



August 24, 2021

Mr. Cody Sylvester
Project Engineer
City of Blaine
10801 Town Square Drive NE
Blaine, MN 55449

Re: 2022 – Hidden Oaks Street Rehabilitation Project
City of Blaine (C.P. 21-XX)
Proposal for Preliminary Engineering and Feasibility Services

Dear Mr. Sylvester:

WSB is pleased to provide you with our proposal to provide preliminary investigation and survey, preliminary design, and feasibility report services for the 2022 Hidden Oaks Street Rehabilitation Project. This project is to be constructed beginning in the Spring of 2022 and complete in the fall of 2022.

The **Hidden Oaks Street Rehabilitation Project (See attached Figure 1)** includes 12 separate street segments within the City of Blaine. The street segments are listed below. The rehabilitation of each of these streets will include pavement replacement and spot curb and gutter replacement. In addition, all city watermain, sanitary sewer and storm sewer facilities will be evaluated for necessary repairs and / or replacements on all the streets within this project area.

- 97th Avenue from Hamline Avenue to Yalta Street
- 97th Lane from Hamline Avenue to Xebec Street
- 97th Court from West cul-de-sac to Hamline Avenue
- 98th Avenue from Hamline Avenue to Xebec Street
- 98th Lane from Wake Street to Yalta Street
- 99th Avenue from Wake Street to Xebec Street
- 99th Lane from Xebec Street to Austin Street
- Hamline Avenue from Edgewood Road to North cul-de-sac
- Wake Street from 98th Avenue to 99th Avenue
- Wake Court from 99th Avenue to North cul-de-sac
- Xebec Street from Edgewood Road to 99th Lane
- Yalta Street from 97th Avenue to 99th Lane

This proposal includes services to complete the pre-feasibility report survey, preliminary design, and the feasibility report. Our experience working with the City of Blaine on several street reconstruction and rehabilitation projects over the past 3 years make WSB well suited to successfully deliver this project on time, within budget and fully meeting the City's expectations. This proposal does not include providing services for geotechnical investigation during the preliminary design phase.

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Thank you again for this opportunity to provide these engineering 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

A handwritten signature in black ink, appearing to read 'Ni Hentges', with a long horizontal flourish extending to the right.

Nicholas Hentges, PE
Project Manager

cc: Stefan Higgins, Assistant City Engineer, City of Blaine

Exhibit A SCOPE OF SERVICES

TASK 1.0 – PROJECT MANAGEMENT

Nicholas Hentges, PE will serve as the Project Manager throughout every phase of the project, from preliminary design through the feasibility report, and beyond.

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, and City expectations.

General Coordination

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

- Project Kickoff Meeting
- Monthly or bi-monthly project management team (PMT) meetings – assume 2
- One coordination meeting for permitting requirements with Rice Creek Watershed District
- Feasibility Meeting (1)
- Preliminary Design meeting. Consolidated with PMT meeting
- Utility coordination meetings (1) prior to feasibility report.

WSB will provide a documented record of each meeting within one week following each meeting. WSB will coordinate with the city to secure the location for the public open house meeting, prepare all necessary materials for the open house, and attend the open house meeting

Quality Assurance and Quality Control Functions (QA/QC)

The consultant will perform Quality Management functions throughout the project duration, from preliminary design through the feasibility report, and beyond as applicable, to ensure delivery of a quality product in a timely manner. This process will include a documented review process at each stage of the project, preliminary design, feasibility, and beyond as applicable. These reviewed documents will be made available to the city upon request. Nicholas is a firm believer in providing the highest quality deliverables to the city and will ensure the Quality management process is strictly followed throughout the project.

Consistency in project management for this project is paramount. No changes in project management 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

- Budget and Schedule updates as applicable.
- Document design decisions
- Track project action items
- Facilitate 2 project management team / design meetings and other agency coordination meetings identified above.
- Coordinate activities with stakeholders via phone, e-mail, virtual meetings, in-person meetings, and written correspondence.
- Submit invoices in a timely manner.
- Agendas, meeting materials, and meeting minutes.

TASK 2.0 – PRE-FEASIBILITY REPORT SERVICES & PRELIMINARY DESIGN

Topographic Survey – Base Mapping – Site Inspection

Surveying and mapping work will be completed by WSB for this project. Surveying and mapping will be completed in the Anoka County Coordinate System. Survey information will 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

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

Preliminary Design and Right of Way Needs

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, such as pavement improvements, curb replacements, City utility upgrades, etc. Using the preliminary design WSB will identify the need for any new Right of Way or easements within the project limits, as applicable. WSB will prepare and submit the preliminary plans to the city and Rice Creek Watershed District (RCWD) for review. WSB will incorporate comments from the city and RCWD into subsequent designs, 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. WSB will also gather information from the utility companies regarding any existing easements the utility companies possess along the project segments. The city will provide record drawings of existing City utilities within the project limits.

Deliverables

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

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. The City will provide WSB a file that includes property owner names and addresses, PINs, and property addresses for assessable properties. WSB will determine assessable footages used in the assessment calculations using plat maps that are available online. Upon completion of the review of the draft feasibility report by the city, WSB will incorporate all City comments from the draft feasibility report in order to prepare the final feasibility report.

As a part of the feasibility report process, WSB will attend one neighborhood open house meeting. This meeting will take place prior to the public hearing. The city will handle all mailings to residents for the open house and public hearing. WSB will prepare all materials necessary for the neighborhood open house meeting, attend the meeting, and create a comment summary following the meeting. The neighborhood open house meeting may be a virtual meeting. WSB will assist the city as needed to facilitate such a meeting.

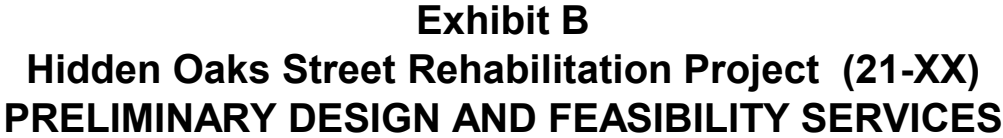
Deliverables

- Feasibility report, draft and final.
- Public open house attendance, materials, and comment summary
- All other meetings associated with the feasibility report process are listed in the Project Management section above.

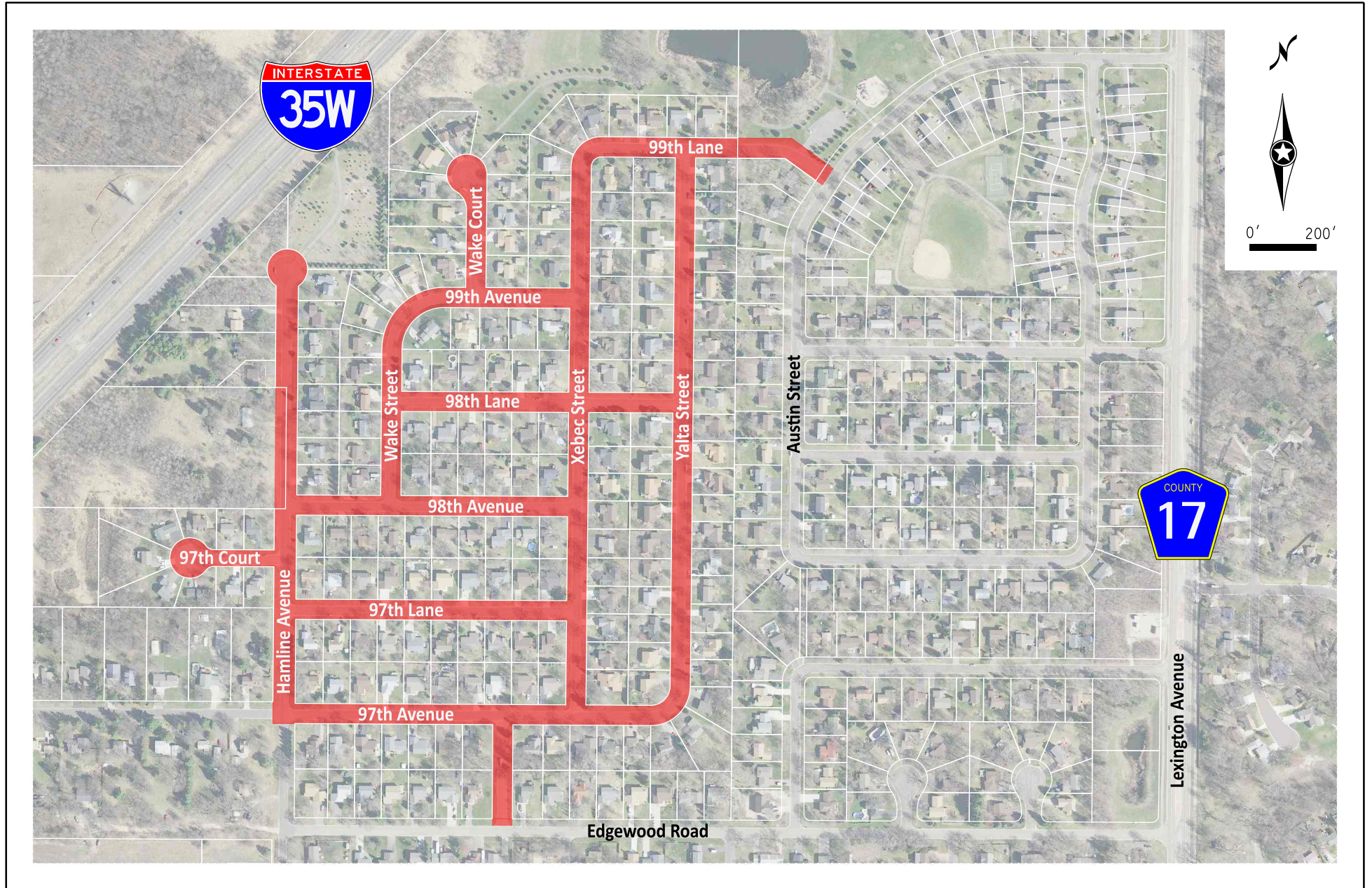
Exhibit B provide a detailed breakdown of the hours associated with each task listed above for each project.

FINAL DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION

Final design and construction administration services are not included as a part of this proposal. These services will be a separate contract negotiated following the feasibility report public hearing and action by the City Council to order the project forward.



Expenses - Mileage	\$500.00
TOTAL PROPOSED FEE	\$47,269.00



Hidden Oaks Area Rehabilitation

City of Blaine, Minnesota

Figure 1