



September 29, 2022

City of Blaine  
Attn: Dan Schluender, City Engineer  
10801 Town Square Dr. NE  
Blaine, MN 55449

Re: Agreement to Provide Right of Way Services  
99th Ave. NE and Baltimore St. NE Intersection Improvements

Dear Mr. Schluender:

WSB & Associates, Inc. is pleased to submit this proposal for the acquisition services required for the 99th Ave. NE and Baltimore St. NE Intersection Improvements . These services will be provided in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and other applicable state and federal laws and rules.

#### Scope of Services -

##### 1. Project Management/Acquisition Agent -

- Faye Gillespie will be WSB's project manager and Acquisition Agent for the right of way work on this project. She will coordinate and complete all work tasks, establish and monitor budgets, attend conference call meetings and be the point of contact for all correspondence with the City. Monthly parcel status reports will be provided, along with a detailed contact log for the impacted parcels upon completion of the acquisition. Communication will be maintained with the City throughout the process to quickly and efficiently resolve any issues or concerns that arise which, in turn, keeps the project on schedule.

##### 2. Pre-Acquisition Services:

- **Early Notification Letters** will be sent to the owners to introduce our staff and inform them of the upcoming project. We will include a contact information form so they can respond with the best contact numbers and times they are available to meet as well as the required Guidebook for Property Owners
- **Field Title Reports** will include an on-site visit with the owner, if they are available to meet. Our agent will view the parcel, discuss the project, gather ownership interests and verify improvements that may be impacted by the project.

##### 3. Acquisition Services -

- **Offer letters** and supporting documents will be prepared and presented to the owner in person, if possible, or by Certified Mail if we are unable to meet them in

- Recording of signed conveyances

### PROJECT SCHEDULE:

To be able to meet the schedule for title and possession date of April 1, 2021, the following timelines will need to be met. Any delays to the schedule will affect the title and possession date.

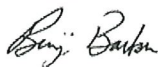
- September 30, 2022 or earlier – proposal approval by the City of Blaine.
- October 7th, 2022 or earlier – staking of permanent/ temporary easements
- October 28<sup>th</sup>, 2022 or earlier– approval of all conveyance documents
  - Templates provided by City to WSB by October 28<sup>th</sup>, 2022
    - If WSB is to provide templates for approval, this will be identified and documents will be provided to City by October 14<sup>th</sup>, 2022.
- November 15<sup>th</sup>, 2022 – Resolution approved by the City authorizing offers and use of eminent domain, if needed.
  - A template for the resolution can be provided by WSB, if needed
  - Offer authorization forms will be provided by WSB
- November 15<sup>th</sup>, 2022 - Offers via Certified Mail
- December 30th, 2022 – Initiate condemnation – Notice of Hearing on Petition
  - 30-day timeline required from the date of the last offer.
- March 31, 2023 – ROW Certificate # 1 Approved
- April 1, 2023 – Title and possession

Thank you for the opportunity to be of service to you. If you are in agreement with the terms of this proposal, please sign below on the space provided and return one copy to us for our records. If you prefer to provide a letter of engagement, that is also acceptable.

If you would like to further discuss any aspect of our proposal, please do not hesitate to contact me at 612-581-6572 with any questions or comments.

Sincerely,

**WSB**



Benjamin Barker  
Director of Right of Way

Enclosure: Estimate

ACCEPTED BY:

**City of Blaine**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

City of Blaine TH 65 East Frontage Road Improvements - 99th Ave. Roundabout at Baltimore St. Improvement Project Right of Way Services September 28, 2022				
Task Description		Project Manager/ROW Agent	TOTAL HOURS	Costs
		Faye Gillespie		
<b>1</b>	<b>Project Management</b>	<b>6</b>	<b>6</b>	<b>\$810</b>
1.1	General Project Management, Status Update Reports			
1.2	Coordinate delivery of title work			
<b>2</b>	<b>Pre-Acquisition Services</b>	<b>14</b>	<b>14</b>	<b>\$1,890</b>
2.1	Early Notification Letters			
2.2	Field Title Reports			
<b>3</b>	<b>Valuation Services</b>	<b>4</b>	<b>4</b>	<b>\$540</b>
3.3	Coordinate appraisals and reviews			
<b>3</b>	<b>Acquisition Services</b>	<b>26</b>	<b>26</b>	<b>\$3,510</b>
3.1	Offer Letters			
3.2	Negotiations, Administrative Settlements, Obtain Easements, Mortgage Consents (Permanent Easement Only)			
<b>4</b>	<b>Audit Services</b>	<b>11</b>	<b>11</b>	<b>\$1,485</b>
4.1	Prepare Files for Audit			
4.2	Coordinate audit with MnDOT			
<b>Total Hours - WSB ROW Staff</b>		<b>61</b>	<b>61</b>	
Average Hourly Fees (includes overhead and profit)		\$135		
<b>4.3</b>	<b>Survey</b>			<b>\$1,650.00</b>
Staking existing ROW and Easement Areas				
<b>Sub-Total: WSB Right of Way Labor</b>				<b>\$9,885</b>
<b>Expenses:</b>				
Mileage, certified mailing, misc				<b>\$250</b>
<b>Sub-Consultant:</b>				
3 - Appraisals - Valbridge Property Advisors \$2500/report				\$7,500
3 - Review Appraisals (TBD) \$550/review				\$1,650
<b>Sub-Total: Sub-Consultant Services</b>				<b>\$9,150</b>
<b>Total Right of Way Services</b>				<b>\$19,285</b>
<b>ASSUMPTIONS:</b>				
1. There are 2 parcels on this project with fee, permanent and/or temporary easement acquisitions, and one additional parcel owned by the Metropolitan Airport Commission, requiring an appraisal.				
2. The City will be working directly with the Metropolitan Airport Commission.				
3. Estimate includes 2 trips to the project – one to conduct field title meetings and one to present the offers and negotiate. The balance of the work will be conducted by mail, phone or e-mail.				
4. Right of Way negotiations will continue until the title and possession date. Any services requested beyond that date would be billed at our standard hourly rates shown above.				
5. Eminent Domain services include providing documentation to the County. If additional services are needed, the contract would be amended to include those services.				