



Building a Better World
for All of Us®

June 21, 2022

RE: City of Baxter, Minnesota
2023 Cypress Drive & Douglas Fir Drive
Improvements
*Proposal for Design & Construction Engineering
Professional Services*
City Project No: 4087
SEH No. P-BAXTE 161665 10.03

Honorable Mayor and City Council
c/o Trevor Walter, PE - Public Works Director/City Engineer
City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

Dear Trevor:

Thank you for the opportunity to provide a proposal for professional services to the City of Baxter to upgrade and extend streets, trails, lighting, sewer, water, and storm water facilities south along the Douglas Fir Drive and Cypress Drive corridors, including a new roundabout on Cypress Drive at Highland Scenic Drive (CSAH 48) in Baxter. We have enjoyed working with the City and Crow Wing County with infrastructure planning and implementation efforts along the Cypress Drive and CSAH 48 corridors, and look forward to taking the next steps on this project with you.

The proposed project is a cooperative project between the City of Baxter and Crow Wing County. The City is the lead agency and has requested a proposal and scope of work from the SEH/WIDSETH team for the remaining phases of the project. SEH and Widseth Smith Nolting & Associates Inc (WIDSETH) have been working on various stages of planning for this project including teaming on the recently approved feasibility study for this project. Moving forward, it is proposed that SEH will perform management of the entire project, design the street, trail, storm water, and lighting elements, administer the public construction bidding process, and lead construction administration efforts. WIDSETH will be responsible for overall project preliminary surveying, design of the sanitary sewer and water main improvements, final assessment calculations and hearing, overall construction observation and staking, and post construction record drawing surveying and re-monumentation work. WIDSETH plan sheets and specification sections would get incorporated into the overall SEH project plans and specifications.

PROJECT UNDERSTANDING

The proposed project has been in the planning stages for decades. The current implementation timeline is being driven by the need to accommodate a proposed multi-building 250-unit+ apartment complex adjacent to the south side of Hinkley Road from Douglas Fir Drive to Cypress Drive, and along both sides of Cypress Drive from Hinkley Road to Highland Scenic Drive. It is our understanding that the associated City's project areas include Cypress Drive from just south of the College Road roundabout to Highland Scenic Drive (CSAH 48) and Douglas Fir Drive from Hinkley Road south 340 feet.

Proposed improvements on Cypress Drive include street resurfacing from just south of the College Road roundabout to Hinkley Road and street and utility extensions south to CSAH 48 with street lighting improvements along the entire corridor. A 3-lane, 44-foot wide urban section with a 10-foot wide separated bituminous trail on the

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540
SEH is 100% employee-owned | sehinc.com | 218.855.1700 | 866.852.8880 | 888.908.8166 fax

east side is proposed. The trail is also planned to extend along the north side of Hinkley Road east from Cypress Drive then north to Berrywood Park. Construction of a single-lane roundabout at the CSAH 48 intersection is also proposed. Cypress Drive storm water is planned to be managed by expansion of an existing storm water basin in the NE corner of the CSAH 48/future Cypress Drive intersection.

Proposed improvements to Douglas Fir Drive include a transition from 4-lane divided to 3-lane, 44-foot wide urban section roadway across Hinkley Road. Douglas Fir Drive storm water will be managed via an existing basin in the SW corner of Douglas Fir Drive/Hastings Road intersection. Water main will be extended along the corridor.

We are assuming the project scope is substantially similar to the initial implementation improvements identified in the Cypress Drive and Douglas Fir Drive Improvements (Municipal Project No. 4087) Feasibility Report Prepared by WIDSETH approved by the City Council on May 17, 2022.

Our proposed scope of services is as follows:

SCOPE OF WORK

PROJECT MANAGEMENT (INCLUDED WITH ALL TASKS)

Project management and administration will be provided for all phases of the project.

- Perform general day-to-day project management and administration. Includes project accounting, invoicing, and record keeping.
- Ongoing coordination, communication, and scheduling – internal and external.
- Deliverables: Monthly invoices and copies of all pertinent Project correspondence.

PRELIMINARY SURVEY SERVICES

We propose to complete a preliminary topographic survey of the project area suitable for design of the proposed improvements. Items included with this proposal are:

- Establish vertical and horizontal control points within the project area
- Field survey existing conditions and topography for vertical and horizontal location information
- Coordinate field location of existing utilities (i.e. electric, telephone, gas, cable)
- Record and document location of mapped or marked utilities (i.e. electric, telephone) if available
- Record and document existing property corners and right-of-way that are evident
- Import field survey points into base drawing along with property and right-of-way information
- Prepare base topographic drawing and existing ground surface.

DESIGN SERVICES

We will prepare design drawings and contract documents suitable for competitive bidding that meet City and MSAS requirements. Items included in our proposed scope of services are as follows:

- Prior preliminary engineering
- State Aid project setup
- Establish project website
- Design kickoff and subsequent Plan review meetings with City and County staff – up to four (4) meetings
- Private Utility Company coordination – up to two (2) meetings
- Preparation of project plans, including the following:
 - Title sheet
 - Statement of estimated quantities
 - Quantity tabulations
 - Typical construction details
 - Typical roadway sections
 - Alignment plan

- Traffic Control Plan
- Existing conditions and removals plan
- Temporary and permanent erosion control details and plan
- Stormwater Pollution Prevention Plan
- Stormwater calculations and design
- Bituminous pavement section design
- Roadway design
- Roundabout plans
- Trail design
- Storm and sanitary sewer schedules
- Sanitary sewer, water main, storm sewer and roadway plan and profile sheets
- Pavement marking and signage plan
- Roadway cross sections and earthwork calculations
- Tee Hive parking lot entrance reconfiguration
- Street lighting plans (Cypress Drive from College Road to CSAH 48 and Cypress/CSAH 48 roundabout)
- State Hydraulics Engineer review submittal
- Storm water technical memorandum
- Quality control review and plan modifications
- State Aid, County, and City staff review submittals (95% & 100% plans)
- Final plan preparation
- Preparation of contract documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Prepare permit applications (the following permits are assumed necessary):
 - Crow Wing County Right of Way permit
 - Minnesota Pollution Control Agency (MPCA) NPDES Construction Permit SWPPP (permit to be secured by Contractor)
 - MPCA Sanitary Sewer Extension Permit
 - Minnesota Department of Health (Water Main) Plan Review.
- Project design status reports
- Final plan review with City staff, Utilities Commission and City Council
- Deliverables: Bidding Documents in electronic PDF format, storm water technical memorandum.

ADVERTISING/BIDDING/AWARD SERVICES

We will assist the City in advertising, electronic bidding (via QuestCDN.com), and awarding the project. Items included in our proposed scope of services are as follows:

- Assist City with advertising the construction documents for public bidding.
- Coordination of contract document distribution to prospective bidders
- Reply to bidder questions and inquiries
- Prepare and distribute necessary addenda
- Facilitate a virtual bid opening via QuestCDN.com and Microsoft Teams
- Prepare a tabulation of bids received
- Review apparent low bid for compliance with contract documents
- Make recommendation to the City for award of the contract.
- Deliverables: Bid tabulation, award recommendation letter.

FINAL ASSESSMENT CALCULATIONS AND HEARING

We will assist the City with assessment calculations, assessment public hearing and documentation in accordance with the Minnesota Chapter 429 assessment process. Items included in our proposed scope of services are as follows:

- Prepare final cost split worksheet and assessment calculations
- Prepare individual records of assessment
- Assist the City with Assessment Hearing resolutions and notices. We assume the City will assume responsibility for publishing and mailing all required notices.
- Prepare and present Assessment Hearing project information. One (1) meeting.
- Deliverables: Final cost split worksheet, final assessment calculations and map, individual record of assessment worksheet.

CONSTRUCTION STAKING

We propose to provide construction staking and field survey services associated with the proposed construction.

Specific tasks included with this proposal are:

- Establish vertical and horizontal control in the project area
- Generate staking files for the design elements shown in the plans
- Provide construction staking for clearing & grubbing, removals, sanitary sewer, water, storm sewer, roadway & trail subgrade and curb & gutter, erosion control, construction limits, street lighting, signing, pavement markings. Staked once (1).
- Document staked point locations and elevations
- Provide Contractor with construction staking information.

CONSTRUCTION ADMINISTRATION

We propose to provide construction administration services associated with construction of the proposed improvements and coordination with the Contract Documents. Specific tasks included with this proposal are:

- Coordinate execution of the Contract Documents
- Coordinate and attend a pre-construction conference
- Coordinate, attend, and facilitate neighborhood informational meeting with Contractor and SEH/WIDSETH team in attendance after pre-construction conference - up to one (1) meeting.
- Prepare project website updates
- Review Contractor material submittals and shop drawings for compliance with the plans and specifications
- Coordinate and conduct weekly construction meetings. Up to 16 meetings.
- Project status reports (monthly during active construction).
- SWPPP monitoring
- Wage rate compliance review and reporting, as necessary.
- Preparation of Contractor payment requests. Up to five (5) payment requests.
- Review and preparation of change orders and work directives
- Serve as the liaison between City, County, Contractor and the Public
- Review project status, pay estimates and change orders with Utilities Commission and City Council
- Deliverables: Agendas and meeting minutes/notes, copies of pertinent project correspondence.

CONSTRUCTION OBSERVATION

We propose to provide construction observation services (ie Resident Project Representative) to document conformance to the Contract Documents. Specific tasks included with this proposal are:

- Provide part-time field observation of the following items
 - Traffic control
 - Removals

- Clearing and grubbing
- Roadway subgrade
- Aggregate base
- Pavement markings and signage
- Restoration and project clean up
- Provide full-time field observation of the following items
 - Sanitary sewer
 - Water
 - Storm sewer
 - Concrete curb & gutter and flatwork
 - Bituminous roadway and driveways
- Observe and document testing procedures and results
- Document daily work activities for conformance to the plans and specifications
- Measure and document bid items for payment
- Assist the City with the final walkthrough and project closeout.
- Assumes up to 1,000 hours of observation.
- Deliverables: Copies of pertinent project documentation.

POST-CONSTRUCTION SERVICES

We will complete post-construction services in accordance with City requirements. Specific tasks included with this proposal are:

- Complete record drawing survey of new or altered sanitary sewer, water and storm sewer pipes, structures and appurtenances. Record drawing survey for signs will be completed using City equipment.
- Re-establish removed or disturbed property boundary markers
- Preparation of property boundary certificate of survey
- Preparation of "Record Drawing" document
- Project closeout
- Deliverables: Electronic PDF of record drawing documents, record drawing survey point file, property boundary certificate of survey (for re-establishment of initially found property pins).

ASSUMPTIONS & EXCLUSIONS

The following assumptions and exclusions were taken into consideration when preparing this proposal:

- City will pay for any advertising and publication fees (not included in SEH's fees).
- No wetland delineations/permitting are required.
- The current access to the Highland Scenic Apartments (NW quadrant of Cypress Dr/CSAH 48) will be closed and not relocated. Multiple iterations of access/driveway relocation scenarios is excluded.
- Environmental services (potential soil/groundwater contamination) are not required.
- No public informational meeting is desired during the design phase.
- No special landscaping is desired for the interior of the roundabout.
- The following services are assumed will be provided in a future separate contract or contracted directly with the City:
 - Property acquisition services. It is assumed that when the full extent of property acquisition needs are known, a contract amendment would be executed for providing acquisition support.
 - Preliminary sewer cleaning & televising.
 - Any special preliminary geotechnical testing determined necessary by the final design (ex. double split ring infiltrrometer testing).
 - Construction Materials Testing (CMT). The CMT scope will be based on the final construction Contract Documents.
- The following services are being provided by already executed separate contracts:
 - ICE report for the Cypress/CSAH 48 intersection.

- Feasibility report, preliminary assessment calculations, and improvement hearing support.
- Geotechnical investigation and evaluation (soil borings).
- Construction phase services fees are based on up to 16 weeks of construction in 2023. Construction services beyond 16 weeks would be considered Additional Services.
 - Construction observation (Resident Project Representative) services beyond 1,000 hours would be considered Additional Services.

We will also furnish such Additional Services as you may request or as required.

Your budgetary limitations for construction of the Project should be provided to us in writing at an early date. We will endeavor to work within those limitations. Where appropriate, if the estimated cost exceeds the budget, we will either request an adjustment in the budget or suggest a revision in the extent or quality of the Project to assist in bringing construction cost back within the budget. We do not guarantee that our opinions of probable construction cost will not differ materially from negotiated prices or bids. If you wish greater assurance as to probable construction cost or if you wish formal estimates, an independent cost estimator should be employed.

SCHEDULE

Our team is ready to begin work upon authorization of the contract. Construction is planned for 2023 with project delivery intended to generally follow the major milestones outlined in the feasibility study. Note, the schedule could change beyond the control of the SEH team such as the date of notice to proceed, review turnaround times, right of way acquisition, funding, and apartment complex developer accommodations.

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 in the Not-To-Exceed amount of \$614,000.00.

Thank you again for the opportunity to propose on this project. I look forward to discussing the scope further with you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott D. Hedlund, PE, PMP
Senior Project Manager

sh
c: Aric Welch – WIDSETH