

for All of Us®

July 22, 2022

RE: City of Blaine, Minnesota 2023 NW Area Street Reconstruction SEH No. BLAIN 168191 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) on the City's Street Reconstruction Program. We are pleased to provide this proposal to provide preliminary design and surveying services for the NW Area Street Improvements planned for 2023.

The City has requested a proposal and scope of work to perform preliminary surveying, preliminary design and feasibility report preparation for the NW Area Reconstruction project (from your RFP dated July 12, 2022)

#### PROJECT UNDERSTANDING

The City of Blaine is continuing their Pavement Management Program with a pavement replacement project of the streets identified for their 2023 street reconstruction program. The City will engage a consultant to provide preliminary survey, preliminary design and feasibility report preparation for the City. SEH is to propose on the NW Area Reconstruction which includes the following streets:

#### Area 1

- Full width pavement replacement with full curb replacement
  - 127th Avenue from cul-de-sac to Polk Street
  - 127th Lane from Monroe 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

#### Area 2

- Full width pavement replacement with full curb replacement
  - 131st Avenue from Jefferson Street to Taylor Street

#### SCOPE OF WORK

## Task 1: Pre-feasibility Report Survey Services

## Subtask A – Condition Inspection of Existing Infrastructure

The field review in the first phase of the project is a critical step in a thoughtful approach to rehabilitation. Our approach will be similar to what was used on previous street improvement projects SEH has completed. Having completed a field review on those projects with City Staff, we are familiar with City Staff expectations with respect to infrastructure condition and replacement criteria.

Mr. Cody Sylvester July 22, 2022 Page 2

<u>Project Areas 1&2</u>— The streets in both project areas are planned for pavement and full curb replacement. SEH will inspect the streets to determine condition including review of curb and gutter, pavements, sidewalks along with sanitary and storm sewer structure surveys, review water main hydrant condition and valve locations.

#### Subtask B – Topographic Survey

A full topographic survey is proposed for all the project areas. The survey will include full street cross sections, driveway cross sections as well as locating existing underground utilities (coordinate a Gopher One Call) and include a review of the existing structures within the project area to identify potential conflicts with the proposed improvements.

A review of the existing right-of-way (ROW) and easements will be done to determine the need for additional easements or ROW for the improvements. With the majority of the proposed improvements being completed within the existing ROW, new easements/ROW are not anticipated.

We will assist the City and work with a geotechnical firm to perform a subsurface geotechnical investigation. As part of the investigation, we would recommend borings be taken to help determine and verify the existing pavement section along with the depth of local groundwater. This is a critical step in the pre-design phase to help avoid potential pavement section issues that could cause project delays or increased costs.

#### Task 2: Feasibility Report Services

SEH will again prepare the feasibility report and assessment roll for City review. The City will provide a file of the property owner names, addresses, PINS and property addresses. SEH will calculate the assessments based on the City of Blaine's assessment policy using the preliminary project costs prepared as part of Task 1.

The feasibility report will be prepared consistent with the requirements of Mn Statute 429 for specially assessing a public improvement. A draft feasibility report will be provided to the City in advance of the improvement hearing for City review and comment.

SEH will also attend one neighborhood open house meeting prior to the Improvement Hearing and assist city staff with resident questions concerning the project and/or assessments. SEH will also prepare the necessary materials for the Improvement Hearing, with the City of Blaine handling the mailing of notices.

## **SCHEDULE**

It is our understanding that SEH will be awarded the project we are proposing on. Per the RFP, the City approval of a formal contract is anticipated on August 15, 2022. Based on that award, we have prepared the following proposed schedule that would be followed for the project SEH is awarded:

•	City Council awards contract	August 15, 2022
•	Field Review of Existing Infrastructure .	early September 2022
•	Topographic Survey	mid-September 2022
•	Prepare Feasibility Report	early-October 2022
•	Draft Feasibility Report to City	October 14, 2022
•	Neighborhood Open House	Mid November 2022
•	Improvement Hearing	December 19, 2022

SEH and City staff can discuss the above schedule and adjust as needed to fit council and staff schedules.

#### **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. A detailed work plan is attached for the project. The following is a summary of our estimated fees for the scope of services:

## 2022 Street Reconstruction

Work Task	<b>Estimated Fee</b>		
Task 1 – Pre-feasibility Report Survey Services	\$20,490		
Task 2 – Feasibility Report Services	\$25,670		
Expenses	\$1,500		
Total Fee	\$47,660		

Sincerely,	
SHORT ELLIOTT HENDRICKSON INC.	
Durto asafsky	
Dustin Cesafsky Project Manager	
ah x:\ae\b\blain\common\proposals\2023 streets report\_exhibit 1_ltr.docx	
City of Blaine, Minnesota	
Approved this day of, 2022	
By: Tim Sanders - Mayor	By:Michelle A. Wolfe - City Manager

# 2023 NW Area Street Reconstruction Professional Services Workplan and Costs July 25, 2022



Work Task			Project Manager/ Design	Proj. Engineer	Grad Engineer	Survey Crew Chief	Admin	Total Hours (SE
1.0	Pre-Feasibility Report							
1.1	Inspect Streets to determine condition Including review of curb and gutter, pavements, sidewalks and sanitary sewer structure surveys, review water main hydrant condition and valve locations		4	12	4			20
1.2	Collect GSOC information			2		6		8
1.3	Perform Topographic Survey on Project Area Streets					130		130
1.4	Determine soil boring program with City and geotech consultant, coordinate with geotech regarding subgrade, pavement sections etc.	1	4					5
	Task 1.0 - Hours:	1	8	14	4	136		163
	Deliverables - Field review notes and documents regarding removal criteria and priority decisions made in the field. Inspection notes, topographic survey file (includes Hydrants, GV, Structures). City to pay for geotech consultant services							
2.0	Feasibility Report Services							
2.1	Kick Off Meeting Prepare for, attend and facilitate kick off meeting to review scope, budget, schedule and deliverables. Understand staff expecations regarding communication and street rehab. Develop field review criteria and priorities. Discuss stakeholders and public involvement	2	4	4			2	12
2.2	Map Preparation Prepare 30% design plan view layout utilizing to scale, color drawings prepared in CAD on aerial photography. Cather public and private utility information from Gopher State One call and city records to build the base map for use at public open house.		4	12	4			20
2.3	Meet with Coon Creek Watershed District Prepare for, attend and facilitate a meeting with Coon Creek Watershed District to discuss hydrology/hydraulic (H/H) design , Including hydraulic analysis and design of the final stormwater conveyances in the area with the watershed's permitting requirements and schedule.		2	2				4
2.4	Propare the draft feasibility report Based on 30% design, develop typical sections, removals, pavement section recommendations, ADA Improvements, 30% storm sewer designs. Present existing and proposed improvements, costs, funding and recommendations in feasibility report document. Create report exhibits including location map, typical sections and high level illustrated improvements.	2	24	24	8		2	60
2.5	Prepare the 30% cost estimate Prepare high level 30% cost estimate for each street in the area based on field review, preliminary pavement section, signal upgrades and storm sewer need assumptions.	1	8	24	8			41
2.6	Develop and prepare the assessment role  Gather property owner information for project area, develop assessment spreadsheet utilizing the City of Blaine assessment policy to calculate assessments. Review with city staff for appropriateness and determine final assessment role.	1	16	8				25
2.7	30% design review meeting prepare for, attend and facilitate the 30% design review meeting. Discuss findings and assumptions, exhibits and report format. Share draft cost estimates and assessment roles. Discuss upcoming public open house format and meeting plan.	1	4					5
2.8	Host a public open house Prepare for, attend and facilitate an informational public open house. Utilize the 30% design plan layout. Create comment cards, gather information and prepare a summary of public comments.	4	4	4			2	14
2.9	Review and Finalize the feasibility report submit draft feasibility report to city staff for review. Facilitate review comments and make revisions, finalize report, publish copies.	2	4	4				
	Task 2.0 - Hours:	13	70	82	20	0	6	181
	Deliverables - Layout, comments cards and public comment summary for open house, feasibility report with exhibits, costs and assessment roles, meeting agendas and minutes, Gopher State One call design coordination, 30% street and storm sewer design. Pavement design recommendation by geotechnical sub- consultant.							
	TOTAL HOURS	14	78	96	24	136	6	354
	SEH AVERAGE HOURLY RATES	\$210	\$150	\$120	\$100	\$125	\$100	
	SUBTOTAL LABOR COSTS	\$2,940	\$11,700	\$11,520	\$2,400	\$17,000	\$600	\$46,160
	REIMBURSABLE EXPENSES							
	Miles							
	Exhibits/Reproductions (Assumes postage by others for mailings)							

