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December 12, 2022

RE: City of Blaine, Minnesota
2023 NW Area Street Reconstruction Project
SEH No. BLAIN 169151 14.00

Mr. Cody Sylvester
Project Engineer
City of Blaine
10801 Town Square Dr. NE
Blaine, MN 55449-8100

Dear Mr. Sylvester:

SEH appreciates the opportunity to continue to provide professional services to the City of Blaine (City) for the 2023 NW Area Street Reconstruction Project, Project No. 23-06.

The City has requested a proposal and scope of work to perform preliminary and final design, preparation of plans & specifications, permitting, construction observation, and construction staking for the 2023 NW Area Street Reconstruction Project (Project).

PROJECT UNDERSTANDING

The City of Blaine is continuing their Pavement Management Program with a combination of full depth pavement replacement and full street reconstruction of project streets identified for their 2023 project streets. The feasibility report will be presented to the City Council on December 19, 2022. It is anticipated that the Improvement Hearing will be scheduled for late winter and construction of these improvements will take place yet this upcoming construction season.

- **Project Area 1: (127th Lane/ Polk Street)**
 - 127th Avenue from cul-de-sac to Polk Street
 - 127th Lane from Monroe Street to Polk Street
 - 128th Avenue from Taylor Street to Polk Street
 - 129th Lane from 175' west of Tyler Street to Polk Street
 - Tyler Street from 127th Lane to 129th Lane
 - Polk Street from 126th Avenue to cul-de-sac
- **All the above streets are pavement replacement with full curb replacement.**
- **Project Area 2: (131st Avenue (E))**
 - 131st Avenue (E) from Van Buren Street to Taylor Street
- **The above street is pavement replacement along with full curb replacement.**
- **Project Area 3: (131st Avenue (W))**
 - 131st Avenue (W) from Jefferson Street to Van Buren Street
- **The above street is a full depth reclamation along with pavement replacement.**

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

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The construction plans are to be developed following Minnesota Department of Transportation State Aid practices, current City Engineers Association of Minnesota standards and to the City of Blaine design standards.

SCOPE OF WORK

Task 1: Project Management

We have assumed we will prepare for and conduct up to three (3) design meetings with City Staff through the final design/plan preparation process for each plan set. Those meetings are anticipated to be:

- 60% plan review meeting
- 95% plan review and specifications/special provisions meeting
- Final redlines/review comments meeting prior to uploading for bidding.

An urban reconstruction project like this one requires a proactive public involvement program. We propose an open house along with ongoing contact with residents during construction. This approach has worked well for us on past projects within the City.

During construction we'd hold weekly construction meetings that could have public comment and schedule updates as the first agenda items. We would also assist with the City outreach program that they typically use for residential reconstruction projects.

Task 2: Final Design

Subtask A - Roadway Design

Project areas 1 and 2 will generally consist of pavement replacement and aggregate base improvements at the current width of the streets with full concrete curb & gutter installation due to the current condition. New concrete walk will be added where the existing walk has failed and does not meet ADA standards.

Project area 3 will require a full roadway reclaim and pave. The existing aggregate will be salvaged and reused where conditions allow, any excess will be hauled off site. The street alignment will be retained to the maximum extent possible to avoid potential wetland impacts.

Subtask B - Utility Plans

Sanitary sewer and water main improvements have been reviewed and identified by the City of Blaine Public Works staff and mostly include casting replacements, gate valve bolt replacements and gate valve replacements.

Subtask C - Drainage Design

Concurrent with the roadway design we will review the existing storm sewer drainage system for the urban roadway section including inlet spacing design and gravity storm sewer for against the City of Blaine design criteria and standards for the appropriate streets. Significant drainage improvements are not anticipated, rather replacement/addition of selective structures and connecting storm leads is anticipated. We will route the storm sewer system to existing outlets and complete a design and analysis of the proposed system to verify capacity of the existing, downstream systems.

After completion of the drainage design and hydrological and hydraulic analysis, submittal materials will be prepared including a stormwater pollution prevention plan (SWPPP), and preliminary construction plans. After review, we will proceed to revising and completing final construction plans and specifications to address any comments received from the City or review agencies to meet permit approval items.

Subtask D - Plans and Specifications

We will prepare the final construction plans that include plan and profile information for the roadway, utility and storm water improvements and are anticipated to include the following plan sheets:

- Title Sheet
- Standard Details, City standard plates to be provided by the City
- Statement of Estimated Quantities
- Typical Sections
- Alignment Plan
- Removals and Erosion Control
- Street and Storm Sewer Plan & Profile
- Sanitary Sewer and Water Main Plan Profile (as needed)
- Cross Sections (50-foot intervals and all driveways)
- SWPPP
- Signing and striping plan

During the plan development SEH will provide the City with 60% plans that will include plan & profile information for the utility improvements as well as plan & profile and cross section information for the roadway for review. 60% comments received from the City will be incorporated into a 95% submittal of all plans and specifications to City staff for final review.

Subtask E - Bidding Assistance

We will produce a PDF version of the plans and specifications to be uploaded to QuestCDN. We assume reproduction of up to four (4) sets of plans and specifications for the City staff use.

We will prepare the advertisement for bids and submit the ad to bid required publications, create and issue addenda (if needed), answer bidders questions, attend the on-line bid opening with the City, review and tabulate the bid results, prepare a letter of award recommendation to the City and prepare and forward the notice of award and contract agreement to the Contractor.

Subtask F - Permitting

Required permitting will be prepared and submitted to the necessary agencies. We understand that the City will pay all necessary permit application fees. Those permits are anticipated to include:

- Minnesota Pollution Control Agency (MPCA) NPDES Construction Permit (to be secured by Contractor)
- USACE and Wetland Conservation Act – wetland permitting (as needed)
- Coon Creek Watershed District - Watershed District Permit

During final design and construction, SEH will coordinate with private utilities following the City's utility coordination program. We will conduct a meeting with private utility companies during the final design task and again prior to the pre-construction meeting to discuss the project and provide written verification.

Task 3: Construction Services

Subtask A - Inspection

SEH will provide a resident project representative (RPR) for daily on-site inspection. The RPR will be on a full-time basis during construction activities. Prior to construction commencing the RPR will conduct a pre-construction inventory of existing conditions along the project corridor. The RPR will also assist in shop drawing reviews and approvals. Additional RPR tasks include:

- On-site during all construction activities.
- Available 24/7 via phone for project questions, resident issues, and other matters regarding the project.
- Record daily weather, all construction activities, schedule construction staking, schedule material testing, meet and schedule meetings with City staff, property owners and contractor as necessary to assure compliance to contract documents.

- Conduct weekly construction progress meetings with contractor, City and public. Prepare minutes of the meetings and attachments as needed to record project happenings and progress.
- Provide weekly reports to the City and public as needed.
- Prepare and submit monthly pay requests based on project work items.
- Assist in the review along with the project manager of contractor change requests and forward recommendations to the City for approval.
- Complete all paperwork and correspondence to complete the project closeout including punch lists and final pay application.

Subtask B - Construction Staking

SEH will provide a survey crew to provide the construction staking for the project. Staking for this project is anticipated to include horizontal control, water main and storm sewer stakes along with curb & gutter stakes. Cut sheets will also be provided to the City by the SEH resident project representative (RPR). All survey coordination for construction staking will be between the contractor and the RPR. The construction staking task also includes surveying the final improvements in City Coordinates for use in preparing the record drawings.

Subtask C - Construction Administration

SEH will also provide a project manager during construction to assist the RPR during construction. The project manager will attend the pre-construction meeting as well as weekly construction meetings. The project manager will also assist the RPR in reviewing contractor pay applications, change order requests and provide dispute resolution as needed.

The project manager will also be in weekly contact with the City during the project and address any City construction concerns that may arise.

SCHEDULE

Based on discussions with you we have already started on final design in order to have plans ready for spring bidding. The following is a summary of the proposed schedule for the project:

- City Council receives feasibility report December 19, 2022
Order Improvement Hearing
- Improvement Hearing January 4, 2023
- Approve plans and specifications & Order advertisement for bids March 20, 2023
- Open Bids April 18, 2023
- Award Contract May 1, 2023
- Construct Improvements May – October 2023
- Assess Project February 2023

COMPENSATION

SEH proposes to complete all the services listed in this scope of work on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment. The following is a summary of our estimated fees for the scope of services:

Work Task	Estimated Fee
Task 1 – Project Management	\$20,600
Task 2 – Final Design & Plan Preparation	\$133,100
Task 3 – Construction Services	\$249,900
Expenses	\$11,770
Total Fee	\$415,370

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dustin Cesafsky
Project Manager

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Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Blaine ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 26, 2004, this Supplemental Letter Agreement dated December 12, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2023 NW Area Street Reconstruction Project, City Project No. 23-06.

Client's Authorized Representative: Michelle A. Wolfe
Address: 10801 Town Square Dr. NE
Blaine, MN 55449
Telephone: 763.785.6120 **email:** mwolfe@blainemn.gov

Project Manager: Dustin Cesafsky
Address: 3535 Vadnais Center Drive
St. Paul, MN 55110
Telephone: 612.270.3882 **email:** dcesafsky@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Per the attached work plan for the preparation of plans, specifications, construction observation, and staking for the 2023 NW Area Street Reconstruction Project, City Project No. 23-06.

Payment:

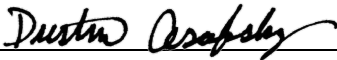
The estimated fee is subject to a not-to-exceed amount of **\$415,370** including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Blaine

By: 
Dustin Cesafsky
Title: Project Manager

By: _____
Michelle A. Wolfe
Title: City Manager

By: _____
Tim Sanders
Title: Mayor