

2811 - Riverwalk Park and Trail System

Application Details


Funding Opportunity:	1307-Outdoor Heritage Fund March 2020 - Round 16	Initial Submit Date:	Mar 13, 2020 1:19 PM
Funding Opportunity Due Date:	Mar 16, 2020 3:00 PM	Initially Submitted By:	Matt Mutzenberger
Program Area:	Outdoor Heritage Fund	Last Submit Date:	Mar 18, 2020 4:18 PM
Status:	Under Review	Last Submitted By:	Matt Mutzenberger
Stage:	Final Application		

Contact Information

Primary Contact Information

Active User*:	Yes
Type:	External User
Name*:	Mr. Matt Middle Name Salutation First Name
	Mutzenberger Last Name
Title:	Auditor
Email*:	matt.mutzenberger@hillsboro-nd.us
Address*:	PO Box 400

Organization Information

Status*:	Approved
Name*:	City of Hillsboro
Organization Type*:	Municipal Government
Tax Id:	
Organization Website:	www.hillsboro-nd.com
Address*:	19 South Main St
	Hillsboro North Dakota City State/Province

	Hillsboro North Dakota City State/Province
	58045 Postal Code/Zip
Phone*:	701-636-4620 Ext. Phone ###-###-####
Fax:	701-636-4621 ###-###-####

	58045 Postal Code/Zip
Phone*:	701-636-4620 Ext. ###-###-####
Fax:	701-636-4621 ###-###-####
PeopleSoft Supplier ID:	

Comments:

958067795

Hillsboro, City Of

02/19/2021

Budget

Objective of Grant

Objective of Grant:

Riverwalk Park and Trail system- provide the community with access to outdoor recreation facilities. The project will include two playgrounds, two shelters and a gazebo; trail system with fish pond and boat launch at the river.

Summary

Grant Request: \$1,297,915.60

Matching Funds: \$550,490.04

Total Project Costs: \$1,848,405.64

You must have at least 25% match

Percentage of Match: 29.78%

Project Expenses

Project Expense Description	OHF Request	Match Share (Cash)	Match Share (In-Kind)	Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Mobilization	\$15,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$20,000.00
Electrical Items	\$37,500.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$50,000.00
Irrigation System	\$52,500.00	\$0.00	\$0.00	\$17,500.00	\$0.00	\$70,000.00
	\$1,297,915.60	\$0.00	\$0.00	\$550,490.04	\$0.00	\$1,848,405.64

Project Expense Description	OHF Request	Match Share (Cash)	Match Share (In-Kind)	Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
Landscaping and Amenities	\$75,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$100,000.00
Shelter	\$52,500.00	\$0.00	\$0.00	\$17,500.00	\$0.00	\$70,000.00
Gazebo	\$56,250.00	\$0.00	\$0.00	\$18,750.00	\$0.00	\$75,000.00
Picnic Tables	\$8,100.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$10,800.00
Park Benches	\$22,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$30,000.00
Garbage Receptacles	\$9,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$12,000.00
Recycling Receptacles	\$9,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$12,000.00
Topsoil Stripping and Spread	\$54,431.09	\$0.00	\$0.00	\$18,143.69	\$0.00	\$72,574.78
Clearing and Grubbing	\$15,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$20,000.00
Common Excavation	\$162,609.75	\$0.00	\$0.00	\$54,203.25	\$0.00	\$216,813.00
Seeding & Hydromulch	\$15,130.50	\$0.00	\$0.00	\$5,043.50	\$0.00	\$20,174.00
Concrete Flatwork-5"	\$227,542.50	\$0.00	\$0.00	\$75,847.50	\$0.00	\$303,390.00
Class 5 Trail	\$39,375.00	\$0.00	\$0.00	\$13,125.00	\$0.00	\$52,500.00
Rip-Rap	\$152,381.25	\$0.00	\$0.00	\$50,793.75	\$0.00	\$203,175.00
Storm Sewer	\$41,280.00	\$0.00	\$0.00	\$13,760.00	\$0.00	\$55,040.00
Testing Allowance	\$15,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$20,000.00
Playground	\$10,000.00	\$0.00	\$0.00	\$34,500.00	\$0.00	\$44,500.00
Boat Launch	\$37,500.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$50,000.00
Engineering & Administration	\$61,805.50	\$0.00	\$0.00	\$107,286.68	\$0.00	\$169,092.18
Contingencies	\$128,510.01	\$0.00	\$0.00	\$42,836.67	\$0.00	\$171,346.68
	\$1,297,915.60	\$0.00	\$0.00	\$550,490.04	\$0.00	\$1,848,405.64

Budget Narrative

Budget Narrative:

GENERAL WORK ITEMS

No. Bid Item	Quantity	Unit	Unit Price
1 Mobilization	1	LS	\$ 20,000.00
2 Electrical Items	1	LS	\$50,000.00
3 Irrigation System	1	LS	\$70,000.00
4 Landscaping and Amenities	1	LS	\$100,000.00
TOTAL			\$240,000.00

ARCHITECTURAL WORK ITEMS

No. Bid Item	Quantity	Unit	Price
5 Shelter	2	EA	\$35,000.00
6 Gazebo	1	EA	\$75,000.00
7 Picnic Tables-Fixed in place	12	EA	\$900.00
8 Park Benches- Fixed in place	20	EA	\$1,500.00
9 Garbage Receptacles- Fixed in place	20	EA	\$600.00
10 Recycling Receptacles- Fixed in place	20	EA	\$600.00
TOTAL			\$209,800.00

CIVIL WORK ITEMS

No. Bid Item	Quantity	Unit	Price
11 Topsoil Stripping and Spread (1.5' Depth Assumed)	36,287	CY	\$2.00
12 Clearing and Grubbing	1	LS	\$20,000.00
13 Common Excavation	72,271	CY	\$ 3.00
14 Seeding & Hydromulch	36,680	SY	\$0.55
15 Concrete Flatwork - 5"	6,742	SY	\$45.00
16 Class 5 Trail	1,500	CY	\$35.00
17 Rip-Rap	2,709	CY	\$75.00
18 Storm Sewer	688	LF	\$80.00
TOTAL			\$943,666.78

PROJECT ALLOWANCES

No. Bid Item	Quantity	Unit	Price
19 Testing Allowance	1	LS	\$20,000.00
20 Playground	1	LS	\$44,500.00
21 Boat Launch	1	LS	\$50,000.00
TOTAL			\$114,500.00

Engineering & Administration (15%) \$169,092.18
 10% contingencies \$171,346.68
 Total Estimated Cost \$1,848,405.64

Bid Attachments

Description	File Name	Type	Size	Upload Date
No files attached.				

Match Funding

Match Amount	Funding Source	Match Type
\$525,000.00	Assessment to benefiting properties	Indirect
\$525,000.00		

In-Kind**In-Kind Total:****Description**

Directives

Major Directive*: Directive D
Choose One

Additional Directive: Directive C
Choose All That Apply

Type of Agency*: Political Subdivision
Choose One

Abstract/Executive Summary**Abstract/Executive Summary*:**

The objective of the Riverwalk Park and Trail System are to provide the community with access to outdoor recreation facilities. The project will include two playgrounds, one intended for ages 2-5 and the other intended for ages 5-12. Two shelters and a gazebo will be installed to provide park users with an outdoor gathering place. A trail system will surround a proposed fish pond and interconnect the park to a future housing development. The trail within the park area will be concrete and will run around the outside of the pond. This trail will connect to a gravel trail that runs along the Goose River to the north of the park. The intent is that the trail will connect to the existing trails on the east side of the interstate. This will connect the community and provide people with a safe way to access recreation facilities on both sides of the interstate. In the future, the trail will potentially extend to Mayville. In addition, a kayak boat launch is proposed on the east side of the site. Users will enter the Goose River near Mayville and will exit at the proposed launch in Hillsboro. These amenities will provide the community of Hillsboro with fun new ways to spend time outdoors. Construction for the project is expected to begin during the 2020 construction season and end in 2025. See enclosed Exhibit C.

Project Duration**Project Duration*:**

OHF funds are intended to be drawn starting during the 2020 construction season and ending in the 2025 construction season. The majority of the project is intended to be complete by the end of the 2021 construction season. However, the total build out is anticipated to take five years.

Narrative

Narrative

Briefly summarize your organization's history, mission, current programs and activities. Include an overview of your organizational structure, including board, staff and volunteer involvement.

Organization Information*:

The City of Hillsboro is the Traill County seat, and is located halfway between two of North Dakota's largest cities - Fargo and Grand Forks. Founded in 1881, Hillsboro sits on the banks of the Goose River in the fertile Red River Valley. Agriculture has dominated the area's economy, and the City's population has continued to grow in recent years.

The City is governed by a Board of City Commissioners comprised of a President and four City Commissioners. The City's Public Works Department has a Superintendent, four full-time employees, and several part-time, summer and winter help. The City Office is staffed by a City Auditor, Deputy Auditor, an Administrative Assistant, and one high-school intern.

Hillsboro, North Dakota is served by Interstate 29, US Highway 81, a major freight railroad, and a municipal airport. The city of Hillsboro was approximately 1.09 sq. miles before the Riverwalk Addition annexation, and has a 2010 US Census population of 1,603.

Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program.

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project.

Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

If your project involves an extenuating circumstance to exempted activities please explain.

Purpose of Grant*:

This project best matches Directive C and D of the Outdoor Heritage Fund. Directive C is met through the development of the fish pond. The pond will create a fish habitat that was not previously there and provide people of the community with easy access to fishing. Directive D is fulfilled by developing the park and trail system. The park space will ensure natural area is conserved as the land around the exterior of the park is developed in the future.

Project goals include encouraging people of all ages to participate in outdoor activities, provide the community with outdoor gathering places, provide the community with a safe method of outdoor transportation, and conserve natural area.

This project will attract people to the Hillsboro area. Whether it is temporarily or permanently, the economic health of the community will benefit. In addition, the outcomes of this project will give people of all ages the opportunity to be active outdoors. This will benefit the mental and physical health of the community.

Riverwalk Park and Trail System is a new project that will be developed in an existing agricultural field. In the future, a housing development will be established around the park exterior. This park is needed to meet the anticipated growth of the Hillsboro community from the housing development. If the funding is not received for this project, it will not be completed to the extent that is desired.

Please list the counties that would be impacted by this project:

Counties*: Traill

Is This Project Part of a Yes

Comprehensive Conservation

Plan?*

If Yes, Please Provide Copy of Plan:

OutdoorHeritageFundGrant_CombinedExhibits_20-03-13.pdf

Does Your Project Involve an Extenuating Circumstance?* No

Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met. Include a brief background and work experience for those managing the project.

Management of Project*:

The City of Hillsboro will use a three-pronged approach to manage the project starting with the Planning and Zoning Commission. The Planning and Zoning Commission will provide oversight to ensure compliance with City Ordinances and Building Codes, and will serve as the conduit between the project and the City Commission. The Planning and Zoning Commissioner has served on the Planning and Zoning Commission for approximately twenty years, and has been on the Board of City Commissioners for eight years managing the Planning and Zoning portfolio.

The Public Works Department will be the 'hands-on' manager of the field operations, and will work directly with the engineers and contractors to ensure compliance with the City Ordinances and Building Codes as outlined by the Planning and Zoning Commission. The City's Public Works Superintendent has been managing the field operations of all City improvement projects for over twenty years, with two of the four full-time employees having twenty-year tenures with the City's Public Works Department.

The Office of the City Auditor will manage the grant via records maintenance, including the developer's agreements, contracts and sub-contracts, certificates of insurance, engineering documents, and processing payment requests and dispersants, and coordinate with the developer to comply with the reporting requirements of the grantor. The Current City Auditor has been employed with the City for approximately two years. He was previously employed as the City Auditor of Rolla, North Dakota, and he holds a master's degree in Public Administration from the University of North Dakota. The City's Deputy Auditor has been with the City in her current capacity for roughly seven years.

Indicate how the project will be funded or sustained in future years. Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

Sustainability*:

The City of Hillsboro will create a taxable base that will help fund the maintenance of the park in the future. City of Hillsboro Public Works will maintain the park and trails.

Indicate how the project will be affected if less funding is available than that requested.

Partial Funding*:

If the funding available is less than what is requested, the project will be delayed and not be completed to the extent that is desired.

If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? * There must be signage at the location of the project acknowledging OHF funding when appropriate. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be.

Partnership Recognition*:

The City of Hillsboro will recognize partnership with the Outdoor Heritage Fund through ads in the local newspaper and on the radio. In addition, the names of donors will be listed on a sign placed at the park and engraved on park benches.

Do you have any supporting documents, such as maps or letters of support that you would like to provide? If so, please provide them in a single file.

Supporting Documents*: Yes

If Yes, Please Provide Copies in a Single File: OutdoorHeritageFundGrant_CombinedExhibits_20-03-13.pdf

Awarding of Grants - Review the appropriate sample contract for your organization. Sample Contract

Can You Meet All the Provisions of the Sample Contract?* Yes

Tasks

Tasks

Task	Start Date	Completion Date
Excavation of Pond, Clearing/Grubbing for gravel trail, subgrade prep and site grading, rip-rap	06/01/2020	06/01/2021
General Maintenance	06/01/2022	06/01/2025
Install remaining gravel trail, playground, shelter & gazebo	06/01/2021	06/01/2022

Description of Tasks

Please Describe Tasks:

Deliverables

Deliverables

Deliverable	Quantity	Unit of Measurement, if applicable
Annual Report on project works and how funds were used	2.000	Years
Annual Reports of users	1.000	year
Compelction of Pond and gravel trails	1.000	Year
Install Playground, shelters and gazebo	2.000	Years

Certification

Certification

Certification: Yes

Name: Matt Mutzenberger
First Name Last Name

Title: City Auditor
Title

Date: 03/13/2020

Internal Application Number

#/ID: 16-12

Exhibit A

Engineer's Opinion of Estimated Cost (3-13-2020)

Riverwalk Park and Trail System
Hillsboro, ND

GENERAL WORK ITEMS

<u>No.</u>	<u>Bid Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
1	Mobilization	1	LS	\$ 20,000.00	\$ 20,000.00
2	Electrical Items	1	LS	\$ 50,000.00	\$ 50,000.00
3	Irrigation System	1	LS	\$ 70,000.00	\$ 70,000.00
4	Landscaping and Amenities	1	LS	\$ 100,000.00	\$ 100,000.00
				TOTAL:	\$ 240,000.00

ARCHITECTURAL WORK ITEMS

<u>No.</u>	<u>Bid Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
5	Shelter	2	EA	\$ 35,000.00	\$ 70,000.00
6	Gazebo	1	EA	\$ 75,000.00	\$ 75,000.00
7	Picnic Tables	12	EA	\$ 900.00	\$ 10,800.00
8	Park Benches	20	EA	\$ 1,500.00	\$ 30,000.00
9	Garbage Receptacles	20	EA	\$ 600.00	\$ 12,000.00
10	Recycling Receptacles	20	EA	\$ 600.00	\$ 12,000.00
				TOTAL:	\$ 209,800.00

CIVIL WORK ITEMS

<u>No.</u>	<u>Bid Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
11	Topsoil Stripping and Spread (1.5' Depth Assumed)	36,287	CY	\$ 2.00	\$ 72,574.78
12	Clearing and Grubbing	1	LS	\$ 20,000.00	\$ 20,000.00
13	Common Excavation	72,271	CY	\$ 3.00	\$ 216,813.00
14	Seeding & Hydromulch	36,680	SY	\$ 0.55	\$ 20,174.00
15	Concrete Flatwork - 5"	6,742	SY	\$ 45.00	\$ 303,390.00
16	Class 5 Trail	1,500	CY	\$ 35.00	\$ 52,500.00
17	Rip-Rap	2,709	CY	\$ 75.00	\$ 203,175.00
18	Storm Sewer	688	LF	\$ 80.00	\$ 55,040.00
				TOTAL:	\$ 943,666.78

PROJECT ALLOWANCES

<u>No.</u>	<u>Bid Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
19	Testing Allowance	1	LS	\$ 20,000.00	\$ 20,000.00
20	Playground	1	LS	\$ 250,000.00	\$ 250,000.00
21	Boat Launch	1	LS	\$ 50,000.00	\$ 50,000.00
				TOTAL:	\$ 320,000.00

Engineering & Administration (15%): \$ 257,020.02
10% CONTINGENCIES: \$ 171,346.68

TOTAL ESTIMATED COST: \$ 2,141,833.48

Exhibit B

Riverwalk Park and Trail System Comprehensive Conservation Plan 2020-2025

Goals and Objectives

The Riverwalk Park and Trail System will ensure that a large natural space will be maintained in an area that is forecasted to be developed in the future. The following list states how the shelters and gazebo in the park will enhance overall conservation goals:

- Encourage people of all ages to partake in outdoor activities
- Provide people of the community with a place to gather and hold events outdoors
- Location for parents and guardians to observe children playing at parks
- Create an aesthetic park that will attract people to the area
- Maintain natural space while requiring low maintenance

5 Year Development Plan

2020

- Excavation of pond
- Clearing and grubbing for gravel trail near river
- Subgrade preparation and site grading for park and concrete trail
- Install rip-rap around pond
- Install concrete trail around pond and east end of gravel trail (see exhibit)
- Sediment and erosion control in areas disturbed by construction

2021

- Install remaining gravel trail (see exhibit)
- Install playground equipment
- Install shelters and gazebo

2022-2025

- General maintenance

Exhibit C

RIVERWALK ADDITION HILLSBORO, ND



Packed Gravel Trails



Playgrounds



Fishing Pier/ Pond



Kayak/ Canoe Launch



Playgrounds/Picnic area's



Public Orchard



Gazebo/ Shelter



Paved Trails

MASTER AREA SUMMARY TABLE		
COLOR	ZONING DISTRICT	# OF LOTS
	C1 - COMMERCIAL	2
	C2 - HIGHWAY COMMERCIAL	5
	R1 - ONE AND TWO-FAMILY RESIDENTIAL	62
	R2 - GENERAL RESIDENTIAL	1
	R3 - ONE AND TWO-FAMILY RESIDENTIAL	109



Exhibit D

Riverwalk Developers, LLC
801 W Caledonia Ave
Hillsboro, ND 58045

March 11, 2020

City of Hillsboro
City Hall
19 South Main Street
Hillsboro, ND 58045

RE: The Outdoor Heritage Fund Grant Application

City of Hillsboro,

As the owner of Riverwalk Developers, LLC who is the developer of Riverwalk Addition in Hillsboro, I am in favor of the grant application to The Outdoor Heritage Fund. I am also in favor of assessing the 25% matching funds required to the benefited properties.

Thank you,

Authenticity

Patrick B Muller

3/13/2020 8:40:04 AM EDT

Pat Muller

Owner of Riverwalk Developers LLC

03/13/2020