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July 19, 2022

RE: City of Baxter, Minnesota
2023 Commercial and Residential Full Depth
Reclamation Improvements Project
Proposal for Engineering Professional Services
City Project No: 4423
SEH No. P-BAXTE 168113 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 engineering professional services to the City of Baxter to assist with annual street rehabilitation efforts on approximately 3 miles of commercial and residential streets in Baxter. The City is also considering approximately 1.5 miles of trail extensions adjacent to two of these segments. We have enjoyed working with the City on various infrastructure planning and implementation efforts throughout the City over the years, and look forward to moving this planned project forward with you.

PROJECT UNDERSTANDING

The City has embraced a robust pavement rehabilitation program that includes spending on average \$2 Million+ annually on resurfacing projects since developing a detailed pavement management plan in 2013. The 2023 project limits, scope, and implementation timeline are based on the pavement management plan identified condition ratings, age, maintenance/rehabilitation history, and staff field reviews. It is our understanding that the following road segments and associated rehabilitation techniques are the basis of the scope of this project:

Commercial Full Depth Reclamation (FDR)

- Clearwater Road from Inglewood Drive to Edgewood Drive – 5,680 feet

Residential Full Depth Reclamation (FDR)

- Cedar Scenic Road from Oakwood Drive to Memorywood Drive – 2,350 feet
- Oakwood Drive from Cedar Scenic Road to Michelle Circle – 2,070 feet
- Joler Road from Briarwood Lane to 1,520 feet southeast – 1,520 feet
- Forest Drive from Excelsior Road to Clearwater Road – 3,030 feet
- Fox Road from Forest Drive to 1,040 feet west
- Fox Place from Forest Drive to 200 feet east

The City commissioned a Bicycle and Pedestrian Policy Study back in 2019. It identifies future regional bicycle and pedestrian shared use paths along Clearwater Road and Cedar Scenic Road. It is our understanding that the City would like to investigate the feasibility of constructing the following bituminous trail extensions:

Bituminous Trail Extensions

- Along Clearwater Road (south side) from Inglewood Drive to Edgewood Drive – 5,680 feet
- Along Cedar Scenic Road (north side) from Brownsville Circle to Memorywood Drive – 3,400 feet

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

The proposed Commercial and Residential FDR improvements include resurfacing the project streets back to their current widths (of 26 feet for residential and 36 and 40 feet on the commercial street) with driveway tie-ins back to the right of way line. The City standard FDR pavement section for commercial areas is 6-inches of hot mix asphalt (HMA) over a minimum of 6-inches of reclaim/aggregate base. The City standard residential FDR section is 3.5-inches of HMA over 7-inches of reclaim/aggregate base.

With the exception of the east and west ends of Clearwater Road, the project roads have and are to remain as rural ditch sections. It is assumed that less than 20% of the existing curb will be replaced within the urban section portions of this project. No stormwater improvements are planned. No wetland impacts are assumed.

No sanitary sewer and water main improvements are planned. However contract provisions will be included for investigating replacement of water main polyvinyl chloride (PVC) water main tees installed back in late 1970's/early 1980's, and if found to replace them. Older hydrants in the project area would also be replaced.

The contemplated new trails are assumed will be 10-foot wide HMA surfaced with a minimum 20-25 feet offset from the near paved edge of the existing roadway.

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 DETAILS AND SURVEY

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.

We also propose to have an engineer conduct a visual survey of the project area and discuss the findings with City engineering staff.

SOILS INVESTIGATION

We propose to subcontract with a geotechnical firm (Braun Intertec) to perform a pavement evaluation study. The scope will include ground penetrating radar (GPR) and up to 20 each companion hand auger borings and pavement cores in an effort to characterize the in-place pavement layer thicknesses. The field investigation findings will be summarized in a report format that will be included with the construction contract documents.

FEASIBILITY REPORT

Our services for this task will consist of conducting a study and investigation, preparing a feasibility report document containing the findings of the study and investigation along with our recommendations for the Project, preparing a preliminary opinion of probable cost for the Project, and calculating preliminary special assessment rates. We will

also assist the City conduct an Improvement Hearing for the project following the Minnesota Chapter 429 special assessment process. Our proposed study and hearing scope includes the following:

- Prepare exhibits showing project limits utilizing City provided GIS data.
- Develop draft typical section drawing(s) for the roadway and trail improvements
- Develop preliminary opinion of probable cost and splits worksheet
- Prepare preliminary assessment worksheet and map
- Prepare draft report
- Review draft report with City Staff – one (1) meeting
- Present draft report to the Utilities Commission – one (1) meeting
- Present draft report to the City Council – one (1) meeting
- Prepare final report based on Utilities Commission and City Council input.
- Present final feasibility report at the Improvement Hearing for this project – one (1) meeting.

DESIGN SERVICES

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

- Establish project website
- Design kickoff and subsequent Plan review meetings with City 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
 - Traffic Control Plan
 - Existing conditions and removals plan
 - Temporary and permanent erosion control details and plan
 - Stormwater Pollution Prevention Plan
 - Sanitary Lift Station #13 bituminous driveway paving and 60 foot long extension to the west
 - Roadway surfacing plans
 - Roadway plan and profile sheets in planned subcut areas
 - Pavement marking and signage plan
 - Street lighting location plans (showing locations only of existing and proposed street lighting units to be relocated/installed and LED upgrades by Crow Wing Power)
- Quality control review and plan modifications
- City staff review submittals (90% & 100% plans)
- Final plan preparation
- Preparation of an easement acquisition survey parcel exhibit with legal description for up to one (1) parcel (40140808) at the southeast end of Joler Road to facilitate construction of a cul-de-sac.
- Preparation of contract documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Prepare permit applications (the following permits are assumed necessary):
 - Minnesota Pollution Control Agency (MPCA) NPDES Construction Permit SWPPP (permit to be secured by Contractor)
- Project design status reports
- Final plan review with City staff, Utilities Commission and City Council
- Deliverables: Bidding Documents in electronic PDF format.

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
- Meeting with City staff to review final assessment and cost split information. Up to one (1) meeting.
- 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 (staked once) for:
 - removals,
 - roadway centerline subgrade offsets at 50 foot intervals,
 - subgrade and reclaim/aggregate base blue tops,
 - concrete curb & gutter offset stakes at 25-foot intervals,
 - erosion control,
 - construction limits,
 - intersection street lighting,
 - signing,
 - pavement markings.
- 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 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
- 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/reclaiming
 - Roadway subgrade/subcuts
 - Aggregate base
 - Pavement markings and signage
 - Restoration and project clean up
- Provide full-time field observation of the following items
 - 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 960 hours of observation.
- Deliverables: Copies of pertinent project documentation.

CONSTRUCTION MATERIALS TESTING SERVICES

We will subcontract with a geotechnical firm to conduct the necessary grading & base, concrete, and bituminous construction materials sampling and testing for the project. The assumed scope is listed in the attached proposal from Braun Intertec that is based on the 2022 SALT MnDOT Schedule of Materials Control and the initial project scope assumptions.

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 is required.
- Environmental services (potential soil/groundwater contamination) are not required.
- Only up to one (1) public informational meeting is assumed required and will occur after the preconstruction conference.
- No special landscaping is desired for the project corridors.
- No traffic engineering studies are necessary.
- No SEH electrical engineering/street lighting design services are necessary for proposed street lighting work to be completed by Crow Wing Power. SEH will only be providing a street lighting location map.
- The following services are assumed will be provided in a future separate contract or contracted directly with the City:
 - Property acquisition services beyond preparation of up to the one (1) parcel easement exhibit and legal description referenced above.
 - Preliminary storm and sanitary sewer cleaning & televising.
 - Any special preliminary geotechnical investigations or testing beyond the scope listed in the attached Braun Intertec Pavement Evaluation Report proposal that is determined necessary by the final design (ex. double split ring infiltrometer testing if storm water management improvements are necessary).
 - Design and construction phase services related to any trail extensions.
 - Storm water design.
 - Storm water pond cleaning: quantity calculations, testing, bidding documents, construction phase services.
- Construction Materials Testing scope is based on the attached Braun Intertec proposal. Testing services needed beyond this scope, based on the final construction Contract Documents construction scope, would be considered Additional Services.
- 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 960 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 to be completed in 2023 with project delivery intended to allow for bidding to occur in January/February 2023 and the Improvement Hearing to be held before starting construction. 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, permitting, and funding.

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 \$480,000.00.

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.

A handwritten signature in black ink that reads "Scott D. Hedlund". The signature is written in a cursive, flowing style.

Scott D. Hedlund, PE, PMP
Senior Project Manager

Attachment – Braun Intertec Pavement Evaluation and Construction Material Testing proposal
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Project Proposal

QTB161628

City of Baxter 2023 Street Improvement Projects

Client:

Short Elliott Hendrickson, Inc.
Scott Hedlund
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Various City Streets
Baxter, MN

Service Description:

Pavement Evaluation and Construction
Material Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	Pavement Evaluation				
Activity 1.1	Ground Penetrating Radar Testing (3 miles)				\$2,910.00
259	GPR Testing	6.00	Hour	200.00	\$1,200.00
8640	Mobilization	300.00	Each	3.50	\$1,050.00
126	GPR Analysis	4.00	Hour	165.00	\$660.00
Activity 1.2	Pavement Coring and Hand Auger Borings (20 locations)				\$3,975.00
1862	Trip Charge (from St Cloud)	1.00	Each	75.00	\$75.00
252	Bituminous Coring and Hand Auger Borings (2 person crew)	10.00	Hour	200.00	\$2,000.00
1555	Bit wear and patch material, per core	20.00	Each	20.00	\$400.00
SUB	Subcontractor - Traffic Control (Clearwater Road)	0.50	Each	3,000.00	\$1,500.00
Activity 1.3	Engineering and Reporting				\$2,038.00
138	Project Assistant	2.00	Hour	84.00	\$168.00
371	CADD/Graphics Operator	2.00	Hour	125.00	\$250.00
126	Project Engineer	8.00	Hour	165.00	\$1,320.00
128	Senior Engineer	1.50	Hour	200.00	\$300.00
Phase 1 Total:					\$8,923.00
Phase 2	MnDOT Testing				
Activity 2.1	Soil Testing				\$4,001.00
217	Compaction Testing - DCP's	22.50	Hour	92.00	\$2,070.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	FDR	5.00	Trips	4.50	22.50
209	Sample pick-up	7.00	Hour	92.00	\$644.00
1162	Sieve Analysis with 200 wash, per sample	2.00	Each	153.00	\$306.00
1530AG	Asphalt Content of Aggregate Base, per sample	1.00	Each	176.00	\$176.00
1861	CMT Trip Charge	7.00	Each	115.00	\$805.00
Activity 2.2	Concrete Testing				\$2,652.00
261	Concrete Testing	12.00	Hour	92.00	\$1,104.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Curb & Gutter	2.00	Trips	4.00	8.00
	Ped ramps	1.00	Trips	4.00	4.00
278	Concrete Cylinder Pick up	6.00	Hour	92.00	\$552.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	3.00	Trips	3.00	9.00
1364	Compressive strength of concrete cylinders, per specimen	9.00	Each	34.00	\$306.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Curb & Gutter	2.00	Set	3.00	6.00
	Ped Ramps	1.00	Set	3.00	3.00
1861	CMT Trip Charge	6.00	Each	115.00	\$690.00

Project Proposal

QTB161628

City of Baxter 2023 Street Improvement Projects

Activity 2.3	Pavement Testing				\$20,582.00
222	Bituminous Verification Testing	80.00	Hour	121.00	\$9,680.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Bituminous Plant Monitoring	8.00	Trips	10.00	80.00
2689	MnDOT Bituminous Verification, per sample	8.00	Each	797.00	\$6,376.00
221	Bituminous Coring	16.00	Hour	121.00	\$1,936.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Mark & Observe Contractor Coring & Testing	2.00	Trips	8.00	16.00
1542	Thickness and Density of Bituminous Core	24.00	Each	60.00	\$1,440.00
1861	CMT Trip Charge	10.00	Each	115.00	\$1,150.00
Activity 2.4	Project Management				\$4,071.00
226	Project Manager	12.00	Hour	185.00	\$2,220.00
1230	MnDOT Final Report	1,000.00	Each	1.00	\$1,000.00
228	Senior Project Manager	1.00	Hour	209.00	\$209.00
238	Project Assistant	6.00	Hour	107.00	\$642.00
Phase 2 Total:					\$31,306.00

Proposal Total:	\$40,229.00
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