



Capital Projects Management

Request for Proposal #2000405
Architectural and Engineering Services

Issued August 13, 2025

Dakota County
Storm Shelter Project
Lake Byllesby Park Reserve
Cannon Falls, MN

Due Date: September 4, 2026 at 10am

Deliver Proposals to Dakota County Administration Center
1590 Hwy 55, Suite 2500 (Facilities)
Hastings MN 55033

A. General Purpose and Proposal Guidelines

1. Purpose: Dakota County is seeking proposals for architectural and engineering services for the **Lake Byllesby Storm Shelter Project**.

Anticipated professional services include:

- Architect
- Civil Engineer
- Landscape Architect
- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Low Voltage Systems Specialist/Engineer
- Cost Estimator

2. Dakota County- Project Manager

Questions regarding this Request for Proposal should be directed to:

Christina Lundgren, Sr Project Manager
Capital Projects Management
Dakota County Administration Center
1590 West Highway 55
Hastings, MN 55033
Phone: 651-438-4672
E-mail: christina.lundgren@co.dakota.mn.us

3. Key Dates:

Request for Proposal Issued	8/13/25
Written Questions Due to Project Manager	8/27/25, 3pm
Questions Answered/RFP Addendum Issued	8/28/25
Proposal Responses Due	9/4/25, 10am
Short Listed Firms Identified	9/12/25
Interviews (must be available on this date)	9/17/25
Board Approval of Design Professional Selection	10/7/ 25
Work to Commence after Contract Executed	10/20/25
Schematic Design Board Presentation & Approval	estimated 1/6/26
Issue Bid Documents	estimated 5/18/26
Bids Due	estimated 6/14/26
Board Approval of Construction Contract Award	estimated 6/30/26
Construction Start	estimated 7/20/26
Construction Substantial Completion	estimated 1/29/27
Project Close out	estimated 5/28/27

4. Selection Process: The County will review and rank proposals to determine which firm will be selected based on the following evaluation criterion:
 - a) Firm History and Information
 - b) Project Team and Team Member Experience
 - c) Project Approach and Schedule
 - d) Firm Experience and References
 - e) Contract and Conditions
 - f) Fee Proposal

B. Background and Nature of Project

1. Project Background:

While other local, regional, and national campgrounds have designed and built severe weather shelters in recent years, Dakota County campgrounds are not equally equipped, and visitors camp at their own risk. As a way to offer some level of shelter during inclement weather, campers at Lake Byllesby Campground crowd into the restrooms in the camp office. While not an official storm shelter, this facility offers more protection than visitors might find elsewhere in the park or in their campers, tents, or vehicles. The current solution, however, cannot accommodate all campers, nor can it adequately protect against strong storms.

2. Project Description:

This project will construct a weather shelter to accommodate all campers and campground guests during severe weather events; this building may also be used in better weather for campground programming.

Specifically, this project will design and construct a severe weather shelter that meets the following needs:

- Is large enough to accommodate campground users and guests
- May contain restrooms each with a shower, dish washing facilities, and drinking water
- Accounts for other, potential usage for the space when severe weather is not predicted. This may or may not include a kitchenette-type space that includes a sink and may include a refrigerator/freezer

If restrooms and showers are included in this building, a new well and septic system will need to be installed.

3. Project Construction Budget:

The design team shall base its fee on the construction budget amount of \$1,750,000. This is the amount expected from the General Contractor on bid day.

4. Project Process or Special Consideration:

This project has been funded by the Met Council's Grand Program for Recreation Open Space Development – Modernization.

C. Scope of Services to be Provided

1. The design team shall provide architectural and engineering services needed to complete the new facility building and site design from schematic design, through construction administration services, and project closeout.
2. The design is to conform to current national best practices and **Attachment G Dakota County Design and Construction Sustainability Standards**.
3. The design team will be responsible for ensuring that applicable Federal, State, and local codes and regulations related to the design are met.
4. All communication with the County will go through the County's Project Manager, unless approved otherwise in writing by the Project Manager.
5. The County will identify a Core Team (CT), responsible for decision making and overall project direction from inception to beneficial use. The County will also identify one or more Technical Advisory Groups (TAGs) of users, technical specialists, and stakeholders who will be directly impacted by the project. Work sessions will be held with TAGs to confirm the program, manage specific systems details, and explore design options through the end of Design Development.
6. The design team will meet with County staff as often as needed to complete the project. The County understands that virtual meetings (via Teams, Zoom, etc.) can be efficient and sometimes required. However, in-person meetings should account for at least one third of all planned meetings. These meetings will likely be held at the Western Service Center in Apple Valley. A kickoff meeting and at least three review meetings (one near the end of each design phase) will be held in person with the Core Team and design team members.
7. The Design Team shall provide a draft meeting agenda for each Core Team Meeting to County PM for approval three days prior to meeting. All presentation materials shown at meetings must be pre-viewed by County PM along with the agenda. Provide meeting minutes for all design meetings within five (5) days of the meeting.
8. At the end of Schematic Design, the design team shall prepare and provide documents to the County for presentation to the County Board as they seek schematic design approval. Presentation documents may include program summaries, plan drawings, renderings, videos or other instruments to be used to summarize the project scope and design direction. The design team shall also prepare a construction cost estimate for the project at this stage as well as provide review and comment on an independent cost estimate, if one is prepared by the Owner for the project.
9. Interior Design Services for this project will be limited to the selection of interior finishes as outlined in the High-Performance Building Standards as well as code required signage. The County will procure all FF&E items through state contracts or separate quote processes. The Proposer will not be involved in those procurements directly but may be asked for input into non-county standard selections made by the Design Team. The County will provide the general specification for the interior signage font, color, size and wording. The design team will be responsible for identifying sign locations, code required signs, for representing signage on the construction drawings and including

interior signage in the technical specifications.

Principles of Trauma-Informed Design should be employed in specific areas. These include, but are not limited to, color and finish selections, sight lines, furnishings, space planning and other best practices.

10. The design team will prepare drawings and a project manual with technical specifications for bidding and construction.
 - a) The Dakota County General Conditions front end will be used in lieu of the AIA A201 General Conditions. The County will prepare and provide these documents to the design team for incorporation into the project manual.
 - b) The construction document drawings (architectural, plumbing, mechanical, electrical, technology, furniture, etc.) will be done in AutoCAD or Revit. All drawings will be saved as individual files in PDF format and also in either AutoCAD or Revit depending on system used by the primary design team. These files will be provided to the County.
 - c) The sheet size of all drawings will be 30" x 42." Plan drawings will be at 1/8" scale or larger.
 - d) The Project Manual (including technical specifications) will be prepared in MS WORD and provided to the County in both MS WORD and PDF formats. A copy will be provided to the County at Bidding.
 - e) The cost of providing the construction documents (drawings and project manual) via AutoCAD, as PDF, and in MS WORD is to be included in the labor portion of your proposal and is not a reimbursable expense.
 - f) The Designer is to provide to the County up to four (4) full-size drawing sets, two (2) half-sized drawing sets and two (2) project manuals or narratives to the Owner at Schematic Design for review, Design Development for review, two different sets during Construction Document reviews and Construction Documents issued for Bidding. The cost of printing these required document sets will be included in the fee proposal as a reimbursable expense.
11. The Design Team is responsible for project design to meet (not exceed) construction budgets at each phase and may choose to retain their own cost estimating consultant or use in-house staff. In addition, the County will hire an independent Cost Estimator to conduct periodic cost estimates and assist in value engineering. The selected design team will cooperate with the Owner's Cost Estimator in the preparation of two cost estimates at the following milestones. The design team will provide documents for cost estimates in PDF form.
 - a) End of Schematic Design
 - b) Approximately 65% Construction Documents.
12. Cost estimates from the Design Team and Owners must be reconciled to create a cost model that does not exceed the construction budget. Although many single items may be carried as alternates so that their value can be assessed during design, the county usually develops only three or four add alternates based on the construction documents estimate which will be brought through to bidding. If the construction budget is increased to cover the actual cost of items in the original program, the Design Team is

not entitled to an increase in fee.

13. All Additional Service requests need to be made in writing at the time that the extra effort is either requested by the owner or needed by project requirements. All such requests must be approved by the county before work can begin on the item.
14. During Construction Administration, the design team and their consultants agree to utilize the electronic submittal service provided by the County or the Contractor during construction including submittals, RFI's, ASI's, change requires and closeout documents.
15. The County will use a General Contractor on this project. The General Contractor will be selected through a public open bidding process. The project will be awarded to the lowest responsible and responsive bidder. The design team will enable this process and prepare plan review application pages for City, State or other permits as required.
16. Ownership of all drawings, reports, and other work products prepared or produced, including those in electronic form, shall be conveyed to the County upon completion or termination of the Design Team.
17. After the general contractor demonstrates that its work is substantially complete, the design team will prepare the final punch list for review by County staff and then confirm all punch list items are complete. At the completion of the project, the architect must provide a complete set of Record Documents to be created from the contractor's as-built drawings that include all addenda and changes made via field change, supplemental instructions, requests for information, proposal requests, etc.

D. Specific Deliverables

1. Schematic Design: Provide a minimum of the following items.
 - a) Meeting agendas and minutes.
 - b) Confirmation of program.
 - c) Conceptual design options
 - d) Two (2) interior and two (2) exterior 3D views (Revit, Sketch-up, or other electronic means) for use in Public Meetings and County Board Meetings.
 - e) Two interior design finish concepts.
 - f) Provide 100% Schematic Design documents (drawings and outline specifications or narratives) for review and cost estimate. *Project cannot move to next phase if scope is over budget. Design team to redesign to meet budget.*
 - g) Schematic Drawings to be included (at minimum): Site Plan, Utility Plan(s), Storm/Grading Drainage Plan, Structural Foundation/Framing Plans, Building Floor Plans, Building Elevations, Building Section, Mechanical/Plumbing/Electrical Schematics, Preliminary Fire Life Safety/Code Review Plan, and Furniture Plan.
 - h) Provide Final Schematic Design documents (after review) for Board Submittal.
 - i) Update Project Schedule.
2. Design Development: Provide a minimum of the following items.
 - a) Meeting agendas and minutes.
 - b) Provide 100% Design Development documents (drawings showing all intent and developed project manual with technical specifications) for review and cost estimate. *Project cannot move to next phase if scope is over budget. Design team to redesign to meet budget.*
 - c) Design Development Drawings to be included (at minimum): Site Plan, Utility Plan(s), Storm/Grading Drainage Plan, Structural Foundation/Framing Plans & details, Building Floor Plans, Building Elevations, Building Sections, Wall Sections, Enlarged Plans, Interior Elevations, Door Schedule, Reflected Ceiling Plan, Finish Schedule & Plans, Standard Details, Fire Life Safety/Code Review Plan; Structural Foundation/Framing/Roof Plans, diagrams and details; Mechanical/Plumbing/Electrical Plans, Schedules, Riser Diagrams and Details; Low Voltage plans; Fire Protection Plans; and Furniture Plans.
 - d) Provide Project Manual in current edition of MasterFormat by Construction Specifications Institute (CSI).
 - e) Provide lighting, plumbing, and major equipment fixture cut sheets organized per specification section.
 - f) Final finish selections including paints, fabrics, carpeting, etc. Selections shall contain a minimum of three manufacturers and reflect County Standards.
 - g) Provide updated four (4) interior and four (4) exterior 3D views.
 - h) Respond to comments provided by the County Insurer's review of the Design Development documents and incorporate into the Construction Documents.
 - i) Update Project Schedule.

3. Construction Documents: Provide a minimum of the following items.
 - a) Meeting minutes and agendas.
 - b) Creation of bidding alternates that equal up to 10% of the construction value of the project to safeguard project budgets. *Project cannot move to Bidding if scope is over budget. Design team to redesign to meet budget.*
 - c) Construction Documents including drawings and project manual with technical specifications for Owner Review and approval at 65% and 100% completion. 65% CD set to include full definition of scope of work and developed project manual, including Owner's front end documents. 100% CD set to include fully developed drawings and project manual with no missing items. These reviews will be followed by review comments and final edits before documents are issued for Bidding and Plan Reviews.
 - d) Provide a printout of the county's **High-Performance Design and Construction Standards** noting that each item has been incorporated into the final design and if not, noting when then owner approved the departure from the standards.
 - e) Update Project Schedule.
4. Bid & Award Phase: Provide a minimum of the following items.
 - a) Respond to jurisdictional comments (City Plan Check Review, State Plumbing review, State Department of Corrections, etc.) for approval of a Building Permit.
 - b) Attendance at Pre-Bid conference.
 - c) Respond to questions with issuance of Addendum(s) as required during bidding. This will include alternate products review.
 - d) Assist Owner in reviewing the bids, selecting alternates, and if required, in value engineering.
5. Construction Administration Services: Provide a minimum of the following items.
 - a) Attend weekly contractor-hosted construction progress meetings held on site and review Contractor's meeting minutes for accuracy.
 - b) Provide weekly field observations of the work progress, noting any observed deficiencies. Provide appropriate team member onsite oversight (architect, landscape architect, appropriate engineer, etc.) as needed but not less than once per month during installation of systems under their care.
 - c) Submittal (including shop drawings) review and approval.
 - d) Pay Application review and approval.
 - e) Change Order preparation, review and approval.
 - f) Respond to Requests For Information (RFI's).
 - g) Coordinate and review specialty testing, contracted separately by Owner.
 - h) Attend equipment start-up and testing of base systems
 - i) Prepare punch list, review and document when list is completed.
 - j) Provide and approve Substantial Completion form.

6. Closeout Phase:

- a) Review and approval of As-Built Documents as provided by the Contractor
- b) Create Record Documents (drawings and technical specifications) from as-builts provided by Contractor.
- c) Eleven-month warranty walk-through and documentation.

E. **Proposal Requirements – Proposer, read and follow carefully**

To facilitate the selection process, the following information *MUST* be included in your proposal, each in its own tabbed or labeled section, and arranged in the following order. **The total proposal response should not exceed 25 pages.** (*The Cover Letter, Fee Proposal and Attachments are separate documents and not included in the page count.*) A page is one face of a two-sided piece of paper. Use both sides of the paper where possible as both sides count towards the page maximum. The Proposal Response shall address each item listed below. **Failure to respond to each proposal requirement/question assumes quality control measures may not have been taken and may count against your team.** The proposal response, with changes as required, will become a part of the final contract for services.

1. Cover Letter: Cover letter should be attached at the front of the Proposal Response. The following elements *MUST* be included in the cover letter.
 - a) Official firm name (as recognized by the State of Minnesota), address, and phone number of the firm;
 - b) Acknowledgement of receipt of all RFP addenda, if any;
 - c) Name, title, address, telephone number, fax number, and email address of contact person during the period of proposal and/or contract evaluation;
 - d) A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal; and
 - e) Signature of a person authorized to bind the responder to the proposal terms.
2. Firm History and Information: Limited to two pages. Provide overall firm history and background information, including information on all subconsultant firms. Focus to be on design projects like this one and should convey your team's collective ability to complete the work.
3. Project Team and Team Member Experience:
 - a) Project Organizational Chart: Provide a complete project organization chart showing involvement and correlation of project key members and all other contracted consultants. Show consultants by company, individual's name, title and project role.
 - b) Experience of Design Team Members: Provide the following information for each proposed key team member:
 - i. Name
 - ii. Firm for which they work
 - iii. Professional Licensure(s), Education, and Professional Affiliations.
 - iv. Number of years working for current firm **and** total number of years of professional work experience.
 - v. Job title/role for this project
 - vi. Specific duties assigned on this project
 - vii. Recent experience on similar projects. When describing experience, begin with the individual's most recent projects and include project name, location, similar aspects to this project, construction budget, year

completed, the individual's job title or responsibilities on project, and firm (if different than current).

viii. A matrix showing personnel who have worked on the same projects at the same time is helpful but not required.

4. Project Approach and Schedule:

- a) Approach: Narrate how you will approach the project including forms of communication, design team change management (for example - if a design team member leaves the team), planning, scheduling, and quality control. Describe steps you will take to ensure that all aspects of the project will be coordinated. Beware of using standards copy. Rather, be as specific to this project as possible using examples from approaches that have worked well in the past.
- b) Schedule: Provide a Gantt chart schedule reflecting the requirements of this project, including a detailed plan to complete all work with use of specific dates. Do not provide durations only, such as number of weeks or months. Incorporate the key dates and milestones provided in this proposal into your schedule. Review and confirm agreement of the schedule information provided within this RFP. Provide a separate narrative of recommended schedule modifications if they reduce cost or otherwise improve the project.

5. Firm Experience and References:

- a) Experience: Provide three examples of previous comparable projects. Provide up to one page for each example project. Be clear on the date, size and budget for each project and whether it was completed or still in progress. Redact any information your previous client would not want public.
- b) References: Provide references (name, address, email and phone number) for three comparable projects. *List the similar project(s) that relate to the reference.* Validate the contact information is correct; inability to contact references may inhibit the County's ability to award you the work. Do not use federal projects as references because what federal staff can offer as a reference is very limited and most often not useful.

6. Contract and Conditions:

- a) Include a completed **Attachment C Trade Secret Information Form** including indication of the selection of the appropriate box.
- b) Review **Attachment D Sample of Dakota County Standard Form of Contract Agreement for Professional Services**, **Attachment E Insurance Terms**, and **Attachment F Standard Assurances**. In this tab of your Proposal Response, provide a list of suggested modifications to these documents, if any. If none, state so.
Note: If no modifications are requested in the Proposal Response, none will be entertained during the contracting process.

7. Separate Envelope: Attachment A, Rate Schedule and Attachment B

- a) Submit one completed copy of **Attachment A** *Fee Proposal Schedule & Hourly Rates* in the separate envelope.
 - b) Provide a current Rate Schedule for all anticipated staff roles that may work on the project in the separate envelope.
 - c) Include a signed **Attachment B** *Non-Collusion and Conflict of Interest Statement* in the separate envelope.
 - d) Note: Do NOT bind this information into the hard copies of the Proposal Response. These items should also be saved as a separate electronic file and shall not be included in the electronic copy of the Proposal Response if one is submitted.
8. Submission of Proposal: All items to be received by the County Project Manager on or before the date and time listed in this RFP.
- a) Five (5) hard copies and one (1) electronic copy of the proposal in PDF format.
 - b) One (1) hard copy and one (1) electronic copy of **Attachment A** *Fee Proposal Schedule & Hourly Rates*, Rate Schedule and **Attachment B** *Non-Collusion and Conflict of Interest Statement* to be provided in **a separate envelope**.
 - c) Proposal Responses may need to be disassembled for duplication, so assemble hard copies with comb binding or stapling. Do not issue in hard sided bound notebooks.
 - d) The electronic copy may be emailed to the County Project Manager, delivered through an electronic file transfer site, etc. If an email is sent to deliver the electronic copy, the file size shall not exceed the County's electronic file transfer size (currently 10 MB). The County does not accept proposal submissions via flash drive.
 - e) The County may reject or return for completion any proposal that is not sufficiently detailed or that is in an unacceptable form.

F. Specific Terms of the Work

1. Contract Format: The selected consulting firm/agent will be required to sign a contract with Dakota County. Refer to **Attachment D Sample of Dakota County Standard Form of Contract Agreement for Professional Services** and **Attachment E Insurance Terms**. Under the Contract and Conditions Tab, your proposal should indicate if your firm has any issues with the proposed contract language or insurance requirements. Additional contract conditions may be required, depending upon the nature and extent of the services provided. The County reserves the right to negotiate a change or modification to the proposed contractual conditions. Also refer to **Attachment F Standard Assurances** and **Attachment C Trade Secret Information Form**.
2. Parties to the Contract: A contract will be executed between Dakota County and a prime consultant firm. In the case of a project team of multiple consultants, a prime consultant firm shall be responsible for subcontracting with the other consultant firms. There will be no legal relationship with Dakota County and the subcontracted consultant firms. The prime and subcontracting consultant firms shall be responsible in providing the required submission information via a single proposal.
3. Contract Term: The term of the contract to be awarded under this RFP will be from the date executed by all parties until services are complete which is generally 12 months after Substantial Completion by the General Contractor. For a multi-phase construction project, the 12 months would follow the Substantial Completion of the last phase.
4. Fee Proposal: The Consultant's fee proposal shall be structured to be an hourly rate with a maximum, not-to-exceed, fee amount. The Fee Proposal shall also include a maximum, not-to-exceed, amount for reimbursable expenses. Taken together, the labor and expenses will form the maximum for the contract amount.
5. Reimbursable Expenses: Reimbursable expenses are expenses attributed directly to the project and will be billed at actual costs up to, but not exceeding, the estimate given in your Fee Proposal. No mark-up is allowed on these costs. **Internal printing costs and local transportation/travel are to be included in the fee proposal and are not reimbursable expenses.**
6. Payments: Billing for completed services shall be based upon a monthly invoice submitted by the prime consultant firm. The invoice will be formatted to align with the breakdown provided on **Attachment A Fee Proposal Schedule & Hourly Rates**. Backup for the work of contracted subconsultants must be included. The invoice format used by the prime consultant firm is to be approved by the County Project Manager prior to submittal of the first invoice.
7. Addenda/Clarifications: Any changes to this RFP will be made by the County through a written addendum. No verbal modification will be binding.
8. Contract Award: Issuance of this RFP and receipt of proposals do not commit the County to the awarding of the contract. The County reserves the right to: postpone

opening for its own convenience; accept or reject any or all proposals received in response to this RFP; negotiate with other than the initially selected Consultant, should negotiations with the selected Consultant be terminated; negotiate with more than one Consultant simultaneously; and/or cancel all or part of this RFP.

9. County Rights: The County may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications, to perform the work described in this RFP. The County reserves the right to:
 - a) Reject any or all proposals if such action is in the public interest;
 - b) Cancel the entire Request for Proposals;
 - c) Issue a subsequent Request for Proposals;
 - d) Remedy technical errors in the Request for Proposal process;
 - e) Appoint evaluation committees to review the proposals;
 - f) Establish a short list of consultants for interview after evaluation of proposals;
 - g) Negotiate with any, all, or none of the RFP consultants; and
 - h) Reject and replace one or more subconsultants.
10. Independent Price Determination: Applicants are held legally responsible for their information and fees. Applicants are not to collaborate, for the purpose of restricting competition, with other applicants or competitors in developing proposals and fees.
11. Independent Contractor Status: The Consultant will be an independent consultant, and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between the County and the Consultant. The Consultant is not eligible for workers' or unemployment compensation benefits. The Consultant understands that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from payments due the Consultant and that it is the Consultant's sole obligation to comply with the applicable provisions of all federal and state tax laws.

Attachments

- **Attachment A** Fee Proposal Schedule & Hourly Rates – issued as a separate document.
- **Attachment B** Non-Collusion and Conflict of Interest Statement.
- **Attachment C** Trade Secret Information Form.
- **Attachment D** SAMPLE of Dakota County Standard Form of Contract Agreement for Professional Services contract.
- **Attachment E** Insurance Terms.
- **Attachment F** Standard Assurances.
- **Attachment G** Dakota County Design and Construction Sustainability Standards – issued as separate document.
- **Attachment H** Map of potential site locations

Registration and Good Standing: All responders must comply with Minnesota law governing transaction of business in the [State of Minnesota](#). Upon award of the contract, the County will verify compliance prior to contracting.

End of RFP

Attachment B
Non-Collusion and Conflict of Interest Statement

Please print or type (in ink)

CONTRACTOR NAME: _____ FEDERAL TAX ID NUMBER: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Phone Number: _____ Fax Number: _____ email: _____

In signing this bid, proposal or quote, Contractor certifies that it has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of the competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid, proposal or quote; that this bid, proposal or quote has been independently arrived at without collusion with any other party submitting a bid, proposal or quote, competitor or potential competitor, that this bid, proposal or quote has not been knowingly disclosed prior to the opening of the bids, proposals or quotes to any bid, proposal or quote competitor; that the above statement is accurate under penalty or perjury.

Contractor also certifies that to the best of its knowledge none of its owners, directors, officers or principals (collectively, "Corporate Executive") are closely related to any County employee who has or may appear to have any control over the award, management, or evaluation of the contract. A Contractor's Corporate Executive is closely related when any of the following circumstances exist:

1. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract are related by blood, marriage or adoption; or
2. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract are current or former business partners, co-workers, or have otherwise previously worked closely together in the private or public sector; or
3. A Corporate Executive and any County employee who has or appears to have any control over the award, management or evaluation of the contract share a personal relationship that is beyond that of a mere acquaintance, including but not limited to friendship or family friendship.

If one or more of the above circumstances exist, Contractor must disclose such circumstance(s) to Dakota County in writing. Failure to disclose such circumstances invalidates the Contract.

Contractor will comply with all terms, conditions, specifications required by the party submitting a bid, proposal or quote in this Request for Bid, Proposal or Quote and all terms of our bid, proposal or quote response.

Authorized Signature

Title

Date

You are advised that according to Dakota County Board Resolution 18-485 and Policy 2751, if there is a question as to whether there may be an appearance of a conflict of interest, the contract shall be presented to the County Board for approval, regardless of the amount of the contract. Whether a conflict of interest or the appearance of a conflict of interest exists is a determination made by Dakota County.

Submit this form as part of the Bid, Proposal or Quote response

Signatures on your Bid/Proposal/Quote Response (Non-Collusion, Trade Secret, Bid/Proposal/Quote Forms, etc.) require a 'WET' signature or DocuSign Electronic signature

Attachment C Trade Secret Information Form

The following form must be provided by Responder to assist the County in making appropriate determinations about the release of data provided in Responder's bid or proposal.

All responders must select one of the following boxes:

- ☐ My bid/proposal **does not** contain "trade secret information", as defined in Minn. Stat. § 13.37, Subd. 1(b). I understand that my entire bid/proposal will become public record in accordance with Minn. Stat. § 13.591.
- ☐ My bid/proposal **does** contain "trade secret information" because it contains data that:
1. (a) is a formula, pattern, compilation, program, device, method, technique or process; **AND**
(b) is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy; **AND**
(c) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
 2. I have submitted one paper and one digital copy of my bid or proposal from which the confidential trade secret information has been excised. The confidential trade secret information has been excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible **AND** I am attaching an explanation justifying the trade secret designation.

Please note that failure to attach an explanation may result in a determination that the data does not meet the statutory trade secret definition. All data for which trade secret status is not justified will become public in accordance with Minn. Stat. § 13.591.

Submit this form as part of the Bid, Proposal or Quote response.

Authorized Signature

Title

Date

Signatures on your Bid/Proposal/Quote Response (Non-Collusion, Trade Secret, Bid/Proposal/Quote Forms, etc.) require a 'WET' signature or DocuSign Electronic signature.

Revised: 6/28/2018

Public Records and Requests for Confidentiality

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.591, the names of all entities that submitted a timely bid/proposal to Dakota County will be public once opened. All other information remains private until Dakota County has completed negotiating a contract with the selected Responder. After a contract has been negotiated, all information received is public information except "trade secret" information as defined in Minnesota Statutes Section 13.37. All information submitted by a Responder therefore shall be treated as public information by Dakota County unless the Responder properly requests that information be treated as a confidential trade secret at the time of submitting the bid/proposal.

Any request for confidential treatment of trade secret information in a Responder's proposal must sufficiently describe the facts that support the classification of information as confidential trade secret. The request must include the name, address, and telephone number of the person authorized by the Responder to answer any inquiries by Dakota County concerning the request for confidentiality. This information shall be provided on the Trade Secret Information Form, see Attachment C. Dakota County reserves the right to make the final determination of whether data identified as confidential trade secret by a Responder falls within the trade secret exemption in the Minnesota Government Data Practices Act.

The envelope or mailing container of any documents submitted with the proposal that the Responder believes contain confidential trade secret information must be clearly marked as containing confidential trade secret information. Each page upon which trade secret information appears must be marked as containing confidential trade secret information.

In addition to marking the documents as confidential, the Responder must submit one paper and one digital copy of the proposal from which the confidential trade secret information has been excised. The confidential trade secret information must be excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible.

The Responder's failure to request confidential treatment of confidential trade secret information pursuant to this subsection will be deemed by Dakota County as a waiver by the Responder of any confidential treatment of the trade secret information in the bid or proposal.

Requests by the public for the release of information held by Dakota County are subject to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Responders are encouraged to familiarize themselves with these provisions prior to submitting a proposal.

By submitting this bid or proposal, Responder agrees to indemnify and hold the County, its agents and employees, harmless from any claims or causes of action relating to the County's withholding of data based upon reliance on the representations that the information is a trade secret as defined in Minnesota Statutes Section 13.37 and therefore is not public, including the payment of all costs and attorney fees incurred by the County in defending such an action.

SAMPLE
CONTRACT BETWEEN THE COUNTY OF DAKOTA
AND SAMPLE
FOR SAMPLE

This Contract (Contract) is made and entered into between the County of Dakota, a political subdivision of the State of Minnesota, by and through its SAMPLE Department (County) and SAMPLE, SAMPLE ADDRESS, ("Contractor"). Contractor and County are collectively referred to herein as the "parties" and individually as "party."

WHEREAS, the County requires services for SAMPLE, as identified in the County's Request for SAMPLE, dated SAMPLE, attached and incorporated as Exhibit 1; and

WHEREAS, the Contractor represents, covenants, and warrants it can and will perform the services according to the provisions of this Contract and Contractor's SAMPLE ("Contractor's Proposal"), attached and incorporated as Exhibit 2; and

NOW, THEREFORE, the parties agree as follows:

1. TERM

This Contract is effective and enforceable on the date the last party executes this Contract or a specific future date ("Effective Date") and expires on SAMPLE or the date on which all Services have been satisfactorily performed and final payment is made, whichever occurs first unless earlier terminated by law or according to the provisions of this Contract.

2. CONTRACTOR'S OBLIGATIONS

- 2.1. General Description. Contractor shall provide the services generally described in the SAMPLE and Contractor's Proposal (collectively, "Services").
- 2.2. Conformance to Specifications. Contractor represents, covenants, and warrants it can and will perform the Services in a timely manner according to this Contract.
- 2.3. Substantial Completion. Contractor agrees to substantially complete the work, labor, or services under this Contract on or before SAMPLE.
- 2.4. Standard of Care. In the performance of the Services, Contractor shall use the care and skill a reasonable practitioner in Contractor's profession would use in the same or similar circumstances.
- 2.5. Ability to Perform. Contractor shall maintain staff, facilities, and equipment necessary to perform under this Contract. Contractor shall promptly provide Notice to the County when it knows or suspects it may be unable to perform under this Contract. The County shall determine whether such inability requires amendment or termination of this Contract. No Notice of Default is required to terminate under this section.
- 2.6. Changes in Policy or Staff. The County may terminate this Contract by providing 10 calendar days' Notice if the Contractor makes or proposes significant changes in policies or staffing.
- 2.7. Successors and Assigns. In the event that the Contractor is subject to a voluntary or involuntary dissolution, merger, sale, transfer, reorganization, acquisition, or winding down of the Contractor's business, to continue Services under the Contract the Contractor must receive written consent from the County permitting the Contractor to assign, bind, benefit, and/or ensure the Contractor's successor, legal representatives, trustees assume all rights, duties, liabilities, obligations, and provisions of the Contract.

3. PAYMENT

- 3.1. Total Cost. County will pay Contractor a total amount not to exceed **SAMPLE** and **SAMPLE** /100 Dollars (**\$SAMPLE**) ("Contract Maximum"). The Contract Maximum is not subject to any express or implied condition precedent. The County is not required to pay for any minimum amount of any Services.
- 3.2. Compensation. The County shall pay for purchased Services in the fixed amounts set out in the Contractor's Proposal.
- 3.3. Time of Payment. The County shall pay Contractor within 35 calendar days after the date on which Contractor's invoice is received. If the invoice is incorrect, defective, or otherwise improper, the County will notify Contractor within 10 calendar days after the date on which the invoice is received. The County will pay Contractor within 35 calendar days after the date on which the corrected invoice is received.
- 3.4. Interest on Late Payments. This provision is required by Minn. Stat. § 471.425. The County shall pay interest of 1 ½ percent per month or any part of a month to the Contractor on any undisputed amount that is not paid on time. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For unpaid balances of less than \$100, the County shall pay the actual interest penalty due the Contractor.
- 3.5. Late Request for Payments. The County may refuse to pay invoices received or postmarked more than 90 calendar days after the date that the invoiced Services were performed.
- 3.6. Payment for Unauthorized Claims.
- A. Payment does not prevent the County from disputing the claim. Payment of a claim is not a waiver, admission, release, ratification, satisfaction, accord, or account stated by the County.
 - B. The County is not responsible for any interest, fee, or penalty if it withholds payment for failure to comply with any provision of this Contract or during the pendency of an audit or inspection.
 - C. If the County requires an audit or inspection, the County does not have to pay any invoices until the audit or inspection is complete. Upon completion of the audit or inspection, the County will pay the Contractor pursuant to the time period for payment after receipt of an invoice.
 - D. The County may offset any overpayment or disallowance of claim by reducing future payments.

4. COMPLIANCE WITH LAWS/STANDARDS

- 4.1. General. Contractor shall abide by all Federal, State or local laws, statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Contract or to the facilities, programs, and staff for which Contractor is responsible. This includes, but is not limited to, all Standard Assurances, which are attached and incorporated as **[Exhibit 4]**. Any violation of this section is a material breach of this Contract. No Notice of Default is required to terminate under this section.
- 4.2. Minnesota Law to Govern. The laws of Minnesota govern all matters related to this Contract, without giving effect to the principles of conflict of law. Venue and jurisdiction for any litigation related to this Contract must be in those courts located within Dakota County, State of Minnesota or U.S. District Court, District of Minnesota.
- 4.3. Licenses. At its own expense, Contractor shall procure and maintain all licenses, certifications, registrations, permits, or other rights required to perform the Services under this Contract. Contractor shall furnish copies of the above to the County upon request. Contractor shall provide Notice to the County of any changes in the above within 5 calendar days of the change. Any violation of this section is a material breach of this Contract. No Notice of Default is required to terminate under this section.
- 4.4. Diversity and Inclusion; Prohibited Acts. It is the policy of the County to respect culture and reduce bias in the workplace and service delivery. The County's commitment to inclusion, diversity, and equity requires that the Contractor uphold respectful regard for cultural differences and recognition of individual protected-class status as defined under law.

The Contractor, its managers, officers and employees shall abstain from discrimination, harassment and retaliatory actions in the performance of this Contract. If the County receives a report of non-compliance with this provision, it will share the report with Contractor, conduct an appropriate investigation as warranted by the nature of alleged behavior, and notify Contractor of the findings of the investigation and

any required remedial actions by the Contractor. The Contractor shall inform the County of compliance with any required remedial actions within the time period provided by the County. If the behavior persists, the County may terminate the Contract in accordance with section 12, Termination. The Contractor shall have policies that prohibit retaliation for reporting that is not in compliance with this provision.

5. INDEPENDENT CONTRACTOR STATUS

Contractor is an independent contractor. Nothing in this Contract is intended to create an employer and employee relationship between the County and the Contractor. Contractor is not entitled to receive any of the benefits received by County employees and is not eligible for workers' or unemployment compensation benefits. Contractor also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Contractor, and that it is Contractor's sole obligation to comply with the applicable provisions of all State and Federal tax laws.

6. NOTICES

6.1. Each Notice must be signed by the Authorized Representative. Notices may be signed electronically. Unless otherwise stated in a specific section of this Contract, any notice or demand, (collectively, "Notice") must be in writing and provided to the Authorized Representative by at least one of the following:

- A. Personal delivery, which is deemed to have been provided upon receipt as indicated by the date on the signed affidavit; or
- B. Registered or Certified Mail, in each case, return receipt requested and postage prepaid, which is deemed to have been provided upon receipt as indicated by the date on the signed receipt, certification, or affidavit; or
- C. Nationally or internationally recognized overnight courier, with tracking service with all fees and costs prepaid, which is deemed to have been provided upon receipt as indicated by the date on the signed receipt, certification, or affidavit; or
- D. Except for Notices of Termination and Notices of Default, email, which is deemed to have been provided upon receipt as indicated by the date on a report generated by the outgoing email server indicating that the email was successfully sent, passed, or transmitted to the email server of the Authorized Representative's email address, or upon receiving an email confirming delivery to the Authorized Representative's email address.

6.2. If the Authorized Representative rejects or otherwise refuses to accept the Notice, or if the Notice cannot be provided because of a change in contact information for which no Notice was provided, then the Notice is effective upon rejection, refusal, or inability to deliver.

7. INDEMNIFICATION

7.1. General. To the greatest extent allowed by law, in the performance of or failure to perform this Contract, Contractor shall indemnify, defend (in the case of third-party claims, with counsel satisfactory to County), and hold harmless the County, its officers, agents, and employees, from and against any actual or alleged loss, litigation cost (including, but not limited to, reasonable attorney fees and costs and expenses of defense), costs, settlement, judgment, demands, damage, liability, lien, debt, injury, harm, fees, fines, penalties, interest, expenditure, diminution in value, disbursement, action, claim, proceeding, or dispute of any sort (collectively "Losses"), whether or not involving a third party, which are attributable to Contractor's, or Contractor's agents', independent contractors', employees', or delegates', actual or alleged:

- A. Intentional, willful, or negligent acts or omissions; or
- B. Actions or omissions that give rise to strict liability; or

C. Negligent or intentional misrepresentation, breach of warranty, covenant, contract, or subcontract

whether or not well-founded in fact or in law, known or unknown, foreseen or unforeseen, fixed or contingent and howsoever originating or existing, and whether or not based upon statute, common law, or equity. This indemnity provision survives expiration or termination of this Contract.

The Contractor's duty to defend the County is not contingent upon a finding of liability or wrongdoing on the part of the Contractor. Rather, the Contractor's duty to defend the County arises whenever an allegation is made—whether in a formal lawsuit or otherwise—that the County is liable to a third party as a result of the conduct of the Contractor. The duty to defend includes, but is not limited to, the Contractor retaining and paying directly legal counsel for the County chosen solely and exclusively by the County in the County's sole discretion.

7.2. Limitations. The indemnification, defense, and hold harmless obligations of this section do not apply to the extent that liability is the direct or proximate result of the negligence or fault of the County or any third party for whom the Contractor is not legally liable. This limitation is not a waiver on the part of the County of any immunity or limits on liability under Minn. Stat. Ch. 466, or other applicable State or Federal law.

7.3. Notice. The parties shall promptly provide Notice in writing and in reasonable detail of:

A. Any demand, action, suit, or proceeding against the party providing Notice; or

B. Any event or fact that may give rise to indemnification under section 7.1 by Contractor.

7.4. Control of Defense and Settlement. Contractor shall promptly provide Notice to the County of any proposed settlement, and Contractor may not, without County's prior written consent (which the County will not unreasonably withhold, condition, or delay), settle such claim or consent to entry of any third-party judgment. Nothing in this section precludes Contractor from allowing County to undertake control of the defense.

8. **INSURANCE**

Contractor shall maintain policies of insurance as set forth in [Exhibit 3], and pay all retentions and deductibles under such policies of insurance. Any violation of this section is a material breach of this Contract. This section survives expiration or termination of this Contract. No Notice of Default is required to terminate under this section.

9. **SUBCONTRACTING**

9.1. Subcontracting Generally Prohibited. Contractor shall not assign or delegate any interest, right, duty, or obligation related to this Contract without the County's prior written consent. The County may void any purported assignment, delegation, or subcontract in violation of this section.

9.2. Permitted Subcontracting. Contractor may subcontract with the subcontractors identified in Contractor's Proposal or as permitted by the County in writing, subject to the following:

A. Contractor shall be responsible for the performance of its subcontractors.

B. All subcontractors shall comply with the provisions of this Contract.

C. Contractor remains responsible for performing Services under and complying with this Contract, regardless of any subcontract.

9.3. Notice to County. Contractor shall provide Notice to the County of any complaint, demand, action, proceeding, filing, lien, suit, or claim that Contractor has not paid or failed to timely pay any subcontractor. Notice must be provided no later than 10 calendar days after the date on which the Contractor first receives the complaint, demand, action, proceeding, filing, lien, suit, or claim.

9.4. Payment of Subcontractors. This provision is required by Minn. Stat. § 471.425. Contractor shall pay the subcontractor within 10 calendar days after the date on which the Contractor receives payment from the County for undisputed Services performed by the subcontractor. Contractor agrees to pay interest of 1½ percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For unpaid balances of less than \$100, the Contractor shall pay the actual interest penalty due the subcontractor.

9.5. A violation of any part of this section is a material breach of contract.

10. FORCE MAJEURE

Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

11. DEFAULT

11.1. Notice of Default. Unless otherwise stated in a specific section of this Contract, no event or circumstance constitutes a default giving rise to the right to terminate for cause unless and until a Notice of Default is provided to the defaulting party, specifying the particular event or circumstance, series of events or circumstances, or failure constituting the default and cure period, if any.

11.2. Cure Period. The party providing the Notice of Default has the option, but is not required, to give the other party an opportunity to cure the specified default. If an opportunity to cure is given, it must be specifically described in the Notice of Default, including any period in which to comply.

11.3. Withholding Payment. Notwithstanding any other provision of this Contract, the County may, after giving Notice of Default, withhold, without penalty or interest, any payment which becomes due after Notice of Default is provided until the specified default is excused or cured, or the Contract is terminated.

12. TERMINATION

12.1. Termination Without Cause. Either party may terminate this Contract without cause by providing 30 calendar days' Notice of Termination to the other party.

12.2. Termination for Cause or Material Breach. Either party may terminate this Contract for cause by providing 7 calendar days' Notice of Termination to the other party, unless a different procedure or effective date is stated within the specific section of this Contract under which the default occurs. In addition to other specifically stated provisions of this Contract or as otherwise stated in law, events or circumstances constituting default and giving rise to the right to terminate for cause, unless waived, include but are not limited to:

- A. Making material misrepresentations either in the attached exhibits or in any other material provision or condition relied upon in the making of this Contract;
- B. Failure to perform Services or provide payment within the time specified in this Contract;
- C. Failure to perform any other material provision of this Contract;
- D. Failure to diligently and timely perform Services so as to endanger performance of the provisions of this Contract;
- E. The voluntary or involuntary dissolution, insolvency, merger, sale, transfer, reorganization, acquisition or winding down of the Contractor's business.

- 12.3. Termination by County – Lack of Funding. The County may immediately terminate this Contract for lack of funding. A lack of funding occurs when funds appropriated for this Contract as of the Effective Date from a non-County source are unavailable or are not appropriated by the County Board. The County has sole discretion to determine if there is a lack of funding. The County is not obligated to pay for any Services that are performed after providing Notice of Termination for lack of funding. The County is not subject to any penalty or damages for termination due to lack of funding. No Notice of Default is required to terminate under this section.
- 12.4. Notice of Termination. The Notice of Termination must state the intent to terminate the Contract and specify the events or circumstances and relevant Contract provision warranting termination of the Contract and whether the termination is for cause.
- 12.5. Duties of Contractor upon Termination. Upon the County providing of the Notice of Termination, and except as otherwise stated, Contractor shall:
- A. Discontinue performance under this Contract on the date and to the extent specified in the Notice of Termination.
 - B. Complete performance of any work that is not discontinued by the Notice of Termination.
 - C. Cooperate with County with any transition of Services.
 - D. Cancel all orders and subcontracts to the extent that they relate to the performance of this Contract.
 - E. Return all County property in its possession within 7 calendar days after the date on which the Contractor receives the Notice of Termination to the extent that it relates to the performance of this Contract that is discontinued by the Notice of Termination.
 - F. Submit an invoice for Services satisfactorily performed prior to the effective date of termination within 35 calendar days of said date.
 - G. Maintain all records relating to the performance of the Contract as may be directed by the County in the Notice of Termination or required by law or this Contract.
- 12.6. Duties of County upon Termination of the Contract for Cause or Without Cause. Upon delivery of the Notice of Termination, and except as otherwise provided, the County shall make final payment to Contractor in accordance with section 3.3 of this Contract for Services satisfactorily performed.
- 12.7. Effect of Termination for Cause or without Cause.
- A. Termination of this Contract does not discharge any liability, responsibility, or right of any party that arises from the performance of, or failure to adequately, perform the provisions of this Contract prior to the effective date of termination. Termination shall not discharge any obligation which, by its nature, would survive after the date of termination, including by way of illustration only and not limitation, the requirements set forth in **[Exhibit 4]** (Standard Assurances) and the indemnity provisions of section 7.
 - B. The County shall not be liable for any Services performed after Notice of Termination, except as stated above or as authorized by the County in writing.

13. CONTRACT RIGHTS AND REMEDIES

- 13.1. Rights Cumulative. All remedies under this Contract or by law are cumulative and may be exercised concurrently or separately. The exercise of any one remedy does not preclude exercise of any other remedies.

- 13.2. Waiver. Any waiver is only valid when reduced to writing, specifically identified as a waiver, and signed by the waiving party's Authorized Representative. A waiver is not an amendment to the Contract. The County's failure to enforce any provision of this Contract does not waive the provision or the County's right to enforce it.

14. AUTHORIZED REPRESENTATIVE

- 14.1. The Authorized Representatives of the respective parties for purposes of this Contract are as follows

To the Contractor:

SAMPLE
(Name)
SAMPLE
(Title)
SAMPLE
(Street)
SAMPLE
(City, MN Zip Code)
SAMPLE
(Telephone)
SAMPLE
(Email Address)

To the County:

SAMPLE
(Name)
SAMPLE
(Title)
SAMPLE
(Street)
SAMPLE
(City, MN Zip Code)
SAMPLE
(Telephone)
SAMPLE
(Email Address)

- 14.2 The Authorized Representative, or his or her successor, has authority to bind the party he or she represents and sign this Contract. The County's Authorized Representative shall have only the authority granted by the County Board. The parties shall promptly provide Notice to each other when an Authorized Representative's successor is appointed. The Authorized Representative's successor shall thereafter be the Authorized Representative for purposes of this Contract.

- 14.3. In addition, Notices regarding breach or termination shall also be provided to:

Dakota County Attorney's Office
Civil Division
1560 Highway 55
Hastings, Minnesota 55033.

15. LIAISON

15.1. The Liaisons of the respective parties for purposes of this Contract are as follows:

Contractor Liaison: SAMPLE

County Liaison: SAMPLE

Telephone: SAMPLE

Telephone: SAMPLE

Email Address: SAMPLE

Email Address: SAMPLE

15.2. The Liaison, or his or her successor, has authority to assist the parties in the day-to-day performance of this Contract, ensure compliance, and provide ongoing consultation related to the performance of this Contract. The parties shall promptly provide Notice to each other when a Liaison's successor is appointed. The Liaison's successor shall thereafter be the Liaison for purposes of this Contract.

16. OWNERSHIP OF WORK PRODUCT

As the County's contractor for hire, the County shall own in perpetuity, solely and exclusively, all rights of every kind and character, in all proceeds, works, drawings, products, plans, and all other materials created by Contractor pursuant to this Contract (collectively referred to as "Works"), and the County shall be deemed the author thereof for all purposes. Such Works are deemed "works for hire," as defined in the U.S. Copyright Act, 17 U.S.C. § 101. Contractor shall, upon the request of the County, execute all papers and perform all other acts necessary to assist the County to obtain and register copyrights on such Works. If, for any reason, any of the Works do not constitute a "work made for hire," Contractor hereby irrevocably assigns to the County, in each case without additional consideration, all right, title, and interest throughout the universe in and to the works, including all copyrights therein.

17. AMENDMENTS

Any amendments to this Contract are only valid when reduced to writing, specifically identified as an amendment, and signed by both parties' Authorized Representative.

18. SEVERABILITY

The provisions of this Contract are severable. If any provision of this Contract is void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Contract unless the void, invalid, or unenforceable provision substantially impairs the value of the entire Contract with respect to either party.

19. MERGER

19.1. Final Agreement. This Contract is the final expression of the agreement of the parties. This Contract is the complete and exclusive statement of the provisions agreed to by the parties. This Contract supersedes all prior negotiations, understandings, or agreements. There are no representations, warranties, or provisions, either oral or written, not contained herein.

19.2. Exhibits. The following Exhibits and addenda, including all attachments, are incorporated and made a part of this Contract:

Exhibit 1 – County's Request for SAMPLE (including Attachments SAMPLE)

Exhibit 2 - Contractor's Response to Request for SAMPLE dated SAMPLE

Exhibit 3 – Standard Assurance

Exhibit 4 – Insurance Terms

19.3. By signing this Contract, Contractor acknowledges receipt of all the above Exhibits and addenda, including all attachments. If there is a conflict between any provision of any Exhibit and any provision in the body of this Contract, the body of this Contract will prevail. To the extent reasonably possible, the Exhibits will be construed and constructed to supplement, rather than conflict with, the body of this Contract. If there is a conflict between any provision of an Exhibit and another Exhibit, the following is the order of precedence: Exhibit 1, Exhibit 2.

20. CONFIDENTIALITY

- 20.1. "Protected Data" has the same meaning as Not Public Data as defined in Minn. Stat. § 13.02, subd. 8a. Trade Secret Data as defined in Minn. Stat. § 13.37, subd. 1(b) shall be identified by Contractor to County and included in the definition of Protected Data.
- 20.2. For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract is subject to the requirements of the Minnesota Government Data Practices Act ("MGDPA"), Minn. Stat. Chapter 13 and its implementing rules, as well as any other applicable State or Federal laws on data privacy or security. Contractor must comply with, and is subject to, the provisions, remedies, and requirements of the MGDPA as if it were a governmental entity.
- 20.3. Contractor acknowledges that the County may transmit Protected Data to Contractor in connection with Contractor's performance of this Contract. Contractor shall not, at any time, directly or indirectly reveal, report, publish, duplicate, or otherwise disclose Protected Data to any third party in any way whatsoever, unless required or allowed by law. Contractor agrees to implement such procedures as are necessary to assure protection and security of Protected Data and to furnish the County with a copy of said procedures upon request.
- 20.4. Each party shall provide the other party with prompt Notice of a breach of the security of data as defined in Minn. Stat. § 13.055, subd. 1(a) or suspected breach of the security of data and shall assist in remedying such breach. Providing or accepting assistance does not constitute waiver of any claim or cause of action for breach of contract.
- 20.5. Contractor shall cooperate with the County in responding to all requests for data. Contractor does not have a duty to provide access to public data if the public data are available from the County, except as required by the provisions of this Contract. The parties shall promptly notify each other when any third party requests Protected Data related to this Contract or the Services. Contractor shall ensure that all subcontracts contain the same or similar data practices compliance requirements. All provisions of this Section apply to any subcontract or subcontractor.
- 20.6. This section survives expiration or termination of this Contract.

21. ELECTRONIC SIGNATURES

Each party agrees that the electronic signatures of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

22. CONTRACT INTERPRETATION AND CONSTRUCTION

This Contract was fully reviewed and negotiated by the parties. Any ambiguity, inconsistency, or question of interpretation or construction in this Contract shall not be resolved strictly against the party that drafted the Contract. It is the intent of the parties that every section (including any subsection), clause, term, provision, condition, and all other language used in this Contract shall be constructed and construed so as to give its natural and ordinary meaning and effect.

23. WAGE WITHHOLDING TAX

Pursuant to Minn. Stat. § 270C.66, County shall make final payment to Contractor only upon satisfactory showing that Contractor and any subcontractors have complied with the provisions of Minn. Stat. § 290.92 with respect to withholding taxes, penalties, or interest arising from this Contract. A certificate by the Minnesota Commissioner of Revenue (Minnesota Department of Revenue Form IC-134, entitled "Withholding Affidavit for Contractors") satisfies this requirement with respect to the Contractor or subcontractor.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date(s) indicated below.

COUNTY OF DAKOTA

By: SAMPLE

(Signature line)

SAMPLE

(Name, Title, Department)

SAMPLE

Date of Signature

Contract Number DCA **SAMPLE**

CONTRACTOR

(I represent and warrant that I am authorized by law to execute this contract and legally bind the Contractor.)

By: SAMPLE
(Signature line)

SAMPLE
(Title)

SAMPLE
Date of Signature

Attachment E
INSURANCE TERMS

Contractor agrees to provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and to otherwise comply with the provisions that follow. Such policy(ies) of insurance shall apply to the extent of, but not as a limitation upon or in satisfaction of, the Contract indemnity provisions. The provisions of this section shall also apply to all Subcontractors, Sub-subcontractors, and Independent Contractors engaged by Contractor with respect to this Contract, and Contractor shall be entirely responsible for securing the compliance of all such persons or parties with these provisions.

APPLICABLE SECTIONS ARE CHECKED



1. Workers Compensation.

Workers' Compensation insurance in compliance with all applicable statutes including an All States or Universal Endorsement where applicable. Such policy shall include Employer's Liability coverage in an amount no less than \$500,000. If Contractor is not required by Statute to carry Workers' Compensation Insurance, Contractor agrees: (1) to provide County with evidence documenting the specific provision under Minn. Stat. § 176.041 which excludes Contractor from the requirement of obtaining Workers' Compensation Insurance; (2) to provide prior notice to County of any change in Contractor's exemption status under Minn. Stat. § 176.041; and (3) to defend, hold harmless and indemnify County from and against any and all claims and losses brought by Contractor or any subcontractor or other person claiming through Contractor for Workers' Compensation or Employers' Liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Contractor to obtain Workers' Compensation Insurance, Contractor agrees to promptly provide County with evidence of such insurance coverage.



2. General Liability.

"Commercial General Liability Insurance" coverage, providing coverage on an "occurrence" basis. Policy shall include, but not be limited to, coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Contract), Independent Contractors, "XC&U" and Products-Completed Operations liability (if applicable). An Insurance Services Office "Comprehensive General Liability" policy which includes a Broad Form Endorsement GL 0404 (Insurance Services Office designation) shall be considered to be an acceptable equivalent policy form. Claims-made coverage is acceptable.

A total combined general liability policy limit of at least \$2,000,000 per occurrence and aggregate, applying to liability for Bodily Injury, Personal Injury, and Property Damage, which total limit may be satisfied by the limit afforded under its Commercial General Liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an Umbrella or Excess Liability policy (or policies); provided, that the coverage afforded under any such Umbrella or Excess Liability policy is at least as broad as that afforded by the underlying Commercial General Liability policy (or equivalent underlying policy). Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.



Such policy(ies) shall name Dakota County, its officers, employees and agents as Additional Insureds thereunder.



3. Professional Liability

Professional Liability (errors and omissions) insurance with respect to its professional activities to be performed under this Contract. This amount of insurance shall be at least \$2,000,000 per occurrence and aggregate. Coverage under such policy may be subject to a deductible, not to exceed \$25,000 per occurrence. Contractor agrees to maintain such insurance for at least one (1) year from Contract termination.

Contractor therefore agrees that it will not seek or voluntarily accept any such change in its Professional Liability insurance coverage if such impairment of Dakota County's protection could result; and further, that it will exercise its rights under any "Extended Reporting Period" ("tail coverage").



4. Automobile Liability.

Business Automobile Liability insurance covering liability for Bodily Injury and Property Damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned and hired automobiles and other motor vehicles utilized by Contractor in connection with its performance under this Contract. Such policy shall provide total liability limits for combined Bodily Injury and/or Property Damage in the amount of at least \$2,000,000 per accident

☒ Such policy, shall include Dakota County, its officers, employees and agents as Additional Insureds thereunder.

☐ 5. Network Security and Privacy Liability.

Network security and privacy liability insurance, including first-party costs, for any breach that compromises data obtained while providing services under this Agreement. This insurance should to cover claims which may arise from failure of Contractor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data including but not limited to confidential or private information, transmission of a computer virus or denial of service. The required limit shall not be less than \$2,000,000 per occurrence with a \$4,000,000 aggregate limit. Claims-made coverage is acceptable. Such insurance shall name Dakota County, its officials, employees, volunteers and agents as additional insureds. The policy shall provide an extended reporting period of not less than thirty-six (36) months from the expiration date of the policy, if the policy if not renewed.

☒ 6. Evidence of Insurance.

Contractor shall promptly provide Dakota County with a Certificate of Insurance prior to commencement of any work. At least 10 days prior to termination of any such coverage, Contractor shall provide Dakota County with evidence that such coverage will be renewed or replaced upon termination with insurance that complies with these provisions.

☒ 7. Insurer: Policies.

All policies of insurance shall be issued by financially responsible insurers licensed to do business in the State of Minnesota by a n insurer with a current A.M. Best Company rating of at least A:VII.

☒ 8. Release and Waiver.

Contractor agrees to rely entirely upon its own property insurance for recovery with respect to any damage, loss or injury to the property interests of Contractor. Contractor hereby releases Dakota County, its officers, employees, agents, and others acting on their behalf, from all claims, and all liability or responsibility to Contractor, and to anyone claiming through or under Contractor, by way of subrogation or otherwise, for any loss of or damage to Contractor's business or property caused by fire or other peril or event, even if such fire or other peril or event was caused in whole or in part by the negligence or other act or omission of Dakota County or other party who is to be released by the terms here of, or by anyone for whom such party may be responsible.

Contractor agrees to effect such revision of any property insurance policy as may be necessary in order to permit the release and waiver of subrogation agreed to herein. Contractor shall, upon the request of Dakota County, promptly provide a Certificate of Insurance, or other form of evidence as may be reasonably requested by Dakota County, evidencing that the full waiver of subrogation privilege contemplated by this provision is present; and/or, if so requested by Dakota County, Contractor shall provide a full and complete copy of the pertinent property insurance policy(ies).

Revised: 11/23

Attachment F STANDARD ASSURANCES

1. **NON-DISCRIMINATION**. During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or applicant for employment because the person is a member of a protected class under, and as defined by, federal law or Minnesota state law including, but not limited to, race, color, creed, religion, sex, gender, gender identity, pregnancy, national origin, disability, sexual orientation, age, familial status, marital status, veteran's status, or public assistance status. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without unlawful discrimination.. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices which set forth the provisions of this nondiscrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, national origin, disability, sexual orientation, age, marital status, veteran's status, or public assistance status.

No funds received under this Contract shall be used to provide religious or sectarian training or services.

The Contractor shall comply with any applicable federal or state law regarding non-discrimination. The following list includes, but is not meant to limit, laws which may be applicable:

A. The Equal Employment Opportunity Act of 1972, as amended, 42 U.S.C. § 2000e *et seq.* which prohibits discrimination in employment because of race, color, religion, sex, or national origin.

B. Equal Employment Opportunity-Executive Order No.11246, 30 FR 12319, signed September 24, 1965, as amended, which is incorporated herein by reference, and prohibits discrimination by U.S. Government contractors and subcontractors because of race, color, religion, sex, or national origin.

C. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 701 *et seq.* and 45 C.F.R. 84.3 (J) and (K) implementing Sec. 504 of the Act which prohibits discrimination against qualified handicapped persons in the access to or participation in federally-funded services or employment.

D. The Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.* as amended, and Minn. Stat. § 181.81, which generally prohibit discrimination because of age.

E. The Equal Pay Act of 1963, as amended, 29 U.S.C. § 206(d), which provides that an employer may not discriminate on the basis of sex by paying employees of different sexes differently for the same work.

F. Minn. Stat. Ch. 363A, as amended, which generally prohibits discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

G. Minn. Stat. § 181.59 which prohibits discrimination against any person by reason of race, creed, or color in any state or political subdivision contract for materials, supplies, or construction. Violation of this section is a misdemeanor and any second or subsequent violation of these terms may be cause for forfeiture of all sums due under the Contract.

H. Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 through 12213, 47 U.S.C. §§ 225, 611, with regulations at 29 C.F.R. § 1630, which prohibits discrimination against qualified individuals on the basis of a disability in term, condition, or privilege of employment.

I. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, *et seq.* and including 45 CFR Part 80, prohibits recipients, including their contractors and subcontractors, of federal financial assistance from discriminating on the basis of race, color or national origin which includes not discriminating against those persons with limited English proficiency.

J. The Pregnancy Discrimination Act of 1978, which amended Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq* which prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

K. Equal Protection of the Laws for Faith-based and Community Organizations-Executive Order No. 13279, signed December 12, 2002 and as amended May 3, 2018. Prohibits discrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants and loans.

L. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, with regulations at 41 C.F.R. Part 60-250, which prohibits discrimination in employment against protected veterans.

2. **DATA PRIVACY.** For purposes of this Contract, all data created, collected, received, stored, used, maintained, or disseminated by Contractor in the performance of this Contract are subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, ("MGDPA") and the Minnesota Rules implementing the MGDPA. Contractor must comply with the MGDPA as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. Contractor does not have a duty to provide access to public data to a data requestor if the public data are available from the County, except as required by the terms of this Contract. If Contractor is a subrecipient of federal grant funds under this Contract, it will comply with the federal requirements for the safeguarding of protected personally identifiable information ("Protected PII") as required in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, and the County Protected PII procedures, which are available upon request. Additionally, Contractor must comply with any other applicable laws on data privacy. All subcontracts shall contain the same or similar data practices compliance requirements.

3. **RECORDS DISCLOSURE/RETENTION.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription, and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.

4. **WORKER HEALTH, SAFETY AND TRAINING.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure all personnel of Contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Each Contractor shall comply with federal, state, and local occupational safety and health standards, regulations, and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Contractor.

5. **PROHIBITED TELECOMMUNICATIONS EQUIPMENT/SERVICES.** If Contractor is a subrecipient of federal grant funds under this Contract, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018) (the "Act"), and 2 CFR § 200.216, Contractor will not use funding covered by this Contract to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any agreement related to this Contract.

6. **CONTRACTOR GOOD STANDING.** If Contractor is not an individual, Contractor must be registered to do business in Minnesota with the Office of the Minnesota Secretary of State and shall maintain an active/in good standing status with the Office of the Minnesota Secretary of State, and shall notify County of any changes in status within five calendar days of such change. Business entities formed under the laws of a jurisdiction other than Minnesota must maintain a certificate of authority (foreign corporations, limited liability companies, limited partnerships, and limited liability limited partnerships), or a statement of foreign qualification (foreign limited liability partnerships), or a statement of partnership authority (general partnerships). See Minn. Stat. §§ 303.03 (corporations); 322C.0802 (limited liability companies); 321.0902 and 321.0907 (foreign limited partnership); 321.0102(7) (foreign limited liability limited partnerships); 323A.1102(a) (foreign limited liability partnership); 321.0902 and 321.0907 (foreign general partnerships).

7. **CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION.** Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By signing this Contract, the Contractor certifies that it and its principals* and employees:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

B. Have not within a three (3) year period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

C. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

D. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above; and

E. Shall immediately give written notice to the Authorized Representative should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

*“Principals” for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

8. **PREVAILING WAGES.** Contractor shall pay wages to its employees at a rate not less than those established by the Minnesota Department of Labor & Industry for commercial construction projects. In accordance with Minn. Stat. § 471.345, subd. 7 and Dakota County Board Resolution No. 95-55.

9. **BOND FOR G/HVACR CONTRACTORS.** In accordance with Minn. Stat. § 326B.197, if Contractor will be performing any work having to do with gas, heating, ventilation, cooling, air conditioning, fuel burning or refrigeration, the Contractor must give bond to the State of Minnesota for the benefit of persons suffering financial loss by reason of Contractor’s failure to comply with the requirements of the State Mechanical Code.

Directions for Online Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at https://oig.hhs.gov/exclusions/exclusions_list.asp

Lake Byllesby Regional Park - Campground

7650 Echo Point Road, Cannon Falls, MN 55009

Campground Office: 651-480-7770



West Sites # 1 - 17: Water / Electric (30/50 amp)

Central Sites # 18 - 46: Water / Electric (30/50 amp) - No Tents

East Sites # 47 - 83: Standard Electric (30/50 amp)

Hiking Trail

Parking

Camper / Boat Trailer Parking

Restroom / Shower

Vault / Portable Toilet

Drinking Water

Fire Ring

Picnic Area

Picnic Shelter

Beach

Playground / Nature Play

Sand Volleyball

Horseshoes

Boat Launch

Boat Launch - Non-Motorized

Campground Office

RV Dump Station

Recycle / Trash

Accessible Site

