

NEED STATEMENT FOR PROJECT:

The deteriorating physical condition of the existing building and site, a large failing retaining wall, inadequate traveler services and amenities, ADA non-compliance, as well as cracking and chipped vehicular pavements require MnDOT to reinvest in this Safety Rest Area (SRA).

In 2015, building assessments ranked the Goose Creek SRA building as second worst rest area building in the state based on physical condition. Its Facility Condition Index rating of 35.3 established its condition as poor. The building is not ADA compliant.

Similarly, the physical condition of the site is poor and site furnishings are not ADA compliant. In 2011, a tornado hit the site. Fallen trees caused significant damage to vegetation, walk pavements, site furnishings and picnic shelters. MnDOT removed damaged vegetation and repaired damaged pavements however; MnDOT did not replace picnic shelter roofs and damaged site furniture that MnDOT had to remove due to storm damage.

In addition, a 300-foot long timber crib retaining wall which has a maximum height of 22 feet has surpassed its design life and requires replacement. The wall supports a portion of the car parking lot and pedestrian walkway.

PURPOSE STATEMENT OF PROJECT:

The purpose of this project is to comprehensively correct deficiencies of the SRA building through renovation and expansion or through replacement of the SRA building; through replacement of the failing retaining wall; and through rehabilitation of the vehicular pavements and site in order to:

- Meet current design standards
- Comply with building code, accessibility requirements and federal regulations
- Provide motorists, including truckers, with a facility that meets their travel and highway safety needs
- Effectively and positively promote the state and state tourism, to present a positive impression to travelers and to bring pride to state residents.

PROPOSED CONSTRUCTION ELEMENTS:

The work of this project includes the following five components:

- SRA Building and Outbuilding Renovation / Expansion or Replacement
- Site Rehabilitation
- Retaining Wall Replacement
- Vehicular Pavement Rehabilitation
- Building Utilities Rehabilitation or Replacement

The work involved in each component is described in more detail in the following sections:

BUILDING RENOVATION / EXPANSION OR REPLACEMENT

Goose Creek Safety Rest Area is approximately 50 miles north of the Twin Cities. Being the first rest area north of the Twin Cities on northbound I-35, its location affords Goose Creek the opportunity to welcome travels to Minnesota's northern vacationland. The building and site design should support this "Gateway to the North" opportunity by using natural materials and native vegetation.

In order to meet facility scope requirements, the building improvements consist of either:

- Renovating and expanding the existing SRA building and renovating outbuildings or
- Removing and replacing the existing SRA building and outbuildings with new.

MnDOT will retain design professionals to accomplish this work. Design professionals must:

- Explore innovative design solutions for economy and superior performance. The building program encourages latitude in building design and system selections within constraints determined by MnDOT.
- Closely coordinate the site and building design to take full advantage of the site's natural characteristics and blend diverse site elements and user activities into a comprehensive SRA design.
- Provide a site-sensitive contextual design solution that responds directly to the physical characteristics of the site including the site topography, views, vegetation and seasonal settings.
- Integrate the required site elements into the site and with the main building.
- Select and design building enclosure, power distribution, lighting, equipment and HVAC systems that minimize maintenance, maximize operation efficiencies, minimize annual energy consumption, minimize impact on nonrenewable natural resources, resist wear and abuse and provide a minimum projected 50 year life cycle.
- Use standard building methods, materials and details to allow for ease of replacement and maintenance by onsite staff and facilities maintenance personnel.
- Develop solutions that meet the spirit of Minnesota Sustainable Building Guidelines.
- Use construction materials that facilitate timely completion, minimize fire potential, maximize user security, and minimize long term maintenance and operations.

The building is an important element of the SRA facility, serving the basic needs of all visitors. The building approach, entry and interior must create an attractive, visually open, clean, and safe appearance to introduce the traveler to the many services and activities available throughout the building and site. The project requires high quality design and use of durable materials.

Visitor and staff safety is a key consideration for the design of the site and building. The design must permit visibility among the parking areas, walkways, building vestibule and lobby to create a safe environment.

MnDOT has developed a preliminary building program for Goose Creek. MnDOT estimates the desired building space requirements to be between 3,800 and 4,200 square feet.

The program for the main SRA building follows:

- **Entry Foyer/Vestibule:** [minimum 75 sq. ft]
A small entry foyer, primarily intended for energy efficiency and to maintain comfortable room temperatures in the building, especially in adjacent rooms. Room includes entrance doors, windows, lighting and is a conditioned space. Entry doors must feature ADA compliant power operated doors and have removable door mullions on both sets of entry doors to accommodate delivery of vending machines and other large items.
- **Lobby:** [minimum 780 sq. ft]
A dynamic lobby area, highly visible from the entrance walk, that functions as the heart of facility and remains open to the public 24 hours a day, 7 days a week, 365 days per year. Area must include access to dual-height chilled water drinking fountains and space for (4) vending machines with the ability to

accommodate up to 6 machines each with each on a separate electric service. Provide water and sewer to one vending machine. Lobby should include (1) public courtesy telephone and TTY machine, a lockable well-lit recessed display case, electrical outlets for use by both visitors and staff, windows, lighting and a video recording security system, as well as a people counter to record the number of visitors entering the building. If possible, people counter should interface with Building Automation System (BAS).

- **(2) Men's Restrooms:** [each restroom a minimum 275 sq. ft]
One restroom must have (3) standard toilet stalls and (2) urinals and the other must have (2) standard toilet stalls and (3) urinals. Each restroom will include sinks and hand dryers. Rooms must include 1.5 gal./flush sensor-operated water closets, lavatories, diaper changing area incorporated into the design of the counter, toilet partitions, sensor-operated faucets, sensor-operated urinals, sensor-operated hand dryers, outlets, mirrors, counter tops, windows, lighting, and floor drains. Use ADA compliant power operated doors at restroom entry.
- **(2) Women's Restrooms:** [each restroom a minimum 275 sq. ft]
Each restroom must have (5) standard toilet stalls, sinks, and hand dryers. Rooms must include 1.5 gal./flush sensor-operated water closets, lavatories, diaper changing area incorporated into the design of the counter, toilet partitions, sensor-operated faucets, sensor-operated hand dryers, outlets, mirrors, counter tops, windows, lighting, and floor drains. Use ADA compliant power operated doors at restroom entry.
- **Family/Assisted Restroom:** [minimum 100 sq. ft]
An unlocked unisex restroom facility for assisted lavatory, family and employee use. Room must consist of a partitioned toilet stall containing a toilet, sink, diaper changing station or changing area incorporated into the design of the counter, shelf and hand dryer with partition door capable of being locked. Use ADA compliant power operated doors at restroom entry.
- **Mechanical Room:** [minimum 450 sq. ft.]
A utility room to house rest room facility mechanical equipment and other building utilities including furnace, heat recovery unit, air conditioning, water heaters and custodial floor sink, floor drain, custodial supply area and lighting.
- **Custodial Office:** [minimum 120 sq. ft]
A small office and workspace for the SRA custodian. Room includes desk location, minimum one exterior window, door scope into lobby, lighting, and telephone raceways. Office location must afford views from office into lobby area and if possible, views from the office to the main walk leading to the building.
- **Floor Plan:** MnDOT desires a building that will meet the travel needs of the public and will become an attractive area landmark. Ultimately the floor plan must make good use of unique conditions present at the site. The floor plan and window placement must take advantage of views as well as address security issues. The design should address critical issues such as maintenance, staffing and security. The layout should accommodate round-the-clock usage of the rest rooms, lobby, and vending facilities with the ability to secure other areas.

The project includes the following additional outbuildings, in addition to the main SRA building:

- **Equipment Storage Outbuilding** : A freestanding storage building, approximately 20' x 24', to store lawn mowers, snow blowers, and other maintenance equipment and supplies. Architecture must complement SRA building architecture and must include: double 3'-0" steel doors with door holds, electrical service and outlets and lighting.
- **Picnic Shelters**: Two shelters, each approximately 375 square feet, for picnicking within 100 feet of parking lots and visible from the building and/or the parking lot. A canopied picnic area, designed in conjunction with the SRA building may be substituted for one shelter. Picnic shelter and canopies must complement the SRA building architecture. If the existing main building remains and is expanded, two of the existing round picnic shelter structures may remain and be renovated to provide sheltered space and complement the renovated architectural design.

SITE REHABILITATION

Few, if any, of the existing site elements are of a condition where it is cost effective or practical for reuse. Therefore, the project requires comprehensive site rehabilitation.

The work requires the coordination of the site and building design to take full advantage of the site's natural characteristics and blend diverse site elements and user activities into a comprehensive SRA design. Site and landscape improvements must require minimal maintenance and have a minimum projected life cycle of 30 years. The improvements should minimize the impact on nonrenewable natural resources and use materials resistance to wear and abuse and that are commonly available with readily available replacement parts.

The site is an important element of the SRA facility and serves the basic needs of all travelers. The parking facilities, walks, trails, pet exercise areas, picnic facilities, seating areas and building approaches must create an attractive, visually open, clean, and safe appearance. Visitor safety is a key consideration for design of the site and building. The building and site design must permit visibility of the parking areas, walkways, building vestibule and lobby to create a safe environment.

Site design must minimize damage and impact to the environment, when possible. Site design must include plans for pedestrian circulation to and among site amenities; grading and storm drainage; water, erosion, pollution and sediment control; vegetation preservation and planting plans and other plans as required by law and as necessary to accomplish the project vision.

MnDOT has developed the following preliminary site program that has evolved to meet program, department and customer needs and expectations. All site elements must comply with current Architectural Barriers Act (ABA) and Americans with Disabilities Act (ADA) standards with the exception of the walkway integral with the parking lots. These walkways must comply with Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG). In addition, site elements must comply with ABA Standards for Outdoor Developed Areas.

The Site Program shall include the following elements:

- **Entry Walk**: An accessible lighted walk directly connecting the parking lot with the building entrance. The desired length (building setback from parking lot) is 80 feet. Secondary walks can supplement the entry walk. Configure walk layouts to deter shortcuts across lawn or planting beds.

- **Entry Plaza:** A small exterior area, integral to both the site and building, typically at or adjacent to the building entrance to provide opportunities for visitors to sit. Additionally, it may include elements that create photo opportunities such as a miniature state entry monument, artwork or other element that captures the context of the region. Plaza may include small tables, game tables and/or benches as well.
- **Trail:** An accessible well-lit trail system of looping trails of varying length, through the SRA site, to provide visitors opportunities to exercise stretch and refresh. Trails may include adult exercise equipment. Trails must be visible from the building and/or the parking lots, ramp or entry road for surveillance.
- **Pet Exercise Area:** A signed fenced off-leash dog run or a designated unfenced dog walk for visitors to exercise their pets. Fenced off-leash dog run must include a fence, gates, concrete mow strip, mulch surfacing, a pet cleanup station, rules sign and a trash receptacle. A designated and signed trail for walking pets traveling with visitors. Trail must include pet cleanup station(s) and trash receptacles at each entrance to the trail.
- **Exterior Drinking Fountain:** At least one, dual-height drinking fountain with jug filler and pet bowl may be located near the pet exercise area but not feel exclusive to users of the pet exercise area.
- **Picnic Areas:** Several freestanding single picnic tables and grouped picnic tables located within 100 feet of parking lots and visible from the building and/or the parking lot.
- **Open Play Area:** A manicured lawn area where visitors, primarily children and young adults, can exercise through lawn play.
- **Site Furniture:** Benches, tables, trash and recycle receptacles.
- **Flagpoles:** (2) flagpoles with concealed halyards and paved access walk.
- **Pedestrian Lighting System:** MnDOT installed the existing pedestrian lighting system in 2008. Relocation and the addition of some light standards may be required. The system should remain; however, some light standards may require relocation depending on the site design.
- **Site Signage System:** A site signage system to direct visitors to various site amenities such as the pet exercise area and children's playlot.
- **Identity Sign:** An architectural sign giving the name of the SRA. Design a freestanding sign that complements the building architecture or incorporate signage into the building or site elements. Do not use metal highway signs for this purpose.
- **Dumpster Enclosure:** A gated enclosure to conceal the trash and recycle dumpster(s.) Design gate frame and structural supports for heavy-duty use constructed of steel, concrete, stone or block with deep foundations. Use wood or another durable material as the exterior finish face of dumpster enclosure. Include bollards at back of enclosure and adjacent to gates to prevent damage by trucks.
- **Landscape:** The rest area is on the I-35 Pollinator Corridor, a.k.a. the "Monarch Highway". Where suitable conditions permit, such as the median between the car and truck parking lots, plantings must support and provide habitat for bees and monarch butterflies. Use other pollinator plants as landscaping where appropriate. Additionally, use hardy, ground covers, turf, perennials and trees to enhance the visitor's experience. Use lower maintenance, native plantings where practical. The landscape should delineate the open play area to permit recreation and open play. Sightlines must remain open in the zone from 3 feet to 7 feet above finish grade to permit surveillance of the site from the building and the parking lot both at the time of installation through to plant maturity.
- **Hazard Trees:** Remove all hazard trees in the use areas of the site. Hazard trees are those that have structural defects in the roots, stem, and/or branches that may cause the tree or tree part to fail where

property damage or personal injury could result. Cut hazard trees to the ground line and treat stumps to prevent regrowth. Grub hazard trees stumps where they occur in open play areas or where stumps present a trip or mowing hazard. Hazard trees must be identified by an arborist, forester or horticulturist familiar with performing this type of work.

- **Selective Tree Trimming and Clearing:** Clear trees under 2" Diameter at Breast Height (DBH), shrubs and other brush approximately 30 feet from each side of paved trails to provide clear views to the main SRA building and/or parking lots. Consider clearing existing vegetation to create open views and vistas towards the wetlands and creek to the east. Treat stumps to prevent regrowth.
- **Children's Play Area:** A play structure with at least (5) play events including resilient accessible surfacing. Must comply with U.S. Consumer Product Safety Commission guidelines as well as the ADA. Locate the play area near the main building where readily visible to visitors.

RETAINING WALL REPLACEMENT BY OTHERS

MnDOT may accomplish the work in this section under a contract separate from the rest of the scope described in this scope.

The timber crib retaining wall to the east and south of the main building and parking lot requires replacement based on an assessment performed by TKDA in the fall of 2015 (see attached). The wall is approximately 300 feet long and varies in height from 3'-4" to 22'-0" high and is directly adjacent to the parking lot and main entry sidewalk. Based on the visual assessment, the remaining service life of the wall is less than 10 years because the timbers show the onset of deterioration and decay. Deterioration and decay expected to accelerate in an exponential manner.

Recommendations are to replace the wall with a:

- Mechanically Stabilized Earth (MSE) wall,
- Cast-In-Place (CIP) wall supported by a spread footing or a
- CIP wall supported on concrete pilings.

MnDOT will complete a full geotechnical exploration, laboratory analysis and geotechnical report in order to design the wall replacement.

The wall design must eliminate the existing storm water discharge through the wall. Grading of the parking area and roadway should shed surface water away from the new wall. If the design requires a stormwater collection system, the design should direct drainage towards the end of the wall and discharged in a manner that minimizes scour and erosion of the slope towards Goose Creek.

In addition, the retaining wall must feature a pedestrian guardrail capable of stopping an errant vehicle, traveling less than 30 mph, from driving over the wall.

VEHICULAR PAVEMENT REHABILITATION

- **Parking Lot/Ramp Lighting System:** MnDOT installed the existing pedestrian, ramp, and parking lot light system in 2008. The system should remain; however, some light standards may require relocation depending on the site design.

- **Parking Lot Rehab:** MnDOT District staff performed a pavement evaluation in the fall of 2015 (see attached). There were no major distresses observed in the pavement but minor cracking and pop-outs observed throughout the automobile and truck lots. The District recommends repairing the cracks with a partial depth joint repairs and applying an epoxy chip-seal surface treatment to ramp, car and truck parking lot surfaces.
- **Repairing Partial Automobile Parking Lot Due to Timber Crib Wall Replacement:** Replace a portion of the automobile parking lot to the south of the existing rest area facility due to the removal and replacement of the timber crib wall. Regrade the portion of the reconstructed parking lot to eliminate the need for new drainage structures if possible. MnDOT may include this work under a separate contract.
- **Parking Lot Expansion and Geometric Improvements:** The parking lot capacity is adequate for the current and predicted level of travel in the coming years so the project does not include lot expansion or geometric improvements.
- **Parking Lot Striping and Accessible Parking Stall Requirements:** Provide for new parking lot stall delineation and painted crosswalks. Include all applicable ADA accessible stall symbols and signs.

BUILDING UTILITIES REHABILITATION OR REPLACEMENT

- **Sewer System/ Drain field:** Rehabilitate and/or replace. To be determined.
- **Existing LP Fuel System:** The existing LP Fuel tank system will remain.
- **Geothermal:** Perform analysis to determine value of geothermal energy for this project.
- **Water well:** Rehabilitate and/or replace. To be determined.
- **Electrical Service and Transformer:** Upgrade electrical transformer for the building. Maintain existing transformer for the site electrical.

PERCENT FOR THE ARTS

The Minnesota Percent for Art in Public Places program acquires works of art for exhibition in and around state buildings in areas regularly accessible to the general public. Minnesota State Arts Board, in cooperation with the Minnesota Department of Administration, administers the program. Percent for Art secures artwork either by purchasing existing work, or by commissioning artists to create new work especially for state buildings or sites. In order to reflect the rich diversity of the citizens of Minnesota, the Percent for Art program chooses artwork that represents a wide range of social, cultural, and historical values. The program requires enduring and thought provoking, fiscally responsible artwork appropriate for the space.

<http://www.arts.state.mn.us/other/percent.htm>

- **Art:** Include an independent piece of art on the site or within the building the contractor or artist will install the artwork after completion of construction.

Construction Budget Estimate

The following construction budget estimate is based on SRA construction costs of a comparable scale. The costs have been inflated to 2017 dollars and are preliminary in nature for planning purposes.

Item Description	Budget Estimate 2017 Dollars	Notes
GENERAL REQUIREMENTS		
Mobilization	148,400	
Project Management and Site Superintendent	59,360	
Permits	58,300	
Testing and Inspection	23,320	
Field Office and Portables	37,100	
Erosion Control	37,100	
Temporary Construction Fencing	10,600	
Portable Toilets	14,840	
Dumpsters	14,840	
Miscellaneous Tools and Equipment	17,808	
Temporary Utilities	4,240	
Traffic Control- Rest Area Closure Signs	19,080	
Site Storage	6,678	
Site Security	0	
Subtotal- GENERAL REQUIREMENTS	451,666	
MnDOT PARKING LOT AND PAVEMENT REHAB		
Parking Lot Rehabilitation- Chip and Seal wearing course	286,200	
Parking Lot Rehabilitation- Crack and joint repair	3,987	
Parking Lot Lights (assumes 5 new lights)	26,500	
Parking Lot Striping	2,650	
Budget for parking lot replacement for crib wall	106,000	
Subtotal- PAVEMENT	425,337	
CRIB WALL REMOVAL AND REPLACEMENT BY OTHERS		TKDA Assessment and Recommendation
Demo Existing Crib Wall	0	Included in new wall budget
New Crib Wall-Average Cost for (3) Options	775,776	Includes 10% Design Cont.
10% design contingency per TKDA recommendation	0	Included above
Subtotal- CRIB WALL	775,776	

MnDOT UTILITIES	BY OTHERS	
Waste Water System (per BSS)	265,000	
Water Well (per BSS)	106,200	
Upgrade Building Electrical Service	21,200	
Subtotal- MnDOT UTILITY SERVICES	392,200	
UTILITY CONNECTIONS		
Storm work at replacement crib wall	53,000	
Sewer connection	15,900	
Electrical connection to existing system	6,890	
Upgrade LP System	0	
Subtotal- UTILITY CONNECTIONS	75,790	
SRA BUILDINGS AND OUTBUILDINGS		
Hazardous materials abatement of existing structure(s)	84,800	BY OTHERS
Main Building Demolition	19,875	
Picnic Shelters Demolition	9,540	
Storage Building Demolition	7,632	
New Rest Area Main Building Complete	2,159,220	See Reference Estimate
New Picnic Shelters	111,300	See Reference Estimate
New Storage Building	132,500	See Reference Estimate
Subtotal- BUILDINGS	2,524,867	
SITework AND SITE AMENITIES		
Demolition and Removals of Site Amenities	27,620	NIC Buildings
Rough and Finish Grade of Site	108,120	NIC Grading at Building
Clearing and Grubbing	66,780	
Clearing for Vista Views	15,900	
Remove Hazard Trees	37,100	
Concrete Walk w/ 4" Base	54,060	
Entry Terrace	14,310	
Walking Trails	31,079	
LP Tank and Dumpster Enclosure	46,497	
Flag Poles	12,720	
Waste Receptacles	20,776	
Ash Receptacles	2,120	
Recycling Units	6,784	
Picnic Tables	57,240	
Main Terrace/ Deck Site Furniture	8,480	
Play Lot and Resilient Surfacing	31,800	
Drinking Fountains	24,380	
Fenced Dog Run Complete	37,100	
Site Trail Lighting	28,620	
Pedestrian Signage System	25,440	
Site Identity Sign	13,250	

Relocate Historic Marker	2,226	
Trees and Perennials	53,000	
Seeding and Sodding- Add Pollinators at Median	42,400	
Subtotal- SITEWORK	767,803	
PERCENT FOR THE ARTS		
Percent For The Arts-Stand Alone Piece	26,500	
Subtotal-ART	26,500	
Subtotal	5,439,938	
General Conditions-0%	0	Included in breakdown
Contractor Fee -5%	271,997	
Design Contingency -10%	571,194	
TOTAL	6,283,129	

STANDARDS

Standards to follow in design: ☐ Preservation ☒ New Construction/Reconstruction
☒ NHS ☐ Non-NHS

HYDRAULICS

MnDOT will contract for a geotechnical evaluation needed for the design of the retaining wall that will replace the existing timber crib wall. The design consultant, however, will include in their fees, geotechnical investigations needed for the design of the building replacement.

OTHER

During SRA closure, District Maintenance should install temporary closed signage, if possible. If District Maintenance is unable to, this work will be included in the construction documents. The work includes the following:

1. Furnish "TEMPORARILY CLOSED" to the SRA highway sign located at deceleration ramp to the SRA.
2. Furnish "TEMPORARILY CLOSED" to the bridge mounted SRA highway sign located at ref. pt. 152.58.
3. Furnish "TEMPORARILY CLOSED" to the SRA highway sign located at ref. pt. 151.86.
4. Modify SRA sign, located in District 6, to temporarily read "NEXT REST AREA 131 MILES", instead of "87 MILES".

PROPOSED PROJECT DELIVERY ELEMENTS:

STAKEHOLDER INVOLVEMENT

Municipal Consent Required: ☐ Yes ☒ No

Business Liaison: None

Agreements Needed: None

Stakeholder Involvement Plans: Not applicable.

ENVIRONMENTAL CLEARANCE

Environmental Document: ☐ Exempt ☒ Categorical Exclusion (Programmatic, C12 & C 22)

☐ EA/EAW ☐ EIS (☐ Re-evaluation) (☐ Supplemental)

Other Environmental Documents, Studies & Permits: State Building Code Review

PLANS, SPECS & ESTIMATES

As required by state law, MnDOT will select the design consultant using the State Designer Selection Board process. MnDOT will bid and contract the construction project through the Minnesota Department of Administration so MnDOT will not process the project through MnDOT's Pre-letting Section.

RIGHT OF WAY

No right-of-way acquisition or other land management involvement is required.

LETTING

☐ Design-Bid-Build ☐ Design-Build ☐ GEGC ☒ Other: MN Dept of Administration

CONSTRUCTION MANAGEMENT

MnDOT PM will manage the construction phase of the project. District Facility Maintenance staff observe construction on a daily basis during active construction.

The Design Consultant will review and approve shop drawing submittals and visit the site during construction on a periodic basis and as needed to confirm compliance with the specifications.

PROJECT MANAGEMENT

A Collaborative Design Process

MnDOT will retain and manage a Consultant to design and provide construction observation services for this project.

MnDOT will assign a Project Manager (MnDOT PM) to direct the Consultant. The MnDOT PM and the Consultant will actively work with the Project Team for the duration of the project. The Project Team will advise the Consultant, respond to items presented or submitted to the Project Team, provide project reviews at various phases in the course of the project, provide recommendations to the MnDOT PM and the Consultant and otherwise bring their unique perspective and expertise to the project.

The Project Team, led by the MnDOT PM, will include representatives from:

- MnDOT Metro District Road Design
- MnDOT Metro District Building Maintenance
- MnDOT Office of Maintenance - Building Services Section (BSS)
- MnDOT Office of Project Management & Technical Support – Safety Rest Area Program
- Green View, Inc. – Green View, our statewide custodial service provider for rest areas statewide, is a non-profit organization that, as required by state law, promotes and encourages the employment of older, lower income individuals.
- Minnesota State Services for the Blind (SSB) – As required by state and federal law, SSB manages vending machines at most MnDOT SRAs.

MnDOT will assign other staff to assist the Project Team and with this project, as necessary.

MnDOT PM Responsibilities

MnDOT has assigned the following individual as MnDOT PM for this project:

Gail Ann Witzel, Architect
Transportation Building - Mail Stop 715
395 John Ireland Boulevard
St. Paul, Minnesota 55155-1800
Phone: (651) 366-3547
Email: Gail.Ann.Witzel@state.mn.us

The MnDOT PM will:

- Coordinate the State Designer Selection Board process.
- Lead the Project Team and actively participate as a Project Team member.
- Bring architectural expertise to the Project Team.
- Provide overall project guidance and coordination.
- Develop and maintain P6 Schedule for project.
- Manage all internal processes including:
 - Internal review scheduling
 - Prepare Public Interest Findings (PIF) for proprietary items specified in the construction documents
- Assemble and prepare Division 0 and Division 1 project specifications modified as necessary to comply with federal or state requirements, depending on project funding.
- Manage the Consultant, Project Team, Project Schedule and Project Cost Estimate.
- Act as MnDOT's primary representative and serve as prime contact person between the Consultant and MnDOT.

- Serve as sole authority for directing the Consultant.
- Respond to or facilitate responses to questions from the Consultant, Project Team members, MnDOT staff and others as necessary.
- Schedule and coordinate all meetings between MnDOT and the Consultant.
- Maintain a complete design file for the project.
- Submit to the Consultant additional information regarding specific materials and products required by Metro District Road Design, Metro District Building Maintenance, the Building Services Section, Electrical Services Section and the SRA Program, such as standard or desired details and specifications.
- Receive and disseminate for review all deliverables from the Consultant.
- Administer construction of this project when the State awards the construction contract.
- Represent MnDOT in all construction activities associated with the project.
- Manage the Consultant's construction phase services and MnDOT experts.
- Review all items requiring action and notify the appropriate parties of the issues that require action or a response.
- Consult the Project Team with design issues and with any changes to project that are necessary during the construction phase.
- Receive copies of all correspondence and communications with the construction contractor.
- Review and circulate for internal review all shop drawings and cut sheets.
- Attend and co-lead with the Consultant on-site construction meetings.
- Receive, approve and process all pay requests from the Consultant and from the construction contractor.
- Manage final punch list and commissioning meetings with applicable members of the team.
- Coordinate final project and contract close-out.

Metro District Design Engineer Responsibilities

MnDOT Metro District will assign a Design Engineer to serve on the Project Team. The Design Engineer will:

- Identify and share with Project Team district issues and concerns related to the project.
- Coordinate all District reviews required for this project.
- Request and deliver Time and Traffic information, from the District Construction Office, for the project specifications, if necessary.
- Bring civil engineering expertise and provide technical support related to design, construction, specifications and detailing for vehicular pavements, highway ramps and parking lot as well as traffic safety.
- Review and comment on any changes to the building program from a civil engineering perspective.
- Review and comment on deliverables submitted by the Consultant at various stages in the design process focusing on vehicular pavement design and traffic safety.
- Review and recommend for approval the design of vehicular circulation systems.
- Make periodic review of construction progress.
- Provide technical support throughout the work of the project.
- Receive and comment on shop drawings related to civil engineering, roadway and parking lot design, if requested.
- Attend on-site construction meetings, as required.

- Attend final punch list meetings and walk-throughs.
- Attend ten-month review meetings, as required.

MnDOT Metro Maintenance Area Responsibilities

MnDOT Metro Maintenance has assigned the following representatives to serve on the Project Team to represent Metro Building Maintenance::

Mark Pavelich, Metro Building Maintenance Director
MnDOT Metro Headquarters
Facilities Administration
1500 W Co Rd B2
Roseville. MN 55113
Phone: 651-234-7731
Email: Mark.Pavelich@state.mn.us

Jeff O'Brien, Physical Plant Director
MnDOT Metro Headquarters
Building Maintenance
1500 W Co Rd B2
Roseville. MN 55113
Phone: 651-234-7730
Email: Jeff.OBrien@state.mn.us

These representatives will:

- Bring facilities maintenance and operations expertise and provide related technical support to the project.
- Review and comment on any changes to the building program from a facilities maintenance perspective.
- Review and comment on deliverables submitted by the Consultant at various stages in the design process focusing on building and site design including site organization, pedestrian circulation systems, site furnishings, site fixtures and landscaping.
- Make frequent periodic review of construction progress.
- Provide technical support throughout the project.
- Review and comment on shop drawings related to the building, utilities and site, if requested.
- Attend on-site construction meetings, as required.
- Attend final punch list and commission meetings and walk-throughs.
- Attend ten-month review meetings, as required.

In addition, Metro Maintenance will assign a construction observer to provide daily construction observation services, to keep the Project Manager abreast of the construction activity, and to alert the Project Manager of real and potential non-compliance by the construction contractor with the construction documents. The onsite observer provides daily observation and reporting on the following:

- Daily work summary
- Record photos of the day

- Personnel on site including, subcontractor companies, trades and personnel numbers, testing agencies, building inspectors, union representatives and OSHA.
- Weather including, temperature, wind ground moisture conditions, snowcover
- Materials including, deliveries and removals, supplies, materials and equipment stored on site
- Vehicles and Construction Equipment including type and number
- General compliance with SWPPP

Observers will file the observations and reports daily with MnDOT Project Manager with weekly cc: to consultant architect, MnDOT Labor Compliance Officer and District. MnDOT onsite observers give no direction to contractors and reports to MnDOT Project Manager.

MnDOT Building Services Section (BSS) Responsibilities

- Bring architectural; structural, mechanical, electrical, water and wastewater engineering expertise to the project and provided related technical support including that needed for building automation.
- Review and comment on any changes to the building program from the perspective of BSS.
- Review and comment on deliverables submitted by the Consultant at various stages in the design process focusing on building structural, mechanical, electrical and water and wastewater systems.
- Make periodic review of construction progress.
- Review and comment on shop drawings for architectural; structural, mechanical, electrical, water and wastewater items, if requested.
- Attend on-site construction meeting, as required.
- Attend final punch list and commission meetings and walk-throughs.
- Attend ten-month review meetings, as required.

Safety Rest Area Program Responsibilities

- The Site Development Unit will assign one or two representatives to serve on the Project Team. The representatives currently assigned are:

Robert Williams, SRA Program Manager / Landscape Architect
MnDOT Central Office
395 John Ireland Blvd – Mail Stop 686
St Paul, MN 55155-1800
Phone: (651) 366-4702
Email; Robert.Williams@state.mn.us

Julee Taylor, Architect
MnDOT Central Office
395 John Ireland Blvd – Mail Stop 686
St. Paul, MN 55155-1800
Phone: 651-366-4695
Email: Julee.Taylor@state.mn.us

- Prepare and distribute Early Notification Memo
- Prepare and execute Categorical Exclusion Determination (CATEX)
- Prepare and execute funding authorization request forms and other forms and processes required by the project funding source.

- Represent the SRA Program and provide SRA Program requirements to the project.
- Advocate for SRA customers in their absence of direct representation on the Project Team.
- Review and approve changes to the project's program from the perspective of the SRA Program.
- Bring landscape architectural expertise and other technical support to the project, including the siting of the SRA building, outbuildings, trails and site elements.
- Review and comment on deliverables submitted by the Consultant at various stages in the design process.
- Review and approve building design, color and material selections for the building and site amenities.
- Review and approve site planning and design, including site organization, vehicle and pedestrian circulation systems, site furnishings, site fixtures and landscaping.
- Make periodic review of construction progress.
- Receive all shop drawings.
- Review and comment on shop drawings related to site work and for building elements directly used by or visible to SRA customers and related to roadway and parking lot, if requested.
- Attend on-site construction meetings, as required.
- Attend final punch list and commission meetings and walk-throughs as required.
- Attend warranty review meetings

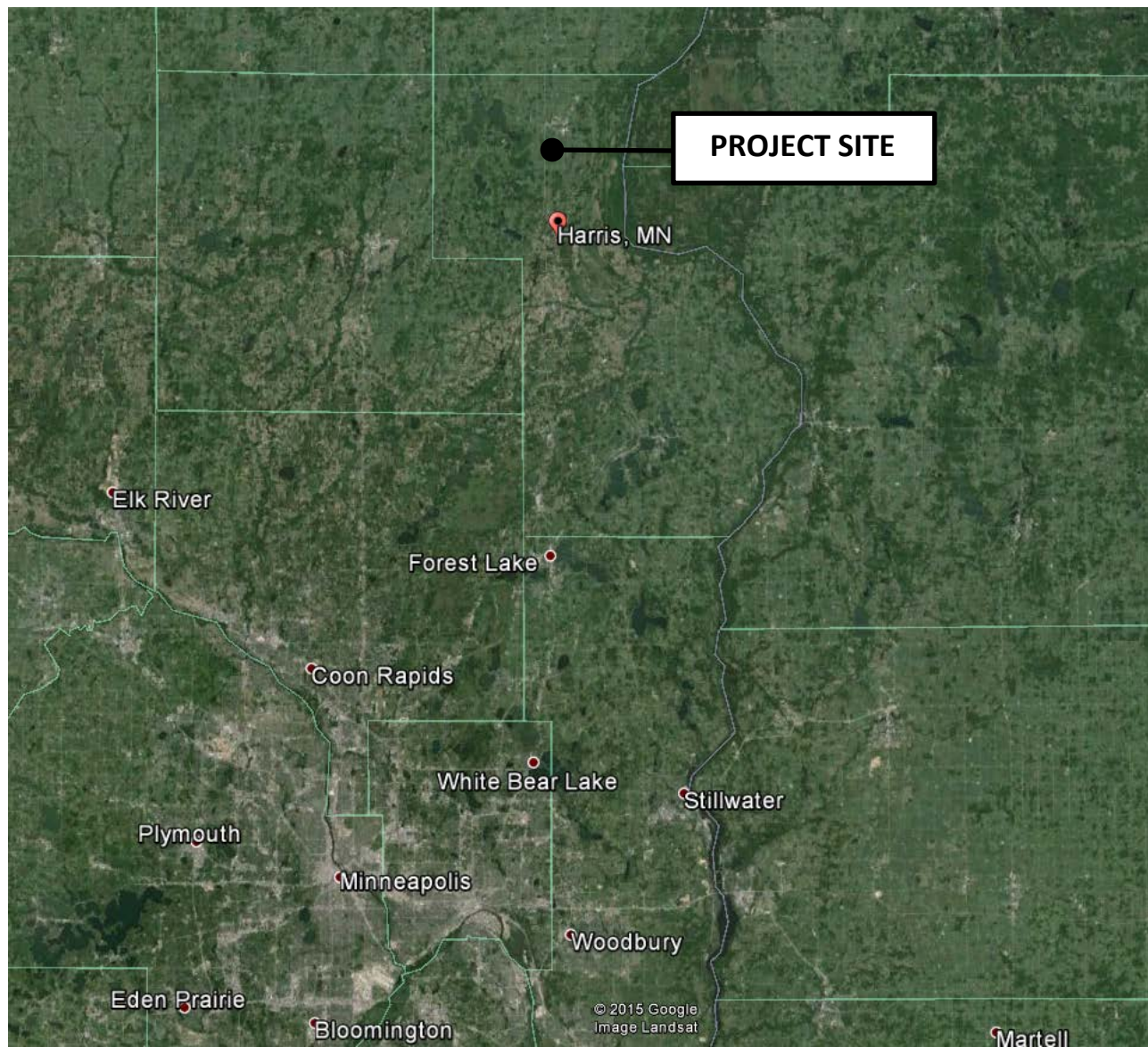
Other MnDOT Technical Staff

Metro, BSS and the SRA Program may also assign additional professional and technical staff the responsibility to make periodic reviews of the progress and workmanship to assist on the project. MnDOT professional and technical staff will conduct observations in addition to the construction administration services required from the Consultant. MnDOT's professional/technical staff will direct all comments and concerns raised to the MnDOT PM for processing.

The Project Manager may solicit assistance from the following units in design reviews, shop drawing reviews and reviews of other submittals related to their field of expertise.

- **MnDOT Foundations Unit** - Unit and the District Materials Engineer may request to review and comment on soil testing and borings information submitted by the Consultant related to the crib retaining wall replacement. Unit may review the structural requirements of the building and footings as determined by the Consultant.
- **MnDOT Lighting Unit** – Unit may request to review and comment on the design of all pedestrian and vehicular lighting systems and including review of Consultant-prepared construction documents for non-building lighting elements included in the project. Unit may request to review related shop drawings.
- **MnDOT Office of Environmental Stewardship (OES)** – MnDOT PM may request assistance from OES staff for their expertise with respect to dealing with environmental issues, such as wetland impacts, noise studies, erosion control and asbestos and regulated waste.

PROJECT LOCATION MAPS



PROJECT LOCATION MAPS

