

Master PSA Task Order No. 1

This Task Order No. 1 ("Task Order") is made as of September 15, 2026 ("Effective Date"), under the terms and conditions established in the Master Professional Services Agreement dated September 15, 2026 ("Master Agreement"), between City of Baxter, MN ("Client") and WSB LLC ("Consultant"). This Task Order authorizes and describes the scope and compensation conditions for Consultant's professional services ("Services") on the project known as: Excelsior Road and Dellwood Drive Roundabout Landscaping Design, located in Baxter, MN ("Project").

1. SCOPE OF SERVICES:

See attached Exhibit A.

2. COMPENSATION:

See attached Exhibit A.

3. ADDITIONAL PROVISIONS:

None.

This Task Order is executed pursuant to the Master Agreement, effective as of the Effective Date. Execution of this Task Order by Client and Consultant authorizes Consultant to carry out and complete the Services described herein in strict accordance with the Master Agreement.

City of Baxter, MN

WSB LLC

By:

By:



Name:

Name: Jupe Hale

Its:

Its:

Senior Director of Municipal Services

By:

Name:

Its:

Exhibit A

I. Project Understanding

1. Final landscape design including plans, statement of estimated quantities and MnDOT specifications for one (1) roundabout island, based on previous roundabout design on Excelsior Rd.
2. Landscape package to be included with MnDOT project documents for the Highway 371 / 210 project, to include general grading, utility service connections for irrigation and seeding. Will be referenced as the MnDOT Plans.
3. Final Landscape package (City Project) to be constructed separately from MnDOT project, to include plantings / landscape items, topsoil, irrigation system and mulch/groundcover. Will be referenced as City Plans.
4. Schedule assumes 60% construction documents to be completed in September 2026. Final plan timeline to coincide with Highway 371/210 project and landscape installation following MnDOT project.

II. Scope of Services

1. PROJECT MANAGEMENT
 - A. Project Management and Controls
 - B. Kick off meeting with Client
 - C. Base file coordination with MnDOT project partners
2. PRELIMINARY DESIGN
 - A. Prepare 30% Landscape Design
 - 1) 30% MnDOT project Roundabout landscape and Utility design, including provisions for future plantings.
 - 2) 30% Landscape plan based on 2018 Excelsior Road roundabout landscape installation (City Project)
 - 3) 30% Cost Estimates
 - 4) QA/QC Review
3. FINAL DESIGN
 - A. Prepare 60% landscape Design (MnDOT & City Plans)
 - 1) 60% MnDOT project Roundabout landscape and Utility design.
 - 2) 60% landscape / planting plan (City Project)
 - 3) 60% Cost Estimate
 - 4) 60% Technical Specifications
 - 5) QA/QC Reviews
 - B. Prepare 90% landscape Design (MnDOT & City Plans)
 - 1) 90% MnDOT project Roundabout landscape and Utility design.
 - 2) 90% landscape / planting plan (City Project)
 - 3) 90% Cost Estimate
 - 4) 90% Technical Specifications
 - 5) QA/QC Reviews
 - C. Prepare 100% landscape Design (MnDOT Plans only)
 - 1) Final landscape plans, technical specifications and estimate to be included in MnDOT plan set
 - 2) QA/QC Reviews
4. BIDDING SERVICES
 - A. Bidding Services
 - 1) Provide bidding or quoting assistance associated with the bid package including:
 - a. Receive questions from Prospective Bidders and provide responses
 - b. Issue addenda as necessary
 - c. Review bids and provide recommendations related to landscape installation
5. CONSTRUCTION SERVICES
 - A. Construction Observation
 - 1) Provide construction observation of water service and conduit being completed with the MnDOT project.
 - a. Provide up to 12 hours of observation. Additional observation can be complete at an hourly rate.

III. Compensation

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$55,794 as detailed below.

Project Management	\$9,614
Preliminary Design	\$14,811
Final Design	\$24,615
Bidding Services.....	\$4,755
Construction Services	\$1,980
TOTAL.....	\$55,794

IV. Assumptions

1. Performance specification for Irrigation will be included for design and installation by contractor.
2. Water Utility and Electrical sources for irrigation systems to be included in MnDOT roadway project design.

V. Exclusions

1. The following items are excluded from this Agreement; however, Consultant can provide these services for additional compensation by an Amendment for Additional Services (AAS).
 - A. Construction Administration Services of City Plans

- B. 100% Design of City Plans
- C. Bidding services of City Plans
- D. Construction Materials Testing
- E. Construction staking
- F. Lighting design

2026 Rate Schedule



	Billing Rate/Hour
ASSOCIATE SR. ASSOCIATE PRINCIPAL SR. PRINCIPAL	\$202 - \$291
SR. PROJECT ENGINEER SR. PROJECT MANAGER	\$202 - \$263
PROJECT MANAGER	\$178 - \$199
GRADUATE ENGINEER PROJECT ENGINEER	\$120 - \$198
PROJECT MANAGER ASSISTANT	\$98 - \$161
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$79 - \$197
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$89 - \$189
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$80 - \$187
PLANNER SR. PLANNER	\$92 - \$195
GIS SPECIALIST SR. GIS SPECIALIST	\$89 - \$195
CONSTRUCTION OBSERVER	\$121 - \$158
SURVEY	
Survey Office Technician	\$141 - \$176
Drone Pilot	\$204
One-Person Crew	\$204
Two-Person Crew	\$275
OFFICE TECHNICIAN	\$70 - \$152

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.