



Environment and Natural Resources Trust Fund

2026 Request for Proposal

General Information

Proposal ID: 2026-588

Proposal Title: Field Township Northwoods Nature Pedestrian Trail

Project Manager Information

Name: Pat Chapman

Organization: Field Township

Office Telephone: (218) 780-7012

Email: clerk@fieldtownship.com

Project Basic Information

Project Summary: The Northwoods Nature Trail project in Field Township, Minnesota, aims to create an accessible, immersive, and educational outdoor space with ADA-compliant trails, pedestrian bridges, boardwalks, parking, restrooms, and educational kiosks.

ENRTF Funds Requested: \$735,000

Proposed Project Completion: August 31, 2028

LCCMR Funding Category: Education and Outdoor Recreation (C)

Project Location

What is the best scale for describing where your work will take place?

Region(s): NE

What is the best scale to describe the area impacted by your work?

Statewide

When will the work impact occur?

During the Project

Narrative

Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.

The Northwoods Nature Trail project seeks to address the lack of accessible and inclusive outdoor recreational spaces in Field Township. Currently, there are limited options for residents and visitors to engage with nature in a way that accommodates individuals with disabilities. This project aims to create a comprehensive and immersive walking/hiking trail that is ADA-compliant, ensuring that everyone, regardless of physical ability, can enjoy the natural beauty of the area.

Accessible outdoor spaces are essential for promoting physical activity, mental well-being, and social interaction among community members. An ADA-compliant trail ensures that individuals with disabilities can participate in outdoor activities, fostering inclusivity. This is particularly important in rural areas where recreational opportunities may be limited, making it crucial to provide equitable access to nature.

The project also addresses the vital issue of environmental awareness and conservation. By educating residents and visitors about the importance of preserving the natural environment, it encourages the adoption of sustainable practices. This initiative enriches the trail experience while fostering a culture of environmental stewardship, ensuring the long-term health and sustainability of the local ecosystem.

By prioritizing accessibility and environmental education, the project aligns with Field Township's commitment to enhancing public spaces and promoting sustainability.

What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones.

The Northwoods Natural Trail project aims to create a comprehensive, ADA-compliant and non-motorized nature trail that spans approximately 1.7 miles, providing an immersive and educational outdoor experience for community members.

The trail will be 8 feet wide with a natural surface, ensuring a rustic and engaging environment. Key features include pedestrian bridges and boardwalks to facilitate easy crossing over natural obstacles and wet areas. These elements will enhance accessibility and ensure the trail remains usable in various weather conditions.

To support visitor convenience, the project will include an aggregate surfaced parking lot, complete with an entrance drive and vaulted restroom facilities. These amenities will make it easier for visitors to access the trail and spend extended periods enjoying the natural surroundings.

Additionally, educational kiosks, created by the Northwoods High School Industrial Arts Program and the Bois Forte Band of Ojibwe, will be installed along the trail. Written in both English and Ojibwe, these kiosks will provide valuable information about the local ecosystem. Their purpose is to enhance the educational experience of the trail, promoting environmental awareness and conservation.

We are seeking funding to bring this vision to life, creating a welcoming and enriching outdoor space that promotes community engagement.

What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?

The Northwoods Nature Trail project aims to significantly contribute to the conservation, preservation, and enhancement of Minnesota's natural resources. By creating an ADA-compliant trail, the project ensures minimal environmental impact while providing access to natural areas. Pedestrian bridges and boardwalks are designed to

protect sensitive ecosystems by preventing soil erosion and habitat disruption.

Educational kiosks along the trail will foster a deeper understanding and appreciation of the natural environment. This knowledge encourages sustainable practices and conservation efforts within the community. The trail's design promotes outdoor activities that connect people with nature, enhancing their commitment to preserving these natural spaces.

Activities and Milestones

Activity 1: Feasibility (Project Ordering and Community Engagement Event)

Activity Budget: \$15,000

Activity Description:

Objective: Approve the resolution to initiate the project design and engage the community for input and alignment with community needs.

Tasks and How They Will Be Accomplished:

Project Ordering (Resolution/Letter)

Task: Draft and issue formal project initiation.

How: Collaborate with consultant/administrative teams.

Outcome: Official documentation authorizing the project.

Community Engagement Event

Task: Organize open house/public meeting or listening session.

How: Plan logistics, prepare materials, facilitate discussions, engage attendees.

Outcome: Increased awareness, valuable input, transparency, ongoing engagement, improved relations.

Specific Outcomes:

Enhanced Community Trust: By actively involving the community, trust and support for the project are built, fostering a sense of ownership and collaboration.

Informed Decision-Making: Gathering diverse perspectives ensures decisions are well-informed, considerate of community needs, and more likely to succeed.

Innovative Solutions: Collaborative design efforts lead to creative and effective solutions that reflect community preferences.

Activity Milestones:

Description	Approximate Completion Date
Project Ordering (Resolution/Letter)	July 31, 2026
Community Engagement Event	August 31, 2026

Activity 2: Pre-Design/Design

Activity Budget: \$100,000

Activity Description:

Objective: Develop detailed project plans/design, ensuring regulatory compliance and stakeholder alignment.

Tasks and How They Will Be Accomplished:

Survey or Delineation Work

Task: Conduct surveys to map project boundaries.

How: Hire professional surveyors.

Outcome: Accurate site mapping for informed design.

Consultation with SHPO

Task: Ensure preservation of historical sites.

How: Engage with SHPO representatives.

Outcome: Compliance with historical preservation requirements.

Other Permitting/Agency Review

Task: Obtain necessary permits and approvals.

How: Submit applications and address feedback.

Outcome: Secured permits, ensuring regulatory compliance.

Approval of Draft Plans

Task: Develop and submit draft plans.

How: Collaborate with design teams and stakeholders.

Outcome: Preliminary approval for refinement.

Approval of Final Plans

Task: Finalize and submit plans for approval.

How: Integrate feedback and meet requirements.

Outcome: Official approval, ready for implementation.

Advertisement for Bid

Task: Advertise project for contractor bids.

How: Prepare and publish bid documents.

Outcome: Selection of qualified contractor.

Specific Outcomes:

Accurate Project Mapping: Ensures precise understanding of site features for effective design.

Historical Preservation Compliance: Protects historical sites and meets legal requirements.

Regulatory Compliance: Secures necessary permits and approvals, avoiding delays.

Refined Project Plans: Incorporates stakeholder feedback for well-rounded designs.

Qualified Contractor Selection: Ensures project is executed by capable professionals.

Activity Milestones:

Description	Approximate Completion Date
Survey or Delineation Work	September 30, 2026
Consultation with SHPO	September 30, 2026
Approval of Draft Plans	January 31, 2027
Approval of Final Plans	March 31, 2027
Advertisement for Bid	April 30, 2027
Other Permitting/Agency Review	June 30, 2027

Activity 3: Pre-Construction

Activity Budget: \$85,000

Activity Description:

Objective: Prepare for the construction phase by ensuring all necessary arrangements, approvals, and resources are in place.

Tasks and How They Will Be Accomplished:

Construction Contractor Selected

Task: Select the qualified low-bid contractor.

How: Evaluate bids and award contractor.

Outcome: Ensures capable project execution.

Permits Secured

Task: Obtain required permits.

How: Submit applications and follow up with authorities.

Outcome: Ensures regulatory compliance.

Pre-construction Meeting

Task: Discuss project details and timelines.

How: Schedule and facilitate meeting.

Outcome: Clear communication and alignment.

Staking

Task: Mark construction site boundaries.

How: Use survey data to place markers.

Outcome: Accurate site delineation.

Mobilization and Site Preparation

Task: Prepare the site for construction.

How: Mobilize equipment and clear the site.

Outcome: Ready the site for construction.

All Construction Funds Legally Secured

Task: Secure necessary funds.

How: Finalize funding agreements and verify availability.

Outcome: Financial stability for project execution.

Specific Outcomes:

Qualified Contractor Selection: Ensures the project is managed by experienced professionals.

Regulatory Compliance: Secures necessary permits, avoiding legal issues.

Stakeholder Alignment: Facilitates clear communication and coordination.

Accurate Site Delineation: Ensures precise construction boundaries.

Site Readiness: Prepares the site for efficient construction start.

Financial Security: Guarantees that all funds are in place, ensuring smooth project execution.

Activity Milestones:

Description	Approximate Completion Date
Construction Contractor Selected	May 31, 2027
All Construction Funds Legally Secured	May 31, 2027
Permits Secured	June 30, 2027
Pre-construction Meeting	June 30, 2027
Staking, Mobilization, and Site Preparation	June 30, 2027

Activity 4: Construction

Activity Budget: \$435,000

Activity Description:

Objective: Execute the construction phase, ensuring the project is built according to plans, on time, and within budget.

Tasks and How They Will Be Accomplished:

Construction, Oversight, and Administration Begins

Task: Initiate construction activities and establish oversight.

How: Mobilize teams, set up management systems, and begin site work.

Outcome: Organized and efficient start with clear oversight.

Change Orders

Task: Manage project scope changes.

How: Review requests, assess impacts, and approve changes.

Outcome: Adaptability to unforeseen issues while maintaining integrity.

Final Grading

Task: Perform final site grading.

How: Use equipment to shape land per design specs.

Outcome: Properly graded site, ready for final touches.

Substantial Completion

Task: Achieve substantial completion, ready for inspection.

How: Complete major activities and prepare for inspections.

Outcome: Project mostly complete, minor items remaining.

Construction, Oversight, and Administration Ends

Task: Conclude activities and finalize tasks.

How: Complete remaining work, conduct inspections, close documentation.

Outcome: Fully completed project, inspected, and handed over.

Specific Outcomes:

Organized Construction Start: Ensures efficient and effective project initiation.

Adaptability: Allows necessary adjustments without compromising goals.

Proper Grading: Ensures functional and aesthetic site preparation.

Near-Completion Readiness: Prepares the project for final inspections and minor adjustments.

Project Completion: Ensures project site is ready for use.

Activity Milestones:

Description	Approximate Completion Date
Construction, Oversight, and Administration Begins	June 30, 2027
Substantial Completion	May 31, 2028
Final Grading	June 30, 2028
Change Orders	August 31, 2028

Activity 5: Close-Out

Activity Budget: \$100,000

Activity Description:

Objective: Finalize the project, ensuring all aspects are completed, documented, and ready for use.

Tasks and How They Will Be Accomplished:

Stabilization

Task: Ensure site stability and security.

How: Implement erosion control and finalize landscaping.

Outcome: Stable, secure site.

Punch List Items

Task: Address remaining minor tasks.

How: Inspect, identify issues, and complete fixes.

Outcome: Resolved minor issues, ensuring quality.

As-Builts Approved

Task: Approve final as-built drawings.

How: Review and verify accuracy.

Outcome: Accurate project documentation.

Notice of Funding Restriction Recorded

Task: Record funding restriction notice.

How: Draft and record with legal teams.

Outcome: Compliance with funding requirements.

Signage Installed with ENRTF Language/Logo

Task: Install appropriate signage.

How: Design, produce, and install.

Outcome: Acknowledgment of funding sources.

Open for Intended Use

Task: Open project for use.

How: Complete final preparations.

Outcome: Fully operational project.

Ongoing Reporting

Task: Continue reporting on project status.

How: Collect data and submit reports.

Outcome: Continuous monitoring/documentation.

Specific Outcomes:

Stable site: Erosion control and landscaping.

Resolved issues: Inspect and fix minor tasks.

Accurate documentation: Approve as-built drawings.
 Funding compliance: Record funding restriction notice.
 Acknowledgment: Install signage with ENRTF logo.
 Operational project: Open for use.
 Ongoing monitoring: Collect data and report.

Activity Milestones:

Description	Approximate Completion Date
Stabilization	June 30, 2028
Punch List Items	August 31, 2028
As-builts Approved	August 31, 2028
Notice of Funding Restriction Recorded	August 31, 2028
Signage Installed with ENRTF Language or Logo	August 31, 2028
Open for Intended Use	August 31, 2028
Ongoing Reporting	August 31, 2028

Long-Term Implementation and Funding

Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this work be funded?

The Northwoods Nature Trail project results will be implemented through collaboration with local government, contractors, and the Township's engineering consultant. Ongoing maintenance and educational programs will be funded by the Township, grants, and potential partnerships with environmental organizations. Educational materials developed during the project will be shared through kiosks and community workshops. If additional work is needed, it will be funded by the Township or continued grant or loan applications.

Project Manager and Organization Qualifications

Project Manager Name: Pat Chapman

Job Title: Township Clerk

Provide description of the project manager's qualifications to manage the proposed project.

Pat Chapman, as the Township Clerk for Field Township, brings a wealth of administrative experience to the table. This role involves managing township records, coordinating meetings, and ensuring compliance with local regulations, all of which are crucial for overseeing project documentation and timelines. Pat's strong communication skills, honed through regular interactions with township residents, board members, and external stakeholders, ensure clear and effective conveyance of project goals and updates.

In addition to administrative and communication skills, Pat's organizational abilities are exceptional. The responsibility of maintaining accurate records and handling various administrative tasks directly translates to managing project schedules and resources efficiently. Furthermore, Pat's deep knowledge of local governance and regulations is invaluable for navigating any legal or bureaucratic challenges that may arise during the project.

Pat's problem-solving abilities, demonstrated through handling community concerns and issues, are critical for managing project challenges and ensuring smooth progress. Moreover, Pat's experience in community engagement ensures that the needs and interests of local residents are considered, fostering a collaborative and supportive project environment.

Organization: Field Township

Organization Description:

Field Township operates as a local government organization within St. Louis County, Minnesota. Established in 1906, it serves the community by managing public services, infrastructure, and community development initiatives. The township's administration is responsible for maintaining roads, overseeing land use and zoning regulations, and providing essential services to residents.

The township is governed by a board of supervisors, elected by the residents, who make decisions on various matters affecting the community. These supervisors work closely with other local officials and departments to ensure the smooth functioning of the township. Field Township also engages in community planning and development projects to enhance the quality of life for its residents.

In addition to its administrative functions, Field Township fosters a sense of community through various events and activities. The township's commitment to preserving its natural environment and promoting sustainable practices is evident in its efforts to protect local waterways and wildlife habitats.

Overall, Field Township is dedicated to serving its residents and maintaining a vibrant, sustainable community.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
Engineer hired through a competitive process	Service Contract	Trail design, permitting, observation and construction administration				10		\$146,000
General Contractor hired through a competitive bidding process	Service Contract	The General Contractor (and the General Contractor's hired subcontractors) will be responsible for all aspects of the project construction				40		\$589,000
							Sub Total	\$735,000
Equipment, Tools, and Supplies								
							Sub Total	-
Capital Expenditures								
							Sub Total	-
Acquisitions and Stewardship								
							Sub Total	-
Travel In Minnesota								
							Sub Total	-

Travel Outside Minnesota								
							Sub Total	-
Printing and Publication								
							Sub Total	-
Other Expenses								
							Sub Total	-
							Grand Total	\$735,000

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
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Non ENRTF Funds

Category	Specific Source	Use	Status	Amount
State				
			State Sub Total	-
Non-State				
Cash	Iron Range Resources & Rehabilitation (IRRR) (or other local funds)	IRRR (or other local funds) would be used to cover remaining costs (& required match) needed to construct the project.	Potential	\$245,000
			Non State Sub Total	\$245,000
			Funds Total	\$245,000

Total Project Cost: \$980,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [2a47d03c-717.pdf](#)

Alternate Text for Visual Component

The exhibit outlines the proposed 8-foot wide, ADA-accessible Northwoods Nature Trail. Key elements include a pedestrian bridge, boardwalk, and parking lot with a vaulted restroom. The map highlights nearby roads and the North Woods School. The exhibit provides an overview of planned enhancements aimed at improving accessibility and visitor experience....

Financial Capacity

Title	File
Field Township_2024 Total Financials	2026bcf6-c8b.pdf

Board Resolution or Letter

Title	File
Township Resolution_Signed	1128e658-2ef.pdf

Supplemental Attachments

Capital Project Questionnaire, Budget Supplements, Support Letter, Photos, Media, Other

Title	File
Capital Construction Budget Addendum	0150e355-d04.xlsx
Capital Construction Project Questionnaire	87cc38b7-84b.pdf

Administrative Use

Does your project include restoration or acquisition of land rights?

No

Do you understand that travel expenses are only approved if they follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?

N/A

Does your project have potential for royalties, copyrights, patents, sale of products and assets, or revenue generation?

No

Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?

N/A

Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?

N/A

Does your project include original, hypothesis-driven research?

No

Does the organization have a fiscal agent for this project?

No

Does your project include the pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration?

Yes

Do you propose using an appropriation from the Environment and Natural Resources Trust Fund to conduct a project that provides children's services (as defined in Minnesota Statutes section 299C.61 Subd.7 as "the provision of care, treatment, education, training, instruction, or recreation to children")?

No

Provide the name(s) and organization(s) of additional individuals assisting in the completion of this proposal:

Jason Chopp - Short Elliott Hendrickson, Inc. (SEH)

Do you understand that a named service contract does not constitute a funder-designated subrecipient or approval of a sole-source contract? In other words, a service contract entity is only approved if it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the DNR's reimbursement manual for non-state organizations. These rules may include competitive bidding and prevailing wage requirements

Yes, I understand

