



7/28-2026

Mr. Trevor Thompson
Assistant City Engineer
City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

Re: Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey

Dear Trevor

WSB is pleased to present this proposal to The City of Baxter for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project Record Drawing Survey. Our project understanding, scope of work, and proposed fee is listed below.

A.1 PROJECT UNDERSTANDING

WSB understands that the City of Baxter needs record drawings produced for the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project. The project consisted of relocating the signal intersection of Knollwood Drive and TH 210, to Inglewood Drive. The City of Baxter has requested the following deliverables: a CAD file of the record drawing survey, a marked up/redlined PDF of the project plans, and GIS sign inventory of the project.

B.1 SCOPE OF SERVICES

B.1.1 SURVEY

- (1) Storm Sewer
 - A. WSB will utilize a two-person survey crew to collect data on the storm sewer for record drawings.
 - (1) Data will consist of structure: invert elevations, rim elevation, location, invert direction, and invert pipe sizes for storm sewer improvements made within the limits of the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project.
- (2) Curb/Medians/Sidewalks
 - A. WSB will utilize a one-person survey crew to collect data on the curb and gutter, medians, and sidewalks for record drawings.
 - (1) Data will consist of location of back of curb, curb type, median location, edge of sidewalk, and edge of bituminous trail/walk within the limits of the Trunk Highway 210 & Inglewood Drive Railway Crossing Improvements Project.

B.1.2 REDLINED RECORD PLANS

- (1) Record Plans will be created by redlining the project plan set.
 - A. WSB will mark up and redline the plan set provided by the City of Baxter to reflect what was installed with the project.

B.1.3 SIGN INVENTORY

- (1) WSB will use City of Baxter equipment provided to inventory signs installed with the project.

B.1 DELIVERABLES

Consultant will provide the following:

- B.2.1. SURVEY
A. WSB will deliver a CAD file of the record drawing survey consisting of curb and gutter linework, structures location and inverts, and other major items not shown in the plans.
- B.2.2 REDLINED RECORD PLANS
B. Redlined and marked up PDF plan set with marked up structure elevations, structure inverts, sidewalk, and median locations.
- B.2.3 SIGN INVENTORY
C. WSB will use City of Baxter equipment provided to inventory signs installed with the project.

C.1 PROPOSED FEES

- C.1.1 Services outlined in paragraphs B1.1-B.2.1.3 above will be provided for an hourly not-to-exceed fee of \$24,430.00.

(A) The following fee table provides an overview of fees that are broken into the main categories of work.

SURVEY	\$12,360.00
REDLINED RECORD PLANS	\$5,970.00
SIGN INVENTORY	\$6,100.00
TOTAL	\$24,430.00

D.1 SCHEDULE

- a) Work will begin at the end of August 2026 and deliverables will be complete before November 30th, 2026.

E.1 ACCEPTANCE

This letter represents our entire understanding of the project scope. If The City of Baxter is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Sincerely,

WSB

Name
Date
Page 3

Jupe Hale, PE
Senior Director of Municipal Services

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between The City of Baxter and WSB on _____.

By: _____
Name: _____
Date: _____