



December 19, 2017

Mr. Dan Schluender, PE  
Assistant City Engineer  
City of Blaine  
10801 Town Square Drive NE  
Blaine, MN 55449

Re: Proposal for Engineering Services  
105<sup>th</sup> Avenue Landscape Improvement Plans from CSAH 65 to CR 52

Dear Mr. Schluender:

WSB & Associates, Inc. (WSB) is pleased to submit this proposal for professional services related to the landscaping plans for 105<sup>th</sup> Avenue. The proposed project involves preparing a State Aid plan set for landscape improvements along the corridor. The improvement plans will be developed to meet MnDOT State Aid Standards and the preferences of City staff.

Attached, please find Exhibit A (Scope of Work), which was developed based on your request and our conversations to complete the work. WSB will provide services for this project on an hourly basis not to exceed \$38,305.00 in accordance with our fee schedule. Note that construction services are limited to three plant installation review meetings at the site. If deemed necessary and requested by the City, WSB is happy to provide a higher level of construction administration or inspections as additional services on an hourly basis.

The project will be led by experienced staff with exceptional backgrounds in landscape architecture and MnDOT State Aid plan development. Samantha McKinney will continue to oversee the creative landscape design effort with support by other Sr. Landscape Architects. Mr. Nicholas Hentges, PE, will lead the production of plan set and project manual in compliance with the regulatory and funding agency. If the scope of work and estimated fee for services is acceptable to you, please sign and return an executed copy to WSB. Receipt of the executed copy will be our authorization to proceed.

Thank you for this opportunity! We look forward to your favorable consideration in moving forward with this exciting landscape corridor improvement project. If you have any questions or require additional information, please call Jason Amberg at 763-231-4841 or Samantha McKinney at 763-287-8312.

Sincerely,

**WSB & Associates, Inc.**

Jason L. Amberg, PLA, ASLA  
Principal / Group Manager Landscape Architecture

Samantha McKinney  
Landscape Designer

**ACCEPTED BY:**

**City of Blaine**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

## EXHIBIT A

### SCOPE OF WORK

The City of Blaine has requested WSB & Associates, Inc. (WSB) to provide professional engineering and landscape architectural services to develop streetscaping concepts, plans, specifications, and bidding documents for roadway corridor landscape enhancement on 105<sup>th</sup> Avenue in Blaine.

The following tasks will be performed to assess, develop, design, and prepare the construction documents for landscaping for 105<sup>th</sup> Avenue:

#### **Task 1 – Project Management**

This task will consist of ongoing management, administration, coordination, and communication for the duration of the project with the City of Blaine. Project management also includes billing preparation, monthly invoicing, and other non-technical work associated with the project.

#### **Task 2 - Meetings**

WSB anticipates up to four meetings with the staff of the City of Blaine, as necessary, to coordinate the design and construction plan approvals.

#### **Task 3 – Schematic Base Concept Design**

WSB will provide an updated Schematic Base Design Concept derived from the original master plan for the corridor based on input from City staff. WSB staff will prepare two levels of add-on design elements (Level 1 and Level 2) for City's consideration to further enhance the corridor. A schematic design cost estimate will be prepared for the Schematic Base Design Concept and add-on elements for Level 1 and Level 2.

#### **Task 4 – Base Mapping/Data Collection**

WSB has the base mapping for the landscaping project, and no additional survey work is anticipated. WSB staff will review the constructed corridor to prepare for any unique circumstances related to planting design. Although we don't anticipate the need for additional survey work, if it is required it would be considered extra work.

#### **Task 5 - Final Design Plans**

Final landscaping plans will be prepared based on the updated Schematic Base Design Concept and will consist of the following sheets. The plans will also include items shown in the MnDOT State Aid Example Plan Set. Design services related to add-on design elements Level 1 or Level 2 options will be considered extra work to be negotiated after these elements are defined in the Schematic Base Concept Design task, if approved by the City of Blaine for inclusion with the final documents.

- Title Sheet
- General Layout
- Estimated Quantities
- Miscellaneous Details
- Traffic Control Details
- Landscape Plan and Details
- Erosion Control Details

#### **Task 6 – Plan Review and Approval**

WSB will submit plans for City and MnDOT State Aid approval. This task will include making plan revisions based on City and MnDOT plan review comments. It is anticipated the plans will be reviewed first by the City and revised based on review comments before the plans are submitted to MnDOT for review.

#### **Task 7 – Utility Coordination**

WSB will contact the private utility owners with utilities within the project area to inform them of the project. No meetings are anticipated with the utility companies.

#### **Task 8 - Bid Documents / Special Provisions**

Special provisions will be written for unique items not covered adequately in the MnDOT Standard Specifications for Construction. These provisions will contain a description, materials and construction requirements, method of measurement, and basis for payment for each item. Deletions from and additions to standard specifications will be written and included as necessary. WSB will prepare the bid documents using Standard Boiler Plate information provided by the City of Blaine.

#### **Task 9 - Construction Cost Opinion / Cost Split**

An Engineer's Opinion of Probable Construction Costs will be prepared based on the quantities generated as part of the preparation of the construction plans.

#### **Task 10 – Bidding Administration**

WSB will prepare and distribute copies of the bid documents to potential bidders. WSB will assist the City in bidding the project by answering bidders question and preparing and issuing addendums prior to the bid opening. WSB will also attend the bid opening, review bids, provide a tabulation of results to the City of Blaine.

#### **Task 11 – Landscape Installation Review**

WSB will perform up to three site visits during construction to review the plantings.

#### **TENTATIVE PROJECT SCHEDULE**

January 2018 – Schematic Concept Design  
February 2018 – Detailed final planting design plans  
March 2018 – Final Bid Documents  
April 2018 – State Aid Approval  
May 2018 - Bidding  
June 2018 – Installation Review



**Estimate of Cost**  
**105th Ave LANDSCAPE IMPROVEMENTS**  
**Exhibit B**  
**BLAINE, MINNESOTA**

FINAL DESIGN AND CONSTRUCTION PLANS	Estimated Hours					Total Hours	Cost
	LA Designer / Project Manager	Landscape Design Manager	Landscape Design Support	Design Engineer / Sr. Technician	Clerical		
<b>Task No. Description</b>							
1 PROJECT MANAGEMENT/ COORDINATION	16			2	2	20	\$1,914.00
2 MEETINGS	8		8	8		24	\$2,488.00
3 BASE MAPPING/ DATA COLLECTION	2		6			8	\$640.00
4 CONCEPT DESIGN	8	12	32	2		54	\$5,158.00
5 FINAL DESIGN & PLAN PREPARATION							
A. Title Sheet	1			1		2	\$235.00
B. General Layout	4		4	1		9	\$815.00
C. Estimated Quantities	6		16	3		25	\$2,197.00
D. Miscellaneous Details			8	2		10	\$894.00
E. Prelim & Final Landscape Plans & Details	20	2	90			112	\$8,964.00
F. Traffic Control				12		12	\$1,716.00
6 PLAN REVIEW & APPROVAL	8			8		16	\$1,880.00
7 SPECIFICATIONS	30	2		8	8	48	\$4,812.00
8 CONSTRUCTION COST ESTIMATE	8		4	8		20	\$2,184.00
1 BIDDING ADMINISTRATION	4		8	6	13	31	\$2,848.00
10 LANDSCAPE INSTALLATION REVIEW	12		6			18	\$1,560.00
<b>Total Hours</b>	<b>127</b>	<b>16</b>	<b>182</b>	<b>61</b>	<b>23</b>	<b>409</b>	
<b>Average Hourly Rate</b>	92.00	142.00	76.00	143.00	78.00		
<b>Subtotal Labor Costs</b>	<b>\$11,684.00</b>	<b>\$2,272.00</b>	<b>\$13,832.00</b>	<b>\$8,723.00</b>	<b>\$1,794.00</b>		<b>\$38,305.00</b>
<b>Expenses</b>							
Miscellaneous							
<b>Subtotal Expenses</b>							
<b>Total Services</b>							<b>\$38,305.00</b>