben,

This is a letter of reference for Tim Wegner, owner of Trail Source LLC. I have worked with Trail Source on a couple of singletrack trail projects in the Northwest metro area. The most recent project was at Hillside City Park, in Elk River. This project was done in two phases, the Eastern half of the park had trails constructed in 2017, and the Western half had trails constructed in 2018. The Eastern half of the park was constructed by YRU Trail Building LLC. The Western half of the park was constructed by Trail Source. Both halves of the park have similar topography with the South side flatter than the North side, and same soil content. The soil is a mixture of gravel and sand in many areas, which can be challenging to work with for a natural surface trail.

The East side of the park has required maintenance from day one. Keeping the outslope established and defined has been a challenge in some areas, and we have needed to add grade reversal features to prevent erosion and cupping of the trail. A couple of areas need tread resurfacing once a year. All this does not mean it is badly constructed trail, as maintenance is often expected as an ongoing need. However, how the trail was constructed is inferior to the West side of the park regarding erosion control and overall engineering.

The West side of the park was constructed by Trail Source. This half of the park has required almost no maintenance whatsoever. Grade reversal features were engineered into the trail to do a much better job of preventing erosion, resulting in much lower maintenance needs, and a lower environmental impact over the long term life of the trail. The trail is constructed in a manner where it is more popular with mountain bikers, and is considered the favorite side of the park for many riders.

Tim was very nice to work with from day one, and explained their process in detail to both City staff and the park volunteers. He communicated well throughout the project, checking in and occasionally clarifying smaller details to ensure the finished product would meet or exceed everyone's expectations. During the construction of the trail, Trail Source employees suggested minor changes in the proposed trail alignment for a couple of areas, and those suggestions were approved and implemented, resulting in a better overall layout in that area as compared to the initial proposed trail alignment.

I would recommend Trail Source for any trail construction project, as Tim and his crew have mastered the art of building enjoyable trails for all users, while minimizing maintenance costs. Communication is great throughout the process, and expectations are always exceeded with his work.

Sincerely,

Graydon Betts

MORC Trail Steward – Hillside City Park Elk River, Bertram Chain of Lakes Monticello