



November 1, 2017

Stefan Higgins  
Assistant City Engineer  
Engineering Department, City of Blaine  
10801 Town Square Drive NE  
Blaine, MN 55449

*Sent via e-mail to shiggins@ci.blaine.mn.us*

**Re: Proposal for Northeast Wellfield construction services—Blaine, Minnesota**

Dear Mr. Higgins:

As requested by the City of Blaine (City) Barr Engineering Co. (Barr) is pleased to submit a proposal for performing construction related engineering services related to the Northeast Wellfield. This letter will include a brief outline of the services that will be performed (Project Scope), a list of key team members (Project Team), an estimate of the level of effort required (Fee Estimate) and the time frame during which these services will be provided (Project Schedule).

## **Project Scope**

As requested by the City Barr will provide engineering services during the construction phase of Wells 18 through 21. Construction services will also be provided for the installation of the temporary chemical feed building to serve Wells 18 and 19 before WTP4 is online, and the altitude valve in Tower 4, on an as needed basis. The chemical feed building and altitude valve will be bid and constructed as part of a project designed and bid by the City. Since the schedule for that project is not yet fully set the fee estimate provided below may need to be adjusted to accommodate the final scope and schedule for that work. Service include engineering needed from the time of project award, through project start up and final project close out. A general list of services is included below:

- Periodic onsite inspection to verify that the project is being constructed according to plans.
- Shop drawing review.
- Processing of partial pay applications from the contractor
- Addressing requests for information (RFI) that occur during construction
- Coordinating with any regulatory agencies as required during construction, we anticipate some involvement with the Minnesota Department of Health but not a significant amount. If regulatory involvement increases significantly the fee shown below will have to be adjusted accordingly.
- Processing up to four change orders needed to complete construction.
- Pre-final and final project inspections and preparation of appropriate punch lists.
- Overseeing project start up.
- Attend two council meetings/workshops to provide project updates

## Project Team

Barr will provide staff familiar with the project to provide the construction observation services. Staff committed to this project include Brian LeMon who will serve as the Principal in Charge of the work and will be responsible for overall project delivery and client satisfaction. Michelle Stockness will serve as project manager and deal with the day to day coordination of providing construction services, billing and deliverables. Construction observation will be primarily handled by Ben Meemken. Additional staff will be used for observation as the need arises. Additional information can be provided about any of these staff at the City's request.

## Fee Estimate

Barr will provide the services described in this proposal for an estimated time and materials cost of \$137,000. We will not bill over this amount without authorization from you.

## Project Schedule

The services described in this proposal will be provided during the construction of the projects listed. This assumes that well construction will be complete by the end of 2017 and that construction of the altitude valve and temporary chemical feed building will be completed by early June of 2018. Should construction extend beyond those times additional fee may be required.

The services described in this proposal will be governed by the terms and conditions of the existing master services agreement between Barr and the City. If this proposal is acceptable, please indicate by signing in the space provided below and returning a copy to us for our records. Thank you for providing us with this opportunity. We appreciate working with Blaine to improve your water system, and if you need more information related to the services described in this letter it can provide upon request.

Sincerely,



By: Brian LeMon, PE  
Its: Vice President, Principal in Charge



Michelle Stockness, PE  
Project Manager

Accepted by the City of Blaine:

Client

Client (additional signature block if needed)

|            |            |
|------------|------------|
| By _____   | By _____   |
| Its _____  | Its _____  |
| Date _____ | Date _____ |