



Capital Projects Management

Request for Proposals

Professional Design Services

for the

Dakota County

**Lake Byllesby Regional Park:**

**West Lake Byllesby Improvements**

8150 295<sup>th</sup> St E, Cannon Falls, MN

Issued August 19, 2025

Due Date: September 9, 2025, by 3:00 pm

## A. General Purpose and Proposal Guidelines

1. Purpose: Dakota County is seeking proposals for professional design services for the Lake Byllesby Regional Park: West Lake Byllesby Improvements project. See **Attachment P Lake Byllesby Regional Park Project Map** for location references.

Anticipated professional services include:

- a) Architect
  - b) Landscape Architect
  - c) Civil Engineer
  - d) Electrical Engineer
  - e) Cost Estimator
  - f) Other Consultants as deemed necessary
2. Dakota County Project Manager:  
Questions regarding this Request for Proposal should be directed to:  
Trish Bremer, Sr Project Manager  
Capital Projects Management  
Dakota County Administration Center  
1590 West Highway 55  
Hastings, MN 55033  
Phone: 651-438-4357  
E-mail: [trish.bremer@co.dakota.mn.us](mailto:trish.bremer@co.dakota.mn.us)

3. Key Dates:

Request for Proposals Issued	08-19-25
Deadline to RSVP for Pre-Proposal Meeting	08-25-25 at 3:00 pm
Non-Mandatory, Virtual Pre-Proposal Meeting	08-26-25 at 8:00 am
Deadline for Questions to County PM	08-29-25 by 3:00 pm
Questions Answered/RFP Addendum Issued	09-02-25 by 12:00 pm
Proposal Responses Due to County PM	09-09-25 by 3:00 pm
Consultant Selection	09-17-25
Work to Commence after is Contract Executed	09-29-25
Schematic Design and Development of Options	Oct – Dec 2025
Site Investigative work (survey, archeology, etc.)	Oct – Nov 2025
Staff and County Board Review of SD Options	Jan 2026
Finalize Design	Feb – Apr 2026
Bidding	May 2026
Construction Work	Aug 2026 – Mar 2027
Construction Close Out, Open to Public	Apr 2027

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: Lake Byllesby Regional Park includes vast undeveloped natural resources that attract high numbers of hikers, nature photographers, water recreationists, and bird and nature enthusiasts. Currently this park lacks access and amenities for visitors at the west end, which has disrupted the natural environment. Visitors are parking in undesignated areas and exploring unmarked trails, which is disturbing plants, animals, and the natural environment. These disruptive activities have raised concerns for longevity, maintenance, and safety at the west end of this Regional Park.
2. Project Description: This project will make improvements to the west end of the Lake Byllesby Regional Park to enhance the visitor experience and stewardship. Specifically, this project will create trailhead facilities located at three areas of the park: Cannon Cascades, the River Access, and Byllesby Bluff. These areas will be constructed with trailhead amenities such as parking and vault toilets, natural surface trails incorporating boardwalk bridges as needed, birding and picnic areas, and signage. An accessible bird blind will also be created at Byllesby Bluff. Refer to **Attachment P Lake Byllesby Regional Park Project Map** to see these identified areas.
3. Project Construction Budget: The total construction budget for this project effort, which is the amount we expect from the general contractor on bid day, is \$900,000. Based on this construction budget, we anticipate design fees not to exceed \$95,000.

## **C. Scope of Services to be Provided**

1. The design team shall provide all professional design services needed to complete the 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 Parks and Greenway 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 Project Group (CPG), 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 Project Group and design team members.
7. The design team shall provide a draft meeting agenda for each Core Project Group 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. The design team shall assist the Owner in identifying necessary site investigative services that will inform project development efforts. This may include identifying extents of site surveys, archeological work, wetland delineations or similar services. The Owner will hire other consultants to complete this work, but the design team will be expected to assist and coordinate with these other consultants.
9. Through early Schematic Design, the design team shall develop options for the Owner's review. Options shall include preliminary cost estimating and time frames for execution so the Owner can make informed decisions about which options are feasible to proceed with.
10. At the end of Schematic Design, the design team shall prepare and provide documents to the County for presentation to the County Board. 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.
11. 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 (civil, landscaping, architectural, electrical, 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 or Revit, 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.
12. 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 Owner 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 three cost estimates at the following milestones. The design team will provide documents for cost estimates in PDF form.
- a) End of Schematic Design
  - b) End of Design Development
  - c) Approximately 65% Construction Documents.
13. Cost estimates from the design team and Owner 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.
14. 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.
15. 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.
16. 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.

17. 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.
18. 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 design team 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) Four (4) 3D views (Revit, Sketch-up, or other electronic means) for use in Public Meetings and County Board Meetings.
  - e) 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.*
  - f) Schematic Drawings to be included (at minimum): Site Plan, Utility Plan(s), Grading Plan, Erosion Control Plan, Planting Plan, Key Details and Sections. Construction boundary will need to be identified for coordination.
  - g) Provide Final Schematic Design documents (after review) for Board Submittal.
  - h) Participate in public outreach at one standard open house and via an on-line tool. The design team will need to provide content for the online tool.
  - i) Engagement with tribal partners and agencies having jurisdiction as needed.
  - j) 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): Demolition Plan with tree removal information, Site Plan, Material Plan, Layout Plan, Utility Plan(s), Grading Plan, Erosion Control Plan, Planting Plan, Structural Plan, Lighting Plan, Trail Profile, Trail Sections, and Details.
  - d) Provide Project Manual in current edition of MasterFormat by Construction Specifications Institute (CSI).
  - e) Provide lighting and major equipment fixture cut sheets organized per specification section.

- f) Provide updated four 3D views.
  - g) 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) Respond to questions or comments from the County Insurer's plan review and incorporate necessary changes into the Bid Documents.
  - e) Provide a notated copy of **Attachment G Dakota County Parks and Greenway Standards**, noting how each item has been considered or incorporated into the final design. Note when the Owner approved any departures from the standards.
  - f) Update Project Schedule.
4. Bid & Award Phase: Provide a minimum of the following items.
- a) Respond to jurisdictional comments for approval of necessary permits.
  - 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) Prepare punch list, review and document when list is completed.
  - i) 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. Record Documents shall be provided to Owner in PDF format and AutoCAD or Revit.
- 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*.
  - b) Provide a current Hourly Rate Schedule for all anticipated staff roles that may work on the project.
  - c) Include a signed **Attachment B** *Non-Collusion and Conflict of Interest Statement*.
  - 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.
- 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*, 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**. 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
- **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 Parks and Greenway Standards
- **Attachment P** Lake Byllesby Regional Park Project Map

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**





## Lake Byllesby Regional Park: West Lake Byllesby Improvements

### Fee Proposal

	Schematic Design	Design Develop.	Construct. Docs.	Bidding & Award	Construct. Admin	Project Closeout	Average Hourly Rate	Total Hours	Fee
1 Architect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
2 Landscape Architect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
3 Civil Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
4 Electrical Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
5 Cost Estimator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
6 Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
7 Other (specify)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
8 Subtotals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
9 Percent of Total Labor Fee	%	%	%	%	%	%	%	%	
10 Reimbursable Expenses (Not To Exceed)									\$ -
11 A not-to-exceed Fee amount plus not to exceed Reimbursable Expenses amount is required.	TOTAL FEE								\$ -

Owner may elect to award any part, in any order, to align with available budget.

#### PROPOSING FIRM NAME:

Official Firm Name

Date

Registration and Good Standing: All responders must be in compliance 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.

#### Provide the following in a sealed envelope, separate from Proposal Response:

- Attachment A - Fee Proposal (this form)
- Current Hourly Rate Schedule for each employee anticipated to work on the project.
- Attachment B - Non-Collusion and Conflict of Interest Statement

**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

*Signatures on your Bid/Proposal/Quote Response (Non-Collusion, Trade Secret, Bid/Proposal/Quote Forms, etc.) require a 'WET' signature. Digital signatures are NOT accepted.*

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.

V.7 Revised: MMH (06-19)

**Submit this form as part of the Bid response**

## 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. Digital signatures are NOT accepted.

## 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, **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.

*Revised: 6/22/2018*

**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

Telephone: SAMPLE

Email Address: SAMPLE

County Liaison: SAMPLE

Telephone: 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).



**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](https://oig.hhs.gov/exclusions/exclusions_list.asp)

# Parks and Greenways Standards

**Dakota County  
Facilities Management  
Capital Projects Department (CPM)**

January 2025



Drafted December 2024  
Issued for use February 2025

Revised

**Thank you to the following County staff that consulted on the creation of this Guide.**

### **Building Operations**

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### **Environmental Resources (ER)**

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### **Grounds Maintenance**

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### **Natural Resources**

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### **Visitor Services**

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### **Greenways Group**

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- Jenny Groskopf, Jeanine Salute

### **Security**

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- Ashley Gallagher, Joe Barten

### **Facilities Management - Capital Projects Management (CPM)**

- Mike Lexvold and Jay Biedny

- Trish Bremer, Joe Lexa, Christina Lundgren, AJ Ross, Mike Wiese, and Yao Xiao

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## Purpose

- Provide minimum design guidelines for all Dakota County parks and greenways construction projects
- Give a clear and consistent message on standards involving park land and along greenways
- Create standard details that make maintenance easier and more efficient
- Establish a more accurate cost with the use of standard details
- Standardize the appearance of common elements in Dakota County parks without limiting opportunities for creativity and uniqueness in our parks
- Gather data to provide one information source that is up to date for planners, managers, and consultants
- Provide information up-front to planners/consultants to reduce time spent on projects and create more consistent construction documents

### Process to update the Dakota County Park standards document:

The Standards document is considered a dynamic document that will be continually shaped through dialogue and demand. It documents the practices of the Parks Department currently, and as practices change, so too will the Standards document. The Standards document is the responsibility of the Facilities Management - Capital Projects Management (CPM) Department.

An annual review of stakeholder input and analysis of the Standards will provide updated information to consider for changes in the Standards. Proposed changes to the Standards shall be submitted to the Parks and Facilities Management Directors for approval. It is the responsibility of the Capital Projects Management to ensure changes are reviewed and approved by other Directors and Managers. The Standards document will be revised to reflect the updated information and be distributed in the fourth quarter in order to prepare the document for the new CIP year.

The standards do not preclude the use of different methods or products when special conditions or site-specific conditions are a factor and when proper authorization is obtained. If a major deviation from the Standards is necessary or desirable, the Project Manager shall present the proposed change to the Parks and Facilities Management Directors so that a change can be evaluated and analyzed as a possible future revision to the Dakota County Park Standards.

Note: Standard plates and/or detail drawings are not included for all the items in this document.

Dakota County park land and greenways pass through multiple jurisdictions. These guidelines do not supersede local laws and ordinances throughout those jurisdictions.

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## 1.0 Hardscape

### 1.1 Stairs

Maximum height between landings, on stairs, should be 5'. All stairs shall comply with ADA guidelines. Open risers are not permitted. Single steps are not permitted.

#### Maintenance

Clearing of snow and ice in winter is mandatory on stairs that access primary Park use open to the public year-round, while clearing of secondary stairs is discretionary.

#### Reinforcement

Poly coated #4 rebar 12" o.c. perpendicular 6" o.c. parallel with #3 rebar at nosing.

#### Handrail

1.5" stainless steel with core drilled and grouted embedment of 6".  
Required when finished grade is more than 30".

#### Handrail Height

34" minimum (38" max)

#### Riser

6"

#### Tread

14"

#### Base

12" compacted CV

#### Compressive Strength

5000psi

#### Width

6' minimum

#### Finish

Medium broom-finish - parallel to tread

[See Figure 1.1.1 for stair detail](#)

### 1.2 Private Park Roads and Parking Lots

#### 1.2.1 Parking Lots

Parking numbers for events may be achieved using both satellite parking and off-street parking, in the park and adjacent to the park, to be determined by the Project Manager. Parking areas should provide preferred parking for carpools and vanpools in addition to required accessible spaces.

Parking must meet accessibility guidelines. Partnerships and shared use parking is encouraged. Provide

drop off areas within the park, where appropriate. Parking should be located, if possible, near the activity it is intended to serve. A desirable distance is within 250 to 300-feet, and no more than 400-feet from the activity.

#### Parking Lot Sizing

Picnic Shelters/Trailhead – 1 stall per 4 table seats.

Dog Park – 4 stalls per acre.

#### Parking Stall Sizing

Parking stall size is 9.5 'wide x 18' in length or per local code.

### **1.2.2 Private Park Roads**

Private park roads should be designed to connect participants to program elements as deemed necessary by the Project Manager. Private park roads should only be included within parks when necessary and should discourage through-traffic to the greatest extent possible. Roads should be wide enough to accommodate temporary on-street parking to meet parking requirements for program elements. Private roads shall provide for emergency access and clear sight triangles and should also consider accommodating bike lanes, traffic calming devices and bus stops where applicable. Road and parking lot design shall comply with the City and County zoning code requirements.

#### Design Speed

25 mph

#### Striping

Stall striping is 4" white epoxy striping.

No center striping on park entry roads.

#### Bituminous Mix Design

2.5" Base course – MNDOT SPNWB230B

2" Wear course – MNDOT SPWEB240B

#### Base

8" compacted CV base.

[See Figure 1.2.1 for typical cross sections](#)

[See Figure 1.2.2 for bituminous pavement section](#)

## **1.3 Permeable Pavers**

Permeable pavers allow for infiltration of storm water runoff. In addition to reducing surface runoff, permeable pavers can trap suspended solids therefore filtering pollutants from storm water. The Pine Bend Trailhead project is a test case for this product in this application. The pavers were installed in 2018 and have held up well.

However, the County prefers to mimic the benefits of permeable pavers with other stormwater management BMPs. Facilities does not have the equipment needed to properly maintain the permeable

pavers, so this is not an application that should be frequently pursued.

#### Maintenance

Monitor the paver bed monthly to determine if additional cleaning is required.

Vacuum the paver bed twice a year, once in spring and once in fall.

No sand or salt should be used on the paver surface.

Replenish fine aggregate annually.

Plowing is acceptable.

#### Product

Interlock concrete products – Holland Eco 8 cm permeable paver

#### Size

4.875" x 9.75"

#### Color

Based on the project surrounding landscape character and area geology.

## **1.4 Walls**

A retaining wall is a structure designed and constructed to resist the lateral pressure of soil, when there is a desired change in ground elevation that exceeds the angle of repose of the soil. Dry stack walls are not permitted.

### **1.4.1 Rock Retaining Wall**

Rock walls within active public park spaces where seating and enhanced aesthetic characteristics are desired, along nature trails, or as otherwise elected by the PM and design team. Source and type of rock shall be pre-approved by the Project Manager and design team. Rocks must be individually picked from the quarry to meet these specifications. Rock size shall be minimum weight is approximately 150 pounds and minimum dimension is 18 inches. Rocks that cannot be modified or incorporated into the project to meet the specifications herein shall be removed and replaced with a new rock at no additional cost to the project. Rocks must be chiseled, diamond bladed or ground down to remove any sharp edges and to reshape the rock to meet these specifications.

#### Maintenance

Monitor the wall annually in spring to determine if maintenance is required. Repair as needed.

#### Product

Locally sourced natural stone from a quarry less than 200 mile from the site or as directed by the Project Manager/design team.

#### Color

Based on the project surrounding landscape character and area geology.

### **1.4.2 Modular Block Retaining Wall**

Modular block retaining walls within formal public park spaces where seating and enhanced aesthetic characteristics are desired, not along nature trails. A foundations report is prepared for each specified wall project and contains a footing recommendation from the manufacturer. Alternate wall designs are non-standard designs consisting of either proprietary or special wall designs. Proprietary designed walls

typically used in the park system are Anchor – Diamond Pro retaining wall systems. Geotechnical data will be provided by the County to the consultant and/or contractor for use in wall design.

#### Installer Qualifications

Engage an experienced installer who has completed segmental retaining walls similar in material, design, and extent to that indicated for Project that has resulted in construction with a record of successful in-service performance.

#### Professional Engineer Qualifications

A professional engineer who is legally qualified to practice in jurisdiction where the Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of systems that are similar to those indicated for this project in material, design, and extent.

#### Testing Agency Qualifications

An independent testing agency with the experience and capability to conduct the testing indicated without delaying the Work, as documented according to ASTM E 548.

Preconstruction Testing Service: Engage a qualified independent testing agency to perform the following preconstruction testing:

1. Test proposed retaining wall units and soil reinforcement for connection strength according to NCMA SRWU-1.
2. Test proposed soil reinforcement and backfill materials for pullout behavior according to GRI GG5, Controlled Strain Rate Method for Short-Term Testing (Method A).

#### Maintenance

Monitor the wall annually in spring to determine if maintenance is required. Repair as needed.

#### Product

Anchor Diamond Pro - cored concrete masonry units.

#### Color

Based on the project surrounding landscape character and area geology.

See Figure 1.4.2 for detailed drawings

### **1.4.3 Monumental Retaining Wall**

Modular monumental retaining walls are used along regional trails or in parks where wall heights are in excess of 4' or as otherwise recommended. A foundations report is prepared for each specified wall project and contains a footing recommendation from the manufacturer. Alternate wall designs are non-standard designs consisting of either proprietary or special wall designs. Geotechnical data will be provided by the County to the consultant for use in wall design.

#### Maintenance

Monitor the wall in spring to determine if maintenance is required. Repair as needed.

#### Product

Redi- Rock or Big Block Inc. concrete masonry units – size based on application.

Color

Based on the project surrounding landscape character and geology.

See Figure 1.4.3 for detailed drawings



## 2.0 Trails/Walkways

Park walkways are used to create a hierarchy of park use. Amenities, i.e., lighting, information stations, benches, restrooms should be concentrated on primary pathways. This concentration creates zone of high and low use and provide increased sense of security at night.

Prior to pouring concrete walkways will be approved by the project manager and/or design team in the field for alignment and grade. All radii shall be continuous and flowing to avoid angular intersections. A minimum 20-foot radius shall be used for connections requiring plowing in the winter.

All concrete walkways shall have a medium broom finish. Walkway expansion and control joints should be located and constructed in accordance with specifications. Non-concrete walkways should be approved in the field for alignment and grade and shall be designed to prevent weeds and ensure a consistent trail cross-section for proper drainage.

Accessible ramps shall be designed in accordance with current ADA standards. Handicap ramps are required at all primary and secondary walkways.

Some trails/walkways and their associate features, i.e., boardwalks, may not be maintained due to maintenance staffing/cost issues.

## 2.1 Typical Park Trail Types and Specifications

See Figures in Appendix for Drawings (use hyperlinks below for navigation).

Trail Type	Specification	Width	Min. Vert Clear	Other Considerations
<a href="#">Primary Trails/Walkways Around Buildings</a>	6" Concrete Compressive Strength: 4000 PSI Reinforcement: Wire tied, poly-coated #3 rebar, 24" o.c. 6" from edge Base: 8" compacted CV	8' minimum	14'	Radius: 20' minimum at intersections  Lighting: required
Secondary Trails/Walkways	Can be 4" concrete if no vehicle traffic  Concrete or bituminous, 6" aggregate	6' minimum, includes 2 – 2' compacted CV aggregate shoulders (10' total)	12'	Lighting: recommended
<a href="#">Greenway/Regional Trails</a>	Trail tread is comprised of 3" bituminous wear course (MNDOT SPWEA240B) Base: 6" compacted CV	Preferred 12' wide (10' min) bituminous with 2 – 2' aggregate clear zone (total width of 16')	14'	Radius: 100' minimum Design Speed: 20 mph preferred; 15 mph may be acceptable Slide Slope: 2% max.
Nature Hiking Trails	Trail tread composed of natural soil, vegetated surface, or 3/8 minus aggregate	4' minimum	8'	Lighting: Consider based on use or other environmental issues
Equestrian Trails	Vegetated trail tread in open conditions. Can be a natural soil, but vegetated surface preferred	14" minimum in open area 6' to 8' minimum with natural soil trail tread in forested area with 2-2' clear zones (10-12' total)	12'	
Mountain Bike Trails	Natural surface trail	3' minimum with 2 – 2' clear zones (7' total)		
Classic and Skate Ski Trails	Classic trails are mostly one-direction, double-tracked, and in loops. Two-direction trails are provided as needed. Clear signage is imperative	14' minimum  Mowed trail in non-winter months	10'	

## 2.2 Boardwalk Design Guidelines

The guidelines presented are to assure the following qualities: level and stable deck surface, strength, ease of disassembly and/or repair, non-polluting, extended life, and less susceptibility to vandalism. General boardwalk guidelines can be found here: [Boardwalk Design](#)

The County prefers to use boardwalks in ecologically sensitive areas. Each boardwalk must take site conditions into consideration during design. For example, boardwalks that traverse high quality wetlands areas should incorporate decking styles that allow for sunlight to penetrate through the decking. In Whitetail Woods Regional Park, a metal grate-style decking was used in critical areas and has been considered a success in terms of maintaining and preserving the vegetation below the decking.

While each specific boardwalk design will need to take soil conditions into consideration, the County prefers the use of helical piers. For decking, the County prefers wood for ease of maintenance where appropriate. As noted above, other decking types may be needed on a case-by-case basis.

## 3.0 Fencing and Railings

Parks should be designed functionally and as open as possible with as little fencing as possible. Fencing should only be provided where there is a safety issue that cannot be addressed by some other means (planting).

### 3.1 Chain-Link Fencing

Use 9-gauge 2" (after weaving) chain link wire. All tube, posts, top rail, and bracing is SS40 schedule 40. Typical height is 42" but may vary in height and detailing as per the specific site use(s) and requirements. If the fence exceeds 8' in height a mid-rail will be required. Specify a top and bottom rail for all chain link fences. All materials shall be free of burrs and sharp edges, and salvage shall be knuckled. Fence posts, chain link, rails, and all hardware to be vinyl coated when possible. Chain link fabric or privacy slats can be applied if necessary and will be black in color. 3 strand barb wire overhangs for security applications. Dog park fence to be 60" vinyl coated chain link fencing.

#### Specification

MNDOT Wire Fence Design 48V-9322

#### Finish

Galvanized in remote applications. Vinyl coated black in visible areas and adjacent to buildings.

[See Figure 3.1.1 for detailed drawings](#)

### 3.2 Ornamental Fencing (Railing)

Fabricate using 2-inch square steel tube welded to 1-inch square tube cross pieces which are then welded to the 4-inch steel square tube uprights. Ornamental fencing and railing are to be surface mount. Shop drawing approval after field measurement has been completed. Ornamental fence railing to be used for greenway overlook locations or trail sections along a roadway.

#### Finish

Powder coated black

### 3.3 Post and Cable Fencing

Post and cable fencing shall have cable spacing such that a 4" sphere cannot pass through the gap per the IBC. Typical spacing allowing for cable stretching is 3.25". Post and cable fence railing to be used in sensitive park locations including bridges and overlooks.

### 3.4 Natural Area Post & Rail Fencing (Split rail fencing).

Perimeter fencing intended to mark the edge of a natural area, discourage pedestrians and bicyclists, and keep out motorized vehicles and automobiles shall be a simple post and (2 or 3) rail system. Rails should be secured in their holes and typically in proximity to a sensitive natural feature such as a bluff or

water body where access is limited but could be an attractive nascence. Not for use next to trail or features.

### 3.5 Fencing Privacy Slats

Privacy slats may be required for additional security in some circumstances. Privacy slats are used in favor of fabric due to maintenance concerns.

#### Product

Master Halco Slat Master – 2 13/16

#### Color

Black

### 3.6 Fence Gates

Gate openings for pedestrians shall be a minimum of 3' wide. Gate openings for maintenance vehicles shall be a minimum of 10' wide. Fence gate locations should consider utility access and locking for emergencies. Fence gate latches are affixed to the steel gate frame with through bolt connections. All fence gates to be swinging type.

#### 3.6.1 Fence Gates for Dog Parks

In order to prevent unwanted escapes or entries, include a sequence of two gates for entry points to the dog park. There should be enough room between the gates to allow for owners to stand with their pet in order to leash/unleash the pet.

#### 3.6.2 Fence Gates for Bison Range

Gate should be 6-12" above grade to allow for small mammals to pass through. Each gate has two hinges, weep holes at the bottom corners, and a support halfway up the gate. Fence panels on either side of the gate require brace wire.

Gates can either be single or double gates, based on intended use.

[See Figure 3.6.2](#)

### 3.7 Automatic Entry Gates

Automatic gates are installed for security purposes in locations with larger Park facilities (visitors center and shelters) to prevent after hour access. Automatic gates also lessen dependence on Park Patrol staff to ensure the park opens at the correct time each morning.

#### 3.7.1 Opticom Sensors

As budget and need allows, include Opticom sensors on gates. This allows for quick and easy access for emergency vehicles needing to access the park during an emergency. Currently, the County uses the Tomar StrobeSwitch Gate Access Control System for its automatic gates. More information can be found here: <https://traffic.tomar.com/collections/gate-access-control-strobeswitch>

### **3.8 Bison Range Fencing**

Posts are 12' high, with 4'6" minimum below grade. Galvanized wire fabric should be 6-12" above grade to allow for smaller animals to pass through – must be high enough to allow for small animals but close enough to grade to prevent humans from crawling under the fence. Additional wire mesh may be needed in areas where the grade is uneven and creates larger than desired gaps.

High tensile brace wire is needed for additional support next to every gate, at corners, and where deemed necessary by the design team.

[See Figure 3.8 for detailed drawings](#)

#### **3.8.1 Electrified Fencing for Bison Range**

The current bison range fence has been electrified in a few key locations. Currently, the electric fence helps to divide larger paddocks into smaller paddocks to allow for better management of the prairie restoration. The intent is for these sections of fencing to be removed over time to create fewer, larger paddocks. Natural Resources and the design consultant should work together for future installations to determine best locations to subdivide the paddocks.

In areas where the fence is electrified, there must be frequently placed, highly visible warning signs.

[See Figure 3.8.1 for detailed drawings](#)

#### **3.8.2 Secondary Fencing for Bison Viewing**

In popular bison viewing areas, such as near trailheads and dedicated program spaces, a secondary fence should be installed to keep visitors farther away from the paddocks. This fence should be approximately 5 feet tall and offset from the paddock fencing enough to allow for maintenance vehicles to pass between the fences. Each end of this fence is terminated by a full-width gate.

[See Figure 3.8.2 for detailed drawings](#)

## 4.0 Park Signage

Incorporate quality details that are sensitive to natural character, as appropriate, while addressing contemporary issues of durability and economy. Park structure standards have been established by Dakota County to create a “family” of structures consistent in each park.

### 4.1 Park Entry Monument Signs

Monument signs are the park entrance signs which identify the primary and secondary entrances to a park. Primary entrance monument signs have a stone base with secondary monument signs having a metal base. Stone base can be constructed of mortar set natural stone or an approved engineered stone product. Signs are double-sided and lit.

#### Stone Base Pattern

Primary entrance - Random Ashlar pattern stone

Secondary entrance - 3/16” Aluminum with faux cor-ten finish

#### Sign Face

Primary entrance - 3/16” Aluminum with faux cor-ten steel finished panels

Secondary entrance - 3/16” Aluminum with cream painted panels

#### Beams

Stained Cedar 6” x 6”.

[See figure 4.1.1 for Monument Sign - Primary Entrance](#)

[See figure 4.1.2 for Monument Sign - Secondary Entrance](#)

### 4.2 Park Directional Monument Signs

Park monument directional signs identify the direction toward the various park areas including picnic areas, parking lots, play area, etc. Park directional monument signs have a metal (aluminum) base. Messaging is vinyl. Signs are double sided and lit.

#### Base Pattern

Cream

#### Sign Face

Cream colored aluminum panels with brown vinyl lettering.

#### Beams

2” x 2.5” aluminum posts painted brown.

[See Figure 4.2.1 for detailed drawings.](#)

### 4.3 Kiosks Within Parks

Kiosks should be located near entries, intersections of trails, where multiple signs and neighborhood postings are needed, and as determined by the Project Manager.

Dakota County standard kiosks is secured on a concrete pad or footing. Information is a combination of permanent and changing information throughout the year and per season.

The permanent display material should be constructed of a durable material, either steel or PVC. The changeable collection should be made from laminated paper and changed at regular intervals due to fading.

Single kiosk has two sizes: Large kiosks would be located at major park trailheads/parking lots. Smaller kiosks would be located along greenways and non-major trailheads.

Branding - wording or Parks logo should be consistent on top of kiosks. Apply park names consistently on kiosks.

[See figure 4.3.1 for Kiosk - Single](#)

[See figure 4.3.2 for Kiosk - Four Sided](#)

Dakota County Park Standards document outlines prescribed design standards and methods of fabrication. Design standards for signs include format, color, type, size and lighting requirements to ensure optimal legibility and readability of each sign in the system.

#### Sign Placement

Placement of the sign shall assure that it is positioned with respect to the point, object, or situation to which it applies. Signs shall be located on the right-hand side of the trail. Signs should be placed at logical and natural gathering spots. Signs should not become an obstacle to users with trail proximity or height.

Sign placement should fit in with the surroundings and assure optimum visibility. All signs should be mounted in a uniform and consistent manner so users can respond appropriately to the sign's message based on past encounters with similar situations.

#### Sign Landscaping

Sign landscaping should be native or locally naturalized species that blend well with their surroundings and do not visibly compete with the sign itself. No landscaping for traffic or directional signs. Municipal code may dictate additional plantings. Comply with local codes and consult Dakota County Natural Resources staff for recommendations.

#### Process to Update Content of Signs

Sign content is dynamic and will be continually shaped through demand based on the evolution of the park and greenway system.



Parks Visitor Services staff will conduct an annual inventory and review of the signage in the system. Proposed changes to the signage shall be submitted to the Park Maintenance Supervisor for the affected area. It is the responsibility of the affected area Park Maintenance Supervisor to ensure changes are reviewed and approved by other Directors and Managers.

#### **4.3.1 Interpretive Sign Large**

All interpretive panels and themes to be coordinated by Parks Visitor Services staff. Sign base provided as part of the project. Interpretive sign panel will be provided by the County. Ensure accessibility when possible.

Panel design will utilize park branding where possible but prioritize universal design standards and accessibility. Variation from standards may occur when the interpretive site, content or element necessitates it. Sign location and type should be coordinated with Parks Visitor Services staff and existing interpretive plans should guide selection.

Interpretive Sign Large

Surface mount .25" cor-ten steel sign base

Interpretation panels are 36" x 28" HORIZONTAL

[See Figure 4.3.1 for detailed drawings](#)

#### **4.3.2 Interpretive Sign Small**

Surface mount .25" cor ten steel sign base.

Interpretation panels are 9" x 12" **VERTICAL**

Footing

Footing is 18" x 42" sonotube with rebar reinforcement.

[See Figure 4.3.2 for detailed drawings](#)

#### **4.4 Sign Post**

Mounting post for park and greenway signs typically. Also used for rental announcements at picnic shelters.

[See Figure 4.4.1 for detailed drawings](#)

## 5.0 Site Furnishings – Parks and Greenways

Parks, trailheads, etc. shall include site furnishings as necessary. Site furnishings are designed to complement each other in color, materials, and form and have been tested for durability and maintenance. Specialty site furnishings may be appropriate in some cases. Site furniture shall be permanently secured per manufacturer's recommendations.

Site furnishings must be accessible to the greatest extent possible.

### Locations

Site furniture in lawn areas shall be spaced a minimum of 15' from other site furniture, fencing/walls, and trees/shrubs to accommodate County lawn mowers. Site furniture shall be located to avoid conflicts with irrigation systems, other park improvements and will be located in areas that will be the least damaging to native plant communities.

### 5.1 Picnic Tables

Picnic tables should be located where there is some shade and close to parking and access points. All NEW picnic tables (and existing as need is determined) shall be placed on concrete pads with a 2% cross slope for drainage. Pads shall extend 1' beyond the table/bench dimensions in all directions to accommodate circulation and maintenance. Some of the picnic tables should be contiguous to walkways or have walkways leading to them for accessibility. Add one accessible table for every 25 of seating capacity. Seating is determined by 2' per adult seat width or a 6 person for a 6' table and an 8 person for an 8' table.

### Model

Dumor Series 71 or Pilot Rock XT 8' Heavy Duty Picnic Table

### Concrete Pad

14'L x 12'W x 4"D fiber reinforced 5000psi

### Wood

Stained cedar, green treated

### Finish

Galvanized steel

[See Figure 5.1.1 for detailed drawings](#)

### 5.2 Park Benches

Park benches shall be placed on a concrete pad when located in lawn areas and should not impede circulation. Park benches along primary walkways should provide an area for accessible seating measuring 3' x 6'. Benches may be backless if necessary. Benches around structures should be designed with armrests to each end. In Natural Areas benches should be located in strategic sites for wildlife

viewing, but away from wildlife activity and nesting. Benches in grass areas and along primary paths include a concrete pad.

#### Model

Dumor Model #88-60I-S-2 – surface mount. 6' long. All fasteners shall be stainless steel.

#### Wood

Untreated cedar

#### Finish

Black powder coat

#### Concrete Pad

8'L x 4'W x 4"D fiber reinforced 4000psi

[See Figure 5.2.1 for detailed drawings](#)

### **5.2.2 Limestone Seating**

In larger gathering areas, limestone seating may be used in addition to the standard bench. For example, this type of seating has been applied at Whitetail Woods near the main picnic shelter.

[See Figure 5.2.2 for detailed drawings.](#)

## **5.3 Drinking Fountains**

Every park should include at least one drinking fountain when utility access allows. At least one unit is to be high/low drinking fountain for disabled access, or more where appropriate. Wall mounted drinking fountain to be mounted no higher than 36" and include a bottle filling station.

All drinking fountains (including wall-mounted fountains) should include a shutoff to allow for winterization.

#### Models

Wall-Mounted Drinking Fountain:

- Most Dependable Drinking Fountain, 10495 WMSS
- Includes both a bottle filler and drinking fountain
- [See Figure 5.3.1 for detailed drawings – wall mounted drinking fountain](#)

Free-Standing Drinking Fountain

- Most Dependable Fountains model 10145 SM or SMSS w/Optional Pet Fountain
- Fountain to include a recessed hose bib with locking door
- [See Figure 5.3.3 for detailed drawings – freestanding drinking fountain](#)

## 5.4 Grills

Black metal barbecues shall be located outside the circulation routes and paired with picnic tables. If located in lawn areas provide a mow strip. Concrete pad should have a heavy broom finish under the grill.

### Hardware

Stainless steel

### Concrete Pad

4' x 4' x 4" - 5000psi fiber reinforced for regular grill; pad will need to be larger to accommodate group grills

### Model

Pilot Rock – B-24 B3 Premier Park Grill; Group Grill is Pilot Rock Model P-1000 B7 Premier Park Grill

### Installation

Surface mount

### Finish

High temperature enamel – black

[See Figure 5.4.1 for detailed drawings of Grill Pad](#)

## 5.5 Camp Fire Rings

Camp fire rings provide for controlled campfire and outdoor cooking. They should be set above grade. Camp fire rings are to accompany camp sites and camper cabins. Campfire rings can be placed in natural settings as standalone features.

### 5.5.1 Stand Alone Camp Fire Ring

For use in tent camping areas, remote locations or in temporary applications.

### Model

Pilot Rock – FA-30 series (no grate) with 6' x 6' x 4" crushed limestone pad

### Finish

High temperature enamel – black

[See Figure 5.5.1 For Detailed Drawings](#)

### 5.5.2 Camp Fire Ring with Circular Concrete Bench Pad

For use in group tent camping areas. Bench to be surface mounted backless or DC cedar freestanding. Ring must be smaller than 3' in diameter.

Model

Pilot Rock - FS-30 for ADA compliance

## 5.6 Bicycle Racks

Bike racks should be placed at Park or structure entry, parking lot and gathering areas to increase security. Bike Racks should be placed in a well-lit area.

Model

Dero Hoop Rack Heavy Duty, 2" Schedule 40 steel, surface mount, stainless steel hardware

Finish

Powder coated black for Park applications, stainless steel at formal building entrances.

## 5.7 Ski Rack

Movable seasonal wooden ski rack for cross country skis.

Specification

4'1.5" height x 3' foot x 4'3" width. 2" x 4" ski holder spacing is 5.75"

Finish

Natural cedar finish

[See Figure 5.7.1 for detailed drawings](#)

## 5.7 Trash and Recycling Receptacles

Trash and recycling receptacles shall be in pairs and be located at trailheads, at convenient locations along all primary walkways, at high-use areas where waste is typically generated, and easily accessible areas for ease of pickup. Pairs should be located at exits/entrances to walkways and at points of trail convergence. Receptacle pairs located near benches should be spaced a minimum of 10 feet away from a bench and at kiosk and greenway bump out locations as needed. Receptacle pairs should be placed on concrete slabs when near buildings and on independent pads when in picnic areas. There are three varieties of trash and recycling pairs for the following applications park shelters and greenways (7.8.1), and at grassed picnic areas (7.8.2).

Signage with separate images/text/colors for trash and recycling shall be placed on the top and visible sides of all receptacles (7.8.3).

### 5.7.1 Receptacle Pairs at Shelters

Installation

Anchor to concrete 3' from building drip line

Model

Ultra Site, Lexington - LXD-36RB – no rain bonnet

Finish

Powder coated - 1 blue (recycle), 1 dark gray (trash)

[See Figure 5.7.1 for detailed drawings](#)

**5.7.2 Receptacle pairs in grassed picnic areas**

Installation

Anchor per specification

Model

Type 2 N1 Collection - Recycling And Waste Barrel With Lift Off Lid - 32 Gallon

Finish

Body Color: 1 blue (recycle), 1 dark gray (trash)

Lid: Black Large Circle, Vertical Recycle Label Un-Affixed

[See Figure 5.7.2 for detailed drawings](#)

**5.7.3 Receptacle Signage**

Visible sides of receptacles:

12" x 16" - 0.040 white aluminum, rounded corners no holes

Vinyl prints applied to metal, hard clear coat once applied (one side)

Top of Models 6.8.1 and 6.8.2:

18.75" x 9.387" Arch Label Size: 18.75" x 9.387" 4 Mil Vinyl 350 adhesive 1.5 Mil Cast Vinyl Overlay

**5.8 Bike Repair Station / Air Pump**

Bike repair stations should be located at trailheads, areas along primary greenway and park path connections. Bike stations should have a Quick Read (QR) code on the front of the Repair Station to view detailed instructions on cell phones. Both repair station and air pump are to be surface mount.

Model

Repair Station – Dero Fixit

Air Pump – Dero Air Kit 2

Finish

Galvanized

[See Figure 5.8.1 for detailed drawings](#)

## 5.9 Dog Waste Cleanup Station

Dog waste cleanup stations should be located at the start of and along park and greenway trails.

### Location

Place near trail entry and exit and trash receptacle when possible.

### Model

Mutt Mitt Outdoor Dispenser for use along greenway and interior park trails.

### Color

Green

### Off Leash Dog Area (OLDA)

Where larger volume dispensers are required; Dakota County staff produces large volume dispensers on as-needed basis.

## 5.10 Play Pump

For use at nature play area water features.

### Model

Bison Pump – Shallow Well – One Piece Hand Pump

### Finish

Stainless Steel. Use with softened water to avoid staining if possible

[See Figure 5.10.1 for detailed drawings](#)

## 5.11 Beach Outdoor Shower/Foot Wash Station

Installation of outdoor showers and foot washing stations will allow users to be able to wash off any debris or sand that they may have contracted at the beach.

### Model

564 SM Optional 8 SS Surface Carrier

### Finish

Blue powder coat

[See Figure 5.11.1 for detailed drawings](#)

## 6.0 Site Lighting/Electrical

All park and greenway lighting should follow DarkSky principles.

### 6.1 Parking Lot & Security Lighting

#### Purpose

Quality exterior lighting is vital for traffic and pedestrian safety; for protection against assault, theft and vandalism; and for comfort to the Parks user. Lighting on parking lots within the Dakota County Park and Greenway system are to be designed to provide the minimum lighting necessary to ensure adequate vision and comfort while being arranged so as not to cause visual interference on public thoroughfares or encroach on the visual privacy of adjacent property owners.

#### Criteria

Lighting systems are to be designed to conform with the most current recommendations of the Illuminating Engineering Society of North America (IESNA) and the International Dark-Sky Association (IDA). The Model Lighting Ordinance (MLO) coauthored by these two groups will be used in this section. Although the entire Ordinance is NOT required by the County, key features, metrics, and terminology are referenced. Most areas lit in Dakota County parks would be consider in a Lighting Zone Zero (**LZ0**) which has no ambient lighting – Areas such as wilderness areas, parks and preserves, and undeveloped rural areas. A minority might be considered in Lighting Zone One (**LZ1**) which has low ambient lighting – Areas such as rural and low-density residential areas.

#### General

All parking lot lighting will utilize a standard luminaire (Gardco ECF-S) with a color temperature of 3000k on a 20 to 24-foot, round, straight, aluminum pole, unless directed otherwise. All fixtures are set on substantial bases, so that the poles themselves are not damaged during snow removal or other heavy equipment operations. Bases to be at least 24" above finished grade (AFG) when placed behind sidewalks and 30" AFG if in or on the immediate edge of a parking lot or roadway. The LED fixture is 100% down light with distribution features which reduce glare while preventing light spilling off the property. All fixtures must be located to allow maintenance from a service truck and to allow for easy snow removal on an entire lot.

#### Control

Each fixture has an integral occupancy sensor that allows for a "low" (20%) and "high" (100%) setting while the photocell (or perhaps timeclock or other control system) energizes the lighting circuit from dusk to dawn. This occupancy feature allows the fixture to decrease light output when the lot is unused (especially late at night) while providing a sense of safety. Further the fixture has a settable timing feature which allows the light level to remain high for several minutes after the activity in the lot is over. This provides drivers ample time to exit the vehicle and get to a building; it also offers a visual que to patrols that there has been recent activity in the lot even after the vehicle has left the scene.

#### Illumination Level within the Parking Lots and Feeder Roadways

It is best that the lot is evenly lit at a lower level then to have bright and dark spots. For the "100% on"



condition, an average illumination level of 1.0 Foot Candle maintained is acceptable if the maximum to minimum ratio on the driving or walking surface does not exceed ten to one (10:1) AND the average to minimum ratio does not exceed four to one (4:1).

#### Illumination Level Beyond Parking Lot Perimeter

Illumination attributable to a parking lot lighting system should not exceed 0.50 horizontal foot-candles, measured at grade, beyond the perimeter of the parking lot or its associated back of curb sidewalk.

#### Illumination Level at High Traffic Areas

Illumination levels at entrances, exits, loading zones and collector lanes of parking areas should be greater than twice the average illuminance of the adjacent parking area or the adjoining street, whichever is greater.

#### Glare Control

Lighting should be designed to protect against glare onto public rights-of-way that could impair the vision of motorists and adversely impact adjoining properties. Using the Model Lighting Ordinance's vernacular, County parking lots would be a B1:U0:G2 (Backlight, Uplight, Glare) rating.

#### Spillover

In the ideal case, all exterior light would be shielded from adjacent properties by existing vegetation, thick evergreen buffers, berms, walls, or fences. Lacking that, use directional lighting, lighting shields, special fixtures, appropriate light densities, precision luminaire distributions, and fixture mounting/spacing to control spillover. Design all Dakota County parking lots to limit the maximum illumination at the property line, measured horizontally at grade, not to exceed 0.01 fc onto adjacent residential sites and 0.1 fc onto adjacent commercial sites and public rights-of-way.

#### Fixture Placement

The placement of light poles at the perimeter or within raised curb planter areas is encouraged to allow for more open spaces in the lot for snow clearing. However, conflicts with parking lot trees which can obscure the lighting should be avoided. The distance separating lights will be determined by the geometry of the parking lot and the requirement to satisfy illumination levels and uniformity. Adding more fixtures in the right places is recommended over a ridged placement pattern that does not meet target light levels and ratios.

#### Hand Hole

Consider need for a hand hole for GFI outlet when ordering light poles. Outlets integral to the pole are preferred to separate boxes on the base. Provide at least one GFI outlet per parking lot located nearest the entrance and another farthest from the building entrance if that is different for the lot entrance location. These outlets are for convenience power for small devices, temporary event signage, etc. and not for permanent use. Correct placement will negate the need for extension cords to be run from the building and/or across sidewalks and trails.

#### Signage

Signs which are internally illuminated with semitransparent faces are best for viewing in ever weather

condition. However, if signage is only externally lit, the illumination should follow the ratios discussed above and the average level should be three-foot candles. The light fixture, being LED, can no longer be counted upon to melt the snow that surrounds it. Located the fixture than, so that snow accumulations will not bury/obscure the light onto the sign NOR obscure the sign itself.

#### Maintenance

Maintenance trucks shall have access to all parking lot and security lighting for maintenance purposes. Parking lots shall be lighted and use consistent source colors and even, uniform light distribution.

#### Pole Model

Gardco L-SP1 Single head LED area, Type III optics

Gardco L-SP2 Single head LED area, Type IV optics

Gardco L-SP3 Post top mounted LED area, type II optics

#### Pole Height

25 feet

#### Model

Gardco ECF-S-32L-1 2A-WW-G2-AR-3-120V-BL-IMR17-TLR07-FINISH-HIS-32-H

Gardco ECF-S-32L-1 2A-WW-G2-AR-4-120V-BL-IMR17-TLR07-FINISH-HIS-32-H

Gardco PPT-140L-1675-WW-G2-T2-2-120-BL-IMR13-PCB-FINISH

#### Color

Dark Bronze

[See Figure 6.1.1 for detailed drawings](#)

## **6.2 Pedestrian Lighting**

### **6.2.1 Walkway Lighting**

Away from roadways and parking areas, paths to and between buildings or park features may be illuminated by a more human scale fixture. All walkway lighting will utilize a standard luminaire (Gardco PPT) with a color temperature of 3000k on a 12-foot round, straight, aluminum pole, unless directed otherwise. All fixtures are set on substantial bases, 18" above finished grade so that the poles themselves are not damaged during snow removal or other heavy equipment operations. The high/low and other control features of the parking lot lights described elsewhere in this standard are required here. The illumination levels and ratios also govern. NOTE: Bollard fixtures are not to be used extensively as they are expensive and easily damaged by food trucks, snowplows, and other maintenance equipment. In rare areas where none of this damage is a possibility, a ruggedly made LED fixture such as the Gardco PPT series may be used.

### **6.2.2 Bollards**

Pedestrian lighting within a park should be dark-sky compliant. Placement of fixtures should provide a coordinated and organized plan that facilitates uniform light levels and works with the placement of sidewalks, landscaping, signage, building entries and other features to contribute to the overall appearance of the park. Spacing is typically 20 to 30 feet.

Model

NSL SSD-8R-COG45 Seaside Bollard Dome Top  
NV-1 DPS3 Type III

Color

Black

[See Figure 6.2.1 for detailed drawings](#)

### **6.3 Commercial Metered Pedestal and Base**

Use at remote small park shelters or to power and meter greenway tunnel lights. Requires a 2' x 2' x 4" concrete pad with 4" compacted CV base material.

Model Pedestal

Milbank: CP3B51C15ADGSP1

Color

Green

Model Base

Milbank: CP-24PDMNT-CALT

### **6.4 Commercial Unmetered Pedestal – Direct Burial**

For use at small park shelters to power auxiliary event items.

Model

Milbank: U5200-XL-75

Color

Gray

[See Figure 6.4.1 for detailed drawings](#)

## 6.5 Electric Car Charging Station

Car charging station for Park users and Dakota County owned electric vehicles. The double bollard model can be purchased through state contract by our Fleet Department. When retrofitted to existing facilities electrical conduit or cabling should be directionally bored under existing bituminous or concrete. Place next to handicapped parking stalls or adjacent to building entrances.

Fleet manages the purchase and maintenance of this equipment. Contact Fleet Manager during design for specifications for the EV charger. Fleet will purchase the equipment using the project budget, but the project contractor will install.

Note: One charger, serving two parking stalls, requires two electrical feeders (one per stall). Size and type of feeders varies with product purchased. Verify specifications with Fleet.

County Contact:

Fleet Manager

[See Figure 6.5.1 for EV Charging Parking Lot Layout Standard](#)

## 7.0 Storm Water Management

### 7.1 Dakota County LID Standards

Dakota County is a leader in protecting natural resources. The County has made a longstanding commitment to put environmental sustainability into action by voluntarily implementing stormwater management practices during County-led development and re-development projects. To guide that effort and protect water resources, the Dakota County Low Impact Development (LID) Standards set recommendations for implementing Dakota County projects which protect and seek to minimally impact the natural environment.

These Standards do not duplicate information or provide explanations of the LID/BSD/BMP concepts. These Standards presume the design professional utilizing this document is proficient in hydrology, storm water management, water quality issues and is current with the latest LID technologies and concepts. All design and construction projects are to incorporate the Dakota County LID standards to the greatest extent possible.

Contact the Dakota County Soil & Water Conservation District (SWCD) for the most up to date version of the Dakota County LID Standards: (651) 480-7777 or [joe.barten@co.dakota.mn.us](mailto:joe.barten@co.dakota.mn.us)

### 7.2 Rain Guardian Pre-Treatment Structure

Rain Guardian™ keeps trash, leaves and other debris out of swales, filtration basins, infiltration basins, and bio retention systems. Rain Guardian simplifies maintenance by collecting sand, leaves, grass clippings, and other debris in a confined location. Rain Guardians make pretreatment maintenance quick and easy, while improving the water quality benefits of treatment practices. With efficient, simplified maintenance, Rain Guardians are a must for any rain garden. Most notable the use of the Rain Guardian will extend the life of the bio retention cell exponentially. Selection of appropriate Rain Guardian product (Foxhole, Turret, or Bunker) will be determined by the intended application.

Maintenance Monitor the inlet after every rainfall vent and clean out as needed. Shovel out sand and grit, sweep out remainder of inlet until free of debris.

#### Product

Order from Anoka Conservation District 763-434-2030 or online at <https://rainguardian.biz/>

### 7.3 Bioretention (Bio Infiltration or Bio Filtration) Basins

Dakota County has a preferred standard for basin cross section. The Dakota County SWCD has constructed multiple rain gardens of this type and is available upon request for onsite inspection of installation during construction.

Contact the Dakota County Soil & Water Conservation District (SWCD) for bio infiltration or bio filtration construction details. (651) 480-7777 or [joe.barten@co.dakota.mn.us](mailto:joe.barten@co.dakota.mn.us)

### 7.4 Hydrodynamic Separator (HDS)

The HDS is a swirl concentrator hybrid technology that uses continuous deflective separation – a combination of swirl concentration and indirect screening to screen, separate and trap debris, sediment, and hydrocarbons from storm water runoff. The indirect screening capability of the system allows for

100% removal of floatables and neutrally buoyant material debris 2.4mm or larger, without binding. CDS retains all captured pollutants, even at high flow rates, and provides easy access for maintenance.

HDS is used to meet pollutant load removal requirements, for storm water quality control, inlet and outlet pollution control, and as pretreatment for filtration, detention/infiltration, bio retention, rainwater harvesting systems, and Low Impact Development designs.

#### Maintenance

Maintenance plans and schedule shall be followed per the manufacturers recommendations to maintain optimal treatment effectiveness.

At minimum, the device shall be inspected annually to ensure the system is operational. The inspection report shall be submitted to verify that post- construction maintenance is occurring.

Where an HDS has been installed as part of a collaborative project, refer to applicable, executed JPAs for maintenance requirements and responsibilities.

[See Figure 7.4.1 \("Table 1.1\) for a list of required maintenance.](#) This is an example of how maintenance agreements may look in a JPA.

## 8.0 Landscape

The landscape in parks and greenways should aesthetically complement and ecologically enhance the overall design of a park. Turf should be minimized and alternatives that provide more habitat values should be considered, such as the Bee Lawn mix developed by the University of MN.

The aesthetics and habitat values of planting beds should be weighed against maintenance considerations. Planting beds should be used in highly visible area to enhance entry, transition areas to separate uses, steeply sloped areas to prevent erosion and provide habitat values and highlight access, and formal designs.

Trees are an important part of any park and should provide shade and seasonal interest, screen views, enhance the uniqueness of a site, and highlight access and formal designs. Whenever possible, native trees/shrubs, appropriate to the adjacent natural community or historical natural communities should be used.

Natural areas landscape should fit within the native context, enhance wildlife, promote species diversity, and protect remnant habitats. MNDOT specification and input from county natural resource staff will define the specification for all landscape related items.

Planting plans and proposed plant species and seed mixes for all projects need to be reviewed and approved by the Dakota County Natural Resources Department. Use of native plant species is encouraged.

### 8.1 Turf

Lawn areas should be designed for ease of maintenance and to minimize edge condition. Turf areas less than 6-feet in width are discouraged.

Sod is used in high-use areas and near building entrances to ensure immediate establishment. No mow fescue is used in low-use areas and can be cut to accommodate intermittent use.

Fescue is good in shaded conditions.

A turf mix like the University's Bee Lawn provides important pollinator habitat.

#### 8.1.1 Seed

Grass seed is to be used to restore area disturbed by construction or areas worn from use. Provide temporary fencing and irrigation to ensure proper establishment.

Turf areas are a 100% Bee Lawn. Where the installation requires erosion control measures either straw mulch or blanket can be used, however a hydro mulch application is preferred.

#### Installation

April 15 – June 1 or Aug 15 – October 1 (non-refrigerated)

April 15 – October 1 (refrigerated)

Maintenance

Allow for 75% establishment prior to assuming routine mowing regime.  
Never cut more than 1/3 of any turf type height at a time.

**8.1.2 Sod**

Turf sod areas are a Kentucky bluegrass. This is used close to buildings or program space where quick establishment is necessary.

Installation

April 15 – October 1

Maintenance

Allow for sod root establishment with either permanent or temporary irrigation.  
For all turf types never cut more than 1/3 of the grass height at a time.

**8.1.3 Low Grow Fescue**Seed Mixture (Grasses and Forbs)Grasses:

Twin Cities Seed Company or approved equal: "Low Grow Fescue Mixture"

15% Intrigue Chewings Fescue

15% Boreal Creeping Red Fescue

10% Covar Sheep Fescue

20% Firefly Hard Fescue

10% Gulf Annual Ryegrass

Forbs:

10% Astragalus crassicaupus

10% Coreopsis lanceolate

10% Symphyotrichum lateriflorum

Application Rate

8.6 lbs. per 1,000 sf

Installation

April 15 – October 1

Maintenance

Tall Fescue turf should be mowed at a height of 3" to 5" tall. Additionally, it's crucial to mow the lawn as frequently as needed. For all turf types never cut more than 1/3 of the grass height at a time.

**8.2 Native Seeding**

For use in formal areas or in cases where revegetation is needed. For all projects it is important to use native seeds wherever possible. Most native vegetation has deep root systems which hold soil. It is important to have a diversity of native plants for wildlife such as pollinators. Appropriate seed mixes are



site specific and are dependent upon various factors such as soils, drainage, and aspect.

Natural Resources will send to the Project Manager a preliminary seed mix list during the project agreement phase or early in schematic design.

#### Installation:

Work with Natural Resources for an appropriate installation window for the project site. This is typically between April and September.

#### Maintenance:

When possible, include a three-year establishment contract as part of the project (but separate from the general contractor's contract) to assist with establishment and maintenance. This contract should be managed by Natural Resources but can use project funds.

### **8.2.1 Native Prairie Seed and Plugs**

Consult the Dakota County Natural Resources Department about planting plans and seed mixes involving prairie installation and establishment.

#### Installation

Spring thaw: April 15 – June 15

Dormant seeding: October 15 – April 15 (Apply straw mulch or blanket per project plans)

## **8.3 Planting Beds (shrubs, perennials, groundcover)**

Planting beds and vegetation heights should not block site lines or signage. Ideally planting beds should achieve year-round visual interest through plant selection (i.e., deciduous and evergreen materials, ornamental grasses, varied blooming schedules). Install shrubs and perennials in groupings to achieve a massing of the plant. Small planting areas are discouraged. Soil amendments incorporating compost at a rate of 3" for every 6" of topsoil and mixed.

During the project agreement phase, the Project Manager will work with DC Natural Resources staff for a list of approved shrubs, perennials, and groundcover. For each site, Natural Resources has developed a plant palette that can be sent to the design team as a starting place for plant selection.

#### Installation

April 15 – October 1

#### Minimum Planting Sizes

Shrubs – 5-gallon container

Grasses – 1-gallon container

Groundcover – 3" pots

#### Shrubs, Perennials, Groundcover Layout

Groundcover shall be designed with triangular spacing, 12" o.c. to ensure 100 percent coverage within two years of installation.

Maintenance

Groundcover should be kept trimmed down and prevented from invading surrounding plants.

Beds need to be spade edged, by hand, in spring and refreshed every 8-10 weeks.

Shrubs need to be hand pruned to maintain a natural look.

Apply new mulch and pre-emergent herbicide in spring.

Shrubs need to be trimmed back from signs or structures.

Dead branches need to be cleaned up regularly.

Beds should be weeded monthly.

**8.4 Park Trees**

Species diversity is a primary goal except for specific restoration projects. Trees should provide shade and seasonal interest, screen views, enhance the uniqueness of a site and highlight access and formal designs. Cultivars may be permissible and can be considered on a case-by-case basis. Work with DC Natural Resources staff for a list of approved trees, planting sizes, and project-specific installation window.

Drip irrigation and slow-release watering bags (“Gator bags”) may be recommended for new tree plantings. These systems deliver water in a slow and efficient way that reduce wasting of water and deliver water precisely and in a targeted way to new plantings.

General Installation Window

April 15 – June 15 or September 1 – October 31

Minimum Planting Sizes

Deciduous tree – 2” caliper

Evergreen trees – 6’ height

Multi-stem ornamental trees – 8’ height

Tree Layout

Trees planted in turf areas shall be spaced to provide ease of maintenance and operation of irrigation system. There should be 15 feet between trees and other vertical objects in the park. Groves of trees are encouraged, where appropriate, for water conservation.

Maintenance

Prune on year 1 in fall and in year 5 in spring, to remove deadwood, promote a central leader, improve or maintain health, and reduce risk from falling branches. For all NEWLY installed trees in turf areas, provide bark mulch 4” deep in a minimum 48” diameter around the tree. Trees shall be staked to remain in an upright position as necessary.

**8.4.1 Tree Preservation**

Mature trees are an important capital and ecological asset on the property and protecting this investment by proper management is critical. While every effort should be made to protect mature and/or high value trees, not all trees can be saved. Tree preservation is site-specific, so developing a plan for each site is important. This plan should be created by Natural Resources in collaboration with the County's Project Manager, the core team, and the design team. The plan should indicate which high-value trees could be removed and which ones should be prioritized to remain. It may also indicate where protection barriers are to be placed, identify where site access and storage of materials, and where washing down cement handling equipment is allowed.

During construction, tree pruning and root cutting must be performed by qualified individuals.

### **8.5 Fertilizer and Herbicides (All applications)**

Fertilizer should be used only when necessary and should be based on plant performance. Keep fertilizers away from lakes, streams, and wetlands. Herbicides should be used sparingly and in a preventative manner not allowing for large outbreaks to occur. All fertilizer or herbicide shall be non-neonicotinoid based products.

#### Product

EcoVia EC Emulsifiable Concentrate at the manufacturer recommended rate.

### **8.6 Irrigation**

#### **General Requirements**

Equipment selection and the design of irrigation systems impact the uniformity of an irrigation system. This includes sprinkler types, nozzle size, pressure, pipe size, installation and system maintenance.

The design of an irrigation system shall be based on hydro zones and shall be designed to efficiently apply uniform water throughout each zone during the allowable watering schedule. Irrigation systems shall be designed for appropriate coverage in relation to the irrigation application. The irrigation design must also have sufficient residual pressure and flow to accommodate site conditions, field changes and as well as anticipated future demands.

These systems are used infrequently and only for areas around buildings as needed.

#### **8.6.1 System Specification**

PVC Pipe Mainline - 1 1/2" (min.) Crestline Schedule 40 - 200 psi

PVC Pipe Sleeves - 4" Crestline Schedule 40 - 200 psi

Polyethylene Pipe - Centennial 1 1/4" and 1" - 100 psi

Pipe Fittings for PVC Pipe – Schedule 40

Controller - Hunter Pro C

Sprinkler Heads Rotor - Rotor - Hunter PGP Ultra

Sprinkler Heads Spray - Hunter 1800 Pop Up

Control Valves - Hunter plastic electric remote valve 1"

Rain/Freeze Sensor – Rainbird with Display

Clamps - Stainless Steel - squeeze and screw type.

## 9.0 Finishes, Coatings, and Paint

Using standardized finishes, coatings and paint for all projects ensures that staff is familiar with and can easily procure the materials necessary for small repairs. In cases where additional products are preferred the new product can be considered for inclusion in the standards document.

### 9.1 Anti-Graffiti Coating

Anti-Graffiti Coating to be applied to all external park building masonry and Greenway tunnel surfaces. This includes form liner wing walls and mortared in place stone columns.

#### Product

Prosoco – Sure Lean Weather Seal - Blok-Guard & Graffiti Control II

### 9.2 Joint Sealant (internal and external)

Can be used with closed cell backer rod for applications with large voids.

#### Product

Dymonic by Tremco ASTM C920-87 TT.S00230C

#### Color

Concrete precast cap – Tan

External wood siding – Special Bronze

HM metal frames, louvers and flashings – Special Bronze

### 9.3 Paint (Rock Island Swing Bridge / Pine Bend Trailhead)

#### Exterior Wood Siding Product

Cabot O.V.T Solid Oil Stain, Burnt Hickory

#### HM Doors and Frames Product

Rust-inhibited oil-base primer w/ two coats latex enamel. Sherwin Williams color match to ICI Paints “The Dark Side” Specify #30YY, Order #A11834

#### Burnished Block (interior) Product

Amcon #326 Oak with “Bright Seal VOC” sealer

#### Mortar (interior) Product

BASF “Rheopel Plus” admixture in it.

### 9.4 Paint (Whitetail Woods Regional Park)

#### Exterior Wood Siding Product

Sherwin Williams Deckscapes Custom Color Match SANSIN

Application – (2) Two coats

Doors and Frames Product

Rust-inhibited oil-base primer w/ two coats latex enamel. Sherwin Williams color match to ICI Paints  
“The Dark Side” Specify #30YY, Order #A11834

Burnished Block (interior) Product

Amcon #326 Oak with “Bright Seal VOC” sealer

Mortar (interior) Product - BASF “Rheopel Plus” admixture in it.

## 10.0 Enclosures

### 10.1 Portable Toilet Enclosures

The standard toilet enclosure is comprised of a cor-ten steel column structure with stained cedar panels on the closed sides. Individual projects should update the drawings to include room for portable restrooms that meet ADA.

[See Figure 10.1.1 for enclosure plan](#)

### 10.2 Trash, Recycling and Organics Dumpster Enclosures

The standard dumpster enclosure is comprised of a cor-ten steel column structure with stained cedar panels on the closed sides. Front doors are hinged with custom latches. The standard enclosure plates feature the largest enclosure with two dumpsters (three dumpsters are needed if organics are collected) but can be built in modules of one, two and so on. Enclosure location must allow for front-load waste hauling truck access.

[See figure 10.2.1 for enclosure plan](#)

[See figure 10.2.2 for enclosure elevations](#)

## 11.0 Boat Launches

This section only covers personal watercraft (canoes, kayaks, etc). Any large boat launches where motorized boats would be launched off trailers will follow MN-DNR standards.

### 11.1 Personal Watercraft Access

In addition to direct launching from beach areas, the County has installed launch systems off docks. These docks should be separate from any fishing pier. Currently, the County uses kayak launches from the Dock Doctors. Paddle launches must include an ADA transfer platform.

For more information visit the Dock Doctor's website: <https://thedockdoctors.com/commercial-launch-docks>

## 12.0 Trailhead Buildings

New structures must conform to the local city code requirements. All structures should be ADA compliant in message and access. Structures should incorporate sustainable characteristics in site development, materials selection, and environmental quality. Architectural design should be of a high quality and utilize consistent forms that contribute to the Dakota County parks identity.

Incorporate quality details that are sensitive to natural character, as appropriate, while addressing contemporary issues of durability and economy. Park structure standards have been established by Dakota County to create a “family” of structures consistent in each a park.

The standard Greenway Trailhead Building consists of two single-use restrooms, a mechanical room, and a covered picnicking space. In some locations, this building may also include an adult changing table. The building should be sited in a way that allows easy access to and from the greenway and the parking area.

Buildings are heated during the winter, but they are not air-conditioned in the summer. There should be the ability to exchange air and ventilate the restrooms in the summertime.

### 12.1 Trailhead Building Finishes

Reference the *Dakota County High Performance Design and Construction Standards* for additional information on building construction. Information below is specific to construction of trailhead buildings and is included as a supplement to the Design and Construction Standards. The below information is intended to aid in maintaining a uniformed look and feel to Dakota County trailhead buildings.

Trailheads are comprised of the following spaces: two unisex, accessible restrooms; one restroom equipped with an adult changing station; a storage room; a mechanical room; and a covered picnic shelter.

[See Figure 12.1 for a basic floor plan](#)

#### 12.1.1 Interior Flooring

Flooring within the mechanical room and restrooms should be sealed concrete that slopes to a floor drain. Include an aluminum transition strip at doorways.

#### 12.1.2 Exterior Flooring

Slab outside the building and under the picnic shelter is concrete slab on grade with broom finish.

#### 12.1.3 Interior Finishes

Ceiling (restroom) –tongue and groove wood ceiling, clear stain

Ceiling (mechanical room) – open to structure

Walls (restroom) – burnished concrete block wall

Walls (mechanical room) – regular concrete block wall

Bench – fixed wooden slat bench

Baby changing station in two restrooms

Adult Changing Station – one of the three restrooms should be equipped with an adult changing station.

#### **12.1.4 Exterior Finishes**

Underside of shelter – tongue and groove wood ceiling, clear stain

Walls – block or stone base, waist high caps with wood above. If limestone is used, it cannot extend to the floor; it needs to sit up on a precast stone base or granite to prevent salt from damaging the limestone. Sandstone is not an acceptable exterior material.

### **12.2 Building Mechanical and Electrical**

Reference the *Dakota County High Performance Design and Construction Standards* for additional information on building systems.

#### **12.2.1 Heat Trace (gutter)**

Self-regulating roof and gutter de-icing heating cable. Installation to be clean and enclosed in conduit or flexible greenfield. Installation should not be visible from the inside of the building, run external conduit as necessary. If externally routed, paint conduit to match

Model

Pentair – Raychem ICESTOP

Snow and Ice Melt Sensors (gutter) -Self-regulating roof and gutter de-icing heating cable. Gutter sensor paired with snow sensor.

Model - Raychem #GM-2X (240V) or Equal. Need Gutter Temp and Moisture Sensor

Automatic Snow and Ice Melt System Control - Self-regulating roof and gutter ice melt system control.

Use to melt ice in gutters on Park buildings where ice builds up on primary walkways due roof ice melt.

Model - Environmental Technologies Inc. – Snow Switch Model GF Pro

#### **12.2.2 Radiant Heating**

System should be hydronic (not electric). Exact system design will vary depending on the building design. This system is preferred in new construction but not mandatory.

For external snow melt:

Maintain slab temperature of 38 degrees. Heat slab out from the restroom at a minimum to assist with de-icing walkways and for use in areas where ice builds up on primary walkways due to roof melt.

System does not run continuous; it should only run when moisture is present on the walkway.

[See Figure 12.2.2 for example drawings](#)



**Radiant Heating (Inside):**

System should run based on maintaining a space temperature of 70 degrees, adjustable. In buildings where this system is installed, radiant heat will be the primary heat source; cabinet unit heaters or a forced air furnace will be the secondary heat source.

**12.2.3 Water Heaters**

Use in park shelter and restroom buildings. Use one tank-less per sink fixture at small restroom buildings. Use the 6-gallon for restroom building with two or more sink fixture per restroom up to 4 sinks.

**Tank-less Water Heater**

Model: EX95T ML (9.5 Kw 240 volt)

**6-Gallon Water Heater**

Model: A.O. Smith Model # DEL 6 102 120v 6.0  
part # 9990038008

**12.2.4 Restroom Mechanical Room Lights (inside)**

Coordinate placement with air handling and other mechanical equipment present.

**Model**

Lithonia Archway Passage VAP LED, 4000 lumens, suspend mount with chain, white, includes SBOR – Wet Location Motion Sensor - VAP 4000LM FST WD MVOLT GZ10 35K 80CRI

**12.2.5 Mechanical Room Lights (emergency)**

Coordinate placement with air handling and other mechanical equipment present.

**Model**

Lithonia Quantum LED Thermoplastic Emergency Light ELMLT  
Lithium Iron Phosphate ELMLT W LPO6VS LTP

**12.2.6 Exterior Illumination Lights (wall sconce)**

Restroom Facilities Lighting (RISB & PBB)

Coordinate placement with air handling and other mechanical equipment present.

**Model**

Lithonia WST LED Architectural Wall Sconce WST LED P3 40K VF MVOLT DDBXD

**12.2.7 Interior and Under Canopy Lights**

Restroom Facilities Lighting (RISB & PBB)

Typical used to light the inside of picnic shelters. When used in an internal application like Pine Bend Trailhead, use LEL – SA which has and emergency battery backup.

**Model**

Kenall MR13FL-PP-20L35K-DV

For Areas with Emergency Back-up: Kenall MR13FL-PP-20L35K-DV-LEL-SA

Color

Dark Bronze

**12.2.8 Hand Dryer**

Use in park shelter and restroom buildings.

Model

HEPA-Filtered VERDEdri (120-277 VAC)

Color

Gray

**12.3 Trailhead Building Security**

Park designs should include provision for automated security. This would include internal building conduit for remotely controlled building door openers and fiber optic conduits for building and pole mounted security camera. Note a fiber optic connection is not essential for remote connectivity. Work with Dakota County Information Technology Department in areas where a fiber optic connection is not an option to provide a cellular link. Work with Dakota County Security Department for all other security related issues or questions.

See Dakota County High Performance Design and Construction Standards for information on County security standards.

Dakota County Security Contact

Adam Montain – 651-438-4351

Information Technology Department Contact (fiber optic)

Dan Ferber

## 13.0 Greenway Specific Items

Greenway standards have been established by Dakota County to create a “family” of structures consistent through the system. Incorporate quality details that are sensitive to natural character, as appropriate, while addressing contemporary issues of durability and economy. Greenway tunnel electrical information is found in section 7.0 Lighting / Electrical.

Additional resources for Greenway projects are found in the [Dakota County Greenway Guidebook](#).

### 13.1 Greenway Pull Off

This compact design is a response to the narrow profile of a railroad right of way encountered when design for the Big Rivers Regional Trail was completed. The design has been used successfully in multiple applications. However, the pull-off should be designed to meet site specific requirements with square footage and furnishings consistently applied.

[See Figure 13.1.1 for detailed drawings](#)

### 13.2 Greenway Concrete Monument

The greenway concrete monument made for Dakota County Parks by Wausau Tile. Used as a visual cue between trail and pull off.

[See Figure 13.2.1 for detailed drawings](#)

### 13.3 Greenway Culverts/Underpasses

Exclusive pedestrian/bicycle underpasses should follow all the standards for side path vertical clearance described in the Vehicle Underpasses section. Tunnel bicycle facility dimensions should meet the same basic width requirements for bridges. The minimum width for an exclusive pedestrian/bicycle underpass is 14 feet; the preferred width is 16'. This allows for a 12-foot, two-way shared use path and two-foot clearances on either side.

Height of the underpass is a minimum of 10' (if underpass is a true box) to allow for emergency vehicles. If the underpass is arched, minimum height needs to be 11'.

Consult chapter 7 of the Minnesota Bicycle Facility Design Manual Standards (<https://www.dot.state.mn.us/bike/bicycle-facility-design-manual.html>)

[See Figure 13.3 for Standard Tunnel Width/Height](#)

#### 13.3.1 Greenway Tunnel Concrete Paint Colors

A multi-color paint system (base, highlights and grout) is incorporated on pedestrian tunnels form liners to create a faux stone appearance. No multi-color paint to be applied to faux stone cap or concrete areas without form liner.

Color

Base color – Fed. Color No. 33522 Beige

Highlight Color – Fed Color No. 37056 Dark Brown

Grout Color – TK’s Standard Gout Color

Tunnel Inside – TK’S Dawn Mist

**13.3.2 Greenway Tunnel lighting (inside)**

All tunnels must have interior lighting. Placement of fixtures should provide a coordinated and organized plan that facilitates uniform light levels. Lighting is placed to one side of the tunnel roof. Spacing is typically 10 to 15 feet.

Limit lumen output to 3500 lumens per fixture if possible.

Model

Cooper Lighting Group – VLP Valet LED (VPL-E01-LEDE1-WQ-AP-TR-SM7030) or equal

**13.3.3 Greenway Tunnel lighting (outside)**

Tunnel entry lighting should be dark-sky compliant especially in populated areas. Placement of fixtures should illuminate the entry to the pedestrian tunnel. Coordinate placement with greenway identification sign. Entry light to be photo sensor activated.

Model

Cooper Lighting Group XTOR8B

**13.3.4 Cameras**

Cameras should be included where fiber is available. Camera models may vary. For cameras monitored and maintained by Dakota County, consult with the County’s Security Systems Administrator. For cameras monitored and maintained through a JPA with a city, consult with that city.

**13.4 Greenway Bridges**

The preferred width for an exclusive pedestrian/bicycle bridge is 14 feet. This allows for a 10-foot, two-way shared use path and two-foot clearances on either side. If site conditions do not allow for that width, the clearance on either side of the shared use path may be reduced to 1 foot, resulting in a 12-foot minimum width. Bridge spans will vary depending on location. Rail height will be between 42” and 54”; if bridge spans a railroad, rail height must be compliant with railroad’s regulations.

Use MnDOT Specification 1502 (pre-fabricated pedestrian/bicycle bridge superstructure)

Potential Suppliers of the prefabricated steel trusses are:

1. ConTech Engineered Solutions, LLC (Continental Bridge), 8301 State Highway 29 North, Alexandria, MN 56308 Ph. 1-800-328-2047; Web site: [www.conteches.com](http://www.conteches.com)
2. Wheeler Consolidated, Inc., 9330 James Ave. S., Bloomington, MN 55431, Ph. 1-800-328-3986 or Ph.952-929-7854, ; Web site: [www.wheeler-con.com](http://www.wheeler-con.com)

3. Anderson Bridges, 111 Willow Street Colfax, WI 54730, Ph. 1-877-934-2800; Web site: [www.andersonbridges.com](http://www.andersonbridges.com)

[See Figure 13.4.1 For Bridge Details](#)

## 13.5 Signage and Striping

All signing and striping shall be in accordance with MnMUTCD, Part 9, Traffic Control for Bicycle Facilities.

### 13.5.1 Regulatory Signage

Use warning and regulatory signs conservatively. Overuse of signs decreases effectiveness. See MnMUTCD signing principle “Excessive Use of Signs - 2A.4” for more guidance.

Regulatory signs include:

- Stop Sign – size 18x18 – use at locations where not stopping could result in serious consequences
- Yield Sign – size 18x18x18 – use at location where biker should be prepared to yield (yielding means slowing or stopping to yield right of way to other traffic)
- Stop Ahead, Yield Ahead – place minimum 150 feet in advance of the condition
- Do not use Horizontal Alignment Signage (Curve, Turn, Reverse Curve, Reverse Turn and Winding Road signs) in blanket fashion. Do not use Steep Grade signs in blanket fashion. Use only where hazards are known to exist (slippery/icy trail due to spring water, combination of grades and turns). Trails in general are designed and build without hazards needed to be signed for.
- Trail crossing – See [Figure 13.5.1 “Potential Crossing Enhancements Matrix”](#)
- RRFB (Rectangular Rapid Flashing Beacon) - See design materials for details of installations.
- No Parking - No Parking on where trail terminates on street should be restricted for a minimum of 200 feet (30 mph) in both ways on both sides to keep sight lines open. Cars parked too close to curb drops block visibility of oncoming traffic. Pedestrians, especially children, can hide behind parked cars. (BP for TC at RTC).

### 13.5.2 Pedestrian Crosswalk Signage

Pedestrian activated, solar powered flasher cross walk system with 7” x 3” LED arrays. For use with high speed or multi-lane pedestrian and school crossings.

Use combo W11-15 (bike/ped symbol) at trail crossing locations. Signs should be fluorescent green.

#### Model

Tapco Rectangular Rapid Flash Beacon: RRFB-XL

### 13.5.3 Wayfinding Signage

There should be adequate wayfinding along the trail system; this includes mileages.

The County's Greenway Wayfinding Standards were updated in 2023 and are being implemented on all new greenway construction. The signs are being added to existing greenways as funding and staff time allow.

Standards will be provided to consultants working on applicable projects.

### 13.5.4 Greenway Kiosk

The Greenway Kiosk is for use on Greenway Collaborative projects of which the design and construction is not managed by Dakota County. Greenway Kiosks feature the individual City branding in addition to that of the County.

Kiosks should be located near entries, intersections of trails, where multiple signs and neighborhood postings are needed, and as determined by the Project Manager and/or design team.

### 13.5.5 Striping

Install single solid yellow minimum 150' in advance of every Stop and Yield sign.

Install broken line yellow in curves and on grades 4% to 5% or more.

Install single solid line yellow minimum 150' in advance of and thru tunnels (combination of curves and grades at tunnel approaches)

Broken line yellow shall be 12-foot cycle (3-foot line; 9-foot gap) – MnMUTCD; page 9C-3

RR Crossing – include optional train dynamic envelope pavement marking lines

#### *Regional trail crossing public roadways*

Trail crossing pavement marking shall be continental (zebra) type pavement marking at all location where regional trails cross public roadway

## Appendix

**Figure 1.1.1 Stair Detail**

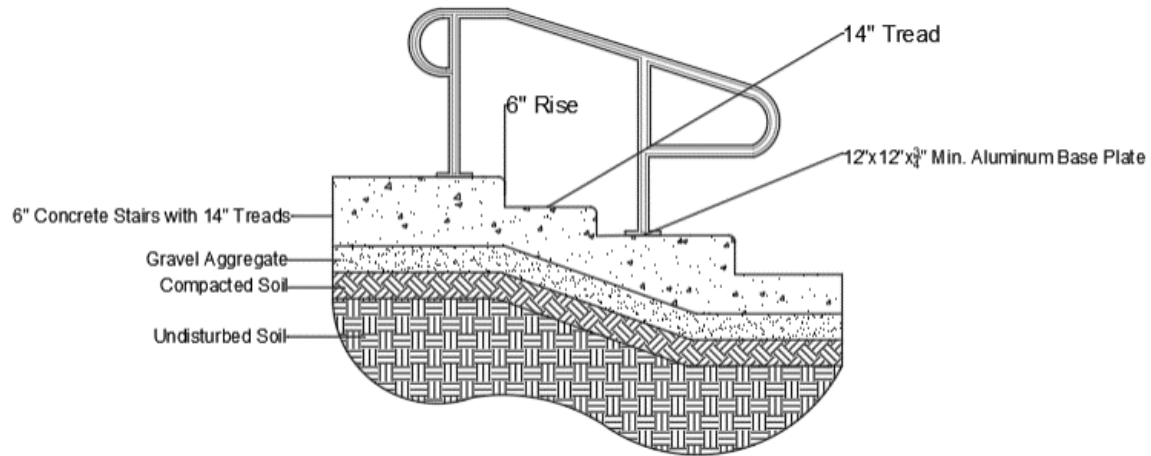
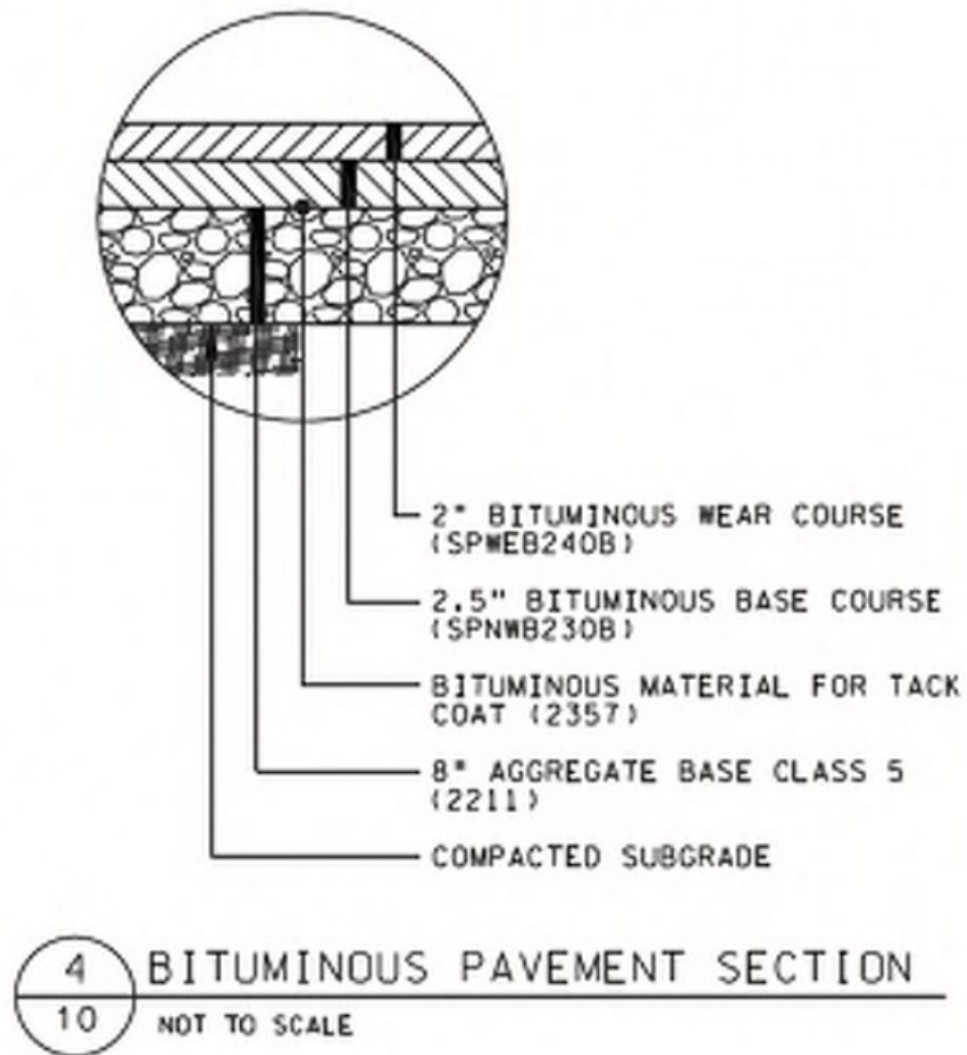






Figure 1.2.2 - Bituminous Pavement Section



[Return to Section 1.0](#)

Figure 2.1.1 Primary Trails/Walkways

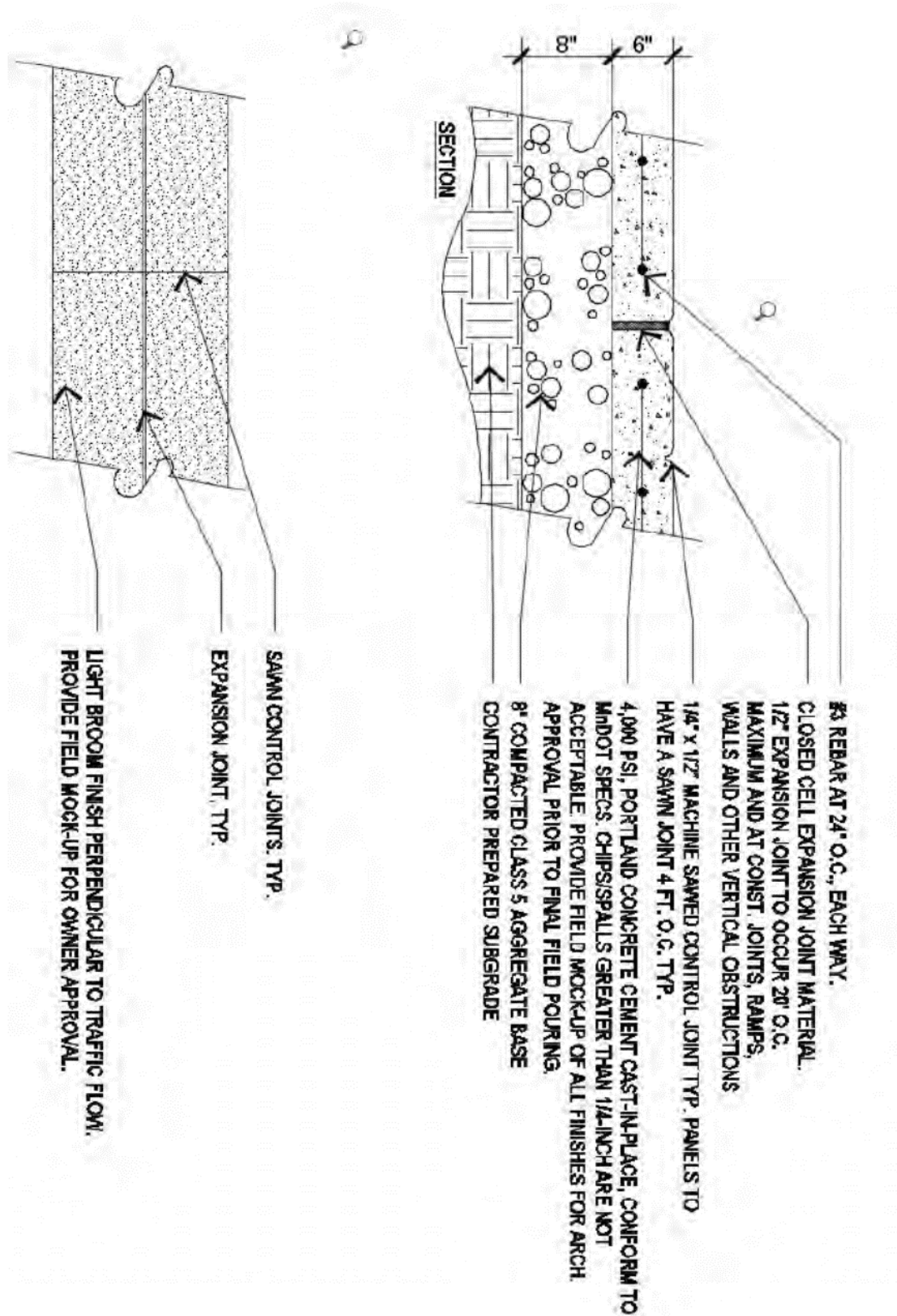
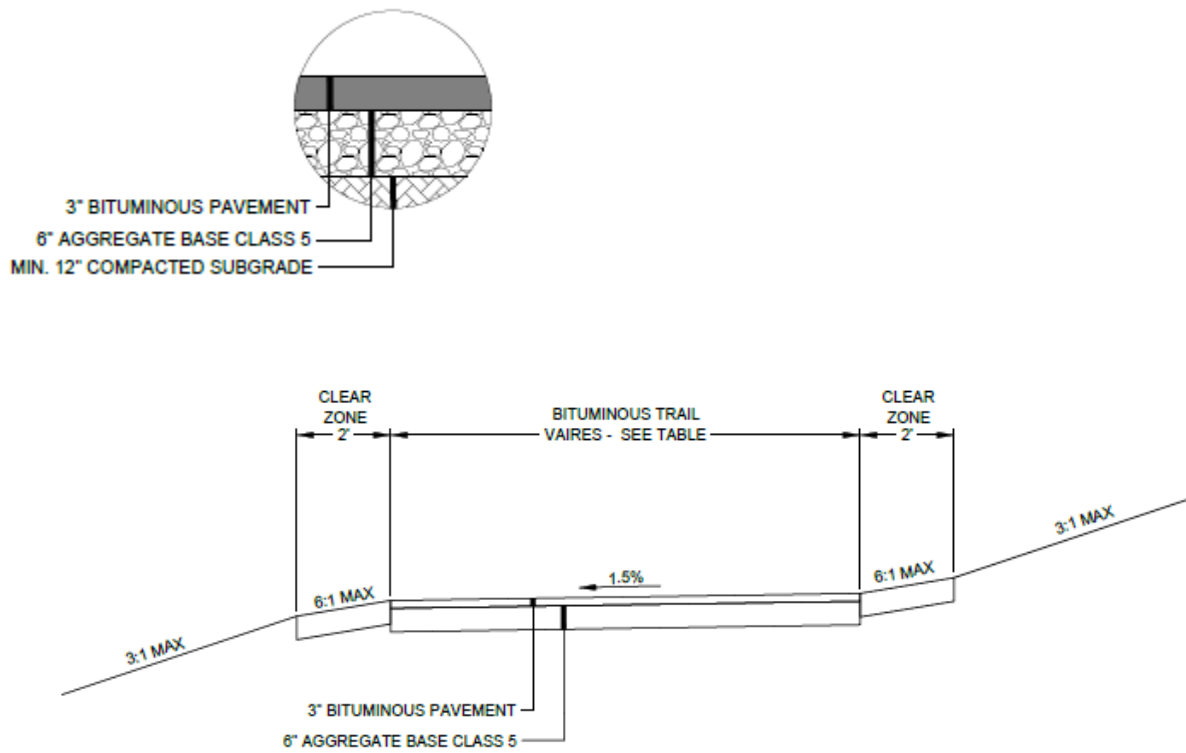
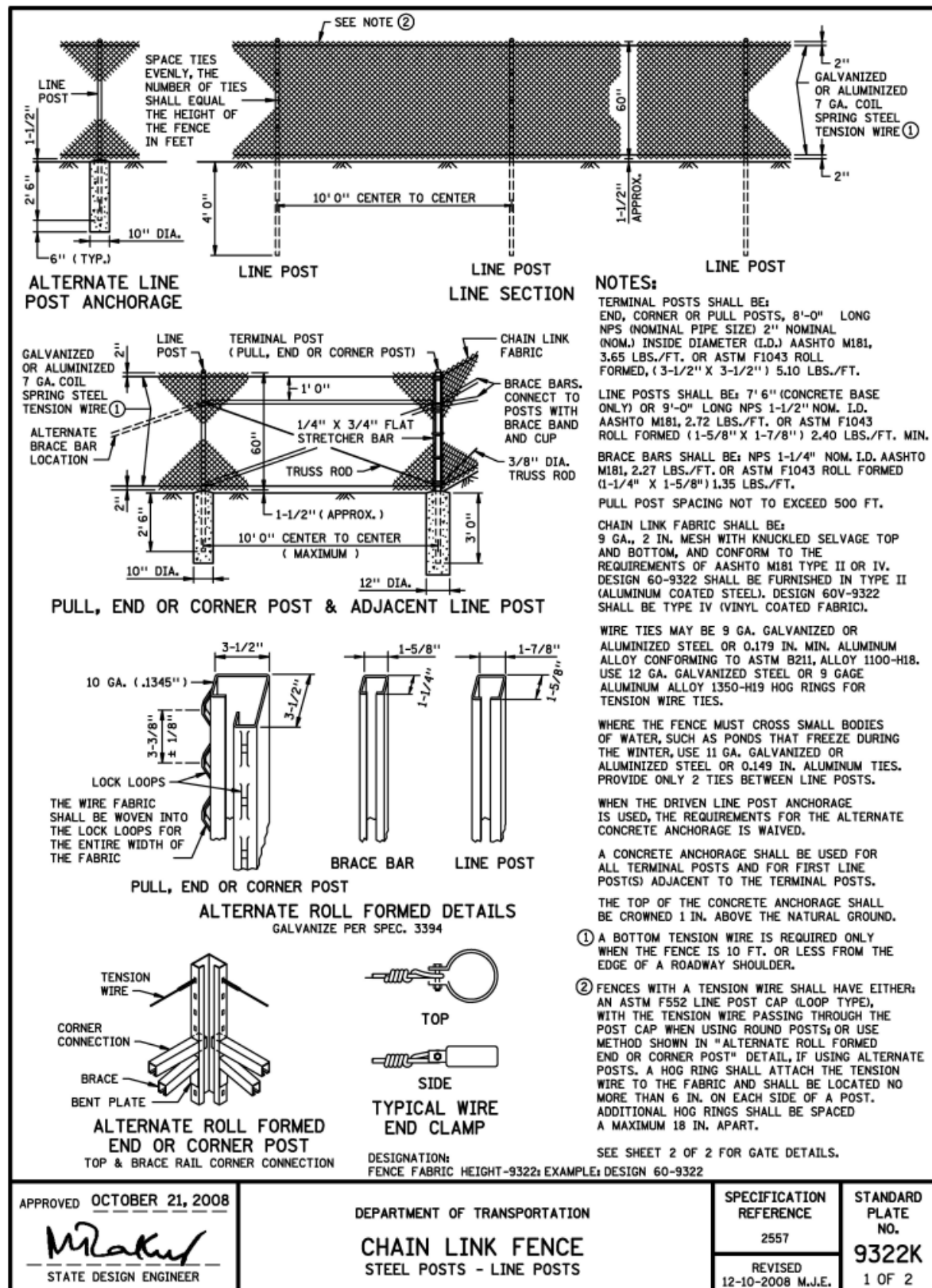


Figure 2.1.4 Greenway/Regional Trails

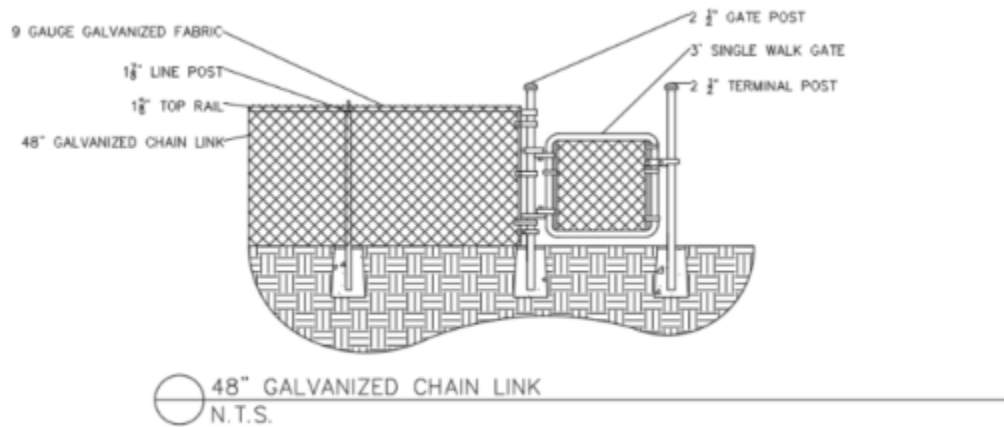


[Return to Section 2.0](#)

Figure 3.1.1 Chain-Link Fencing

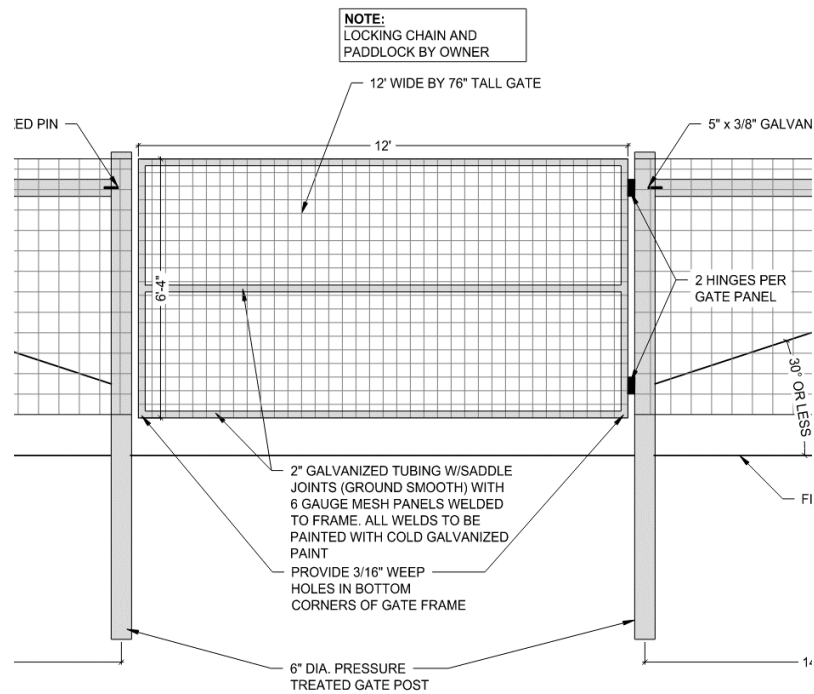


## Galvanized Fence

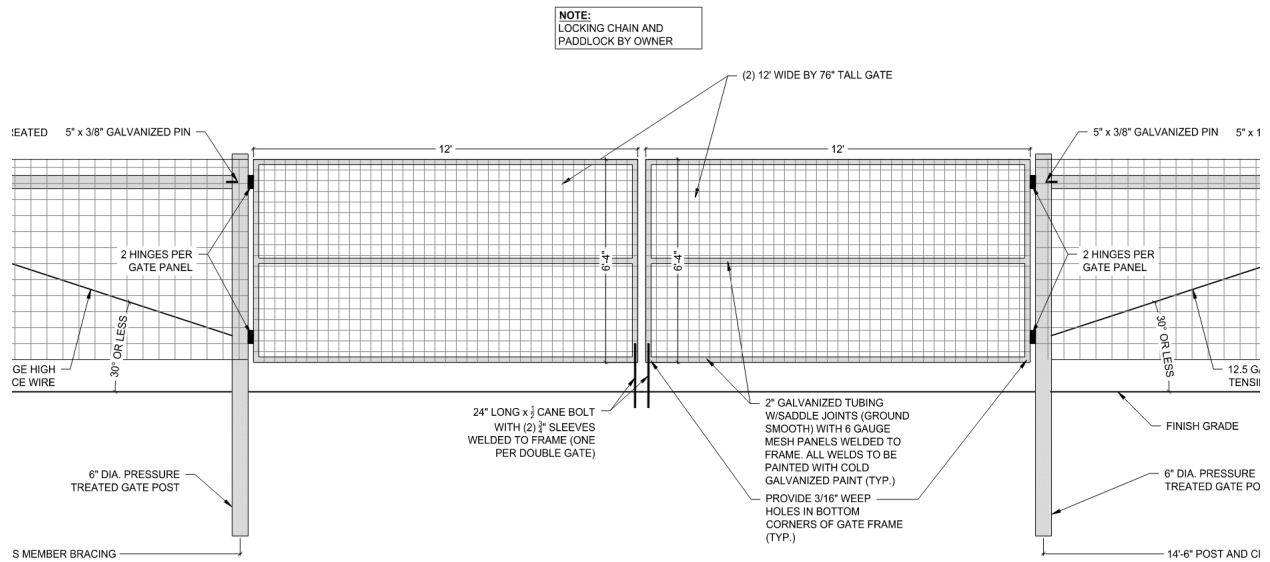


**Figure 3.6.2 Fence Gates for Bison Range**

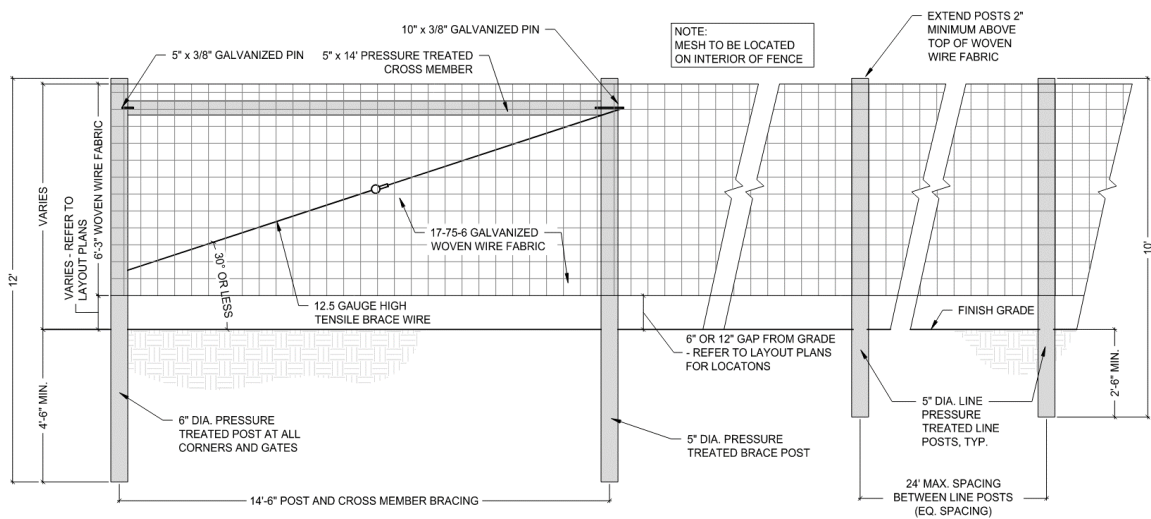
Single Gate:



Double Gate:



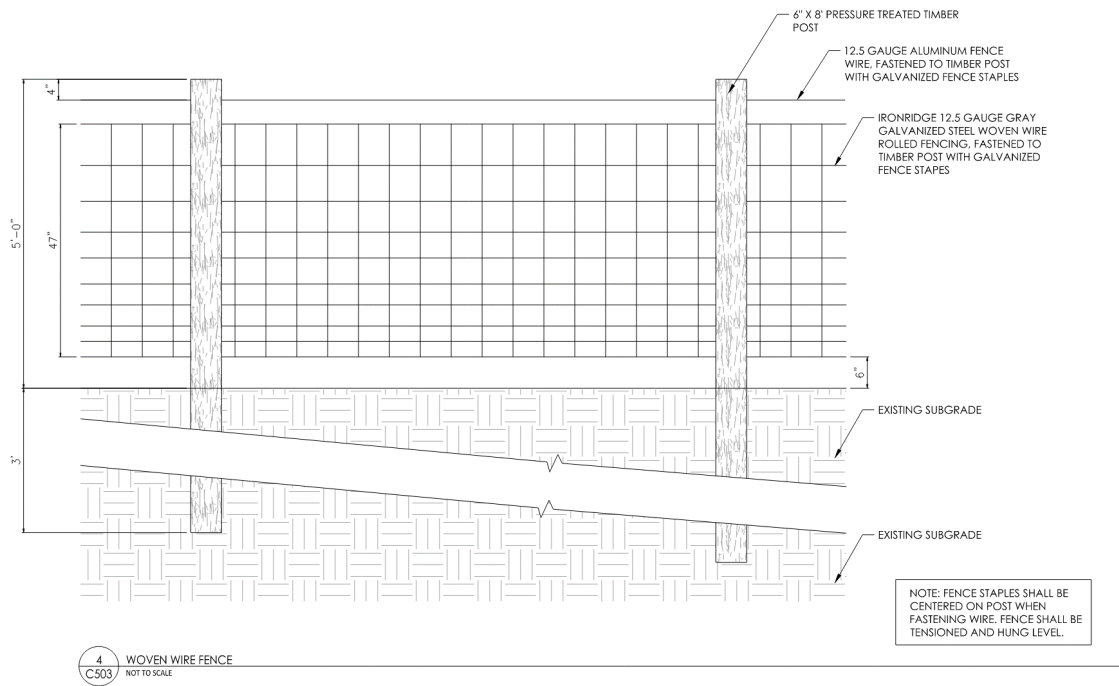
### Figure 3.8 Bison Range Fencing



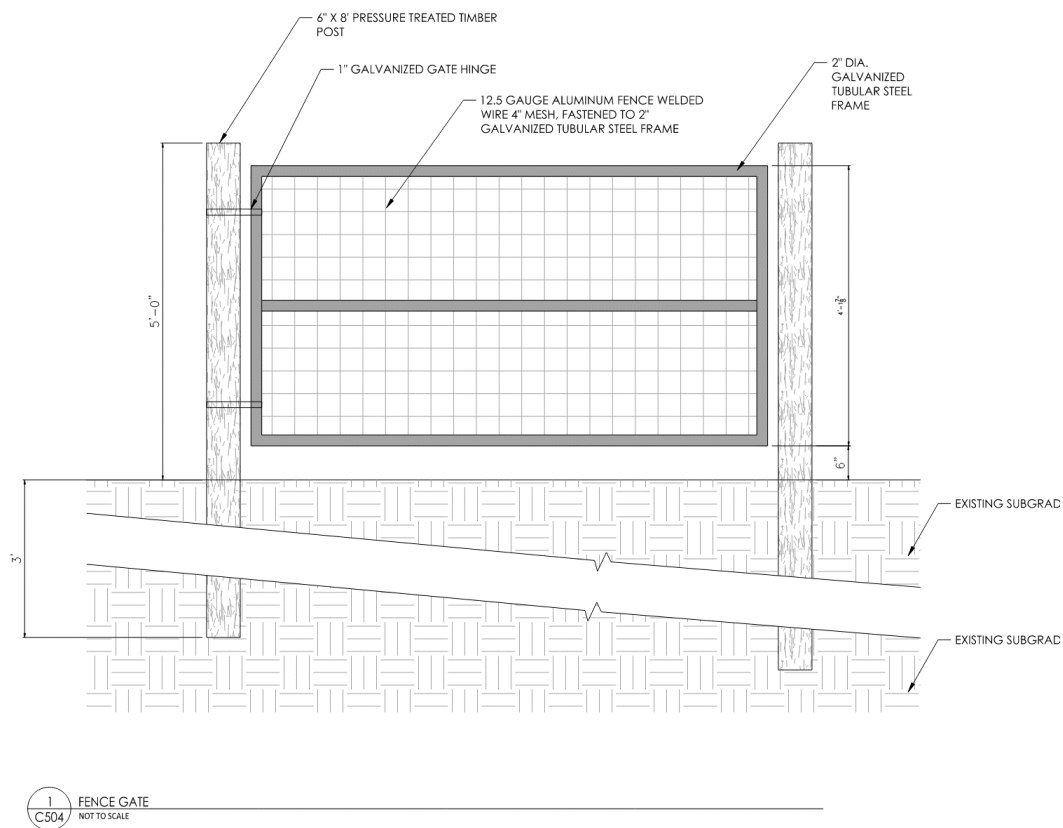
1 TYPICAL FENCE DETAIL  
L4.0



**Figure 3.8.2 Secondary Bison Range Fence Details**



**Secondary Fence – Gate Detail**



[Return to Section 3.0](#)





Figure 4.1.2 Monument Sign – Secondary Park Entrance

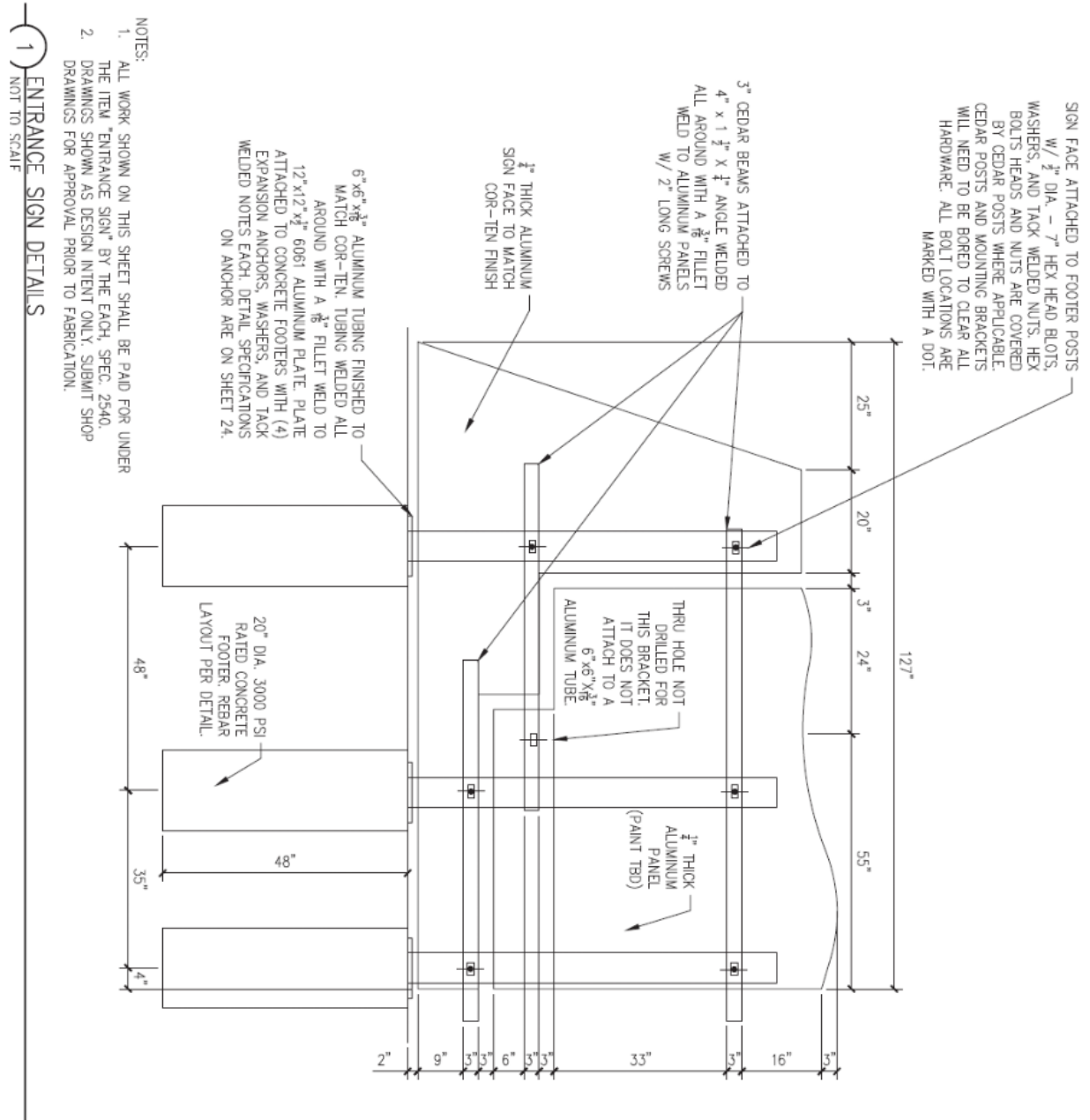


Figure 4.2.1 Park Directional Monument Signs

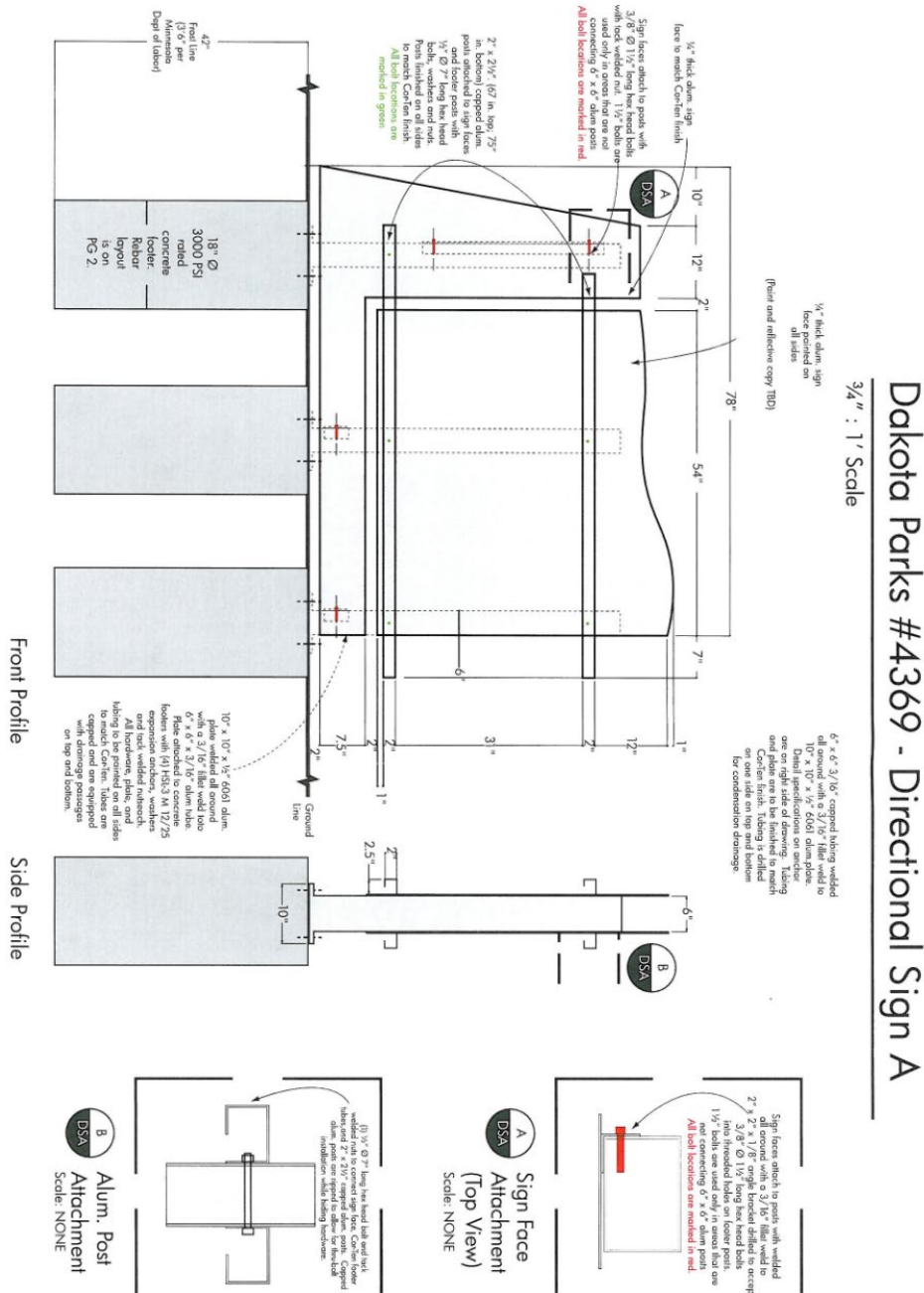
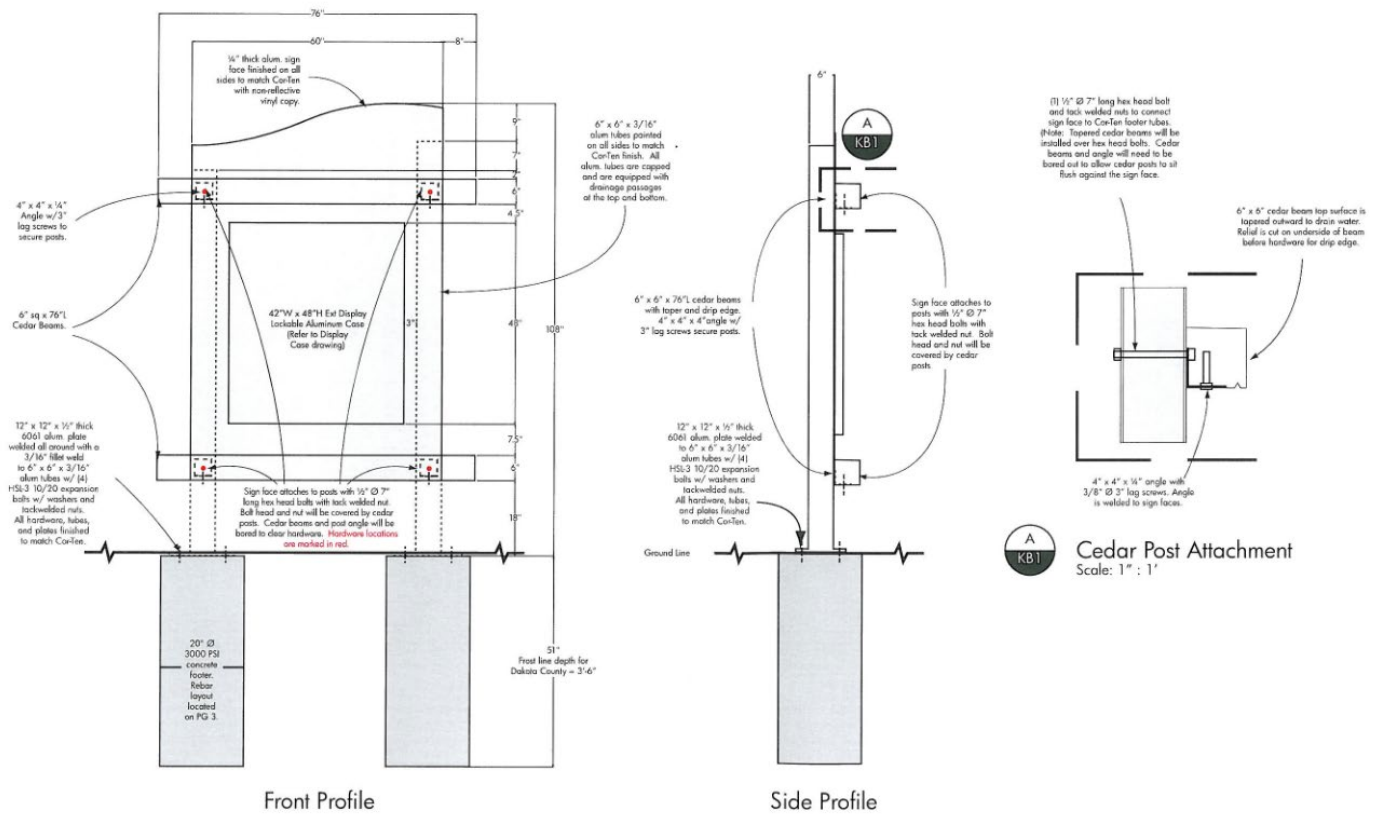
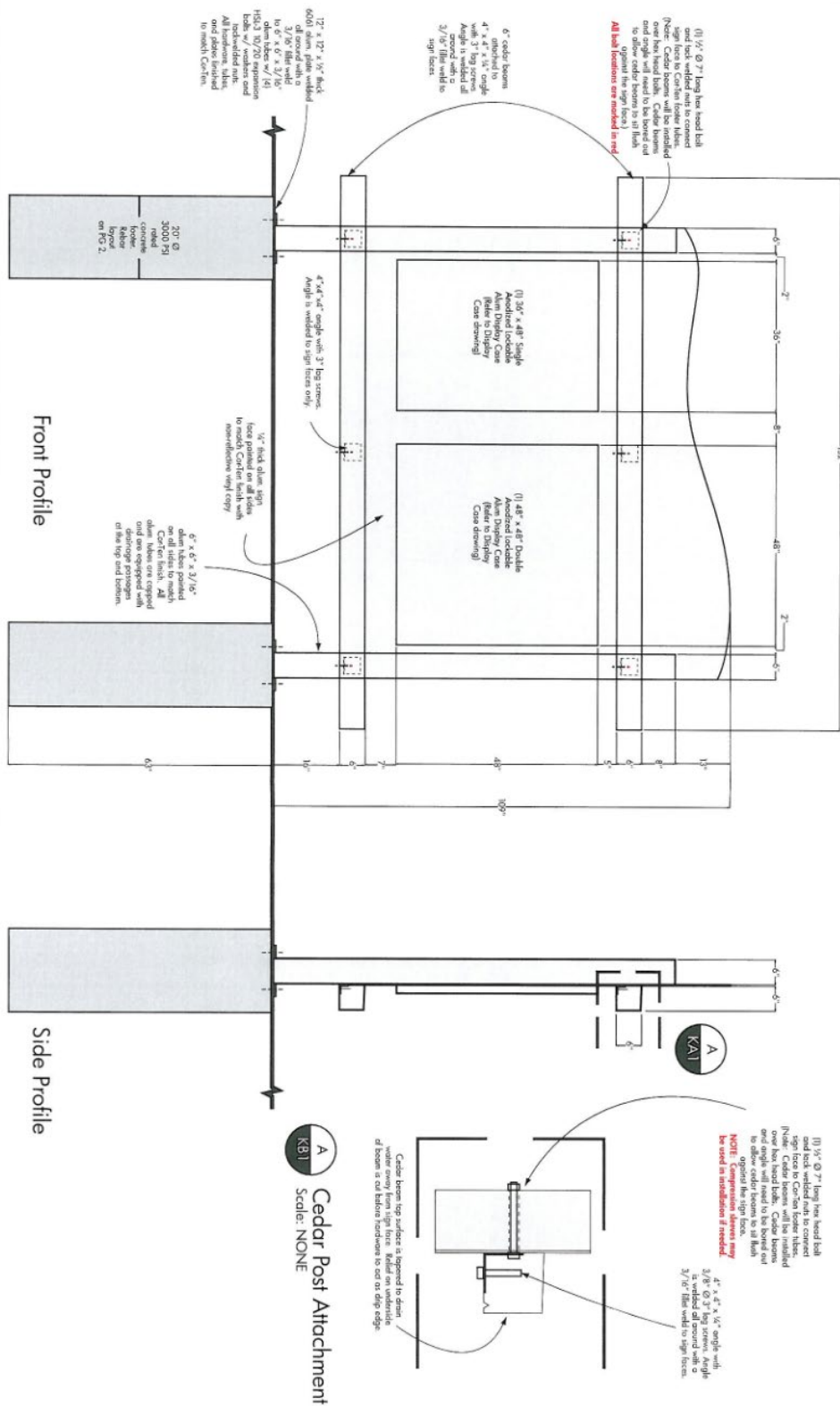
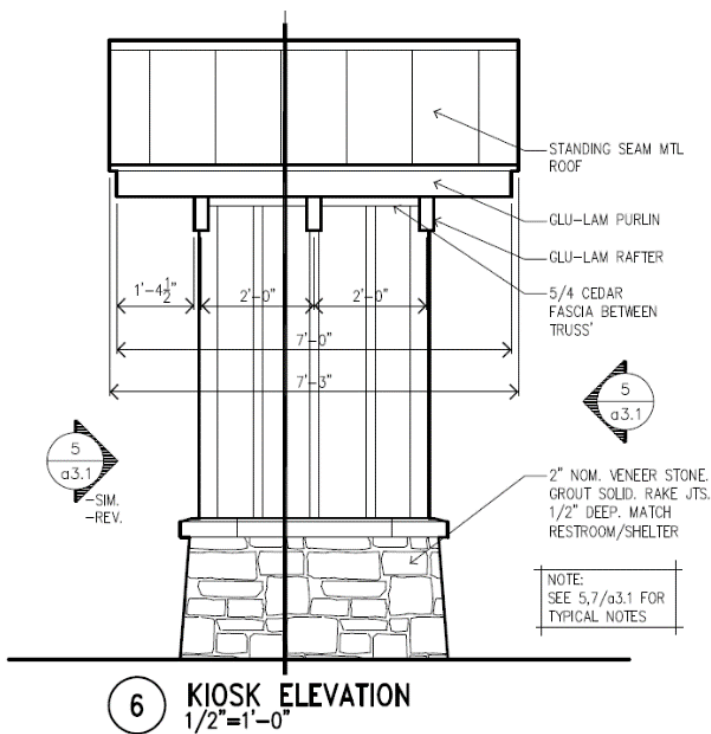
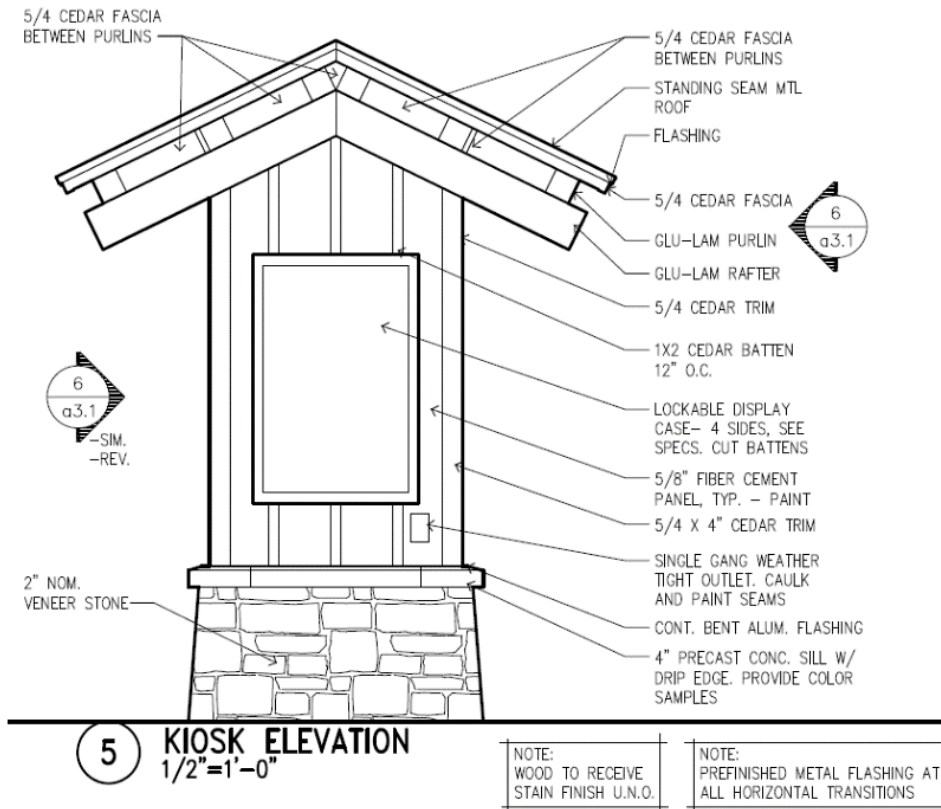


Figure 4.3.1 Single – Small



Single – Large



**Figure 4.3.2 Four-Sided Kiosk**


**Figure 4.3.1 Interpretive Sign Large**

Steel Pedestal

Qty: 1

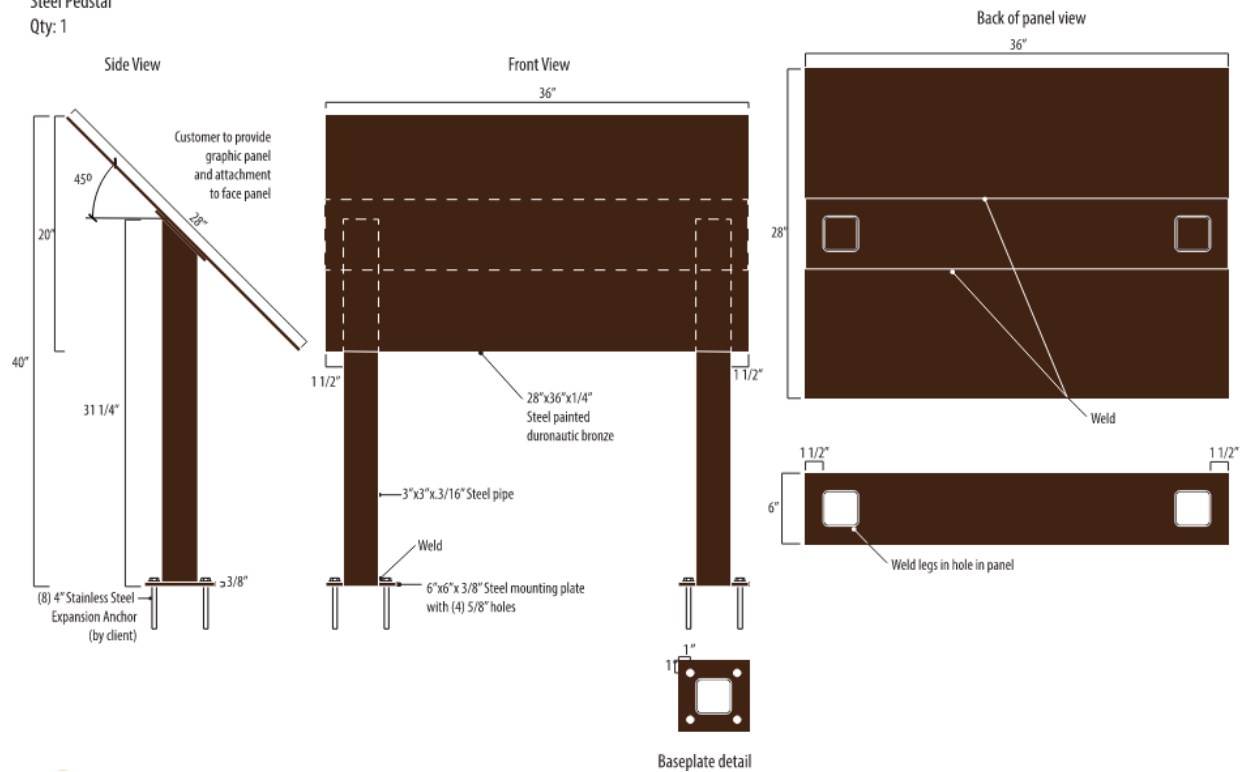


Figure 4.3.2 Interpretive Sign Small

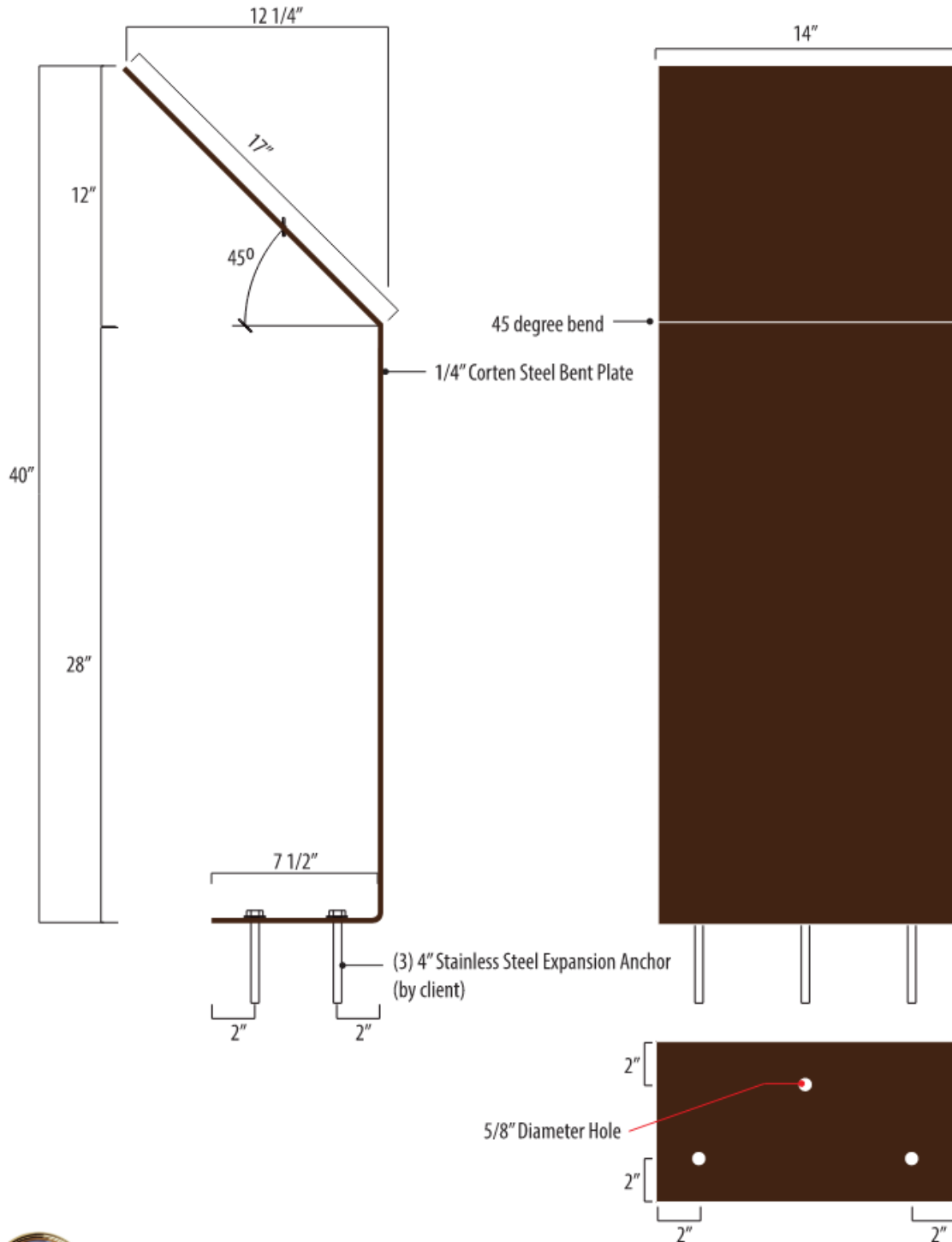
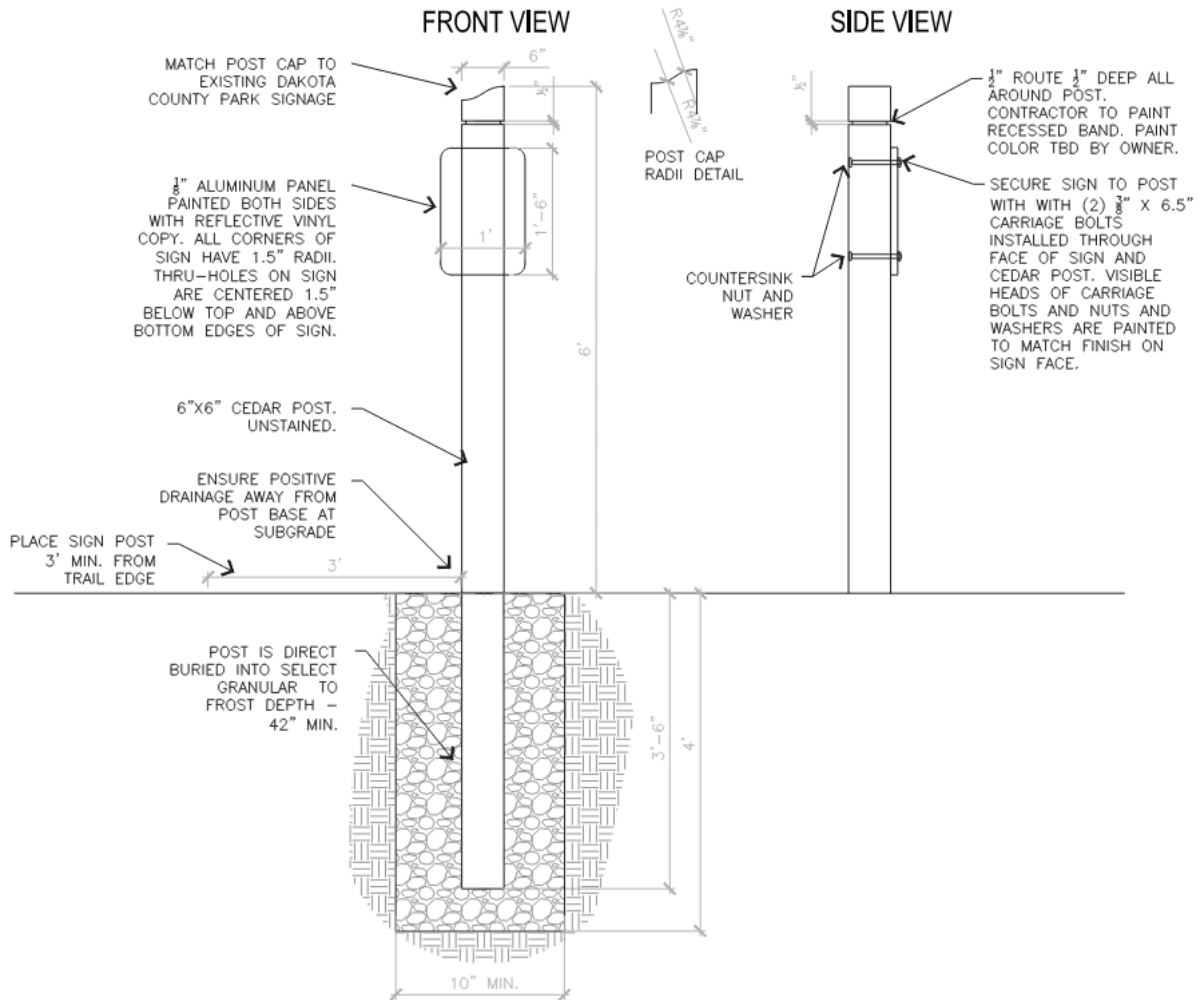




Figure 4.4.1 Sign Post



[Return to Section 4.0](#)

Figure 5.1.1 Picnic Tables

## NOTES:

1. TOP AND BENCH: IPE WOOD OR APPROVED WET-WEATHER WOOD TYPE.
2. ALL STEEL MEMBERS TO BE COATED WITH ZINC RICH EPOXY THEN FINISHED WITH POLYESTER POWDER COAT.
3. WAX ENDS OF IPE WOOD MEMBERS.
4. DRILL AND PLACE ANCHOR BOLTS THROUGH TUBING.
5. SEE OVERLOOK PLANS FOR PLACEMENT LOCATIONS ON CONCRETE PADS.

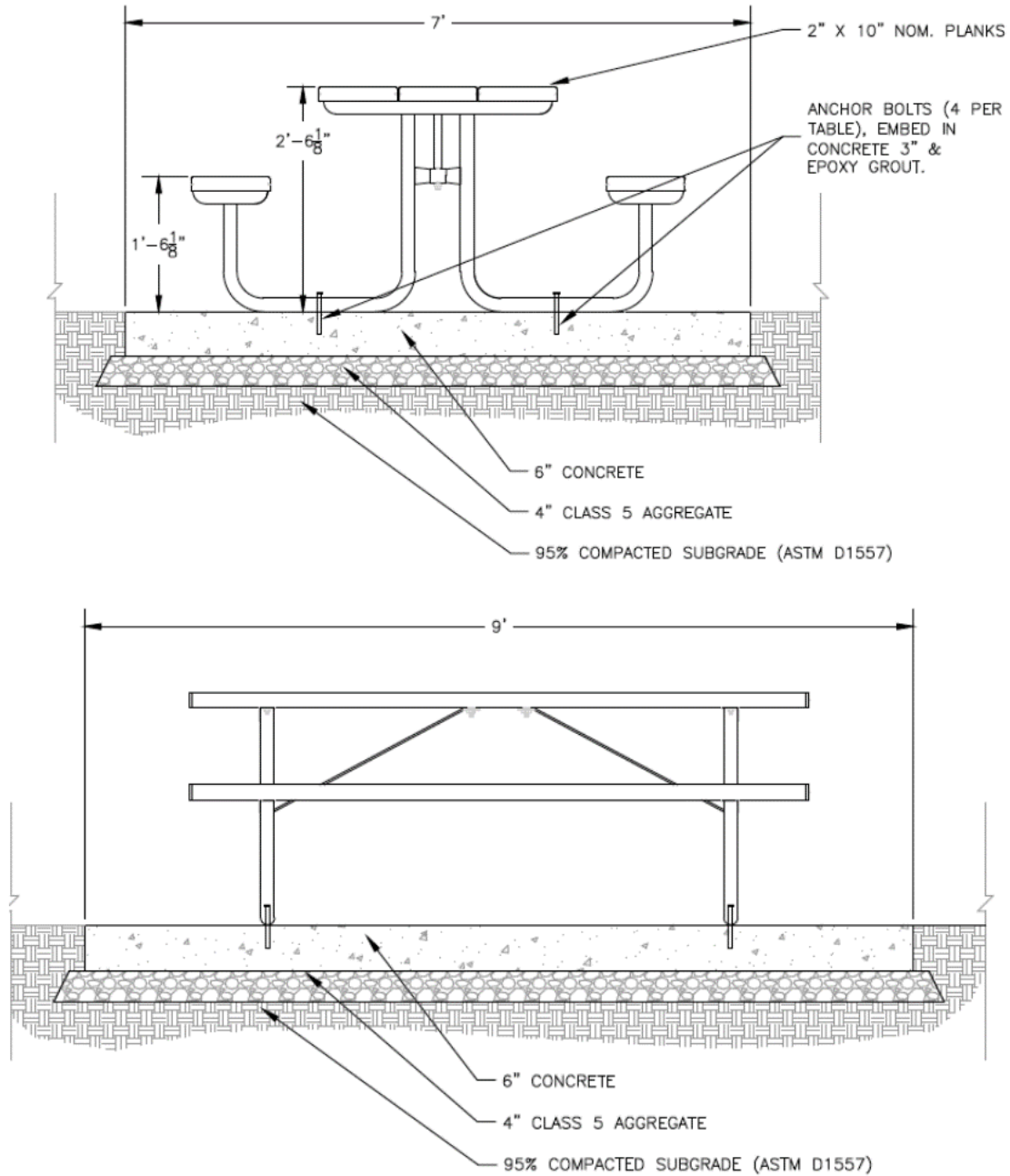


Figure 5.2.1. Park Benches

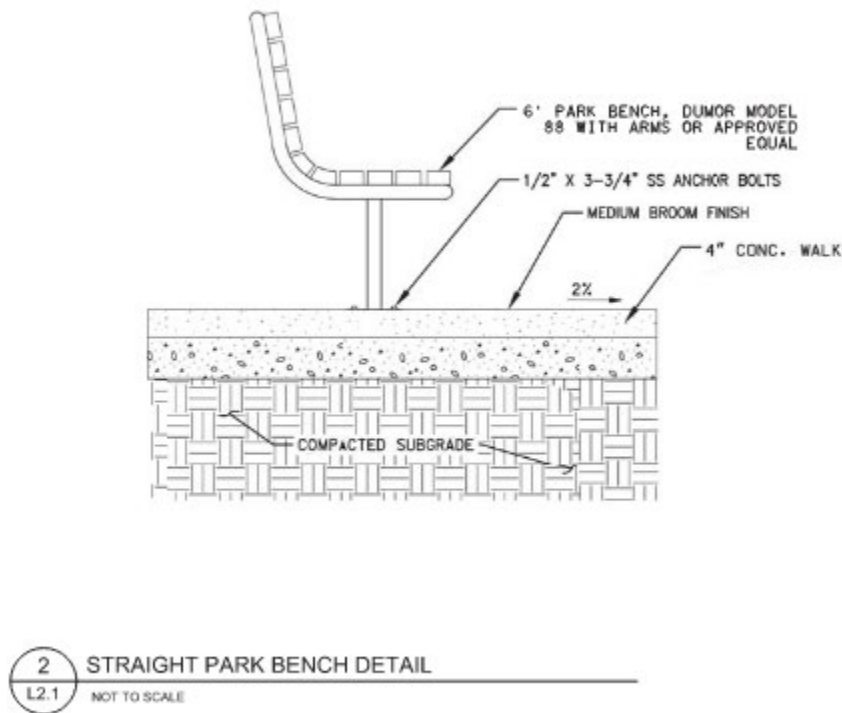


Figure 5.2.2 Limestone Seating

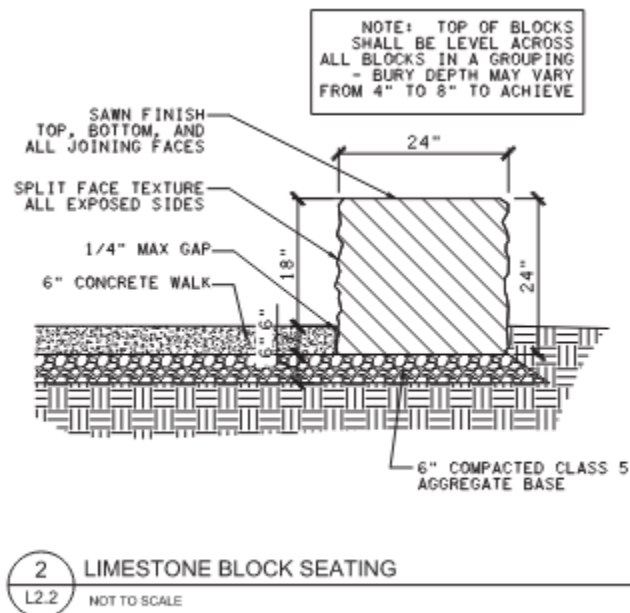


Figure 5.3.1 Wall-Mounted Drinking Fountain and Bottle Filler

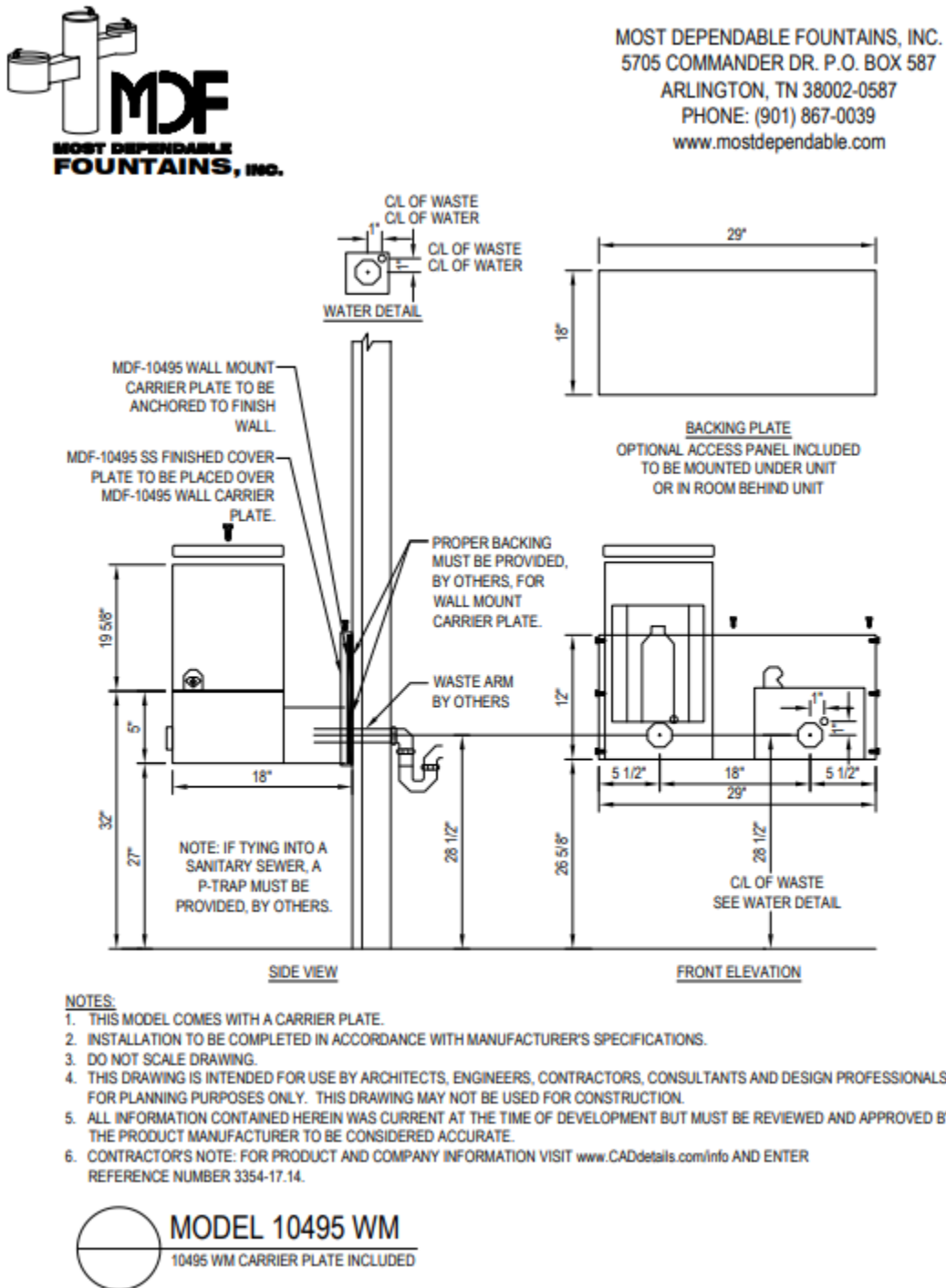
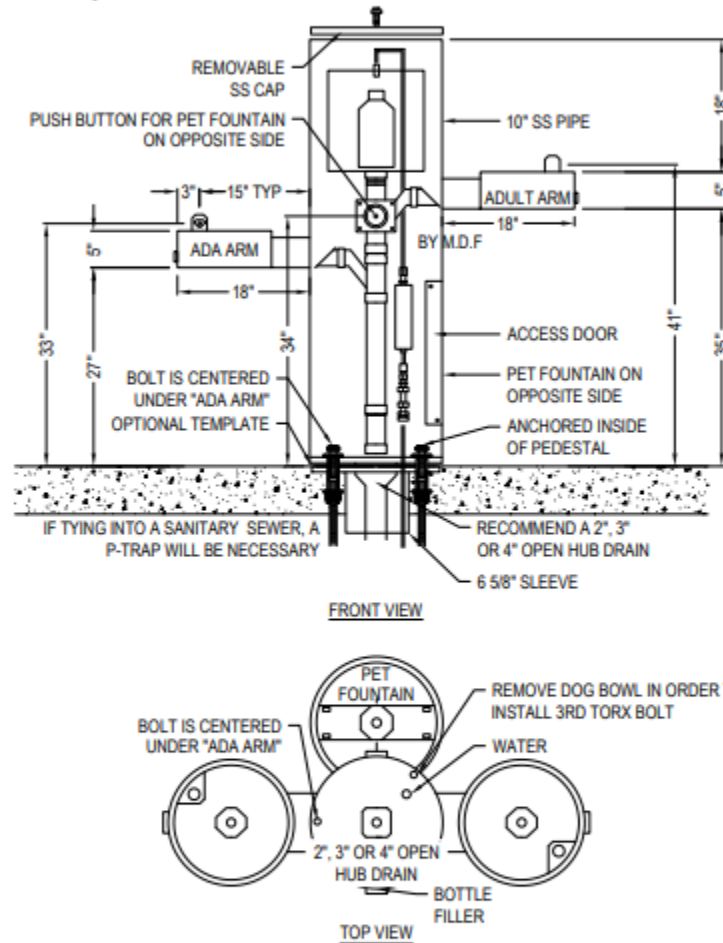


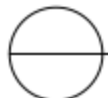
Figure 5.3.3 Freestanding Drinking Fountain



MOST DEPENDABLE FOUNTAINS, INC.  
 5705 COMMANDER DR. P.O. BOX 587  
 ARLINGTON, TN 38002-0587  
 PHONE: (901) 867-0039  
[www.mostdependable.com](http://www.mostdependable.com)

**NOTES:**

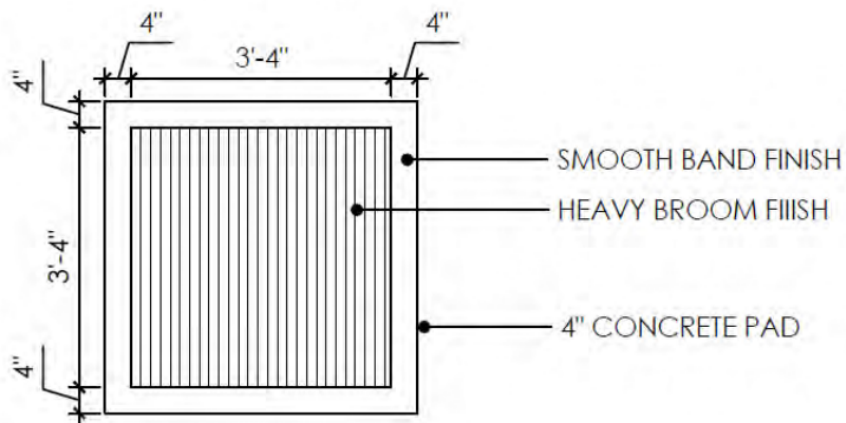
1. INSTALLATION TO BE COMPLETED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
2. DO NOT SCALE DRAWING.
3. THIS DRAWING IS INTENDED FOR USE BY ARCHITECTS, ENGINEERS, CONTRACTORS, CONSULTANTS AND DESIGN PROFESSIONALS FOR PLANNING PURPOSES ONLY. THIS DRAWING MAY NOT BE USED FOR CONSTRUCTION.
4. ALL INFORMATION CONTAINED HEREIN WAS CURRENT AT THE TIME OF DEVELOPMENT BUT MUST BE REVIEWED AND APPROVED BY THE PRODUCT MANUFACTURER TO BE CONSIDERED ACCURATE.
5. CONTRACTOR'S NOTE: FOR PRODUCT AND COMPANY INFORMATION VISIT [www.CADdetails.com/info](http://www.CADdetails.com/info) AND ENTER REFERENCE NUMBER 3354-17.52.

**MODEL 10145 SM**

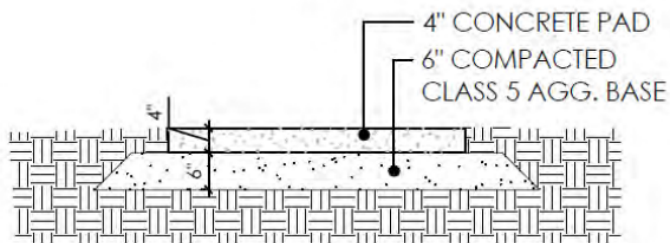
SHOWN W/ OPTIONAL PET FOUNTAIN



Figure 5.4.1 Concrete Grill Pad



4 concrete grill pad



6 concrete grill pad section

Figure 5.5.1 Camp Fire Ring

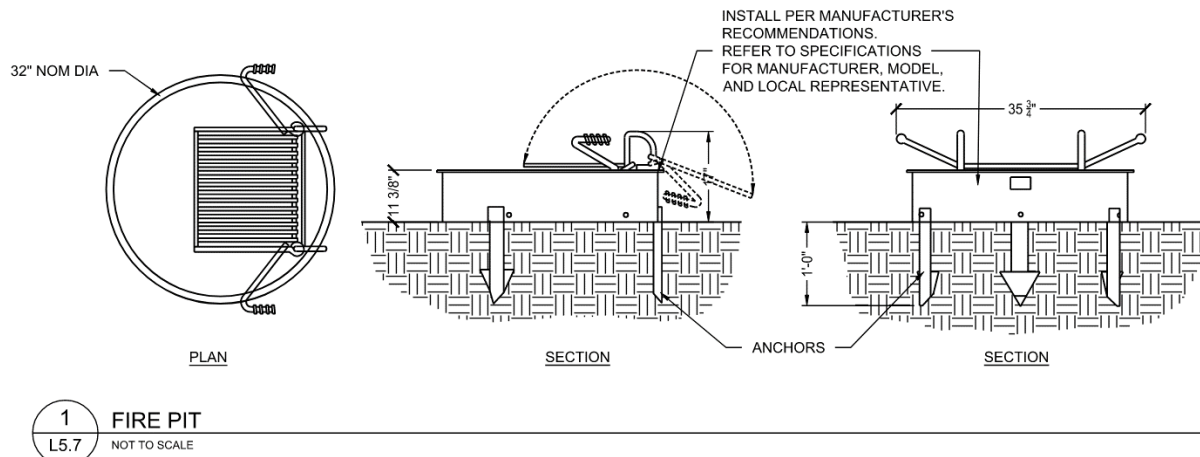


Figure 5.6.1 Ski Rack

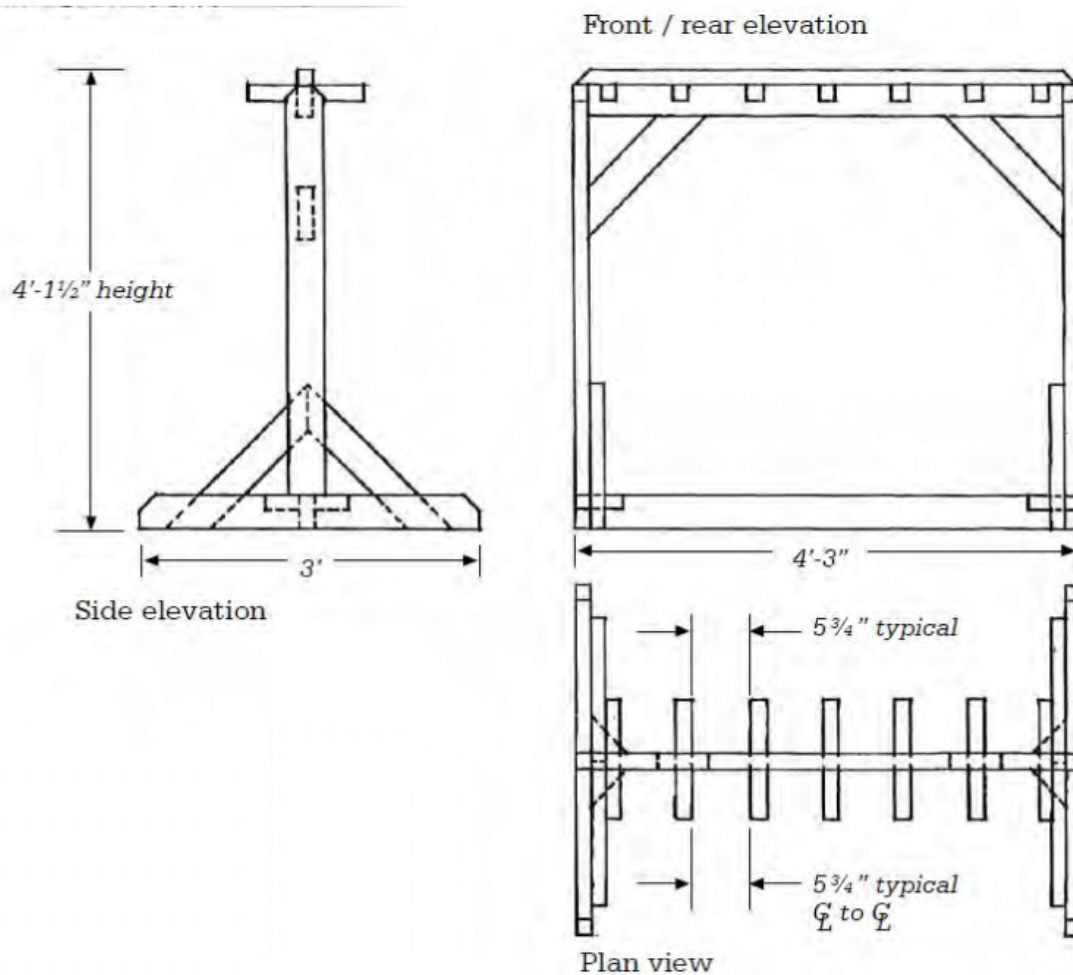




Figure 5.7.1 Trash Receptacles at Shelters

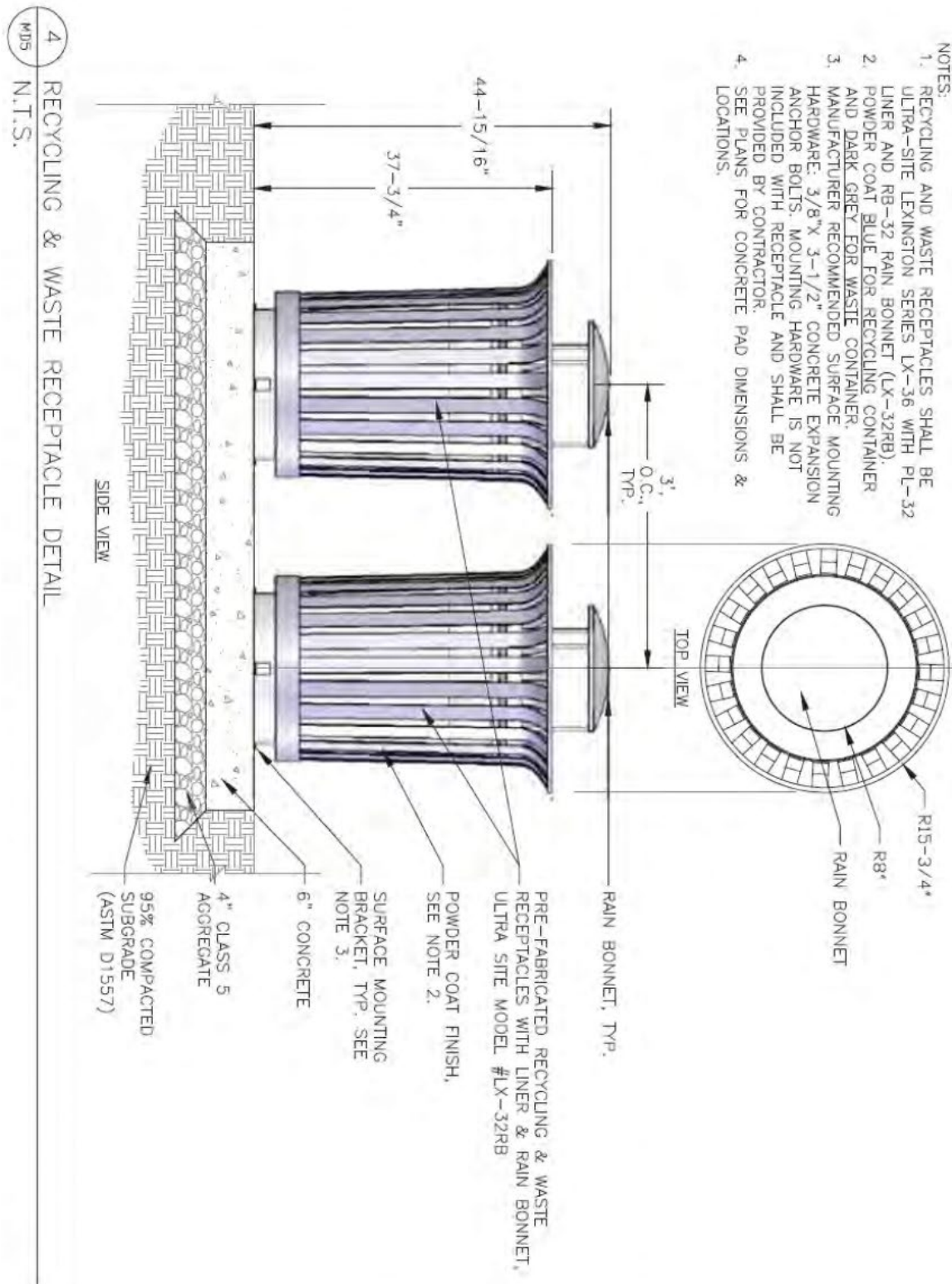




Figure 5.7.2 Receptacles at Grassed Picnic Areas

**recycle away**  
Systems & Solutions

PO Box 1757  
Brattleboro, VT 05302  
1-800-664-5340  
www.recycleaway.com

**TYPE 2  
N1 COLLECTION**

**Key features:**

- Constructed with 97% pure Type 2 recycled plastic
- Offered in a variety of colors
- Attractive solution for recycling programs
- Opening identification and restrictive
- Rigid liner included

**Available Colors:**  
Plain panel colors

**Material Aesthetics:**

- Manufactured from high grade of recycled HDPE
- Top-of-the-line pigments and UV inhibitors

**Dome Top Option**

**Reinforced Doors**  
To prevent warping due to changing Weather environments.

**Restrictive Openings**  
Keep recycling streams from getting contaminated - all at no extra cost.

**Opening IDs**  
Clearly labeled waste and recycling streams help identify openings and reduce cross contamination.

**Split Color Units**  
Make recycling efforts known by changing the colors of each section.

**Permanent Mount Option**  
The Vail Roof Option gives your units a slanted top preventing any unwanted items to be placed on top of the unit.

Figure 5.8.2 Bike Repair Station

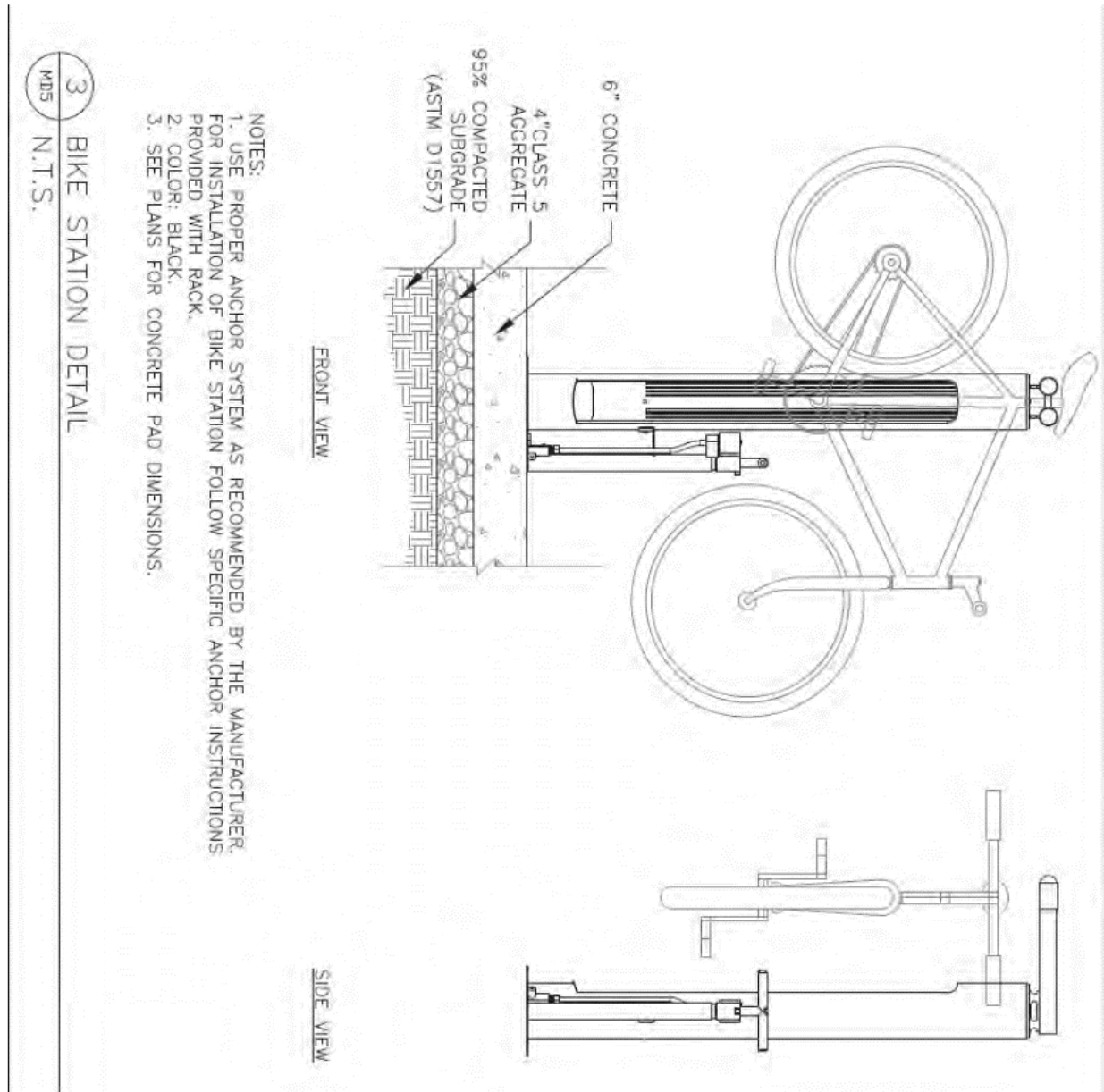


Figure 5.10.1 Play Pump

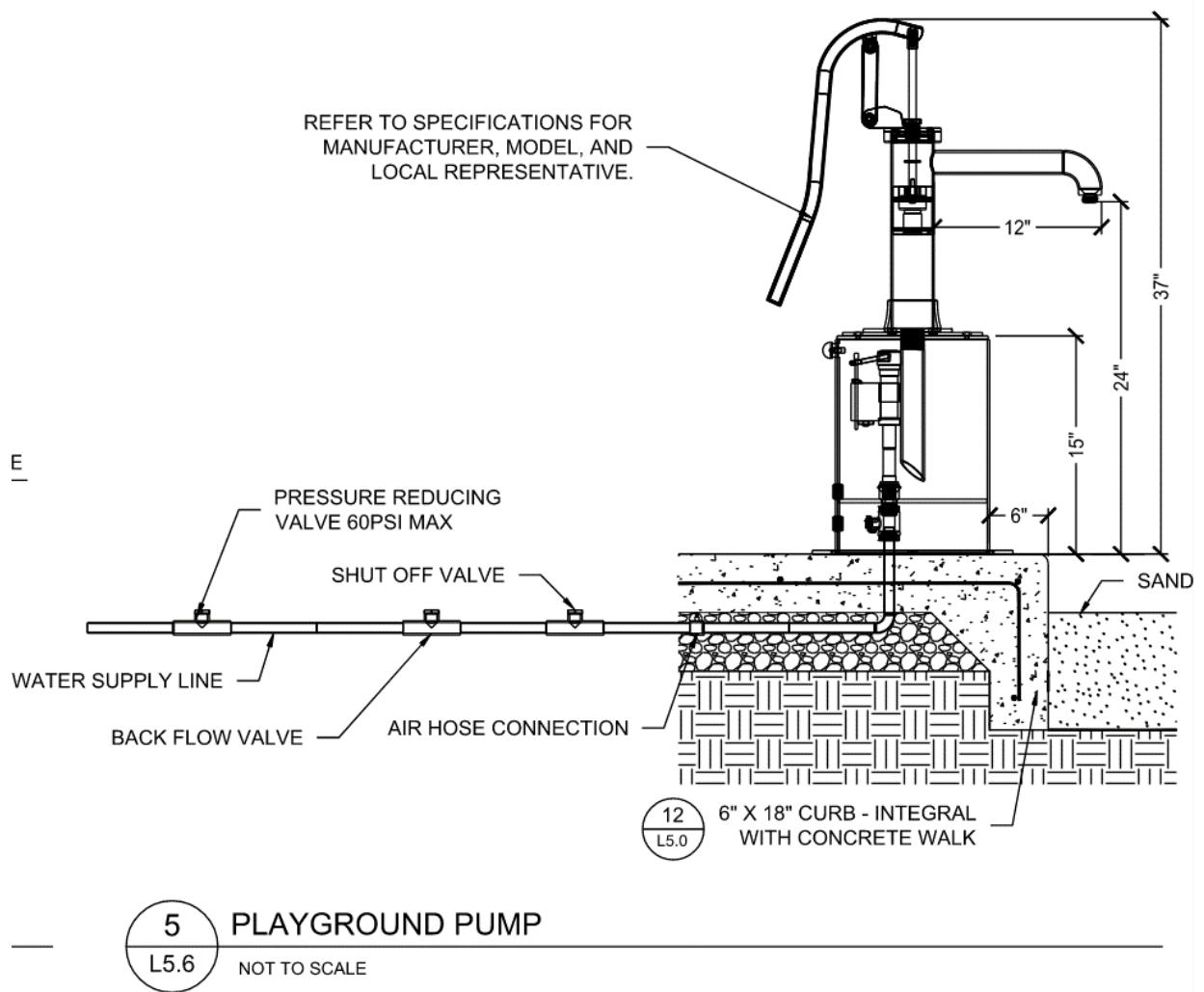
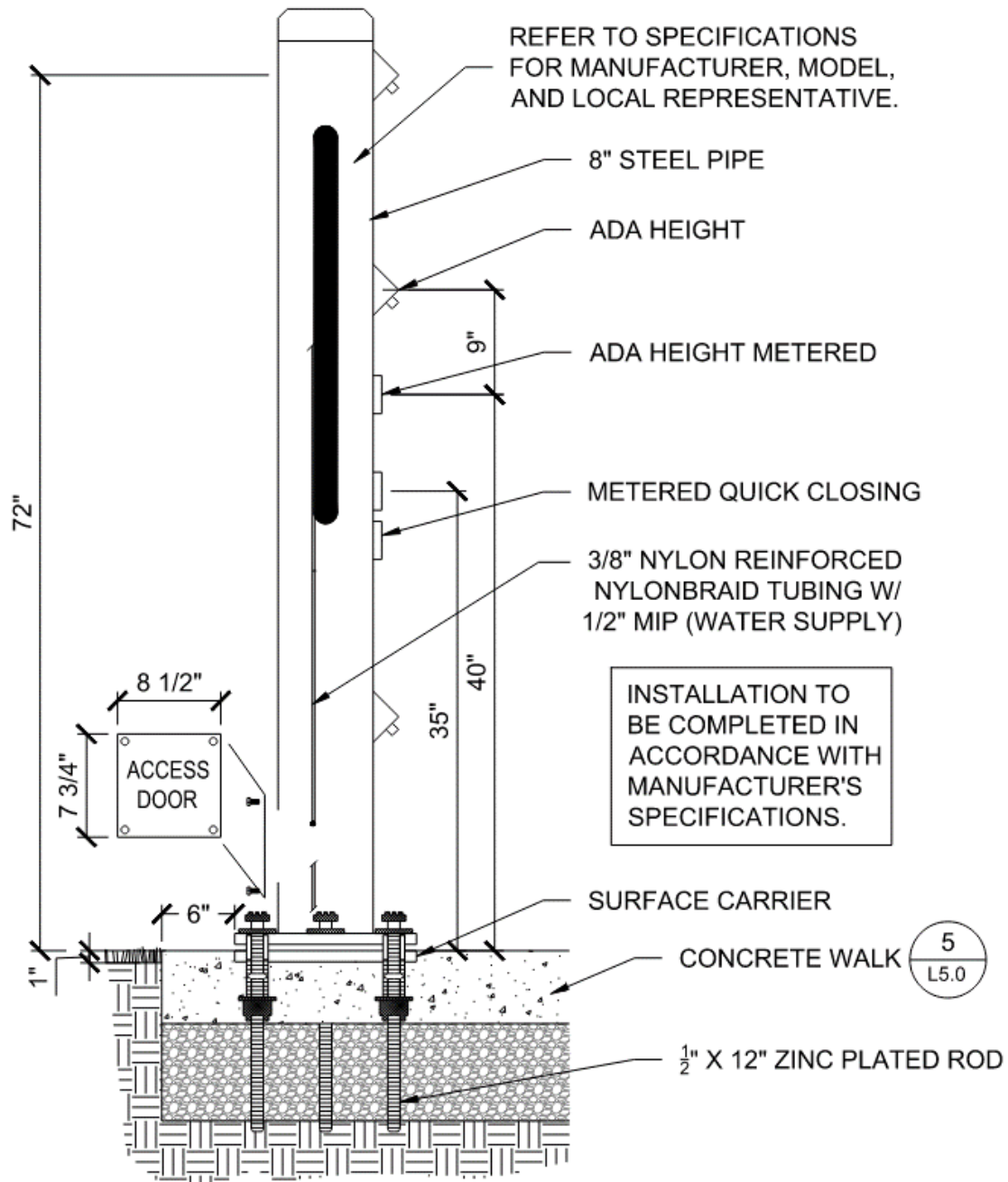


Figure 5.11.1 Outdoor Shower/Foot Wash Station



## SHOWER/FOOTWASH

NOT TO SCALE

[Return to Section 5.0](#)

Figure 6.1.1 – Parking Lot Lighting

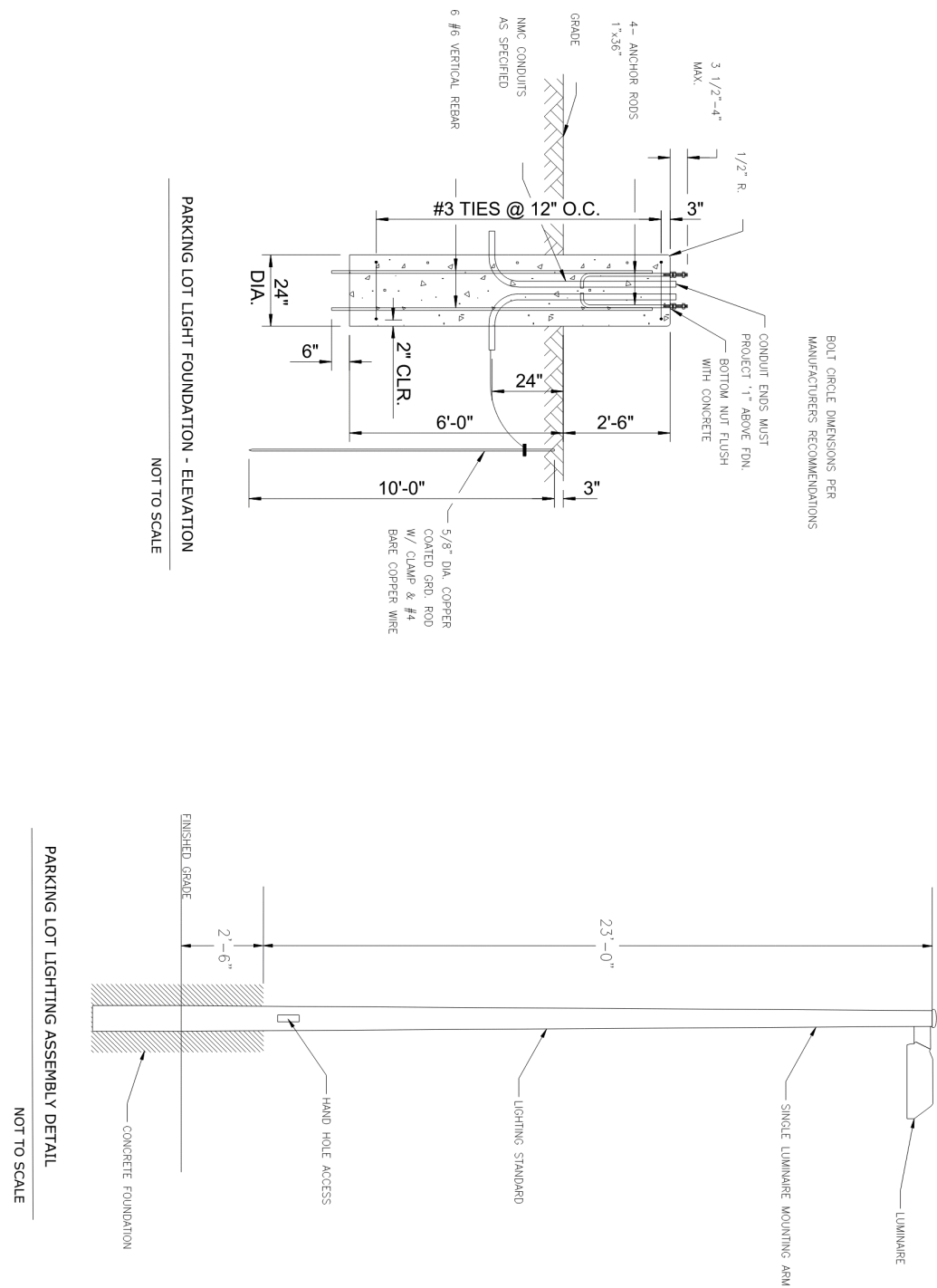




Figure 6.2.1 Bollard Lighting

## NLS LIGHTING

# SEA SIDE BOLLARD

BOLLARD + LANDSCAPE LIGHTING

The Sea Side Bollard is a combination of security, style and Vandal resistance that blends beautifully into any pathway environment.

This luminaire tower can disperse light in 45° angle with the cast Cut Off Grill (COG45). Paracine Reflector (PR) or Stacked Louver (SL) are also optional light distributions.

The Sea Side Bollard uses the patent pending Star Power™ reflector system. The Dome Top selection offers either Dome or Flat and are available in either 8" or 6" Round or 8" Square. Kelvin temperature offering of (warm) 3000, (neutral) 4000 and (cool) 5000.

Conforms to the strictest Made in America standards—designed, tooled, fabricated and assembled in the USA.



\*SSD-8R-COG45 Shown





**STAR POWER OPTICAL SYSTEM**

The Star Power reflector is an excellent system which provides great value and performance.

LED WATTAGE CHART

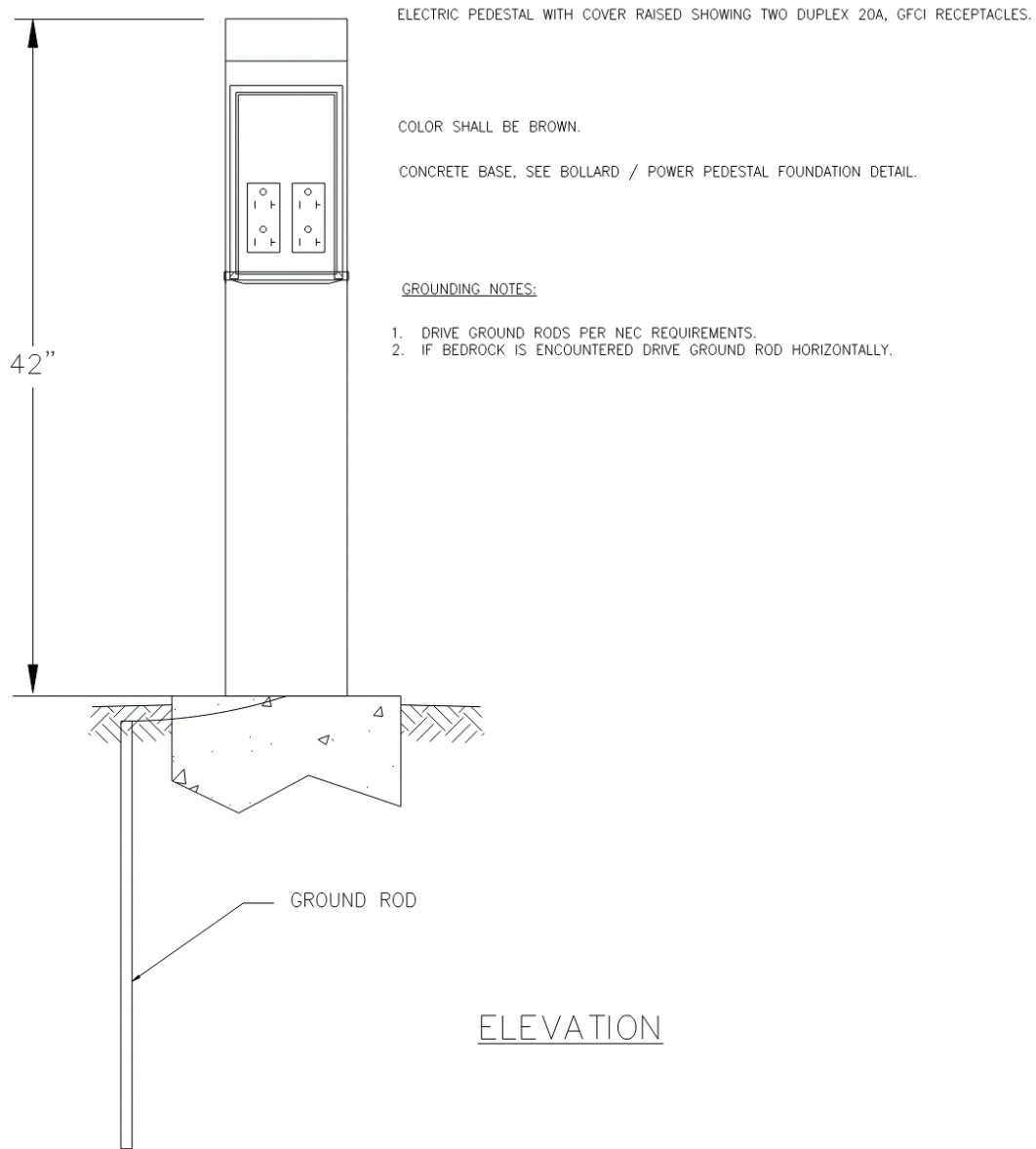
	16L
350 milliwatts	17w
530 milliwatts	26w
700 milliwatts	35w

Project Name

Type:

Cat #	Length	Shaft Dia	Light Dist.	No. of LEDs	Milliwatts	Kelvin	Volts	Mounting	Color	Shields	Options
Sea Side Flat Top (SSF)	26" (2)	6" Round (6R)	Cut Off Grill (COG45)	16 (16L)	350 (35)	3000K (30K)	120-277 (UNV)	Anchor Base (AB)	Bronze (BRZ)	House Side Shield (HSS)	Photocell (PC) *Universal Voltage 120-277
Sea Side Dome Top (SSD)	36" (3)	6" Round (6R)	Stacked Louver (SL)		530 (53)	4000K (40K)	347-480 (HV)		White (WHT)		Vandal Resistant Base (VRB)
	42" (4)	8" Square (8S)	Paracine Reflector (PR)		700 (7)	5000K (50K)			Silver (SVR)		Marine Grade Finish (MGF)
									Hunter Green (HGN)		
									Black (BLK)		
									Graphite (GPH)		
									Grey (GRY)		
									Custom (CS)		

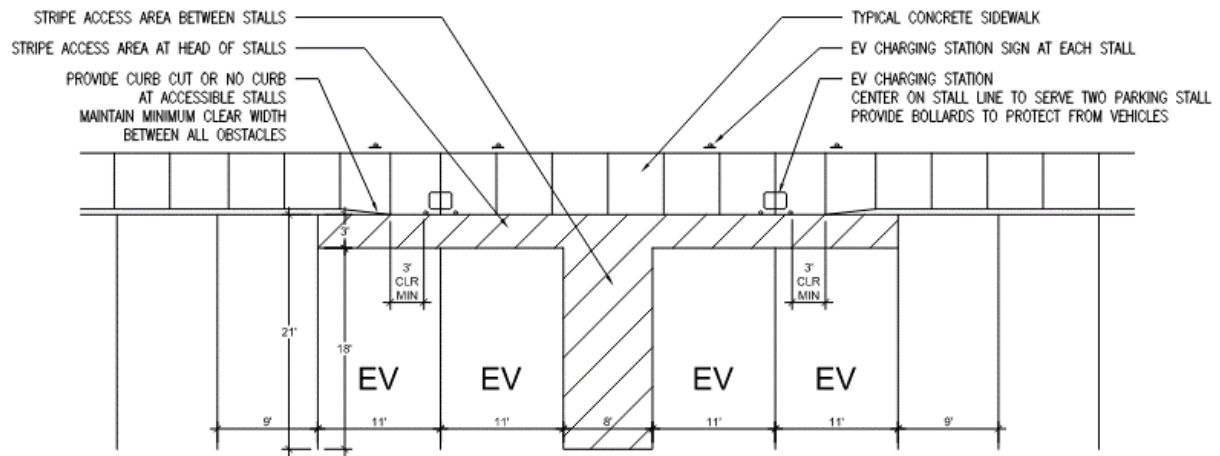
**Figure 6.4.1 Base and Pedestal**



**POWER PEDESTAL DETAIL**

NO SCALE

Figure 6.5.1 EV Charging Parking Layout



[Return to Section 6.0](#)



Figure 7.4.1 HDS – Annual Maintenance Example

TABLE 1.1 – Maintenance Activities

Maintenance Activity	Frequency	Procedure	Maintenance Done By
1. Sediment, trash and debris removal from inlet, outlets, pipes and structures.	Annually in spring and fall as needed.	Manually removed woody debris collected. Hydro vacuum out structure.	Property owner unless designated
2. Sediment, trash and debris removal from rip rap outlet.	Annually in spring and fall as needed.	Remove sediment and rip rap outlet to capacity	Property owner unless designated
3. Erosion repair and vegetation replacement.	Annually in spring and fall as needed.	Repair eroded areas and re-seed, re-sod, re-plant and remove dry, dead or severely diseased vegetation	Property owner unless designated
4. Vegetation replacement and weeding	Annually in spring and fall	Replace dead vegetation and remove evasive or unwanted plants	Property owner
5. Clean/fix structural components	As needed per inspection	Dependent on the type of damage; repair components per manufacturer's recommendations	Property owner unless designated
6. Replacement of the Hydrodynamic separator device.	Hydrodynamic separator device failure.	The owner shall notify the City and make repairs within 60 days, unless otherwise approved by the City Engineer.	Property owner unless designated

[Return to Section 7.0](#)



Figure 10.2.1 Enclosure Plan

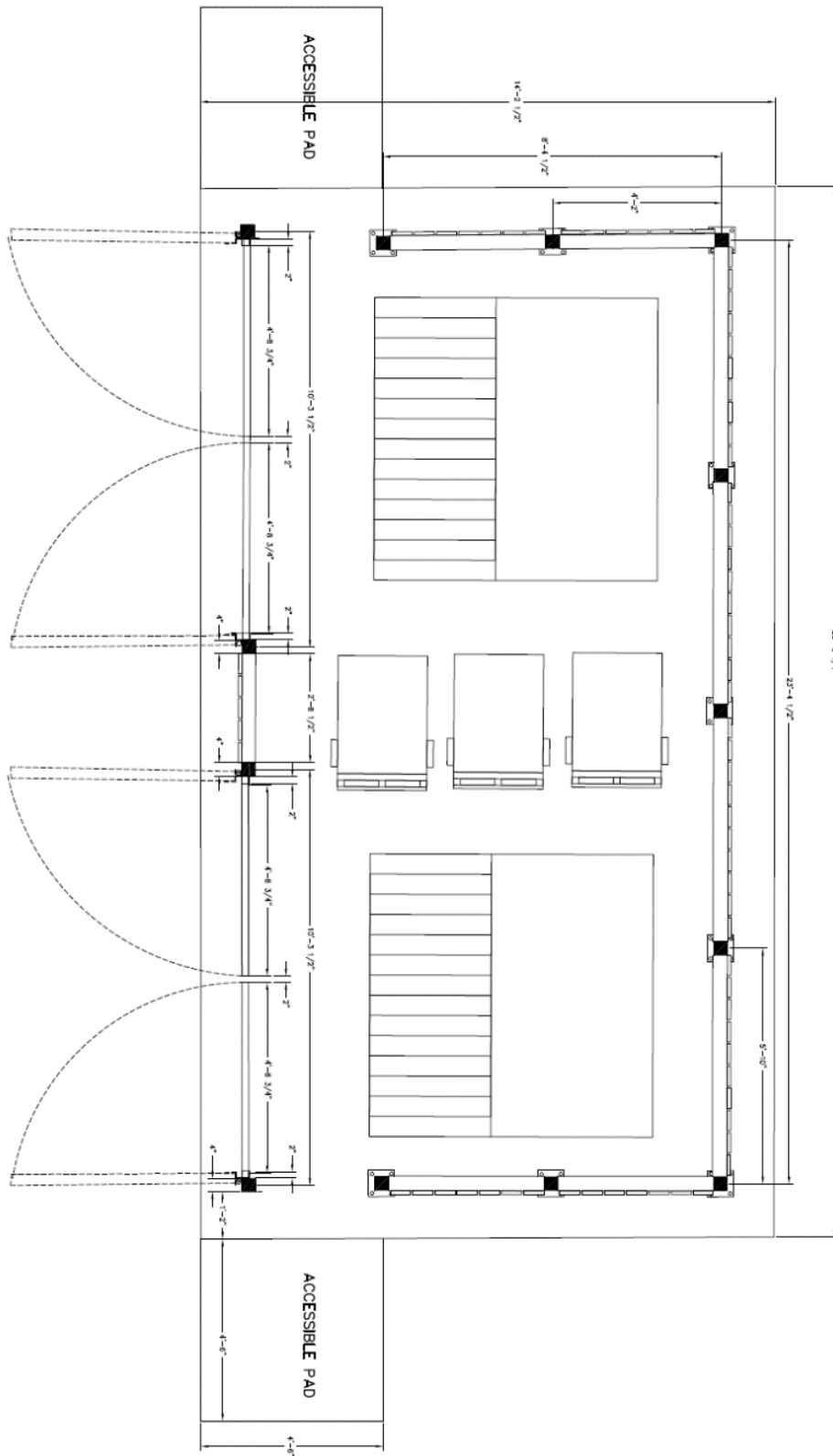
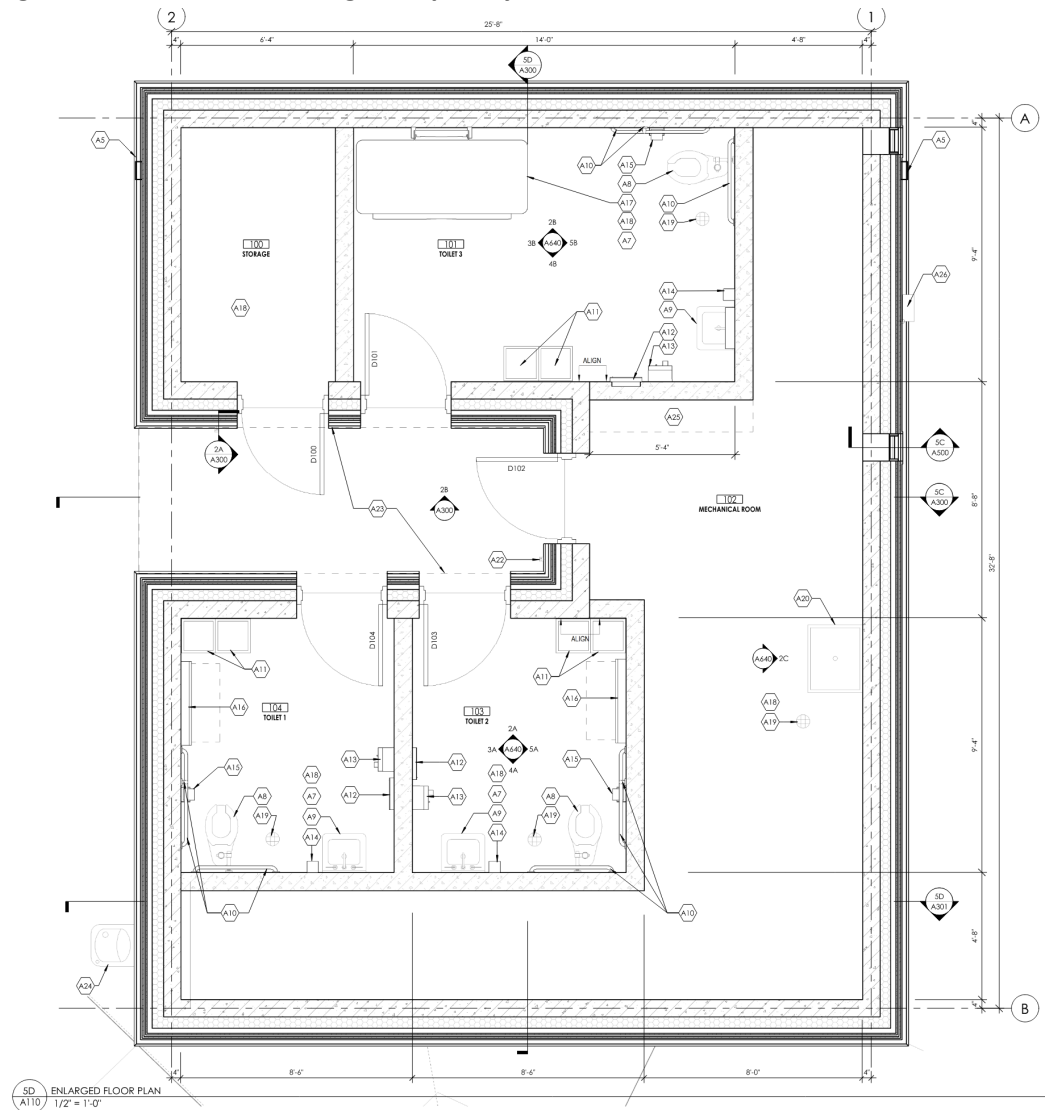




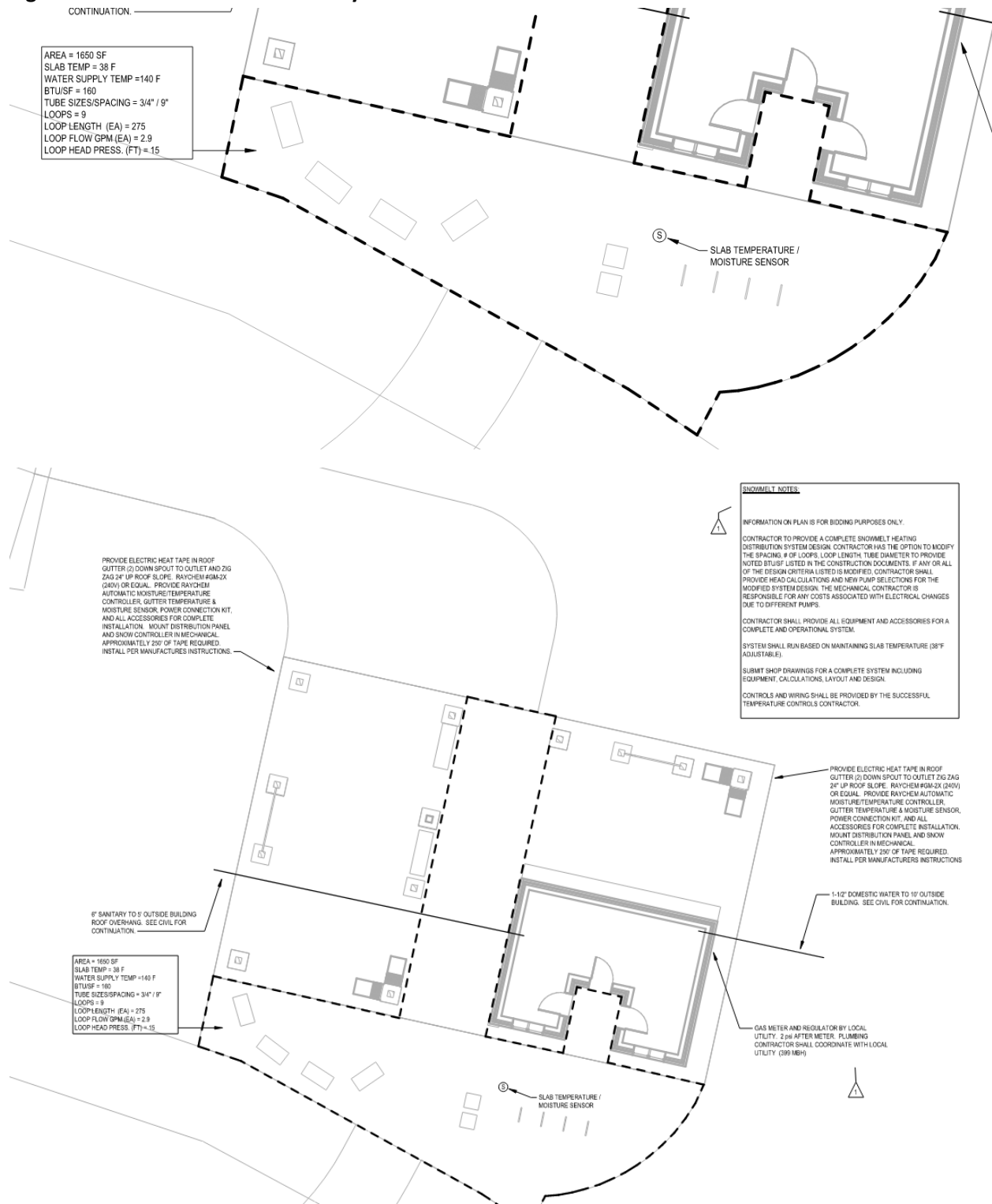
Figure 12.1 Trailhead Building Example Layout



### KEYNOTE LEGEND

No.	KEYNOTES
A5	PREFINISHED METAL DOWNSPOUT
A7	BURNISHED CONCRETE BLOCK WALLS AT TOILET ROOMS, TYP
A8	TOILET, SEE MECH
A9	BATHROOM LAV BASIN, SEE MECH
A10	GRAB BARS
A11	TRASH AND RECYCLE BINS - BY OWNER
A12	PAPER TOWEL DISPENSER/DISPOSAL
A13	HAND DRYER
A14	SOAP DISPENSER - BY OWNER
A15	TOILET PAPER HOLDER
A16	FOLD DOWN BABY CHANGING TABLE
A17	FOLD DOWN ADULT CHANGING TABLE
A18	SEALED CONCRETE FLOOR - SEE MECH FOR RADIANT FLOOR HEATING SYSTEM
A19	FLOOR DRAIN - SEE MECH
A20	HOUSEKEEPING JANITOR SINK WITH MOP AND BROOM HOLDER WITH SST WALL PANEL TO 48"
A22	CARD READER - SEE ELEC
A23	CONCRETE SLAB ON GRADE WITH BROOM FINISH - SEE MECH FOR SNOW MELT SYSTEM
A24	DRINKING FOUNTAIN WITH BOTTLE FILL - SEE PLUMBING
A25	SHELVING
A26	ELEC METER - SEE ELEC

Figure 12.2.2 Sidewalk Snow Melt System



### Figure 13.1.1 Greenway Pull Off

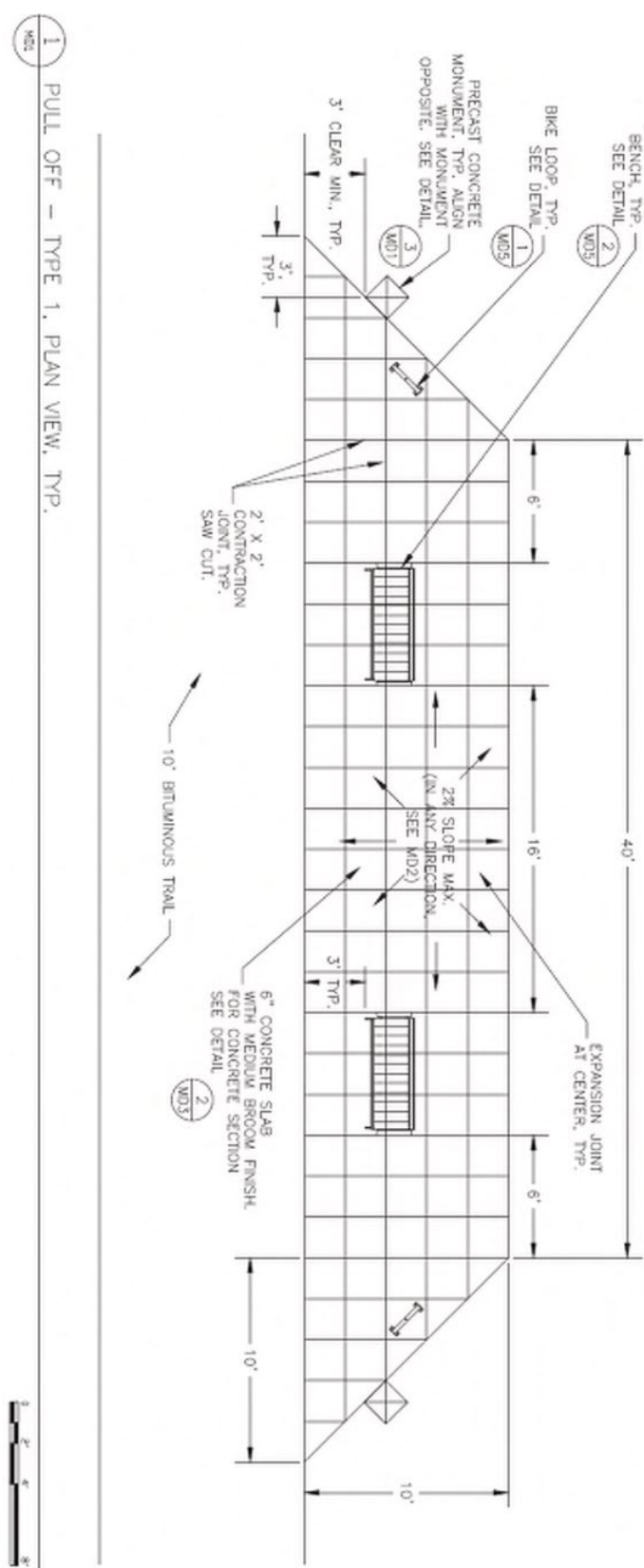




Figure 13.2.1 Greenway Monument

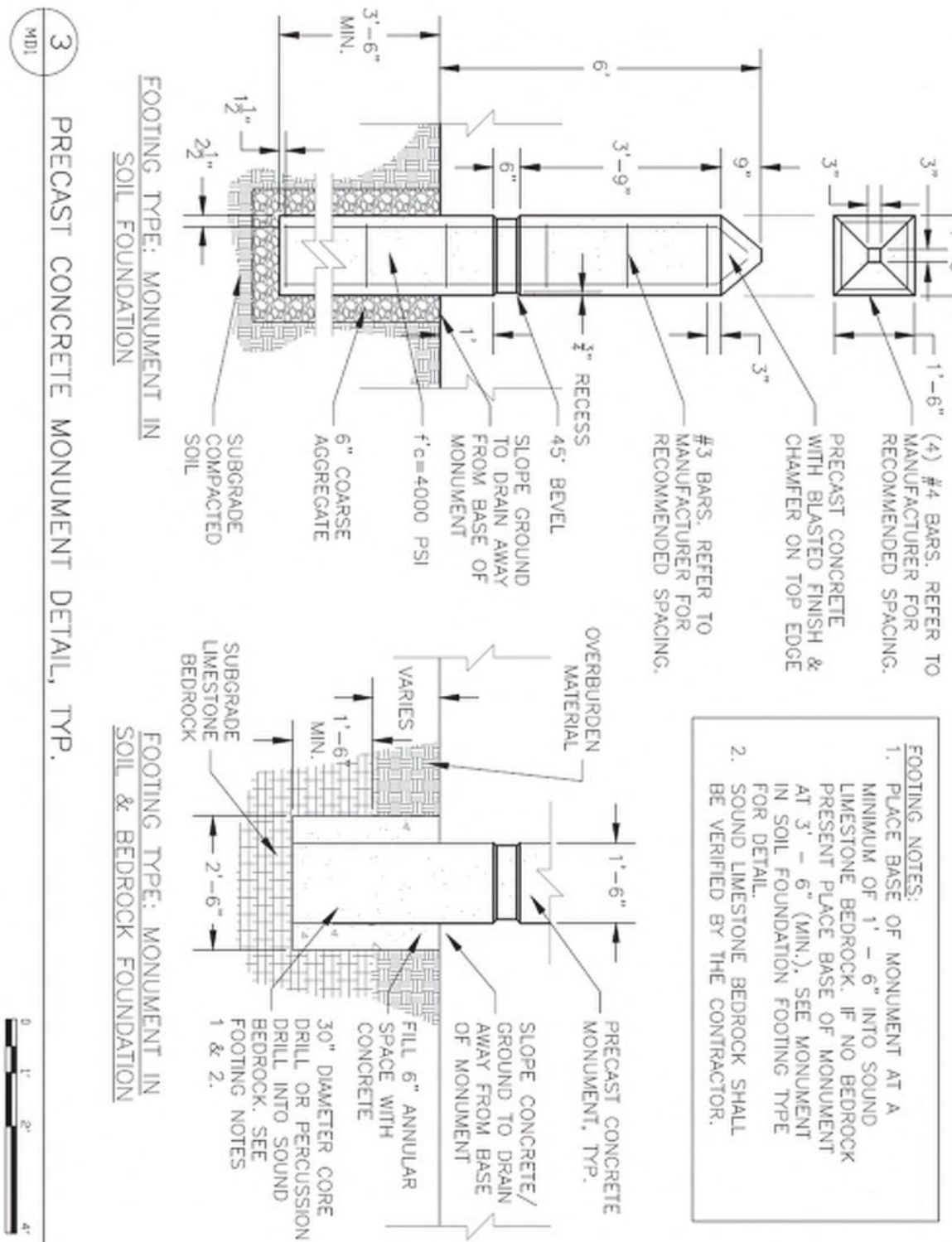




Figure 13.3 Greenway Underpass Width/Height

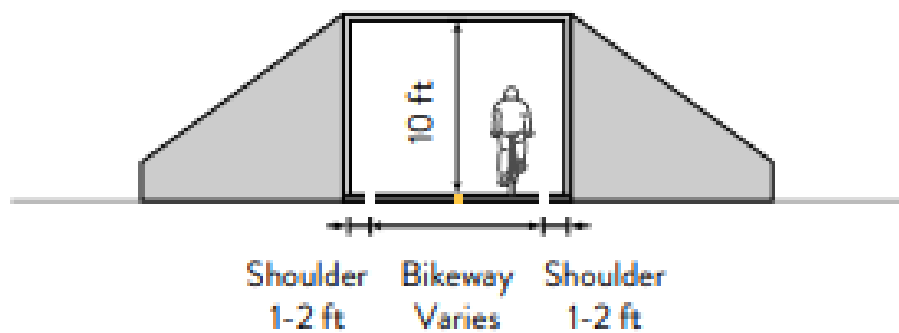
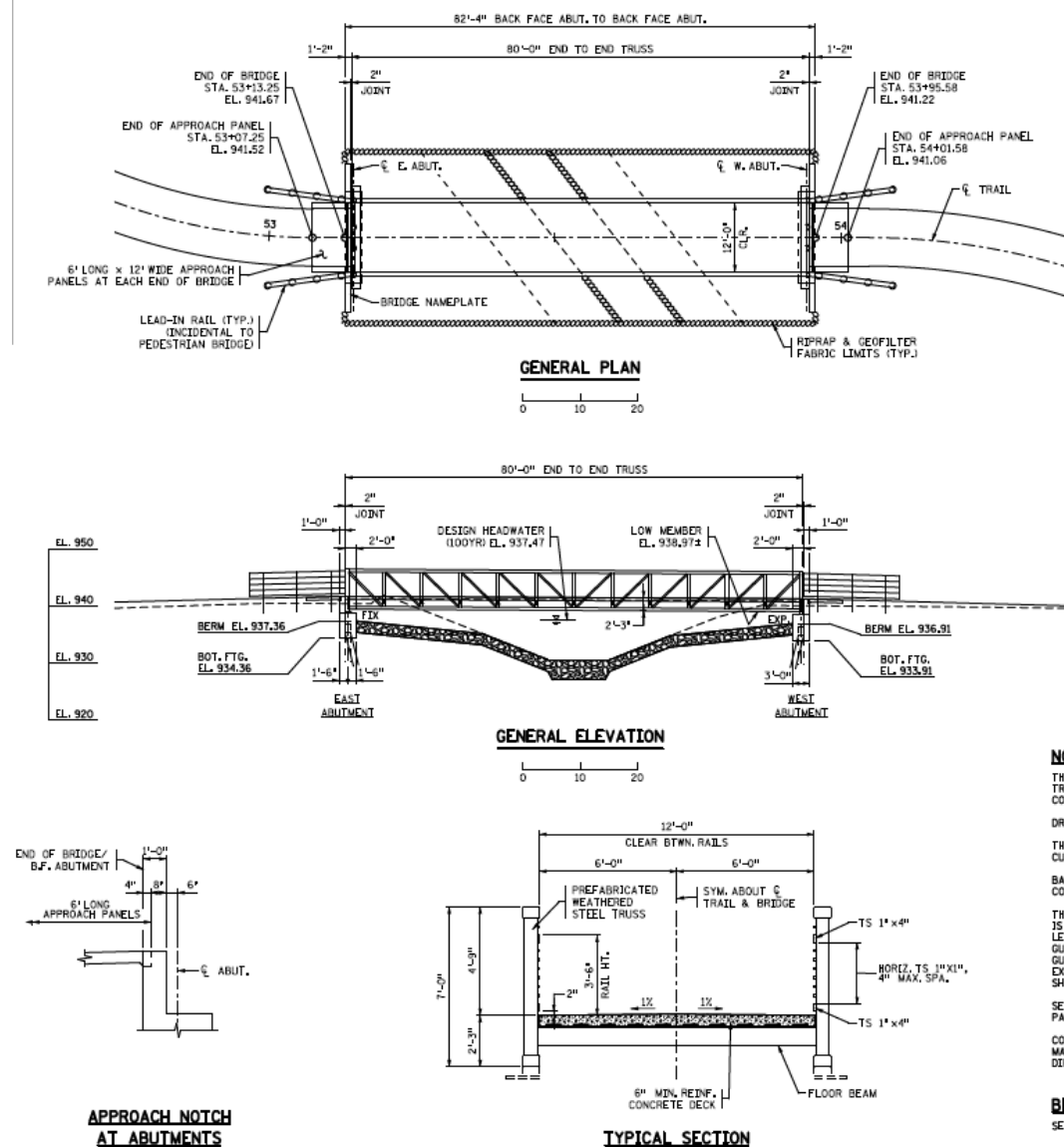


Figure 13.4.1 Bridge Details



#### NOTES:

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

DRAWINGS ARE NOT TO BE SCALED.

THE BAR SIZES SHOWN IN THIS PLAN ARE IN U.S. CUSTOMARY DESIGNATIONS.

BAR SIZES MARKED WITH THE SUFFIX "E" SHALL BE EPOXY COATED IN ACCORDANCE WITH SPEC. 3301.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA". SEE BORING SHEETS FOR INPLACE UTILITIES.

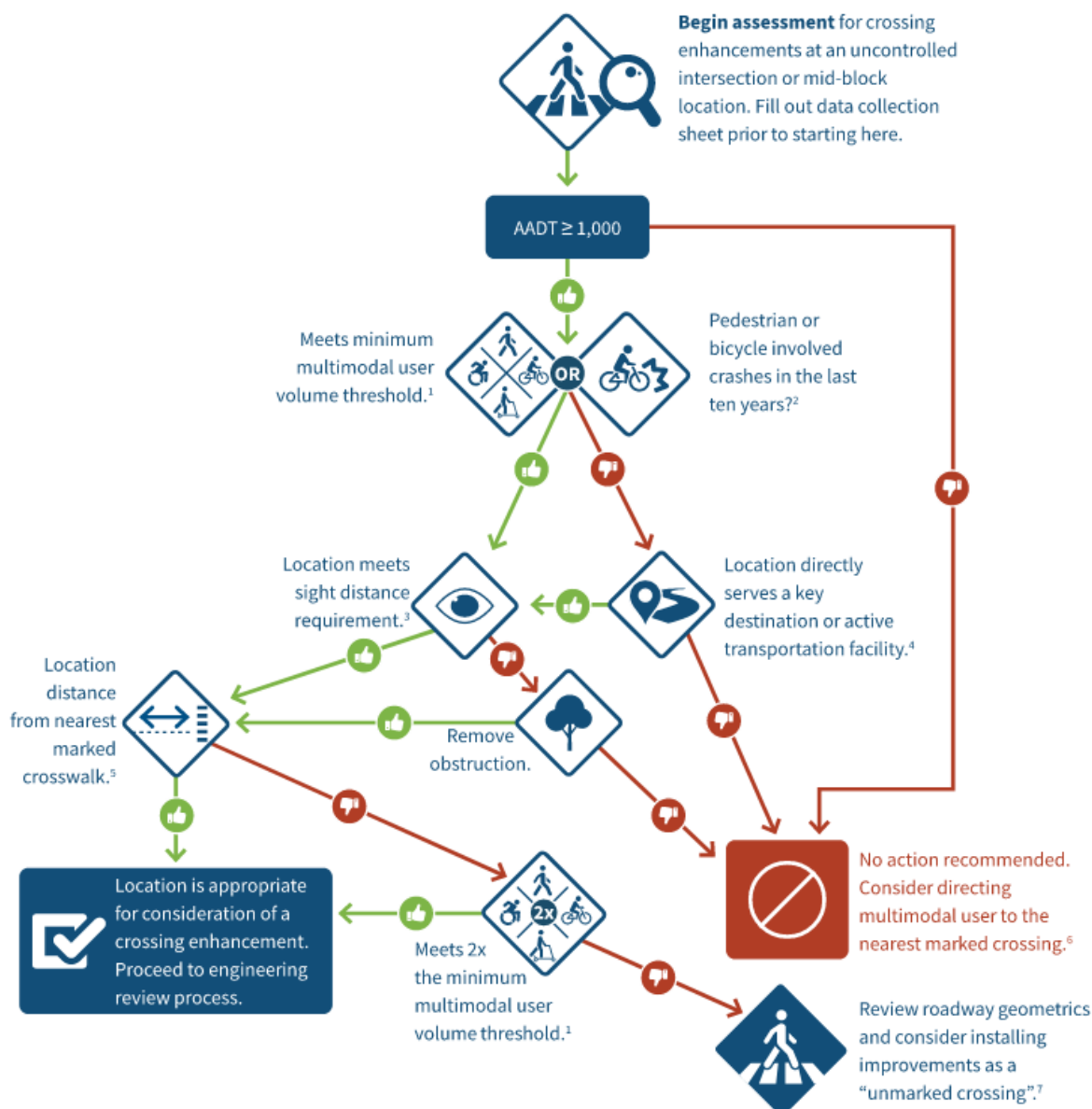
SEE SPECIAL PROVISIONS FOR ALL XXXX.6XX SERIES PAY ITEMS FOR ADDITIONAL REQUIREMENTS.

CONTRACTOR SHALL DRESS SLOPES AND PLACE FILTER MATERIALS AND RIPRAP IN APPROXIMATE AREAS AS DIRECTED BY THE ENGINEER.

#### BENCHMARK & CONTROL POINTS

SEE "TRAIL PLANS" SHEET.

Figure 13.5.1 “Potential Pedestrian Crossing Enhancements Matrix”



## Notes

<sup>1</sup> Multimodal user crossing demand during a 24-hour period meets one or more of the following:

- 1 hour: 20 crossings per hour
- 2 hours: 15 crossings per hour
- 3 hours: 10 crossings per hour

Total number includes vulnerable populations after applying a conversion factor of 1.33 to the sum of those users (i.e., children/young adults (ages 0-17), older adults (60+), and persons with disabilities).

<sup>2</sup>  $\geq 1$  preventable crash involving a multimodal user at the roadway crossing location under review in the last ten years. Review crash history and remove preventable crashes (e.g., impaired driver, etc.) from consideration.

<sup>3</sup> Use stopping sight distance to the point of crossing using applicable guidance for the roadway using AASHTO's A Policy on Geometric Design of Highways and Streets.

<sup>4</sup> Key destinations must be existing (or proposed per staff review to be compliant) and could include, but are not limited to, a school, hospital, senior center, recreation or community center, library, park, bus stop or transit center, key activity center, destination, and/or land

use subject to staff review. Active transportation facilities may include a sidewalk, multiuse trail, shared use path, or greenway adopted by Dakota County plan or other local document subject to staff review.

<sup>5</sup> Adequate distance from the nearest marked crosswalk per the contextual review and engineering judgment described in the report document. The nearest marked crosswalk must be consistent with the guidelines defined in the report.

<sup>6</sup> Nearest marked crossing must be consistent with the guidelines defined by this document.

<sup>7</sup> An “unmarked crossing” is any treatment that improves a person’s ability to cross a roadway, short of a marked crosswalk with signage or other enhancements detailed in Step 3 of the engineering review process. Installation of this type of crossing is subject to staff review and engineering judgement and must include ADA-compliant curb ramps, crossing warning signage, and geometric improvements if applicable in Step 2 of the engineering review process. No markings or additional signage are provided to attract or recommend that multimodal users cross at the location. The crossing is intended to operate as an improvement for a low multimodal user volume crossing where those users are already crossing and will continue to cross at this location.

# Attachment P Lake Byllesby Regional Park: West Lake Byllesby Improvements Project Map



## West Lake Byllesby Regional Park

