



October 31, 2018

Mr. Bob Therres
Public Services Manager / Asst. City Manager
City of Blaine
10801 Town Square Drive NE
Blaine, MN 55449

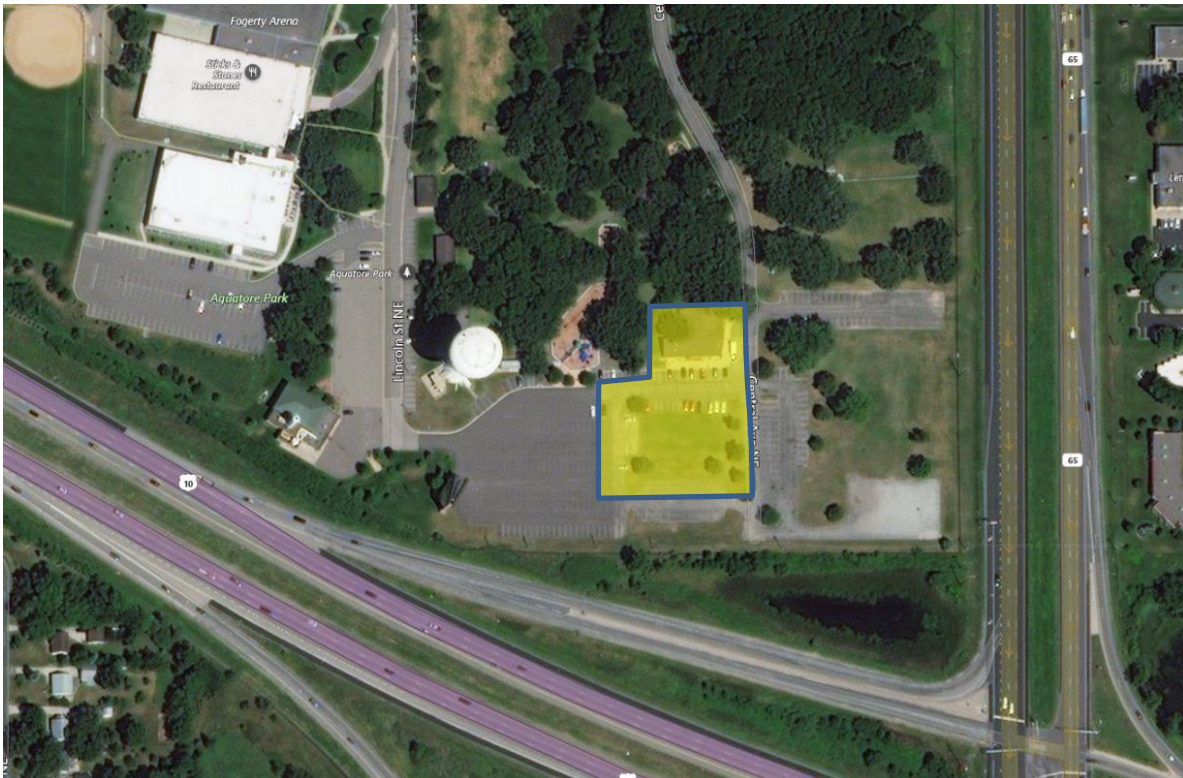
Re: Estimate of Professional Services Fee
Aquatore Park Site Improvements – Design through Bidding Services
City of Blaine, MN

Dear Mr. Therres:

WSB & Associates, Inc. (WSB) is pleased to present this proposal for professional services related to the Aquatore Park Site Improvement Project. The scope of services presented in this proposal are based on discussions with the City of Blaine, site master planning of the site currently being completed by WSB, and our familiarity with the project area. Plans and specifications will be included within the architectural bid package to be bid as a single bid package.

PROJECT UNDERSTANDING:

Aquatore Park will construct a new Senior Center and associated parking in 2019. The site is owned by the City of Blaine with a project area of about 2 acres (as highlighted below). Design will be performed in the fall of 2018 with the desire to bid the project and begin construction in the spring of 2019. Future improvements within the park—including picnic areas and band shell as well as plaza area for the senior center—have been discussed but are not included in this proposal.



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BASE SCOPE OF SERVICES

WSB will provide final design and bidding services for this project based on the approved site plan. The level of implementation within this phase will be based on the conversations to date, which includes removal of existing building, siting the newly proposed Senior Center, and parking for an additional 40 vehicles. To complete the project, we propose the following scope of services:

A. SCOPE OF SERVICES "A" – FINAL DESIGN AND BIDDING:

1. **Design Development:** Shall include the preparation of written text, plans, and other drawings necessary to describe the design and materials in sufficient detail for the City to envision the appearance and function of the proposed improvements.
 - a. This includes using the appropriate design standards for the listed facilities and preparing design development drawings. The drawings include basic site layout, landscaping, grading, removals plans, site utility plans, site lighting plans, and details as required. Outline specifications, including general and technical sections, will be prepared.
 - b. Includes coordinating with the City selected architect and incorporating their proposed floor plan into the site design.
 - c. An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the City shall determine which of the improvements shall be included in the final design.

2. **Construction Documents:** Once the design options are fully explored and selected, WSB will prepare final Construction Documents. These documents shall include plans, details, and specifications in sufficient detail for inclusion within the architectural bid package for the City to pursue competitive bids for the construction of the improvements. This task will include:
 - a. Construction Plans including:
 - i. Title Sheet
 - ii. Site Removals Plan
 - iii. Site Layout Plan
 - iv. Site Grading Plan
 - Erosion control and site SWPPP plans as necessary
 - Temporary sedimentation basins as necessary
 - Onsite soils are assumed to be free of hazardous materials.
 - Spot elevations for key finished grade elements
 - ADA grading design of trails, sidewalks, and other site facilities as appropriate for this phase of the project
 - v. Pavement Designs and Typical Details
 - vi. Storm Sewer and Drainage Plans and Details: Analysis and design of the stormwater drainage and conveyance system consistent with stormwater management requirements.
 - Developing a drainage plan for the park improvements and sizing additional storm structures as required based on site design
 - Designing BMPs as required to meet Blaine, watershed, and NPDES permit requirements for reconstructed impervious in the park
 - Developing existing and proposed drainage area maps and model for parking improvements and sizing rate control and storm structures
 - BMP design as required to meet CCWD permit requirements for all reconstructed impervious from the Parking Lots
 - CCWD Permit submission with one round of permit comment responses

Assumptions:

 - The City will provide invert and existing utility information.
 - There is no mainline watermain/sanitary work and no need for MPCA or MDH permits.

- No contamination review or ESA cost are included
 - Parking lot is in a no infiltration zone due to its location in a Well Head Emergency Response Area
 - vii. Electrical Plans, Details, and Specifications
 - Identify lighting design concept options with landscape architect
 - Review/coordinate site design with civil engineer
 - Solicit information on lighting standards from City of Blaine
 - Identify lighting requirements and control strategy
 - Coordination of electrical service with local electrical utility and existing conditions
 - Coordination meeting with City staff and Planning Services
 - Initial meeting to discuss lighting, power distribution, etc.
 - Coordinate electrical requirements for site with landscape architect. This includes power for other site amonites (future park shelters, buildings, etc.)
 - Parking lot light fixture selection
 - Photometric calculations for lighting to comply with requirements
 - Design of service enclosure to feed electricity and communications to support electrical and control needs
 - Design of electrical distribution to lighting and equipment (voltage drop calculations, feeder sizing, relaying and protection)
 - Division 26 Electrical Specification
 - Miscellaneous Site Construction Details
 - b. Prepare Technical Specifications
 - c. Prepare Final Cost Estimate
3. **Permits:**
- a. Completion and submittal of the NPDES Phase II stormwater permit at 90% plan completion. Assumes erosion control plan, SWPPP, and required erosion and sediment control details.
 - b. Coon Creek Watershed
 - Communicate with and prepare necessary documentation for the watershed district for compliance with their Stormwater Management rules.
 - c. Note: permit fees will be considered reimbursable expenses billed in addition to fee proposal.
4. **Bidding Assistance** – It is understood that the proposed site improvements will be bid as one single package. WSB will provide services for bidding assistance associated with the project including the following:
- a. Advertisement for bids
 - b. Coordinate online plan set availability to Contractors
 - c. Receive questions from Prospective Bidders and provide responses
 - d. Issue addenda as necessary
5. **Deliverables:**
- a. One complete paper and digital set of design development materials, construction drawings, specifications and final estimate of probable construction costs at 50%, 95%, and 100% completion.
 - b. Addenda during bidding
6. **Anticipated Meetings to be held in Blaine:**
- a. Two Construction Document review meetings (50% and 95%)

B. ADDITIONAL SERVICES

1. Geotechnical Services

- a. Site Access – Based on a review of on-line aerial photos it appears that the site can be accessed with our CME-55 truck mounted auger drill. It is also our understanding that we will not need permits to complete our work.
- b. Bore Hole Locating and Gopher State One Call – The boring locations will be staked using existing site features as guides. Ground surface elevations at the bore hole locations will be determined using a nearby benchmark, such as a fire hydrant. Prior to sending a drill rig to the site we will contact Gopher State One Call (GSOC) and have them request public underground utility owners mark and clear our proposed bore hole locations of their utilities. If there are private underground utilities that are not located by GSOC, you must notify us immediately.
- c. Subsurface Test Borings – We propose to complete five standard penetration test borings. We will perform three borings in the proposed senior center and two in the proposed parking lots. The borings for the parking lots will be drilled to a depth of about five feet each and the senior center borings will be drilled to a depth of about 20 feet each. If unsuitable soils (organic soils, etc.) are encountered at the proposed boring termination depth(s), it may be necessary to extend the borings into more competent materials. This will allow us to better evaluate potential construction issues. An additional charge of \$20 per lineal foot will be assessed for borings extended beyond their proposed termination depths. If the added work requires an additional mobilization to the site it will be charged at \$350 per day. In Minnesota, a boring that is 15 feet deep or greater is considered an environmental well and must be sealed per Minnesota Well Code. As such, we will need to seal the borings and prepare MDH notification and sealing records.
- d. Schedule, Bore Hole Samples and Laboratory Testing – Laboratory work and report preparation will take about two weeks following completion of the field work. It should be noted that this schedule may change based on timing of authorization, site conditions and other factors. Should our anticipated schedule change we will let you know. Samples retrieved during drilling will be returned to our laboratory where they will be reviewed, classified using the Unified Soil Classification System (USCS), and logged by a geotechnical engineer. Select samples will be set aside for laboratory testing. We may perform routine laboratory tests on selected soil samples obtained from the exploration. This may include determinations of natural moisture content and unconfined compressive strength with a calibrated penetrometer, if cohesive soils are encountered.
- a. Geotechnical Engineering Report – Information gathered for this project will be used to prepare a geotechnical report. The report will summarize our findings and provide a discussion of subsurface soil and groundwater conditions encountered in our borings and how they may affect the proposed construction. The report will also provide recommendations for subgrade preparation and footing construction based on the findings of the borings, along with estimates of groundwater depths/elevations, site grading, and a discussion of soils for use as structural fill and site fill and pavement section thickness.

2. Additional Services

- a. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB's general services contract with the City of Blaine.

C. CONDITIONS AND EXCLUSIONS

1. We will provide all of the professional design services, required to complete the plans and specifications as required for bidding the improvements for this project except the following:
 - a. Hazardous waste engineering
 - b. Archeological services
 - c. Ecological design services
 - d. Survey Services
 - e. Irrigation Design
 - f. Construction Administration Services

WSB can add these items to our scope at additional fee if they become required.

2. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB's general services contract with the City of Blaine.
3. City of Blaine may terminate project with written notice but shall be responsible for fees incurred to date.

D. PROJECT MANAGEMENT:

1. Bob Slipka will act as the main project manager for this project, with support by other staff. The City reserves the right to review/reject alternate project manager if workload requires an alternate staff member to take over project management duties.

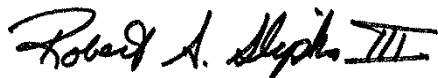
E. PROPOSED COST:

1. **Scope of Services Item A – Final Design and Bidding:** WSB and their identified team of subconsultants will provide the services, as outlined in Scope of Services Paragraph A above, for an hourly not-to-exceed fee of **\$31,980.00**. A breakdown of hours can be provided if requested.
2. **Scope of Services Item B – Additional Services:**
 - a. **Geotechnical services:** WSB will provide the additional services, as outlined in Scope of Services – Paragraph B above, for a fee of **\$4,900.00**.
 - b. **Additional Services:** WSB will provide additional services on an hourly basis at current consultant rates.

The proposed scope and fee presented herein represents our complete understanding of the project based on available information. If you have any questions or need additional information, please feel free to contact me at 763-231-4844. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

WSB & Associates, Inc.



Robert A. Slipka III
Associate / Senior Landscape Architect

ACCEPTED BY:

City of Blaine, MN

By _____

Date _____