

June 25, 2025

Honorable Mayor and City Council
c/o Trevor Walter, P.E. – Public Works Director/City Engineer
City of Baxter
13190 Memorywood Drive
Baxter, MN 56425

**RE: Proposal for Professional Construction Services
2025 Design Road & TH 371 Stormwater Improvements Project
Municipal Project No. 4135
Baxter, Minnesota**

Dear Mayor and City Council:

In response to staff request, we are pleased to submit our Proposal for construction-related services for the 2025 Design Road & TH 371 Stormwater Improvements Project. The Project Area includes Design Road from the west side of TH 371 to Golf Course Drive.

Our proposed Scope of Services is as follows:

Final Assessment Calculations and Hearing

Widseth will assist the City with assessment calculations, hearings, 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, notices, and City Council RCA's
- Prepare and present Assessment Hearing project information – one (1) meeting

Construction Staking

Widseth proposes to provide construction staking and field survey services associated with the proposed construction. Specific tasks included with this Proposal are:

- Re-establish vertical and horizontal control in the Project Area
- Generate staking files for the design elements shown in the plans
- Provide construction staking for removals, utility modifications, storm sewer, roadway subgrade, roadway curb & gutter, signage and pavement markings – staked one (1) time.
- Document staked point locations and elevations
- Provide contractor with construction staking information

Labor Compliance

Widseth proposes to provide construction labor compliance services associated with the proposed construction. Specific tasks included with this Proposal are:

- Pre-construction meeting
- Collection of certified payroll reports from prime contractor and prime contractor's sub-contractors
- Review of payrolls and documents provided
- Prepare and send monthly Issues Report to prime contractor
- Confidential storage of payroll and documents
- Transmittal of documents at project close out

Construction Administration

Widseth proposes 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
- DCP post award documentation
- Coordinate and attend a pre-construction conference
- Coordinate and attend neighborhood information meeting with City, Contractor, and Engineer prior to the start of construction – 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
- NPDES Permit coordination and monitoring
- Preparation of contractor payment requests – up to seven (7) payment requests
- Preparation of DCP payment requests - up to seven (7) payment requests
- Review and preparation of change orders and work directives – up to five (5) change orders
- Serve as the liaison between City, Contractor, and the Public
- Project status reports and required City Council RCA's
- EEO and DBE monitoring and documentation
- Review project status, pay estimates and change orders with Utilities Commission and City Council
- DCP project close out documentation
- Deliverables: Electronic PDF copies of meeting agendas and minutes, pay estimates and change orders with accompanying City Council RCA's and pertinent project correspondence

Construction Observation

Widseth proposes to provide construction observation services 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
 - Roadway and trail subgrade
 - Aggregate base
 - Street lighting modifications
 - Pavement markings and signage
 - Restoration and project clean up
- Provide full-time field observation of the following items:
 - City utility modifications
 - 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
- Deliverables: Electronic PDF copies of daily construction records, Item Record Accounts, and other pertinent project documentation

Construction Materials Testing

Widseth proposes to sub-contract with Braun Intertec Corporation to complete required Local Agency construction testing in accordance with City requirements and the MnDOT Schedule of Materials Control. Items typically included with this task include:

- Coordination and scheduling of Braun Intertec construction testing
- Completion of required soils, concrete, and bituminous testing
- Preparation of construction testing compliance documentation
- Deliverables: Construction materials testing compliance documentation in electronic PDF format

Post-Construction Services

Widseth proposes to 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
- Deliverables: Electronic PDF of record drawing documents and property boundary Certificate of Survey for re-establishment of initially found property markers

Assumptions and Exclusions

In preparing this Proposal, Widseth relied on the following assumptions and exclusions:

- Environmental services (potential soil and groundwater contamination) are not required. If contaminated soils are encountered, Widseth will provide a contract amendment to address the issue.
- Construction Observation service fees are based on 20 weeks of construction in 2025. Construction Observation services above 1600 hours would be considered Additional Services.

Widseth proposes to perform the services described above on an hourly basis in accordance with the attached Fee Schedule, for the **Not To Exceed amount of \$440,444**. We are prepared to begin work immediately upon authorization of the Contract. If you agree with our proposed Scope of Services, please sign and return one copy of this letter to us as our authorization to proceed.

We realize this is an important project to the City, and for that reason we welcome the opportunity to sit down with you and your staff to go over this Proposal and review the approach and work tasks outlined above. If necessary, we will revise the Proposal to better conform to the City's needs for this project.

We thank you for giving us the opportunity to submit this Proposal and look forward to working with the City to make this proposed project a reality.

Sincerely,

A handwritten signature in blue ink that reads "Alex D Bitter". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Alex Bitter, P.E.

Proposed by Widseth Smith Nolting



Alex Bitter, Vice President



Aric Welch, Vice President

Accepted by the City of Baxter: The above Proposal and previously submitted General Provisions of Professional Services Agreement are satisfactory and WIDSETH is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the Fee Schedule.

Date

Date