

Exhibit A

Buschmann Road and Ranchette Drive Reconstruction Project Phase 2B Breezy Point, MN

I. Scope of Services

1. FINAL DESIGN, PLANS, SPECIFICATIONS, AND UTILITY COORDINATION

A. Project Management

- 1) *General Coordination.*
- 2) *Progress reports, invoices, and billing.*
- 3) *Quality control/quality assurance.*

B. Additional Private Utility Owner (GSOC) Coordination

- 1) *Coordination with onsite general contractor and utility contractor on utility relocations.*
- 2) *Two-dimensional surface features survey of all subsurface utilities.*
- 3) *Determine conflict points between planned construction and existing/planned private utilities.*

C. GSOC Meeting (assumed 2)

D. Plans

- 1) *Title Sheet.*
- 2) *General Layout.*
- 3) *Statement of Quantities/Notes.*
- 4) *Construction Details.*
- 5) *Standard Drawings.*
- 6) *Miscellaneous Details.*
- 7) *Construction Plans (removals, plan and profile, utility, traffic control, ADA).*
- 8) *Stormwater Pollution and Prevention Plan (SWPPP).*
- 9) *Cross Sections.*

E. Project Manual (specifications, general and special provisions, contract documents)

F. Design Meetings with City Staff

- 1) *60% Design Meeting.*
- 2) *90% Design Meeting.*
- 3) *Final Design/Pre-Bid Meeting.*

G. QA/QC Plan Reviews

H. Constructability Review

I. Permits

- 1) *Apply and obtain necessary federal, state, and local permits.*
- 2) *Technical Advisory Panel (TEP) meeting*

Deliverables

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities.
- Utility conflict plans.
- Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2)
- Construction drawings (60%, 90%, and 100%).
- Draft and final project manual and specifications.
- Meeting agenda, meeting minutes, and summary memos for design meetings.
- Constructability review memo.
- QA/QC plan review checklist.
- TEP meeting minutes.
- Permits – USACE Section 404 and Wetland Conservation Act.

2. FINAL CONSTRUCTION COST ESTIMATE

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
 - 4) Engineers Opinion of Probable Cost

Deliverables

- Engineer's opinion of probable cost in excel format with finding groups.

3. ADDITIONAL PUBLIC ENGAGEMENT

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Owner and Stakeholder Meetings
 - 1) *City Council Meetings (assumed 5)*
 - 2) *Stakeholder ID and Engagement Plan Update*
 - 3) *Maintain Project Website and Update*
 - 4) *Project Fact Sheet and Q&A Update*
 - 5) *In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)*
 - 6) *Open House (Two, 3-hr meeting, drive and prep)*

Deliverables

- Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary).
- Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination).
- Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations).

4. PROJECT BIDDING

- A. Project Management
 - 1) *General Coordination.*
 - 2) *Progress reports, invoices, and billing.*
 - 3) *Quality control/quality assurance.*
- B. Project Bidding and Award
 - 1) *Schedule bid opening time, date, and location.*
 - 2) *Prepare notices and publications.*
 - 3) *Answer questions during bid phase.*
 - 4) *Prepare bid tabulations.*
 - 5) *Prepare award recommendation.*
 - 6) *City Council Meeting (award recommendation).*
 - 7) *Contracts, bonds, and insurance.*

Deliverables

- Notices and publications.
- Summary of Q & A during bidding.
- Bid tabulations.
- Award recommendation.
- Executed contracts, bonds, and insurance.

II. Compensation

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$192,370.

Final Design, Plans, Specifications, and Utility Coordination \$145,176

Final Construction Cost Estimate.....	\$10,376
Additional Public Engagement.....	\$25,208
Project Bidding.....	\$6,624

TOTAL..... \$187,384

III. Assumptions

1. Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
2. Assumes two public open houses around 60% and 90% plans.
3. Assumes attendance at 5 City Council meetings.

Estimated Project Fees
Buschmann Road and Ranche Drive Reconstruction Project - Final Design
 City of Breezy Point, MN

Scope of Services Phase/Task Description	Estimated Hours													Total Hours	Fee	
	Principal	Senior Project Manager	Senior Project Manager - Construction	Public Engagement Project Manager	Public Engagement Lead	Marketing Graphics	GIS	Graduate Engineer	Municipal Design Lead	Water Resources Design	Water Resources Design	SWPPP Design	Environmental Permitting			
	Ron Bray	Paul Sandy	Matt Indihar	Ryan Earp	Sammantha Watson	Yeng Muoa	Steve Gazdik	Isaiah Escobedo	Shannon Heitmann	Laura Pietila	Laura Rescorla	Thomas Hoffman	Roxy Robertson			
Phase 2 - Final Design																
2B.1 Final Design, Plans and Specifications and Utility Coordination																
2B.1.0 Project Management General coordination Progress reports, invoices, and billing Quality control/quality assurance		22													22	\$ 4,840.00
2B.1.1 Additional Private Utility Owner (GSOC) Coordination Coordination with utility contractors on relocations Two-dimensional surface features survey in ACAD format of all subsurface utilities Determine conflict points between planned construction and existing/planned public utilities		10							30						40	\$ 8,020.00
2B.1.2 GSOC Meeting (2)		8							4						12	\$ 2,536.00
2B.1.3 Plans Title Sheet General Layout Statement of Quantities/Notes Construction Details Standard Drawings Miscellaneous Details Construction Plans (removals, plan and profile, utility, traffic control, ADA) Stormwater Pollution and Prevention Plan (SWPPP) Cross Sections		32						230	260	36	26	6			590	\$ 98,788.00
2B.1.4 Project Manual (specifications, general and special provisions, contract documents, etc.)		16	4						32	10	5				67	\$ 12,964.00
2B.1.5 Design Meetings with City Staff Design meeting 1 (Design kick-off) Design Meeting 2 (30% Design) Design meeting 3 (60 % Design) Design meeting 4 (90% design) Design meeting 5 (Final Design/Pre-Bid)											2	2			6	\$ -
											2	2			6	\$ -
		2							2	2					6	\$ 1,140.00
		2							2	2					6	\$ 1,140.00
		2							2	2					6	\$ 1,140.00
2B.1.6 QA/QC Plan Reviews	4	16							8						28	\$ 6,068.00
2B.1.7 Constructability Review		4	8												12	\$ 2,432.00
2B.1.8 Permits Apply and obtain necessary federal, state, and local permits Technical Advisory Panel (TEP) meeting		4						4					32		40	\$ 6,108.00
Deliverables: Two-dimensional survey, layout, and AutoCAD file of subsurface utilities Utility conflict plans Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2) Construction drawings (30%, 60%, 90%, 100%) Draft and final project manual and specifications Meeting agenda, meeting minutes, and summary memos for design meetings Constructability review memo QA/QC plan review checklist TEP meeting minutes Permits – USACE Section 404 and Wetland Conservation Act																
Subtotal Task 2.1	4	118	12					234	340	52	31	6	32		829	\$ 145,176.00
2B.2 Final Construction Cost Estimate																
2B.2.0 Project Management General coordination Progress reports, invoices, and billing Quality control/quality assurance		4													4	\$ 880.00
2B.2.1 Engineer's Opinion of Probable Cost Deliverables: Engineer's opinion of probable cost in excel format with funding groups		10							24	10	6				50	\$ 9,496.00
Subtotal Task 2.2		14							24	10	6				54	\$ 10,376.00

	Estimated Hours													Total Hours	Fee		
	Principal	Senior Project Manager	Senior Project Manager - Construction	Public Engagement Project Manager	Public Engagement Lead	Marketing Graphics	GIS	Graduate Engineer	Municipal Design Lead	Water Resources Design	Water Resources Design	SWPPP Design	Environmental Permitting				
2B.3 Additional Public Engagement																	
2B.3.0 Project Management		3		3	14											20	\$ 3,126.00
General coordination																	
Progress reports, invoices, and billing																	
Quality control/quality assurance																	
2B.3.1 Property Owner and Stakeholder Meetings	6	20		14	60	38	8								146	\$ 22,082.00	
City Council meetings (assumed 5)																	
Stakeholder ID and Engagement Plan update																	
Maintain Project Website and Update																	
Project Fact Sheet and Q&A Update																	
In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach)																	
Open House (Two, 3-hr meeting, drive and prep)																	
Deliverables:																	
Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary)																	
Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination)																	
Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations)																	
Subtotal Task 2.3	6	23		17	74	38	8								166	\$ 25,208.00	
2B.4 Project Bidding																	
2B.4.1 Project Management		4							10						14	\$ 2,820.00	
General coordination																	
Progress reports, invoices, and billing																	
Quality control/quality assurance																	
2B.4.2 Project Bidding and Award		12							6						18	\$ 3,804.00	
Schedule bid opening time, date, and location																	
Prepare notices and publications																	
Answer questions during bid phase																	
Prepare bid tabulations																	
Prepare award recommendation																	
City Council Meeting (award recommendation)																	
Contracts, bonds, and insurance																	
Deliverables:																	
Notices and publications																	
Summary of Q & A during bidding																	
Bid tabulations																	
Award recommendation																	
Executed contracts, bonds, and insurance																	
Subtotal Task 2.4		16							16						32	\$ 6,624.00	
Total	10	171	12	17	74	38	8	234	380	62	37	6	32	1081	\$ 187,384.00		
Grand Total Hours	10	171	12	17	74	38	8	234	380	62	37	6	32	1081			
Hourly Rate	\$ 249.00	\$ 220.00	\$ 194.00	\$ 220.00	\$ 129.00	\$ 108.00	\$ 158.00	\$ 131.00	\$ 194.00	\$ 156.00	\$ 180.00	\$ 147.00	\$ 147.00				
Grand Total Direct Labor Costs	\$ 2,490.00	\$ 37,620.00	\$ 2,328.00	\$ 3,740.00	\$ 9,546.00	\$ 4,104.00	\$ 1,264.00	\$ 30,654.00	\$ 73,720.00	\$ 9,672.00	\$ 6,660.00	\$ 882.00	\$ 4,704.00				\$ 187,384.00
Reimbursable Expenses -																	
Subtotal Expenses																	\$ -
Total Fee (Hourly estimated fee)																	\$ 187,384.00

Assumptions Phase 2B.1 - Final Design, Plans, Specifications, and Utility Coordination - Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.
Phase 2B.3 - Additional Public Engagement - Assumes two public open houses around 60% and 90% plans. Assumes attendance at 5 City Council meetings.
Phase 2B.4 - Project Bidding - Assumes attendance at 1 City Council meeting.