



Jess Greenwood

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REQUEST FOR PROPOSAL

DESIGN-BUILD FOR PARK HOST SITES

Goodhue County Byllesby Park | 5001 Hwy 19 Blvd | Cannon Falls, MN 55009

KEY DATES & CONTACTS

Proposal Due Date:	September 25, 2026
Pre-Proposal Meeting:	REQUIRED ATTENDANCE August 28, 2026, at 10:00 AM on site at Byllesby Park
Project Completion Deadline:	July 31, 2027
Submit Proposal To:	Goodhue County Public Works
Mailing Address:	2140 Pioneer Road Red Wing, MN 55066
Email:	jennifer.ziemer@goodhuecountymn.gov
Project Location:	Byllesby Park 5001 Hwy 19 Blvd Cannon Falls, MN 55009
County:	Goodhue County, Minnesota

1. INTRODUCTION & PURPOSE

Goodhue County (hereinafter "the County") is soliciting competitive proposals from qualified and licensed contractors for the complete design, permitting, and installation of electrical service, septic system, water connections, and concrete pads for two park host sites located at Goodhue County Byllesby Park, 5001 Hwy 19 Blvd, Cannon Falls, MN 55009. The County requires all work to be performed in strict compliance with applicable Minnesota statutes, regulations, and local ordinances.

Contractors are required to review this entire Request for Proposal document, attend the required pre-proposal meeting, conduct other site visits as needed, and submit a complete written proposal by the deadline stated above.

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2. SCOPE OF WORK

The selected contractor shall be responsible for, but not limited to, the following:

2.1 Electrical Design

- Complete design of electrical service.
- Design connections into existing electrical systems if possible, or work with Xcel Energy to design and provide new electrical service to support the two park host sites.
- Select camper electrical pedestals that are durable, reliable, lockable, and provide 30 and 50 amp service with a 110V outlet as well. Pedestals shall be sited at the rear edge of each camping pad, on the driver's side if the unit is backed into the site (north side), approximately 2' from the closest edge of the concrete pad, and at least 10' away from other hookups.
- Provide power to septic components (if required).

2.2 Septic Design

- Complete design of septic service for two park host sites.
- System may require a new tank located within 200 feet of the overflow parking lot for access by pump truck.
- Septic tank must be able to hold waste for at least 2-3 weeks.
- Select camper septic hookups that are durable, reliable, and lockable. Septic connection shall be sited approximately 10' in from the rear (western) edge of each camping pad, on the driver's side if the unit is backed into the site (north side), approximately 2' away from the pad, and at least 10' away from the water hookup.
- Septic tank shall be at least 50 feet from host sites and at least 50 feet from the well.

2.3 Water Line Design

- Complete design of water service for two park host sites.
- System shall function with existing well and water lines.
- System shall be designed to be blown out in fall.
- Select camper water line hookups that are durable, reliable, and lockable. Water connection shall be sited approximately 20' in from the rear (western) edge of each camping pad, on the driver's side if the unit is backed into the site (north side), approximately 2' away from the pad, and at least 10' away from the septic hookup.

2.4 Concrete Pad Design

- Complete design of concrete pads and patios for two park host sites.
- See Section 3.4 for desired concrete layouts.
- Concrete pads shall be 70' long x 20' wide x 6" thick with rebar reinforcement.
- Concrete patios shall be 30' long x 15' wide x 6" thick with rebar reinforcement.
- Concrete shall meet MnDOT material standards.
- Camper parking area (northwest 45' x 12') of each pad shall be relatively level for camper parking, with a slope of not more than 3" from east to west, and not more than 2" from north to south.
- Other concrete slopes may be up to 2% to allow for appropriate drainage.

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2.4 Concrete Pad Design (continued)

- Remove existing turf and install at least 6" of compacted Class V Aggregate base material, extending a minimum of 12" past the edges of the concrete pads.
- Pads shall be approximately 6" above surrounding grade (excepting trail connection areas) to allow for the addition of topsoil and finish grading by County staff.
- Excavated material may be used as backfill as needed, and remaining excavated material is the property of the contractor and must be removed from the site.

2.5 Coordination

- Contractor shall be responsible for scheduling and managing all subcontractors.
- Review site plans for concrete, septic, water, planting, and site amenity installation to ensure that all utility layouts are compatible. Communicate any potential conflicts to Goodhue County and adjust design as needed to resolve issues.
- Work cooperatively with all contractors to share utility installation methods where applicable.
- Work cooperatively with the County survey staff to collect data points for utilities upon installation.
- Provide copies of as-built files to Goodhue County Public Works.

2.6 Approvals & Permitting

- Plans and materials must be reviewed and approved by Public Works before applying for permits.
- Contractor shall obtain all required permits for installation and provide copies to the County before installation begins.

2.7 Installation

- Include the cost of any additional electrical system installations if required by Xcel Energy.
- Include the cost of all installation materials, labor, and equipment.
- Contractor shall coordinate all permit inspections.
- Backfill and grade any disturbed soil to a safe and stable condition consistent with the surrounding grade.
- If open trenching is utilized for installation, compact backfill in lifts to minimize future settlement. Compaction shall meet applicable standards.
- Remove any rocks 1.5" or larger from top 3" of backfilled soil.
- The County shall restore disturbed areas with topsoil and seeding after work by all contractors has been completed.
- The County shall provide and install all fencing, landscaping, picnic tables, and fire rings.
- Contractor shall provide a one-year warranty on all electrical, septic, water, and concrete installations.

2.8 Private Utility Protection

- Contractor shall request utility locates with Gopher State One Call at least 3 business days before digging.
- The County shall mark private underground utilities that are outside the jurisdiction of GSOC to the best of their ability.
- Contractor shall take care to protect all underground utilities.

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3. LOCATION MAPS

3.1 Goodhue County Bylesby Park Location Map

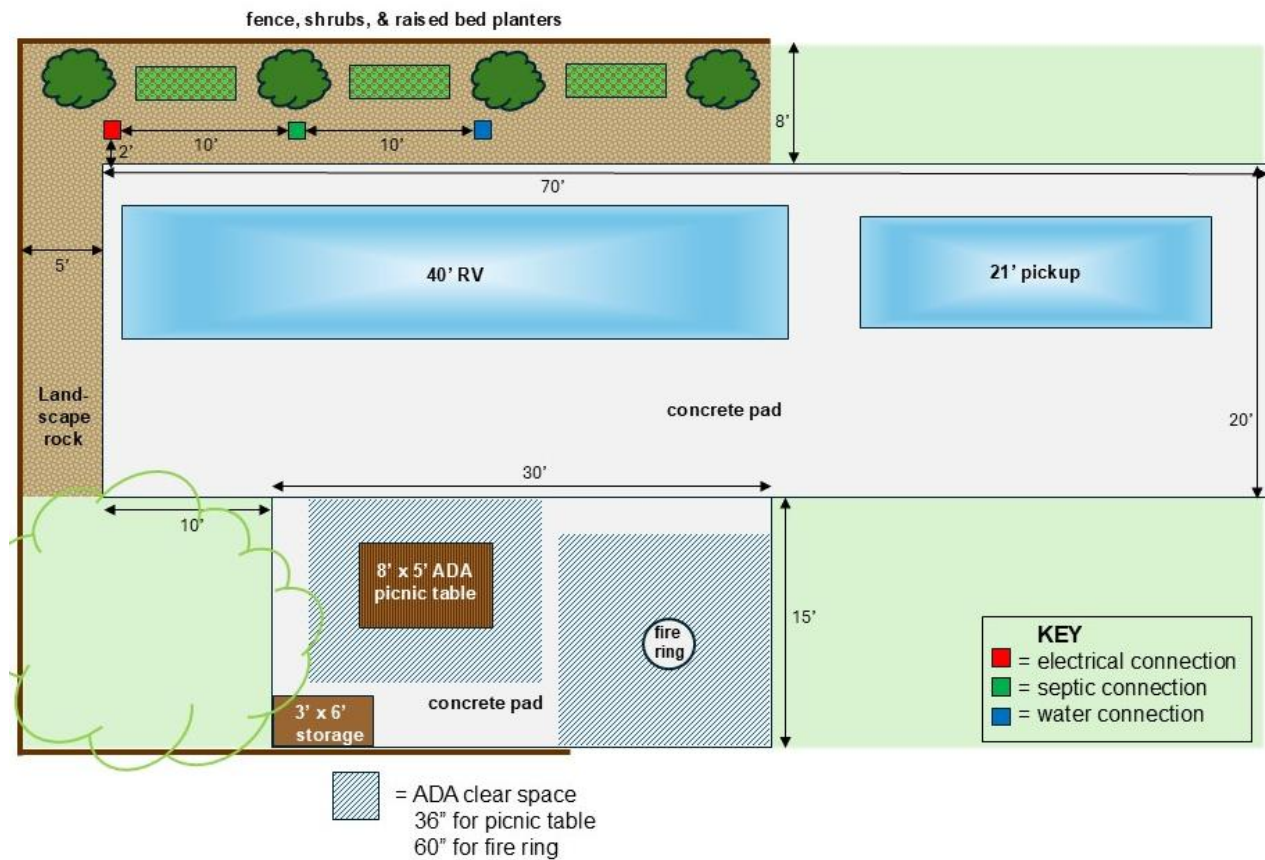


3.2 Park Host Proposed Location Map

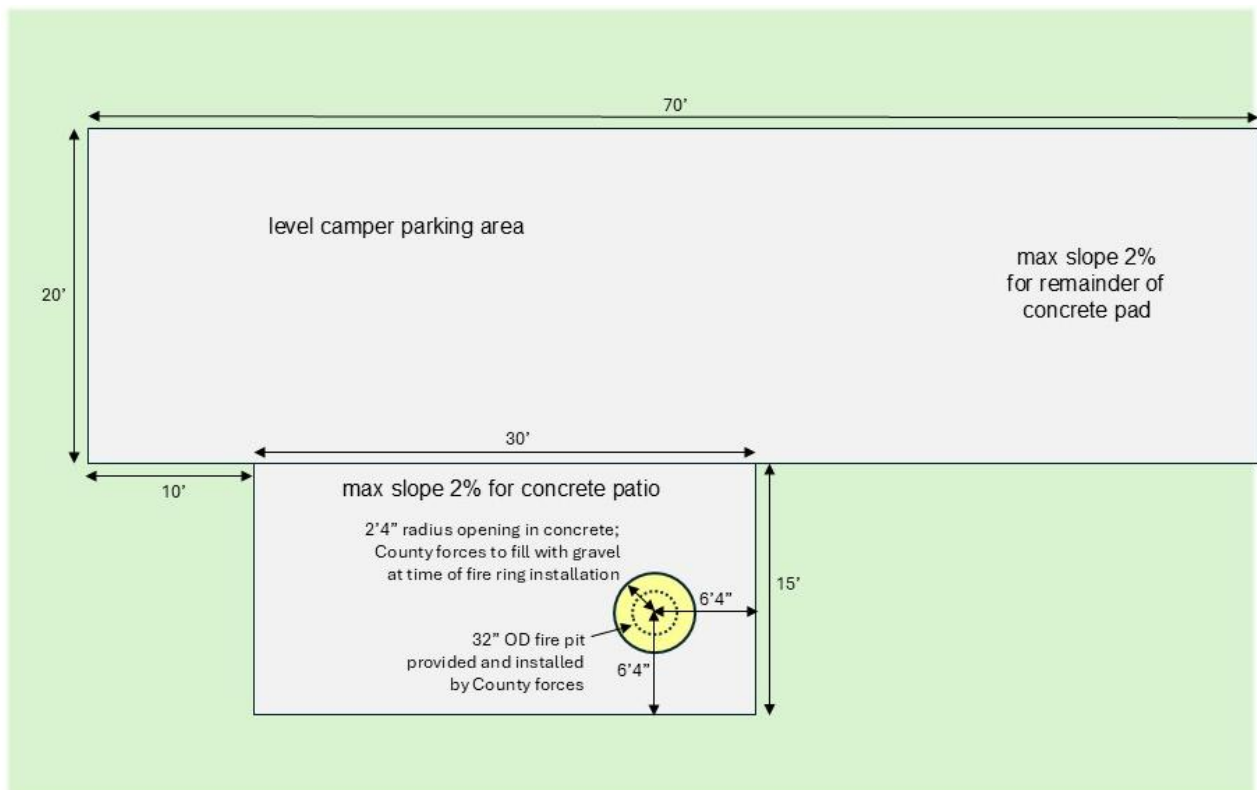


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3.3 Park Host Site Layout



3.4 Park Host Concrete Pads



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4. REGULATORY COMPLIANCE

All work shall be performed in full compliance with applicable laws, statutes, rules, and regulations, including but not limited to:

Prior to commencement of any work, the Contractor shall obtain all required permits and provide copies to the County. The County shall not be responsible for any fines, penalties, or costs resulting from the Contractor's failure to comply with applicable regulations.

5. CONTRACTOR QUALIFICATIONS

Contractors submitting proposals must meet the following minimum qualifications:

- Valid Minnesota contractor's license appropriate for this electrical work.
- Demonstrated experience with design and installation of projects with similar scope.
- Compliance with all applicable bonding and insurance requirements (see Section 6).
- No outstanding violations or unresolved compliance actions with MPCA, MDH, or MNOSHA within the past three (3) years.
- Ability to complete all work by the project completion deadline of July 31, 2027. Work schedule is subject to County approval.
- Contractor shall be responsible for scheduling and managing all subcontractors.

6. INSURANCE & BONDING REQUIREMENTS

Prior to execution of any contract, the selected Contractor shall provide the County with certificates of insurance evidencing the following minimum coverages:

Coverage Type	Minimum Amount
Commercial General Liability (per occurrence)	\$1,000,000
Commercial General Liability (aggregate)	\$2,000,000
Automobile Liability	\$1,000,000
Workers' Compensation	Statutory Limits
Employer's Liability	\$500,000
Pollution Liability	\$1,000,000

Goodhue County shall be named as an Additional Insured on all General Liability and Automobile Liability policies. All policies shall include a 30-day notice of cancellation provision.

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7. PROPOSAL SUBMISSION REQUIREMENTS

All proposals must be submitted in writing and include the following:

- Contractor's full legal name, address, phone number, and email address.
- Minnesota contractor license number(s).
- Itemized cost breakdown including: design, itemized installation materials, installation labor, installation equipment, permit fees, and any other relevant charges.
- Proposed project schedule, including estimated start date and milestones.
- Copies of applicable contractor licenses and certifications.
- Signed acknowledgment that the Contractor has reviewed this RFP and accepts all terms and conditions.

Incomplete proposals may be rejected at the County's discretion.

7.1 Submission Instructions

Proposals shall be submitted to the following email address, clearly labeled:

"RFP – DESIGN-BUILD FOR BYLLESBY PARK HOST SITES"

Email:	jennifer.ziemer@goodhuecountymn.gov
Proposal Deadline:	September 25, 2026
Late Submissions:	Proposals received after the deadline will NOT be considered.

8. GENERAL TERMS & CONDITIONS

- The County reserves the right to accept or reject any or all proposals and to waive any informalities in the proposal process.
- The successful Contractor will be required to execute a written agreement with the County prior to commencing work.
- Progress payments will be made monthly. Invoices must be received by the 10th of the month and will be paid within 30 days of receipt, withholding 5% retainage. Final payment will be made after final sign-off that the project is complete from the County.
- The Contractor shall indemnify and hold harmless Goodhue County, its officers, employees, and agents from any claims, damages, or liabilities arising from the Contractor's performance of this work.
- Any modifications to the scope of work must be authorized in writing by an authorized County representative.
- The Contractor shall comply with all applicable equal employment opportunity and non-discrimination requirements.

9. CONTRACTOR CERTIFICATION

By submitting a proposal, the Contractor certifies that:

- All information provided in the proposal is accurate and complete.
- The Contractor is legally authorized to perform the described work in the State of Minnesota.
- The Contractor has read, understands, and agrees to all terms and conditions set forth in this Request for Proposal.
- The Contractor has visited and reviewed the project site and understands the full scope of work required.

Authorized Signature

Printed Name & Title

Company Name

Date

MN Contractor License No.

Phone Number

10. GOODHUE COUNTY ACCEPTANCE

*Jess Greenwood, P.E. Public Works
Director/County Engineer*

Date

*Questions regarding this RFP should be emailed to jennifer.zierner@goodhuecountymn.gov.
Thank you for your interest in this project.*

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