



Lake of the Woods County
Public Works Department

Anthony Pirk, PE
Public Works Director
306 8th Ave SE Baudette,
MN 56623
Phone (218) 634-1767
Fax (218) 634-1768

February 1, 2024

Subject: *North West Angle Northerly Park Master Planning Responses to Questions.*

Dear Consultants:

Below the questions submitted are in **blue** and the responses **red**. Similar questions were sometimes grouped together.

Proposals are still due by 3:00 pm on February 16th 2024. Proposals shall be sent to anthony_p@co.lotw.mn.us and the last page should be the cost breakdown.

Due to President's day being February 19th, the selection and approval will now be February 22nd rather than February 20th noted in the original RFP.

Question 1.

Task 1 - What is meant by "online public access portals?" Is this intent an interactive site or platform for community members to tag comments onto specific parts of graphics, like Social Pinpoint or other portals?

Whether it's through surveys or platforms such as Social Pinpoint, these tools can be shared on the County website and Northerly Park Facebook page to streamline the process of gathering public feedback. Given the unique demographics of the NWA, where residents are often seasonal, live on islands, or manage year-round resorts, the county and public stakeholder group aim to facilitate and simplify the collection of public input throughout the planning process.

Question 2.

For the public engagement portion, does the consultant need to host a dedicated webpage that includes surveys, updates, plans, etc. or should the County's webpage be

used as the starting point and the consultant shall provide links to the surveys and help craft messaging?

The county's website along with the Northerly Park Facebook page will be the main spots that information is shared with the public. The selected firm will have to provide updates and information to be posted.

Question 3.

Task 3 - What is the purpose of the future signage mock-up? Is it for display purposes on site or in the community showing the concepts/site renderings? Is it a mock-up of future interpretive signage?

Within task 3, there are site maps and renderings intended for public display, offering a visual representation of the project's current status.

The mockup of future interpretive signage is included, envisioning signs to be installed at the park.

It's important to note that these are two distinct deliverables for task 3.

Question 4.

Task 4 - Are the high-resolution graphics for the report only, for social media use, or for display signage for funding?

All of the above.

Question 5.

Task 5 - What level of financial plan is intended?

The financial plan will serve as a crucial tool for both the county and the public stakeholder group in pursuit of implementation funding. It will have to be accurate enough to secure grant funds for activities ranging from the development of construction documents to the actual construction phase.

Question 6.

An additional topographic survey is requested within the RFP. Can you clarify what additional survey area(s) or information is needed? Can you share who previously provided the survey and the scope of the existing survey?

The county highway department performed a topographic survey of the Jim's corner area. The additional survey would be for outside of this area if needed. The county does not have a total station to perform surveys in treed / covered areas.

Question 7.

What anticipated role in the planning and approval process would Homeland Security/Border Patrol play within the project?

The lease for the border station check in point comes up November 1st 2024 but the county intends to renew with the Border Patrol Agency. The Port Director from Warroad will be a project member and be giving input on the project.

Question 8.

Can we have the flexibility to go beyond the 5-page submittal if we see it being a value add to the proposal response? Is the cover sheet considered a page?

Should the fee portion be separate from the qualifications portion? That is, should we submit two envelopes (one with quals and the other with fees?)

Does the 5-page limit include the title page, cover letter, and fee estimate?

The title page, cover letter, and fee estimate will not be counted in the 5 page limit. In total 8 pages will be allowed. Please ensure that the fee estimate is limited to 1 page and please have it be the last page so it can be removed easily for reviewing purposes.

Question 9.

Is hard copy submission required or is electronic okay?

Electronic Submittal is preferred. Please email to anthony_p@co.lotw.mn.us

Question 10.

Is it your intent that the master plan team identify potential grants to pursue in the implementation or submit for grants within the master planning process?

The intent is to identify grants for the county and project team members to apply to. Applying for grants is not part of the Task 5.

Question 11.

We see that the site visit is to take place within a month of the project kickoff meeting - putting us on site around mid-march. Not sure how much snow you have in the park now, but we wonder *if you are willing to conduct the site visit when the snow has melted?* This would likely push that site walk into April or early May, but would greatly help our ecologist get a deeper understanding of the site.

Not opposed to this and weather will play a big factor in the site visit. The intent of the site visit is to become familiar not only with the park but the NWA itself. It is preferred to tour the entire NWA to see the 1 room school house, Fort St. Charles, and the surrounding islands. There is a time window in the spring during the thaw where there is still ice on the lake but it is not safe to travel. The site visit will have to be before then (use a bomber for transportation) or after that (use a boat for transportation). Both transportation services will be provided by the county. Be aware though that the later the site visit gets pushed out the harder it is going to be have a draft ready for the June County Commissioners Meeting up at the NWA.

Question 12.

Task 4 – Is the presentation of the master plan for this task assumed to be virtual?

Since it is not specified in the proposal to be onsite it will be assumed to be virtual. If it is to be in person, task A3 will be awarded to an additional in person meeting to present the master plan.

Question 13.

What is the overall consultant fee?

Does the County have a budgeted amount for consultant fees on this RFP?

Does the County have a ballpark budget or budget range expectation for consultant fees?

Who is the funding source for the project?

The county received a grant from the MN DNR for \$70,000.00 to complete the master planning. The county thinks / is hoping the master planning will be around \$50,000.00, but the county doesn't have past proposals to base this off of.

If the selected firms fee is less than the \$70,000.00 then the county will add on additional items, whether that be construction documents for portions of the project or to apply to identified grants. Fees for this additional work will be negotiated directly with the selected firm.

Question 14.

Will the local group who previously worked on the concept shift to be a stakeholder committee, or can you clarify what their role will be moving forward in the project?

Members from the local group will be part of the stakeholder / planning committee and will attend meetings and provide input. The county will end up being the owner of the park, but the local community members and the public will be the main driver on what the park will become.

Question 15.

In Attachment #2, did the County receive a response back from USACE from the Joint Notification Form submitted? In particular, regarding the wetland delineation waiver request as well as the clean water act regulations? Any response from BOWSR?

Please see the attached email correspondence

Josh Stromlund

From: Lorene Hanson
Sent: Thursday, March 26, 2020 8:50 AM
To: Josh Stromlund
Subject: FW: [Non-DoD Source] FW: Northerly Park Project
Attachments: MinorDischarges_RGP.PDF

Josh --
See below...
Thanks,

Lorene

-----Original Message-----

From: Joseph Laurin <Joseph.Laurin@polaris.com>
Sent: Thursday, March 26, 2020 7:49 AM
To: Ed Arnesen <ed_a@co.lotw.mn.us>; Lorene Hanson <lorene_h@co.lotw.mn.us>
Subject: FW: [Non-DoD Source] FW: Northerly Park Project

CAUTION ! This message originated from outside of the Lake of The Woods County email system. Please use caution when clicking hyperlinks, downloading pictures, or opening attachments

Hi, Good news below. Can you forward to Josh Stromlund? Thanks, Joe

-----Original Message-----

From: mike@whitt-es.com <mike@whitt-es.com>
Sent: Wednesday, March 25, 2020 12:37 PM
To: Joseph Laurin <Joseph.Laurin@polaris.com>; cody_h@co.lake-of-the-woods.mn.us
Subject: FW: [Non-DoD Source] FW: Northerly Park Project

Greetings Joe and Cody,

Great news. The USCOE has determined that the Northerly Park project does not require a federal permit. Please see email below. I have not seen any findings from Mr. Stromlund yet but I am more confident that the project is exempt from the Wetland Conservation Act jurisdiction.

Michael B. Whitt
Whitt Environmental Services, Inc.
34366 County Road 4
Badger, MN 56714
612-250-0131

-----Original Message-----

From: Puchalski, Lawrence S CIV USARMY CEMVP (USA) <Lawrence.S.Puchalski@usace.army.mil>
Sent: Wednesday, March 25, 2020 8:28 AM
To: mike@whitt-es.com

Subject: RE: [Non-DoD Source] FW: Northerly Park Project

Mike,
Thanks for the discussion yesterday about the Northerly Park project in Lake of the Woods County. From what was discussed, it appears that the only portion of the project that requires authorization from the Corps under Section 404 are the discharges associated with installing the footings for the observation tower. According to the information supplied, this project is authorized under the non-PCN provisions of the RGP for minor discharges.

Since the project is authorized by the RGP without notification to the Corps, the previously issued 45 day suspense letter that was emailed on 17 March 2020 does not apply. No notification to the Corps is required and no verification is necessary before work is started. For your records, I have attached a copy of the RGP for minor discharges.

Please feel free to contact me if you have any questions.

Information on Corps of Engineers Regulatory Program status during the COVID-19 pandemic can be found at:
<https://www.mvp.usace.army.mil/missions/regulatory>

Lawrence S. Puchalski
U.S. Army Corps of Engineers
Project Manager, Northwest Section
4111 Technology Drive NW, Suite 295
Bemidji, Minnesota 56601

Phone (651) 290-5339
Fax (218) 444-9328
Lawrence.S.Puchalski@usace.army.mil

-----Original Message-----

From: mike@whitt-es.com [mailto:mike@whitt-es.com]
Sent: Wednesday, March 25, 2020 5:17 AM
To: Puchalski, Lawrence S CIV USARMY CEMVP (USA) <Lawrence.S.Puchalski@usace.army.mil>
Subject: [Non-DoD Source] FW: Northerly Park Project

Larry,

This failed the first time that I sent it. Trying again...

From: mike@whitt-es.com <mike@whitt-es.com>
Sent: Tuesday, March 24, 2020 3:23 PM
To: 'lawrence.s.puchalski@usace.army.mil' <lawrence.s.puchalski@usace.army.mil>
Cc: 'Joseph Laurin' <Joseph.Laurin@polaris.com>; 'cody_h@co.lake-of-the-woods.mn.us' <cody_h@co.lake-of-the-woods.mn.us>
Subject: Northerly Park Project

Larry,

Thank you for your call this morning. I spoke with Joe Laurin, the project manager, and he confirmed the following:

1. Installation of the ski trail only requires removing some dead, fallen trees from the ground. No grading or tree cutting of anything greater than 3 inches diameter at breast height will be required 2. The area of the tower also does not require any tree clearing. Some brush at the tower location was mowed in August 2019 to facilitate entry by a tracked geotechnical soil sampling rig to evaluate engineering capability of the soil. The long and short of the geotechnical report was that drilled piers would require a minimum depth of 12 feet below grade because soils are highly susceptible to frost heaving.

Please let me know if you have any additional questions. Thanks again.

Michael B. Whitt

Whitt Environmental Services, Inc.

34366 County Road 4

Badger, MN 56714

612-250-0131

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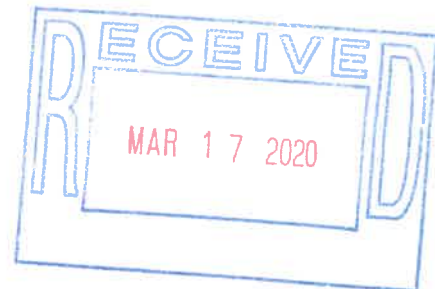


DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT
180 FIFTH STREET EAST, SUITE 700
ST. PAUL, MN 55101-1678

03/17/2020

Regulatory File No. MVP-2020-00462-LSP

THIS IS NOT A PERMIT



Michael Whitt
Whitt Environmental Services Inc.
34366 County Road 4
Badger, MN 56714

Dear Mr. Whitt:

We have received your submittal described below. You may contact the Project Manager with questions regarding the evaluation process. The Project Manager may request additional information necessary to evaluate your submittal.

File Number: MVP-2020-00462-LSP

Applicant: Cody Hasbargen

Project Name: Lake of the Woods County / Northerly Park Project

Project Location: Section 29 of Township 168 North, Range 34, Lake of the Woods County, Minnesota (Latitude: 49.3417318957009; Longitude: -95.0430883633313)

Received Date: 03/17/2020

Project Manager: Lawrence Puchalski
(651) 290-5339
Lawrence.S.Puchalski@usace.army.mil

Additional information about the St. Paul District Regulatory Program, including the new Clean Water Rule, can be found on our web site at <http://www.mvp.usace.army.mil/missions/regulatory>.

Please note that initiating work in waters of the United States prior to receiving Department of the Army authorization could constitute a violation of Federal law. If you have any questions, please contact the Project Manager.

Thank you.

U.S. Army Corps of Engineers
St. Paul District
Regulatory Branch

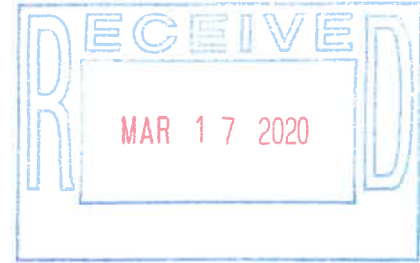


DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS, ST. PAUL DISTRICT
180 FIFTH STREET EAST, SUITE 700
ST. PAUL, MN 55101-1678

17 MARCH 2020

Regulatory File No. MVP-2020-00462-LSP

Lake of the Woods County
Joseph Laurin
32878 County Road 139
Badger, Minnesota 56714



Dear Mr. Laurin:

This correspondence is in regard to your pre-construction notification (PCN) requesting Department of the Army (DA) authorization to discharge fill in wetlands for the purpose of trail construction. The project site is in Section 28, Township 168 North, Range 34 West, Lake of the Woods County, Minnesota.

The work that you describe appears to fit the general activity information described in Nationwide Permit (NWP) 42, Recreational Facilities. However, based on the information submitted to our agency, it appears that coordination is required with the U.S. Fish and Wildlife Service to comply with the Endangered Species Act pursuant to General Condition 18. The Corps cannot complete its evaluation until this coordination is complete. As identified in General Condition 32(a)(2), you **MAY NOT** begin the proposed activity until receiving written notification from the Corps that the required coordination has been completed and your activity is verified under a NWP.

No additional information is needed from you at this time. Your project will be coordinated with other agencies as required by the regulations referenced above.

Please note that initiating work in waters of the United States prior to receiving Department of the Army authorization could constitute a violation of Federal law. Receipt of a permit from a state or local agency does not obviate the requirement for obtaining a Department of the Army permit.

If you have any questions, please contact me in our Bemidji office at (651) 290-5339 or Lawrence.S.Puchalski@usace.army.mil. In any correspondence or inquiries, please refer to the Regulatory file number shown above.

Sincerely,

Lawrence S. Puchalski
Project Manager, Northwest Section

cc:

Josh Stromlund, Lake of the Woods Land and Water Planning
Cody Hasbargen, Lake of the Woods County Board
Michael Whitt, Whitt Environmental Services