

**REQUEST FOR PROPOSAL
CITY OF DULUTH, MN**

RFP No. 14-10DS

LOWELL TO LAKEWALK TRAIL, PHASE 1

**From Rice Lake Road to Kenwood Avenue/College Street Intersection
Duluth, Minnesota**

City of Duluth Project No. 1327

PROJECT OVERVIEW

The City of Duluth (“City”) is requesting engineering services from qualified firms (“Consultant”) to enter into a contract to perform a complete environmental review and documentation and the associated preliminary engineering for the proposed construction of the Lowell to Lakewalk Trail, Phase 1, from Rice Lake Road to the Kenwood Avenue/College Street area in Duluth, MN (“Project”).

The design work will be funded by Parks and Recreation Department funding. Construction funding is from the MN DNR Parks and Trails Legacy Program in the amount of \$500,000. The grant was appropriated under Fiscal Year 2014 in the amount of \$250,000 available until June 30, 2016, and Fiscal Year 2015 in the amount of \$250,000 which is available from July 1, 2014 through June 30, 2017.

A map showing the entire length of trail is attached to this RFP.

The City is committed to providing the following:

1. Previous surveys, reports and studies, if available.
2. All available street and utility record drawings for the scheduled project.
3. Assistance in obtaining other related information in City files pertaining to the project if needed.

GENERAL PROJECT SCOPE

The Lowell to Lakewalk Trail will consist of a 10’ wide shared use path (with 2’ shoulders on either side), and will run from Duluth’s Lowell Elementary School on Rice Lake Road down to the Lakewalk Trail at approximately 32nd Avenue East. The preliminary route is attached. Phase 1, this project, consists of the portion of trail between Rice Lake Road and the Kenwood Avenue/College Street Intersection, and traversing the College of St. Scholastica. Stakeholder meetings have been held with the University of Minnesota-Duluth, the College of St. Scholastica, and ISD 709. A public meeting is currently scheduled for June 2014 to present an overview of the entire route and gain resident feedback.

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, and gather data from the City engineering files. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters and/or telephone conversations.
- b. The Consultant shall provide documentation of meetings and data provided.
- c. The Consultant shall ascertain the applicability of information provided, review data for completeness, and notify the City of any additional data required. It shall be the responsibility of the Consultant to determine, by site inspection procedures, the reliability of all the drawings and information which they choose as reference.

2. Public Participation

The City and the Duluth-Superior Metropolitan Interstate Commission have already engaged several community organizations, area property owners, and business owners in their preliminary planning work. The City of Duluth believes that involving the public and the entire range of stakeholders is the cornerstone of a successful public project, and is committed to early and comprehensive public involvement and outreach at all levels in decision-making related to the Lowell to Lakewalk Phase 1 Trail Project. Consultant's response should describe the proposed approach to building on and eliciting additional successful public involvement. The Consultant should plan on three public meetings to coordinate and communicate design issues, one meeting with the Planning Commission, and two meetings with City Council.

3. Alternatives Analysis and Alignment Identification

Although the Lowell to Lakewalk Trail Phase 1 has a preliminary trail alignment, more work needs to be done to more precisely and exactly locate the final alignment of the trail. The Consultant will be expected to provide an analysis that leads to the identification of a preferred alternative for analysis in the Environmental Document, and preparation of the plans and specifications.

4. Environmental Documentation

The DNR has provided an environmental documentation checklist of items that are required as part of this project. It is attached to the RFP. Consultant will be responsible to develop environmental analysis, conduct studies, perform environmental field surveys, and prepare and document analysis for the preferred alternative covering all required subject areas as shown on the DNR checklist.

5. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform field surveying and data collection as needed. The Consultant shall survey existing utility structures, verify pipe/conduit inverts and diameters. The consultant shall map right-of-way, based on existing monuments, and construction plans shall preserve or re-set 6 monuments and their boxes.
- b. Consultation with regulatory agencies to determine required information for permit applications as it relates to the design and execution of the entire project will be required. The Consultant shall be responsible for permit applications that may be required of the City.
- c. The Consultant shall do necessary geotechnical exploration. State assumed number of subsurface explorations, depths and types of samples.

6. Right-of-Way

The Consultant will be responsible to identify the required right-of-way and prepare an acquisition plan so the City can acquire the properties or easements as necessary for the project. The documentation and all required exhibits should be in a recordable form acceptable to the St. Louis County Recorder's Office.

7. Recommendations and Costs

The Consultant shall analyze all available records, record drawings, inspection reports and all other appropriate data, and prepare recommendations and a cost estimate prior to preparing plans and specifications. The consultant shall work with City staff to provide design and cost alternatives to assist the City in meeting the City's desired objectives and budget constraints.

8. Preliminary Design

The consultant shall perform preliminary design and layouts based upon the data and information collected. Preliminary layouts shall be produced for Engineering Staff review and for presentation to neighborhood information meetings.

9. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction of all streets, utilities as required. These drawings shall include all details, plans and specifications necessary for all work as required, to the satisfaction of the City and all other appropriate approval agencies.
- b. The City will take the Consultant's special provisions and combine them into appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. The special provisions shall be developed in accordance with the City's standard, which shall be made available to the consultant.

c. The drawings shall include all necessary site maps, plans, elevations, sections, details, and notes as needed or necessary to adequately show, explain or describe all features of the project. The contract drawing sequence shall follow the standard City of Duluth format.

d. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements.

10. Cost Estimate

Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate for the entire project shall be provided. The Statement of Estimated Quantities shall be submitted in Excel format.

11. Additional Services- Bidding Assistance and Construction Support

The City of Duluth will bid the project and provide daily construction observation and staking. However, it is anticipated that bidding assistance and technical support may be necessary during those phases of the project. Consultants are requested to include 80 hours of project manager time in the fee estimate, to assist the City of Duluth on an as needed basis. In addition, time for a survey crew to establish the horizontal and vertical control points for the project should be included in the fee estimate.

PROPOSAL CONTENTS

Responses must be submitted on 8-1/2" x 11" size paper and should be typed using a minimum 12 point standard font. Graphic illustrations may be shown on 11" x 17" paper and will be considered as one page. Responses to this RFP may not exceed 10 pages in length, including the cover letter. An appendix may be attached that includes resumes and examples of relevant work and experience. This appendix may not exceed 20 pages. The response narrative and appendixes should be bound together in a single submittal.

The following will be considered minimal contents of the proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's view of the project.
2. An outline of the responder's background and experience with similar projects. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval of the City.
3. A detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask for both roadway and utility design. An anticipated work schedule shall also be provided. The work plan shall also identify the deliverables at key milestones in the project as well as any other services to be provided by the City. The City staff intends to be actively involved with the project, and a minimum of five (5) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.

4. A listing of the names, addresses and telephone numbers of at least three (3) references for which the respondent has performed similar services.
5. Provide, in a separate envelope, one copy of the cost proposal, clearly marked on the outside "Cost Proposal", along with the responder's official business name and address. Terms of the proposal as stated must be valid for the length of the project. With the hourly rate, include a breakdown (labor, overhead, profit and expenses) showing how the rate was derived.

The responder must include a "not to exceed" total project cost and any sub consultant fees, along with the following information:

1. A breakdown of the hours by task for each employee.
2. Identification of anticipated direct expenses.
3. Identification of any assumption made while developing this cost proposal.
4. Identification of any cost information related to additional services or tasks, include this in the cost proposal but identify it as additional costs and do not make it part of the total project cost.
5. Responder must have the cost proposal signed in ink by authorized member of the firm.
6. The responder must not include any cost information within the body of the RFP technical proposal response.
7. Prior to entering into a contract with the City of Duluth, the consultant shall furnish proof of legal requirements for transacting business in the State of Minnesota.

DESIGN FAMILIARITY

The Consultant selected will be required to demonstrate and provide proof of competency in the following areas:

1. Street and Trail Design
2. Planning for effective Public Participation
3. Cost estimating and cost control
4. Project management experience and dealing effectively with residents

In addition, the Consultant will be required to provide references of projects similar in size that have successfully been completed within the past 5 years.

The following additional qualifications and provisions of the consultant are also required:

A Professional Engineer registered in the State of Minnesota with experience in engineering and preparation of plans and specifications must supervise all work.

FEES AND EXPENSES REIMBURSEMENT

The proposal shall state, not to exceed, the fee based on the total estimated hourly rates in the proposal. Include any subconsultant costs. The proposal should also include a schedule of hourly billing rates for each employee who may be involved in design engineering services. Include rates for miscellaneous charges such as copies and mileage.

SELECTION

The proposals will be reviewed by the City Engineering Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants, and make an award based upon qualifications as described herein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

■ Work Plan	25%
■ Qualifications/experience of the personnel and company working on the project	20%
■ Understanding of the project scope	15%
■ Completeness of the proposal.	10%
■ History (completeness & timeliness) of past work with the City of Duluth	10%
■ Project costs/fees	20%

Proposals will be evaluated on a “best value” basis with 80% qualifications and 20% cost considerations. The review committee will not open the cost proposal until after the qualification points are awarded. The City of Duluth anticipates that the evaluation and selection will be completed by **June 12, 2014**.

PROJECT COMPLETION DATES

• June 5, 2014	Proposals Due (Close of Business, 4:00 PM)
• June 12, 2014	Selection Complete
• June 23, 2014	Council awards consultant contracts
• June 27, 2014	Notice to Proceed
• April 8, 2015	95% Plan submitted for City Review
• May 7, 2015	Final Plan, Specifications and SWPPP delivered to City

SUBMITTAL DATE

Submit original (Qualifications and Fee in sealed separate envelope) and three (3) copies of Qualifications in an envelope marked “**RFP 14-10DS, Lowell to Lakewalk Trail Phase 1**”, NLT 4:00 p.m. local time on **June 5, 2014** to:

Dennis Sears
City Purchasing Agent
Room 100 City Hall
Duluth, MN

CITY CONTACT:

Patrick Loomis
City of Duluth - Engineering Division
211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5094 FAX (218) 730-5907

LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract and pay costs incurred in the preparation of the proposal of this request, or to procure a contract for services or supplies.

The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or its entirety this Request for Proposal, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

Lowell to Lakewalk (concept)



TRAIL GRANT PROJECT REQUIRED DOCUMENTATION CHECKLIST

Project: **#L033-13-2C**

Project Title: **Construction of the Lowell to Lakewalk Trail in Duluth**

Project Grantee: **City of Duluth**

***Since this is a sole source grant per your award letter you must submit an application for approval**

Prior to beginning any construction or accruing any costs that are expected for reimbursement as part of this grant, the following documentation marked “Yes” must be provided to the DNR Grant Coordinator. Once all documentation is received and approved, the DNR will begin the process of entering into a contractual agreement with the grant recipient. Once this contract is fully executed with all final signatures, the DNR will provide notice that you may begin your project. **Any costs accrued prior to the date of the fully executed contract will not be reimbursable as part of the grant.**

Please send all the Grant Program and Environmental Documentation requirements (the applications or approval letters as noted in the instructions below) marked “Yes” on the following pages by the deadline specified in the Grant Award Letter to:

Traci Vibo, Grant Coordinator
DNR Parks and Trails
500 Lafayette Road, Box 39
St. Paul, MN 55155
Phone: (651) 259-5619
E-mail: traci.vibo@state.mn.us

All required documents must be submitted to the DNR for review and approval. The application forms noted in the checklist below can be found on the Trail Grant Project Administration webpage at <http://www.dnr.state.mn.us/grants/recreation/grantee.html> where corresponding applications and forms can be downloaded. The Grant Coordinator listed above will obtain the final concurrence signature noted on page 4 of the EAS document. Do NOT send the EAS to the Area Supervisor. All required documents (except DBE) must be submitted before the EAS can be reviewed and signed by the Grant Coordinator first. If you are planning on doing a Project Memorandum contact the Grant Coordinator listed above before you start on any of the Environmental Requirements. Once the final EAS signature is obtained, the Grant Coordinator will have the approval to write a grant contract with the grantee.

As per the award letter, do NOT spend any money on this project that you expect reimbursement until you have a fully signed contract with the State of Minnesota in front of you.

Grant Program Requirements

Required Documentation to be completed	Description of Requirements – If “YES” is marked next to a requirement, that documentation must be completed and returned to the DNR Parks and Trails before a contract can be written.
YES	<p>A RESOLUTION AND/OR LEGAL CERTIFICATION FROM YOUR GOVERNING AUTHORITY: (Sample available on the Project Administration webpage noted on page 1)</p> <p><u>A resolution must include the following:</u></p> <ol style="list-style-type: none"> 1. <u>Accepts the grant</u> in the amount of the award as partial funding for this trail project and recognizes the matching requirement; 2. <u>Names the fiscal agent</u> from your local unit of government for this project. (You MUST include the name of the person, their title, and the correct mailing address.) 3. <u>Assures facility, trail, or equipment will be maintained for no less than 20 years.</u>
<p style="text-align: center; vertical-align: middle;">NO</p> <p><i>Please note this requirement is <u>not</u> due with the other Grant Requirement and Environmental Documentation needed to obtain a grant contract.</i></p>	<p>DISADVANTAGED BUSINESS ENTERPRISE (DBE): (Form available on the Project Administration webpage noted on page 1)</p> <p>Per Federal Requirements your grant is subject to DBE special provisions as defined in 49 C.F.R. Part 26 in which DBEs and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in parts with federal funds and the DNR administers the Federal Recreational Trail Grant Program. The Contractor (DNR Grantee), sub-recipient or subcontractor should make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers and suppliers on this project. It has been determined by Mn/DOT that DNR Parks and Trails grant recipients who received \$50,000 or more in federal grant funds are subject to the DBE reporting process. The Federal Recreational Trail Grant Program in of itself has received a programmatic race-gender neutral goal. You do not have to request a DBE goal.</p> <p>You will find the Mn/DOT Bidders List, Contractor Payment Form and Good Faith Efforts Affidavit you will need to submit to the Office of Civil Rights at Mn/DOT on our Project Administration webpage listed on page 1:</p> <p>Bart Martinez, MnDOT Districts 1, 2, 3 and 4 (Northern Region) at (651) 366-3056 Addi Batica, MnDOT Districts 6, 7 and 8 (Southern Region) at (651) 366-3007 Yolanda McIntosh, Metro East Section (Twin Cities) at (651) 366-3331 Lars Harrisville, Metro West Section (Twin Cities) at (651) 366-3351</p> <p>Minnesota Department of Transportation Office of Civil Rights, Mail Stop 170 395 John Ireland Boulevard St. Paul, MN 55155-1899</p> <p>The DBE forms must be submitted to Mn/DOT directly and does not require DNR approval. <u>Please contact the Office of Civil Rights to make sure you follow their procedures accurately prior to starting any work and before bidding out your project.</u> If you have any questions about the DBE process please contact one of the Contract Compliance Specialist Listed above by what district you r project is in. <u>It is the Grantee’s responsibility to meet this requirement with Mn/DOT.</u></p>

Environmental Documentation Requirements

Required Documentation to be completed	Description of Requirements – If “YES” is marked next to a requirement, that documentation must be completed and returned to the DNR Parks and Trails before a contract can be written.
YES	<p>REQUIRED CERTIFICATION FORM (Form available on the Project Administration webpage noted on page 1):</p> <p>An approval of concurrence from ALL administrators of public lands crossed/utilized by the proposed trail is required.</p> <p>The Certification Form must be signed by all administrator(s) of public lands that are crossed or utilized by your project and which were identified by the grant proposal application. The individual who signs this form must be a representative of the local unit of government/grantee who is an official representative of the public lands being crossed or utilized. The representative has to have the authority to provide permission to use the public lands identified in the grant proposal. For highway rights-of-way see instructions on the form. If more than two signatures are required print additional forms as necessary.</p> <p>Submit this signed form to the DNR Grant Coordinator listed on page one.</p>
YES	<p>MINNESOTA NATURAL HERITAGE INFORMATION SYSTEM DATA REQUEST FORM (Application Form available on the Project Administration webpage noted on page 1):</p> <p>Review of your project by the DNR's Endangered Species Environmental Review Coordinator is required to determine if there are any state-listed endangered, threatened, or special concern species; rare plant communities, or other rare or sensitive ecological resources that may be affected by the project. You will need to provide the information requested on the form to the Natural Heritage and Non-game Research Program.</p> <p>Please direct your correspondence and send the application form to: Lisa Joyal, Endangered Species Environmental Review Coordinator Natural Heritage and Non Game Research Programs Minnesota Department of Natural Resources 500 Lafayette Road, Box 7 Saint Paul, MN 55155 Phone: (651) 259-5109 Fax: (651) 296-1811</p> <p><i>Requests generally take 4 weeks from date of receipt to process. Please note that this review only addresses rare features, not general wildlife concerns.</i></p> <p>Submit the approval letter received from the Natural Heritage and Non-Game Research Program to the DNR Grant Coordinator listed on page one.</p>



YES	<p>EVIDENCE OF COMPLIANCE WITH WATER AND WETLAND REGULATIONS: (Application form available on the Project Administration webpage noted on page 1)</p> <p>You will need to provide evidence of compliance with water and wetland regulations from one of the following:</p> <ul style="list-style-type: none"> -The Department of Natural Resources for protected waters, -The county Soil and Water Conservation District (SWCD) or local unit of government for Wetland Conservation Law (see note below), -The U.S. Corps of Engineers. <p>The SWCD will direct you as to the appropriate steps to attain compliance. This can be done by filling out a joint form that has been developed by these three interests. The "Minnesota Local/State/Federal Application Forms for Water/Wetland Projects" must be completed and sent to your county Soil and Water Conservation District or local unit of government.</p> <p>Please note: if the local waters authority feel there are no water issues involved, ask them to state that in a letter with how they came to this official determination, and attach it to your EAS Checklist with verification from one of the three authorized entities listed above.</p> <p>Submit the approval letter received to the DNR Grant Coordinator listed on page one.</p>
YES	<p>EVIDENCE OF COMPLIANCE WITH MINNESOTA ENVIRONMENTAL REVIEW RULES (no application form – see directions below)</p> <p>The Grant Applicant needs to forward documentation of trail project environmental review compliance. This can be accomplished by furnishing a memorandum of staff or contractor analysis, a board resolution or meeting minutes, an Environmental Assessment Worksheet Record of Decision, or an Environmental Impact Statement Adequacy Determination.</p> <p>In short, you will need to provide a letter from the local RGU (which is the local unit of government) officially making the determination that your project can proceed and is in compliance with all EQB rules. In this letter please identify which exemption(s) and how your project qualifies for this exemption and how this determination was made. The letter should be addressed to the Grant Coordinator listed on page one of this checklist.</p> <p>Projects need to be evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600. In addition, environmental review is warranted when a project is not exempt under part <u>4410.4600</u>, and when a governmental unit with approval authority over the proposed project determines that, because of the nature or location of a proposed project, the project may have the potential for significant environmental effects, either in response to a petition or otherwise. MN Rules 4410.1000, Subp. 3A.</p> <p>Submit the letter to the DNR Grant Coordinator listed on page one.</p>

NO

EVIDENCE OF COMPLIANCE FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION'S CULTURAL RESOURCES UNIT (ON BEHALF OF THE FHWA) FOR SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT OF 1966, AS AMENDED (Application form available on the Project Administration webpage noted on page 1):

Because your project is receiving funds from the FHWA through the Federal Recreational Trail Grant Program, a review under Section 106 is required. To start the review process, please the completed application form with the following information to the MN-DNR. The MN-DNR will communicate directly with MnDOT's Cultural Resources Office regarding your project. Do not send this form directly to MnDOT for it can slow down the review process.

1. **A Request for Review form.** Be certain to note that your project is receiving money through the Federal Recreational Trail Program with your project number listed on page 1 of this checklist and is also contained in your award letter. There is a special line to put in the Federal Recreational Trail Grant Project Number on this form. DNR is not assigning you an SP/SAP number. If you have been given an SP/SAP number for matching funds to this project then put that number on this form or put in not applicable. If you are a project partner completing the form please indicate on the form who the Local Unit of Government is that the DNR will be doing the contract.
2. **A USGS 7.5-minute quadrangle map** showing the precise location and extent of your project. Get a color version to attach to the application.
3. **Photographs of all structures in the project area, especially those over 50 years in age within ¼ mile of the project. Photographs of current land conditions are also helpful.**
4. **A project description** that fully explains the current pre-construction conditions and the proposed post-construction conditions (e.g., width of proposed trail, any modification/dismantling of structures, the extent of earth grading anticipated, changes in access to properties, etc.). Please enclose plans (even preliminary ones), if available.

Please submit your fully completed application, along with all required attachments as listed on the application to:

Traci Vibo, Grant Coordinator
DNR Parks and Trails
500 Lafayette Road, Box 39
St. Paul, MN 55155
Phone: (651) 259-5619
E-mail: traci.vibo@state.mn.us

Once the Grant Coordinator has pre-reviewed the application, the Grant Coordinator will forward on to MnDOT per a DNR agreement with MnDOT. Do not send this form directly to MnDOT. It must be pre-reviewed by the Grant Coordinator prior to submittal to MnDOT.

*****Be advised that the Section 106 process can take up to 120 days from the time MnDOT receives the application. This time is needed to meet mandatory consultation time periods. Also, if the Mn/DOT Cultural Resources Unit determines that survey work is needed, the process can be extended by several months or longer.***

YES

PRE-APPROVAL OF YOUR PROJECT FROM THE MINNESOTA STATE HISTORICAL PRESERVATION OFFICE (SHPO) (no application form – see directions below):

Complete and send these four items directly to the State Historical Preservation Office:

1. **A cover letter** that advises SHPO that your project is a grant recommended through the Local Trail Connections Program. The Department of Natural Resources, Trails and Waterways Division in St. Paul should be copied on all correspondence with SHPO.
2. **A USGS 7.5-minute quadrangle map** showing the precise location of your project.
3. **Photographs of all structures older than 1950.**
4. **A project description** that specifies any modification/dismantling of such structures, and the extent of earth grading anticipated as part of this project.

Please direct your correspondence to:

Sarah Beimers

Manager of Government Programs and Compliance

State Historic Preservation Office

Minnesota Historical Society

345 West Kellogg Boulevard

St. Paul, MN 55102

Phone (651) 259-3456

*****Be advised that this process can take up to 45 days for their office to complete.***

Submit the approval letter received from the State Historical Preservation Office to the DNR Grant Coordinator listed on page one.

YES

ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) CHECKLIST FORM (Form available on the Project Administration webpage noted on page 1):

Completion of an **Environmental Assessment Statement (EAS)** is required. All other Environmental Documents required must be attached to the EAS. Submit the completed EAS form with only the first two signatures completed on the signature page to the DNR Grant Coordinator listed on page one.

Signature Page

- The “Prepared” signature line is for the representative who completed the EAS.
- The “Concurrence” signature line is for all administrators of public lands that will be utilized for this project. The individual who signs this form must be a representative of the local unit of government/grantee who is an official representative of the public lands being crossed or utilized and agrees with the environmental review.
- The “Concurrence by the DNR” signature line is for DNR local Parks and Trails Area Supervisor. The DNR Grant Coordinator listed on page one will obtain this final DNR concurrence signature on this form once all other Environmental Documentation and Grant Requirements have been submitted. This form must not be signed prior to receipt and review by the Grant Coordinator, and must include all of the above approvals noted on this checklist. Do **NOT** send this form directly to the Area Supervisor for signature. This **will** delay your final approval and contract.

Review of this document by Area DNR personnel could take up to four weeks. Once the final Concurrence by DNR signature is obtained the Grant Coordinator will have permission to write a grant contract.