



September 9, 2019

Mr. Stefan Higgins
Assistant City Engineer
City of Blaine
10801 Town Square Drive NE
Blaine, MN 55449

Re: 132nd Lane and Taylor Street Area Reconstruction
City of Blaine (C.P. 19-XX)
Proposal for Engineering and Construction Services

Dear Mr. Higgins:

WSB is pleased to provide you with our proposal to provide engineering and construction services for the 132nd Lane and Taylor Street Area Reconstruction Project. This project is to be constructed beginning in the Spring of 2020 and complete in the fall of 2020.

This project will include the full reconstruction of the roadways shown in Figure 1 from back of curb to back of curb. This will include replacement of the existing curb and gutter, replacement of the existing pavement, and minor repairs to the Cities utilities. This proposal includes services to complete the pre-feasibility report tasks, preliminary design, pavement design report, the feasibility report, final design and plan preparation, and construction services. This proposal does not include providing services for geotechnical investigation during the design phase, or construction testing. A proposal for those services will be provided upon request.

Thank you again for this opportunity to provide these engineering and construction services to the City of Blaine. I very much look forward to working with the City again on this project. If you have any questions or comments please do not hesitate to contact me at 763-287-8523.

Sincerely,

WSB

Nicholas Hentges, PE
Project Manager

cc: Dan Schluender, City Engineer, City of Blaine

SCOPE OF WORK

TASK 1.0 – PROJECT MANAGEMENT

Administration

Administration of the project will include monthly invoicing, contract amendment requests (if necessary), cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel and all other work to ensure all the project tasks are completed on time, within budget and in accordance with state and federal laws, rules and regulations.

General Coordination

General coordination of the project will include scheduling, preparing for, and facilitating the following meetings:

- Project Kickoff Meeting
- Monthly project management team meetings
- Coordination meetings for permitting requirements with Coon Creek Watershed District. One preliminary meeting
- Feasibility Meeting (1)
- Preliminary Design meeting. Further design meetings will be consolidated with PMT meetings
- Public open house meeting (1)
- Utility coordination meetings (2 minimum)

The consultant will coordinate with the City to secure the location for the public open house meeting.

Quality Assurance and Quality Control Functions (QA/QC)

The consultant will perform QA/QC functions throughout the project duration, from preliminary design through construction, to ensure delivery of a quality product in a timely manner.

Consistency in project management for this project is paramount. No changes in project management personnel will be made without written notice. Conditions where changes in key personnel are unavoidable (personnel no longer employed by the firm) are understood. Substitutions based on new projects or other additional workloads will not be favorably received. Likewise, the City will notify the selected consultant if there are changes in key personnel for the City.

Deliverables

- Schedule updates as needed
- Schedule monthly project management team meetings and other meetings identified above
- Coordinate activities with stakeholders via phone, e-mail and written correspondence
- Submit invoices in a timely manner
- Agendas and meeting minutes

TASK 2.0 – PRE-FEASIBILITY REPORT SERVICES & PRELIMINARY DESIGN

Topographic Survey – Base Mapping – Site Inspection

Surveying and mapping work will need to be completed by the consultant with this contract. Surveying and mapping should be completed in the Anoka County Coordinate System. Survey information should be provided to City of Blaine upon project completion including AutoCAD file, DTM, TIN file, point file, and description of vertical control used. WSB will complete all survey and mapping work required for the delivery of the project. Following completion of the topographic survey, WSB will process the field data and prepare the necessary base mapping to be used for the delivery of the project.

A preliminary site inspection will be necessary to determine the condition of the existing roadways, curb and gutter, sidewalks, storm sewer structures, and any other City infrastructure within the project limits. City staff will assist WSB with determining standards for any removals.

Deliverables

- Complete topographic survey and base mapping of project area
- Complete a preliminary site inspection to determine the scope of the project reconstruction

Preliminary Design – Pavement Design Report

WSB will complete a preliminary design for all components within the project limits. This preliminary design will serve as the basis for the feasibility report. The preliminary design will incorporate all improvements identified during the preliminary site inspection. Using the preliminary design WSB will identify the need for any new Right of Way or easements within the project limits. WSB will prepare and submit the preliminary plans to the City and Coon Creek Watershed District (CCWD) for review. WSB will incorporate comments from these agencies into subsequent plans and documents.

WSB will review the results of the preliminary site inspection of the roadway pavement in conjunction with recommendations made from the geotechnical evaluation. This will allow for the development of a pavement section that will address anticipated traffic loading and subgrade soil conditions, as well as document the design and justification for the new pavement section to be constructed with the project. This will be a technical report submitted independently of the feasibility report, project plans, and specifications. WSB will coordinate with the City and a geotechnical consultant to determine boring locations. WSB will coordinate with the geotechnical consultant to finalize the necessary geotechnical services. The City will pay the geotechnical services bills directly.

WSB will submit a Gopher State One Call design locate to collect the initial underground utility data. Following the locate request WSB will contact each private utility company to inform them of the project and to gather mapping of individual private facilities within the project limits. The City will provide record drawings of existing City utilities within the project limits.

Deliverables

- Complete topographic survey and base mapping of project area
- Complete a preliminary design for street profiles, storm water systems, storm water management, and Right of Way and/or Easement needs
- Preliminary construction plan (30%) that includes preliminary BMPs and project SWPPP
- Coordination with CCWD on BMPs and SWPPP
- Pavement Design Report, including geotechnical services coordination
- Gopher State One Call and private utility mapping

TASK 3.0 – FEASIBILITY REPORT

Feasibility Report

Upon obtaining approval of the preliminary design from City staff, WSB will prepare a feasibility report that will include:

- Report Text
- Graphics depicting the proposed improvements
- Engineer's opinion of probable cost
- Preliminary assessment roll based on the City of Blaine's Assessment Policy.

WSB will prepare a draft feasibility report for review by the City. WSB will incorporate all City comments into the draft feasibility report in order to prepare the final feasibility report.

As a part of the feasibility report, WSB will prepare and mail the feasibility report public hearing notices. The City will provide a list of names and addresses for the mailing. WSB will prepare a presentation and handout materials for the public hearing and attend and facilitate the public hearing as well as document and summarize any comments received for use by the City.

Deliverables

- Feasibility report, draft and final.
- Public hearing mailing, presentation, materials, and comment summary
- All meetings associated with the feasibility report process are listed in the Project Management section above.

TASK 4.0 – FINAL DESIGN SERVICES

Final Plans

Feedback from residents gathered at the public open house, along with input from City staff, will provide the basis for the final design and plan preparation. Once the City Council has ordered the project following the public open house WSB will complete the final design, which will include:

- Final pavement design and typical section based on City and MnDOT State Aid requirements
- Stormwater collection system improvements and additions, including structure repairs, casting adjustments/repairs and replacements, drintile installation as necessary, and stormwater treatment facilities as needed
- Other City utility improvements such as surface improvements to watermain and sanitary sewer structures

All elements of the final design will be documented in the construction plans prepared for the project. The construction plans will also detail miscellaneous items necessary for construction. The final plan set may consist of the following plan sheets, as well as others necessary for bidding the project:

- Title sheet
- Alignment sheet
- Statement of Estimated Quantities
- Project Tabulations
- General Construction Notes
- Removal sheets
- Street and storm sewer plan and profile sheets
- Watermain and sanitary sewer sheets as needed
- Surface water pollution prevention plan (SWPPP)
- Turf establishment and erosion control plans
- Signing and striping sheets

Final construction plans will be prepared and submitted at the 60% and 95% design stages. These plans will be delivered to the City and CCWD for review and comment at the 60% and 95% design stages. All comments received by the City and CCWD will be incorporated into subsequent plans.

Engineer's Opinion of Probable Cost

In addition to plans WSB will also prepare an Engineer's Opinion of Probable Cost at the 60% and 95% design stages for review by the City. The Engineer's Opinion of Probable Costs will be based on the City of Blaine's Assessment Policy and prepared using MnDOT's standard requirements. Upon receipt of all agency comments from the 95% design stage WSB will prepare the final Engineer's Opinion of Probable Cost for use by the City for bidding.

Specifications

WSB will prepare a project specifications package (Project Manual) that will include all materials that the City will use in bidding including the City's bid proposal form and special provisions. WSB will prepare the advertisement for bid using the City's template.

Legal Descriptions (Optional Task)

WSB will prepare legal description of the final Right of Way and/or easements for the project upon request by the City. The final easements will be determined based on refinements made to the easements identified the Pre-Feasibility phase.

Deliverables

- Design Files
 - 60% Plans

- 95% plans
- Engineer's Opinion of Probable Cost (60%, 95%, Final)
- Project Specifications (Project Manual)
- Legal descriptions for proposed Right of Way and/or Easements

Permits

Based on the nature of the construction the following permits will be prepared and submitted by WSB on behalf of the City:

- Minnesota Pollution Control Agency – NPDES Construction Activity Permit
- Coon Creek Watershed District Permit

TASK 5.0 – CONSTRUCTION SERVICES

Contract Administration

Contract Administration components will include facilitation and attendance at the preconstruction meeting and weekly meetings, processing applications for payment, and managing personnel and project issues on a day-to-day basis.

Construction Inspection

WSB will provide construction observation services and personnel that have the appropriate certifications for the work being performed. Construction observation services will include on-site presence during construction and completing appropriate required documentation and reporting, along with tracking quantities for payment to the Contractor.

Construction Staking

WSB will provide construction staking services for the project. These services will include staking construction limits, existing and proposed easements and Right of Way, grading alignment and grades for all utility and street facilities and appurtenances, signage locations and any other survey needs for the project.

Project Coordination

WSB will also coordinate all required construction testing services for the project. The City of Blaine will pay construction testing services bills directly.

WSB staff will be available throughout construction for issues related to the project design.

Record Plans

WSB staff will prepare a draft of the as-built drawings for delivery to the City for review within two months following the completion of construction. Final edits will be made to the drawings and delivered to the City within one month following the initial review. Services necessary for completion of the as-built drawings will include the following:

- Surveying to locate and identify as-built elevations for all repaired or modified City utilities.
- Structure measure downs on all structures within the project limits.
- Record Drawing preparation
- Any necessary tie cards for repaired utilities.



EXHIBIT A
COMPENSATION

132nd Lane and Taylor Street Area Street Reconstruction (19-XX)

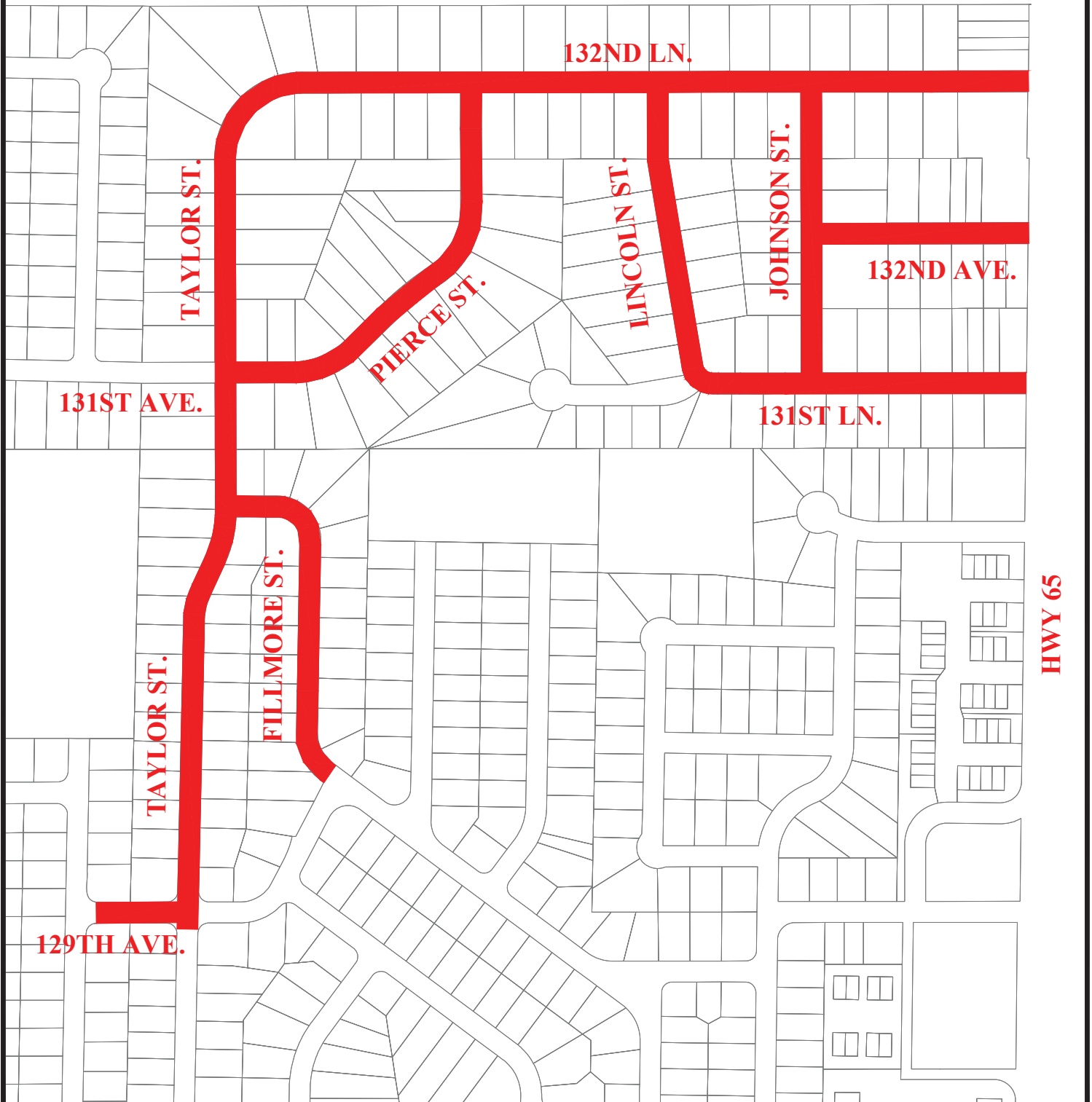
Task		Estimated Hours														Cost
		Principal	Project Manager	Design Lead	Project Engineer	Graduate Engineer	WR Project Engineer	WR Graduate Engineer	Constructor Observer	Engineering Technician	Survey Crew	Survey Tech	Sr. Environmental Scientist	Admin Assistant	Total Hours	
DESIGN AND BIDDING AND CONSTRUCTION SERVICES																
1	Project Management															
	Project Management / QA/QC	2	6	6									6	20	\$ 2,746.00	
	Kick-Off Meeting	2	3	3	4		3							15	\$ 2,128.00	
	Feasibility Meeting		4	4			3							11	\$ 1,686.00	
	Design Meeting		3	3	3		3							12	\$ 1,662.00	
	Preliminary Permit Meeting			2	2							2		6	\$ 686.00	
	Preliminary Watershed Meeting		1				2	2				4		9	\$ 1,070.00	
	Subtotal	4	17	18	9		11	2				6	6	73	\$ 9,978.00	
2	Pre-Feasibility Report Services															
	A. Topographic survey									80				80	\$ 14,960.00	
	Process field data										12			12	\$ 1,380.00	
	Base mapping										14			14	\$ 1,610.00	
	B. Preliminary Site Inspection					20	4	16						40	\$ 4,272.00	
	Subtotal					20	4	16		80	26			146	\$ 22,222.00	
2.1	Preliminary Design															
	A. Street centerline profile		2	4	4	4			8					22	\$ 2,668.00	
	Storm water collection system		1	2			6	24	4					37	\$ 4,334.00	
	Storm water management		1	2			6	14						23	\$ 2,790.00	
	B. Right-of-Way/Easement acquisition identification		1	2	2	4								9	\$ 1,010.00	
	Utility coordination		2		8	12								22	\$ 2,180.00	
	Subtotal		7	10	14	20	12	38	12					113	\$ 12,982.00	
2.2	Pavement Design Report	1	2	2	10								4	19	\$ 2,105.00	
3	Feasibility Report															
	A. Draft report		2	4	16	8		2						32	\$ 3,380.00	
	A. Report graphics			2	4	6			6					18	\$ 1,972.00	
	A. Engineer's opinion of probable cost		2	4	4	8								18	\$ 2,020.00	
	A. Report revisions based on staff review		2	2	4	4			2				4	18	\$ 1,956.00	
	B. Open House		4	2	4		2						4	16	\$ 1,968.00	
	Subtotal		10	14	32	26	2	2	8				8	102	\$ 11,296.00	
4	Final Design/Plan Preparation															
	Project Management / QA/QC	6	50	36										92	\$ 14,666.00	
	Design Meetings		10	10			10							30	\$ 4,580.00	
	A. Final Design															
	i. Roadway geometrics		4	16	60				30					110	\$ 12,540.00	
	ii. Storm water collections system		4	4	12		26	50	12	8	4			120	\$ 14,864.00	
	iii. Storm water management facilities design			4	12		26	50	12					104	\$ 12,244.00	
	A. Plan Preparation															
	i. Title sheet & construction details				4				2					6	\$ 636.00	
	ii. Storm water management facilities details				2		8	20	36					66	\$ 7,976.00	
	iii. Removals				8	10			8					26	\$ 2,676.00	
	iv. Street/Storm Sewer plan and profile			6	30		12	18	10					76	\$ 8,640.00	
	vi. Surface water pollution prevention plan (SWPPP)				2	2			2			4		10	\$ 1,028.00	
	vii. Restoration/turf establishment plan				4	8			8					20	\$ 2,112.00	
	viii. Cross-sections			4	4	16			44					68	\$ 7,952.00	
	B. Permits															
	i. Anoka County Highway Department															
	ii. MnDOT															
	iii. Watershed District		1				20	40	12					73	\$ 8,758.00	
	iv. Minnesota Pollution Control Agency - NPDES		1			2						4		7	\$ 750.00	
	Project Manual		4	16	8	24							12	64	\$ 6,936.00	
	Quantity Takeoff		2	8	16	32								58	\$ 5,916.00	
	Subtotal	6	76	104	162	94	102	178		176	8	4	8	12	930	\$ 112,274.00
5	Construction Services															
	A. Construction Staking									160				160	\$ 29,920.00	
	B. Construction Observation (Assume 12 weeks, 5 days/wk, 10 hours/day)							600						600	\$ 70,800.00	
	C. Project Coordination		24		60			24						108	\$ 12,576.00	
	D. Project Management		24		60	60		16	50					210	\$ 22,708.00	
	E. Preconstruction Meeting		4	2				3						9	\$ 1,310.00	
	F. Construction Meetings (bi-weekly)		24					12						36	\$ 5,400.00	
	G. Record Plans		2	4	16	36			20	32				110	\$ 14,196.00	
	Subtotal		78	6	136	96		16	689	20	192			1233	\$ 156,910.00	
Total Hours		11	190	154	363	256	131	236	705	216	280	30	14	30	2616	\$ 327,767.00

Hourly Rates	185.00	166.00	146.00	96.00	90.00	146.00	104.00	118.00	126.00	187.00	115.00	101.00	84.00			
Design Total Direct Labor Costs	\$2,035.00	\$31,540.00	\$22,484.00	\$34,848.00	\$23,040.00	\$19,126.00	\$24,544.00	\$83,190.00	\$27,216.00	\$52,360.00	\$3,450.00	\$1,414.00	\$2,520.00			\$327,767.00

TOTAL PROPOSED FEE																\$327,767.00
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OPTION TASKS																
	Legal Descriptions (Assumes 10 parcels)		4		20					60					84	\$ 10,144.00

FIGURE 1



City of Blaine

**PAVEMENT MANAGEMENT
2020 PROJECT MAP**

City of Blaine Engineering Department / 10801 Town Square Dr NE/ Blaine, MN 55449/
763.785.6172

