



ITEM REPORT UTILITIES COMMISSION

Agenda Date: 6/3/2026
Agenda Section: Consent Agenda

Department Origination: Public Works

Agenda Item: Approve the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$101,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project

Approval Required: Simple Majority Vote

BACKGROUND

Widseth is currently under contract for design engineering services with the City of Baxter related to the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project. This amendment supplements the original Proposal by adding right-of-way acquisition and relocation services through a subconsultant.

Widseth proposes to retain the services of SRF Consulting Group, Inc. to provide right-of-way acquisition and relocation services. SRF has specialized staff with extensive experience in assisting public agencies with property acquisition and business relocation as it relates to MnDOT requirements, the Uniform Relocation and Real Property Acquisition Polices Act and Minnesota Statute 117.52.

A summary of the additional property acquisition and relocation services is as follows:

- SRF will provide professional right-of-way acquisition and relocation services for the project. Items included in the proposed Scope of Services are as follows:
- Project management and coordination with City staff and WIDSETH
- Bi-weekly project status updates
- Preparation of title reports and field title reports for affected parcels
- Owner notifications and acquisition coordination
- Coordination of appraisals and appraisal reviews
- Preparation of offer packages and acquisition documentation
- Presentation of offers and negotiation assistance
- Mortgage consent coordination, if required
- Preparation and maintenance of acquisition files and contact logs
- Relocation assistance services in accordance with applicable federal and state requirements
- Preparation of required relocation notices and supporting documentation
- Coordination of relocation benefits and claims documentation
- Preparation of complete acquisition and relocation files for project closeout

SRF will perform services described above for the Not to Exceed Amount of \$101,000.00. With this amendment, to total Widseth contract for this project will be increased to \$231,500.00.

FINANCIAL IMPLICATIONS

The total cost for the additional services described above is \$101,000. With this amendment, the total engineering fee will be increased to \$231,500. The City intends to use State Aid funds and possibly assessments to fund the

project. Right-of-way acquisition costs are eligible for reimbursement with Minnesota State Aid funds when they are incurred as part of an approved State Aid project and are necessary to acquire the property interests required for construction. Eligible costs generally include property acquisition, easements, appraisals, acquisition and negotiation services, relocation assistance, and other documented right-of-way expenses directly related to the project. Minnesota State Aid rules specifically provide for reimbursement of approved right-of-way claims and establish procedures for payment once acquisition activities are completed and final costs are documented. As a result, local agencies may use Municipal State Aid Street (MSAS) to reimburse eligible right-of-way acquisition costs, including consultant services associated with the acquisition process, provided all State Aid requirements and applicable acquisition procedures are followed.

STAFF RECOMMENDATIONS

Staff recommends approval of Widseth contract Amendment No. 1 in the amount of \$101,000.00 for specialty property acquisition and relocation services.

COUNCIL ACTION REQUESTED

MOTION to approve of the Widseth Contract Amendment No. 1 in the Not to Exceed Amount of \$101,000.00 for the 2027 Fairview Road/Forest Drive Extension to Excelsior Road Project.