

Exhibit A

Buschmann Road and Ranchette Drive Reconstruction Project Phase 2A
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. Plans

- 1) *Title Sheet*
- 2) *General Layout*
- 3) *Construction Plans (Plan and Profile)*

C. Design Meetings

- 1) Design kickoff meeting.
- 2) 30% design meeting.

Deliverables

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities.
- Construction drawings (30%).
- Meeting agenda, meeting minutes, and summary memos for design meetings.

2. FINAL RIGHT OF WAY IMPACTS, PARCEL RESEARCH, AND EASEMENT ACQUISITION

A. Project Management

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

B. Additional Survey and Staking of Easements

- 1) *[insert description or list of services under the sub-task]*

C. Final Right of Way Determination and Acquisition

- 1) Prepare final right of way determination (assumed 27 parcels)
- 2) Prepare final right of way cost estimate (assumed 27 parcels)
- 3) Acquire necessary right of way and easements (assumed 27 parcels)
- 4) Prepare easement sketch and description documents (assumed 27 parcels)

Deliverables

- Ownership and encumbrance reports.
- AutoCAD files with proposed easements and right of way.
- Tabulation for right of way process.
- Easement sketch and descriptions.
- Early notification letters.
- Valuation reports and reviews.
- Offer packages.
- Executed conveyance documents.
- Payment requests.
- Summary information for condemnation parcels.

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 \$14,450
Final Right of Way Impacts, Parcel Research, and Easement Acquisition \$91,820

Expenses and Subcontracts

Appraisals – Valbridge Property Advisors (27 parcels).....	\$6,750
Appraisals – Valbridge Property Advisors (27 parcels).....	\$67,500
Appraisal Review – John Foster Appraisal (27 parcels)	\$14,850
Postage	\$250
Mileage/Meals/Per Diem	\$3,500
TOTAL.....	\$199,120

III. Assumptions

1. Assumes enough time to finalize construction limits and prepare a 30% plan set for review.
2. Assumed a maximum of 27 parcels for required temporary or permanent construction easements.

IV. 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. Eminent Domain assistance is not included. If requested, it would be provided at the hourly rates shown.