PROPOSAL FOR PROFESSIONAL SERVICES

STREETS CAPITAL IMPROVEMENT PLAN

BREEZY POINT, MN

JUNE 7, 2024

WiDSETH

DAVE REESE PE, VP
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WIDSETH

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June 7, 2024

David Chanski, City Administrator
City of Breezy Point
8319 County Road 11
Breezy Point, MN 56472
218.562.4441
dchanski@cityofbreezypointmn.us

Re: Proposal for Professional Services
Breezy Point Capital Improvement Plan

Dear David Chanski and Members of the Selection Committee:

The City of Breezy Point is taking the proactive planning strategy of completing a comprehensive Capital Improvement Plan (CIP). A CIP is a valuable planning document that prioritizes critical public improvement projects, determines when they need to be constructed and is used to manage fiscal outlays systematically and affordably. Forecasting future costs of essential capital improvements is sound municipal management. It's a responsible way to meet the City's future infrastructure needs and sustain its investment in existing streets and utilities, ensuring reliable service for its residents and commerce leaders.

Widseth has successfully worked with communities throughout the Brainerd Lakes Area to prepare and implement **CIPs tailored to the community's specific needs**. Sound growth takes sound planning. As your City Engineer for the past 14 years, we have a fundamental understanding of Breezy Point's infrastructure and will incorporate the City Council's vision and objectives into the plan. Working alongside your capable staff, this strong team will capture key elements resulting in a sound plan.

Thank you for the opportunity to provide our professional services to the City of Breezy Point. We are available to provide additional background or answer your questions.

Sincerely,

Dave Reese, PE
Project Manager | Civil Engineer
Vice President
218.316.3629
Dave.Reese@widseth.com

Nick Peterson, EIT
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WIDSETH
INTRODUCTION

WIDSETH IS COMMITTED TO PRESERVING AND ENHANCING THE COMMUNITIES WE SERVE THROUGH CAREFUL STEWARDSHIP OF THEIR RESOURCES.

WIDSETH DISCIPLINES

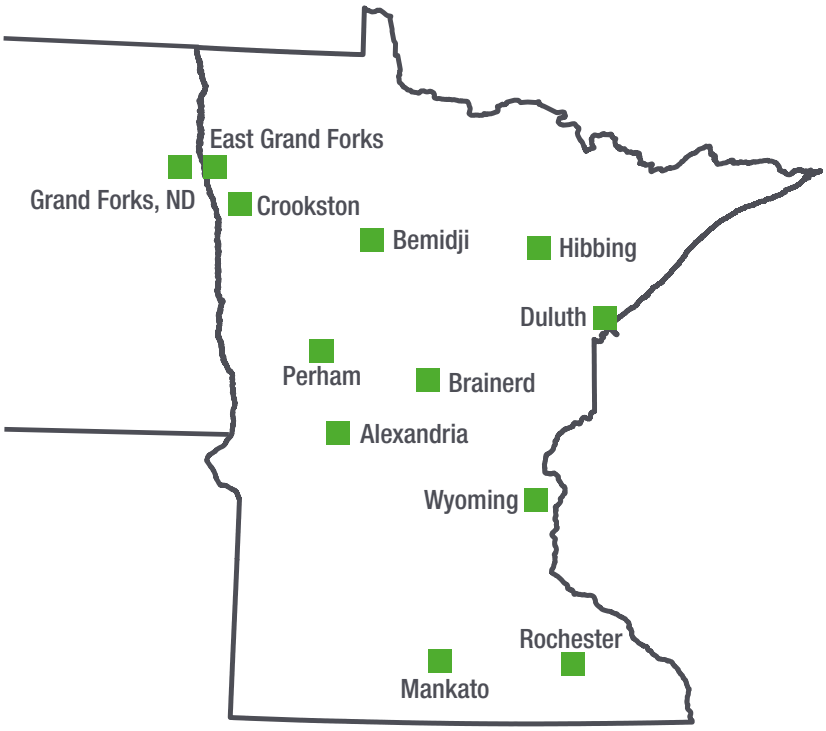
- Aerial Mapping
- Architecture
- Civil Engineering
- Electrical Engineering
- Electrical Distribution
- Environmental
- Funding
- GIS
- Interior Design
- Land Surveying
- Landscape Architecture
- Marketing
- Mechanical Engineering
- Structural Engineering
- Water Resources

12
Locations

240+
Employees

MULTI
discipline
Planning & Design

Widseth is an engineering, architecture, land surveying, planning, and environmental services firm that was incorporated in 1975. We have twelve offices in Minnesota and North Dakota and over 240 employees. We create plans, design buildings, roads, bridges, water and wastewater systems. Our architectural portfolio includes recreation, schools, clinics, senior living, retail, offices, factories, historic buildings and more. Our engineering practice includes planning, civil, structural, mechanical and electrical engineers who work on a wide range of projects for public and private clients—from large-scale public works improvements to facility and site design for individual companies. Our land survey crews and environmental specialists work throughout the Midwest. Together, our multidiscipline team provides clients a complete package of services to lead their project from concept to completion.



PROJECT UNDERSTANDING

The City has made prudent decisions by annually budgeting to keep its existing facilities up to date and to address known capital improvement and maintenance needs. However, as existing streets, sanitary sewer, sidewalks, trails, signage, and street lighting inevitably reach the end of their effective service life, planning for feasible annual capital budgets becomes paramount to avoid a sizable cost impact to replace systems that have reached the failure stage. Nothing can be truer than the old oil filter slogan, “You can pay me now, or pay me later.” This is the same for municipal infrastructure. It is more palatable to keep up with infrastructure needs than to reach the end of the line and face a complete overhaul cost that the City cannot reasonably finance.

The primary objective of the City is to create a CIP that can be used to:

- Budget for capital improvements.
- Pursue applicable funding opportunities for grants.
- Provide a sound and transparent basis for the budgeting decisions that need to be made.
- Provide the City Council and support personnel with the information needed to plan effectively for sustainability and growth.

As a baseline, the City has identified the following infrastructure elements to be inventoried:

- Streets – paved, gravel, and un-built
- Streetlights
- Sidewalks
- Trails

In addition, the City is requesting separate add-on services to inventory:

- Sanitary sewer mains and structures
- Sanitary force mains
- Storm sewer mains and structures
- Street signs

Development of a televising record of mains and force mains is to be included.

The CIP will consist of a 5-year plan with a 10-year forecasting component. These plans will be provided in a software format (MS Office) that **City staff can utilize and update each year**.

Mapping of City facilities will incorporate the key CIP information including priorities, schedules, and costs.

The CIP will include the following specific information for each baseline element:

STREETS

- A pavement condition index rating (PCI, Pacer, or similar rating method tailor-made for the City as applicable) and associated map.
- Recommended budgeting numbers based on the condition assessment, recommended improvements, and timing.

STREETLIGHTS

- Mapping with recommended streetlight locations.
- Cost projections for the initial installation and future maintenance of a range of basic to decorative streetlight designs.

SIDEWALKS AND TRAILS

- Assessment of existing walkway conditions and ADA compliance inventory of ramps and transitions.
- Rating map of walkway conditions.
- Recommendations for repairs and expansions of existing walkways incorporating the Parks and Recreation Master Plan.
- Ranking and budget scenarios ranging from doing nothing to annual improvements based on recommended improvements.

ADD-ON SERVICES

STREET SIGNS

- Inventory City-owned street signs with retroreflectivity assessment and replacement plan and costs using approved evaluation methods.
- Create geospatial data files for inclusion in the City's GIS.

SEWER MAINS

- Inventory the City's sanitary gravity and force mains and manholes.
- Create a map that identifies the 5-year replacement plan for each segment.

- Provide a separate add-on price for a 10-year CIP and televising policy to include:
    - » Map identifying the mains to be televised over the subsequent 10-year period.
    - » Development of cost estimates for the televising.
    - » Preparation of a draft policy and solicitation for quotations to televising firms that may be used to incorporate televising of sanitary sewer facilities within planned street reconstruction corridors.

STORM SEWER MAINS

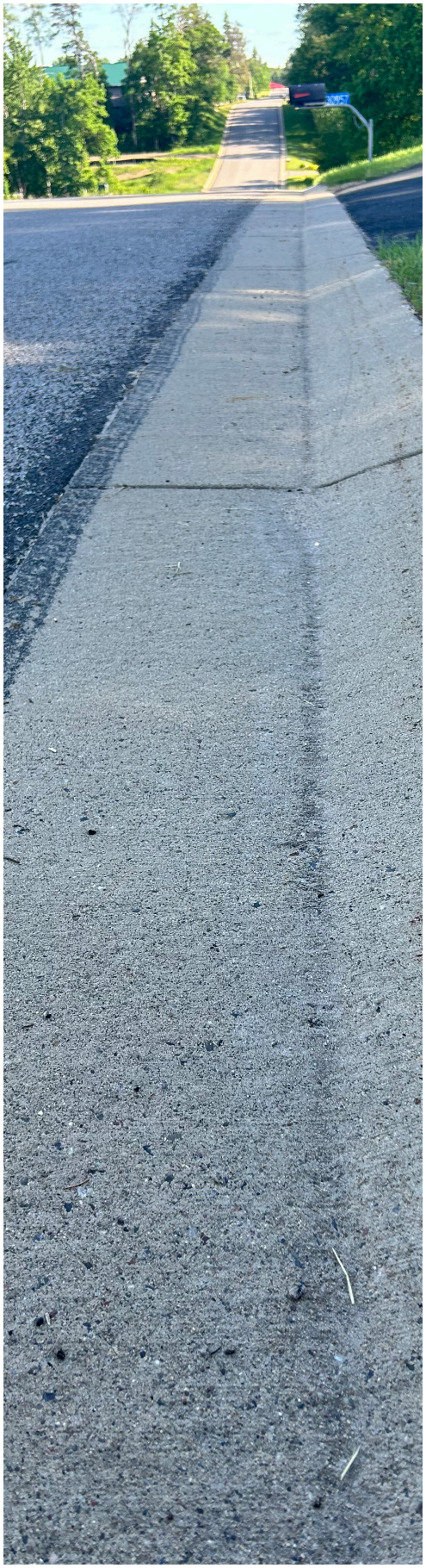
- Inventory the City's storm sewer facilities using as-built maps and on-site reviews with City staff.
- Prepare a map of the City's facilities that identifies the recommended replacement plan, schedule, and capacity factors.
- The CIP will include 5- and 10-year components for each segment with estimated costs.

SCHEDULE

We have provided a workplan with a schedule for each of the baseline and add-on services requested. The schedule is contingent upon issuance of a Notice to Proceed by July 2, 2024. Please refer to the Comprehensive Project Plan starting on page 6.

POTENTIAL CHALLENGES

- Availability, completeness, and accuracy of as-built information.
- Decisions on mapping accuracy desired and associated cost.
    - » We anticipate utilizing GIS technologies to create the data and maps requested in the RFP. The location of existing infrastructure is as accurate as the precision of the instrument used to obtain the data. This can be as low cost as Widseth (or City staff) utilizing a mapping grade GPS unit and cellphone to obtain an approximate 1-meter accurate geolocation of manholes, streetlights, signs, etc. The highest degree of accuracy would be completed by Widseth using an R-12 GPS base station and receiver/data collector to obtain geolocation within hundredths of a foot and elevation at each data point. The cost difference is noteworthy, but so is the quality and accuracy of the data. The City will decide what it prefers based on the value added.



PROJECT
MANAGEMENT

PROJECT MANAGEMENT

- We will implement regular status update meetings with City staff to review progress toward milestone dates.
- The communications plan will include David Reese and David Chanski as the main points of contact through which scope, schedule, fees, and invoicing will be managed.
- We anticipate completing all services in-house, under the management of the Widseth Project Manager.

MILESTONES

Jul. 3, 2024
Complete Kickoff Meeting and Initial Desktop Data Collection

Aug. 9, 2024
Complete Field Data Collection

Sept. 6, 2024
Complete Data Processing and Development of Inventories

Oct. 11, 2024
Complete Recommended Improvements, Priorities, and Cost Estimates

Nov. 8, 2024
Complete Mapping

Dec. 13, 2024
Submit Final Deliverables

WORK & QUALITY
MANAGEMENT PLAN

WiDSETH

TASK	ELEMENT OF WORK	RESPONSIBILITY				SCHEDULE			CITY PARTICIPATION	NOTES
		WIDSETH CIVIL	WIDSETH GIS	WIDSETH ELECTRICAL	WIDSETH SURVEY	ESTIMATED START	TIME EFFORT	ESTIMATED COMPLETION		
1	STREETS, STREETLIGHTS, SIDEWALKS AND TRAILS CIP									
	Project Kickoff/Preliminary Data Collection Meeting	X				Week of 8-July-24	1-day		Participate in Preliminary Data Collection Meeting. Supply Additional Available Information as Requested, Assist With Public Notices, Review and Comment on Draft CIP	1, 2
	Preliminary Data/Record Collection	X	X			8-Jul-24	2-weeks	19-Jul-24		2
	Pavement Condition Assessment	X				29-Jul-24	2-weeks	9-Aug-24		
	Street Light Assessment	X		X						
	Sidewalk and Trails Assessment	X								
	Pavement Condition Summary and Map	X	X			12-Aug-24	3-weeks	25-Oct-24		4
	Sidewalk and Trail Assessment Summary and Map	X	X							
	Recommended Streetlight Location Map and Design	X	X	X						
	Recommended Sidewalk and Trail Location Map	X	X							
	Draft 5-Year and 10-Year CIP and Budget	X		X						
	Review of Draft CIP with City Staff	X				Week of 28-Oct-24				2
	CIP Modifications Based on Staff Input	X	X	X		4-Nov-24	2-weeks	15-Nov-24		
	Ways and Means Committee Presentation	X				Week of 18-Nov-24				2
	City Council Presentation	X				2-Dec-24				2
	Final CIP Preparation and Submittal	X	X	X		13-Dec-24	2-weeks	13-Dec-24		
1b	GRAVEL STREET IMPROVEMENT PLAN									
	Gravel Street Improvement Plan	X				12-Aug-24	2-weeks	25-Oct-24		4
	Incorporation of Gravel Street Improvement Plan into the CIP	X	X							
2a	STREET SIGN 5-YEAR REPLACEMENT PLAN									
	Street Sign Survey (GPS Location, Age and Reference Photo)	X	X		X	29-Jul-24	1-week	9-Aug-24	Provide Location for Placement of Calabration Signs, Assist With Public Notices, Review and Comment on Draft Replacement Plan	
	Street Sign Retroreflectivity Assessment (Calibration Signs Procedure)	X								2
	5-Year Sign Replacement Plan and Schedule	X	X			12-Aug-24	2-weeks	25-Oct-24		4
	Review of Draft Replacement Plan with City Staff	X				Week of 28-Oct-24				2
	Replacement Plan Modifications Based on Staff Input	X	X			4-Nov-24	2-weeks	15-Nov-24		
	Ways and Means Committee Presentation	X				Week of 18-Nov-24				2
	City Council Presentation	X				2-Dec-24				2
	Final Replacement Plan Preparation and Submittal	X	X			13-Dec-24	2-weeks	13-Dec-24		
2b	STREET SIGN GIS INCORPORATION									
	GIS Incorporation		X				2-days			5
3a	SANITARY SEWER SYSTEM CIP									
	Preliminary Data/Record Collection	X			X	8-Jul-24	2-weeks	19-Jul-24	Participate in Preliminary Data Collection Meeting. Supply Additional Available Information as Requested, Review and Comment on Draft CIP	2
	Sanitary Sewer System Assessment	X				29-Jul-24	2-days	9-Aug-24		2
	Long Range Sanitary Sewer Layout and Capacity Analysis	X				Week of 6-Mar-23	2-weeks	15-Nov-24		4
	Draft 5-Year and 10-Year CIP and Budget	X								
	Review of Draft CIP with City Staff	X				Week of 28-Oct-24				2
	CIP Modifications Based on Staff Input	X	X			4-Nov-24	2-weeks	15-Nov-24		
	Ways and Means Committee Presentation	X				Week of 18-Nov-24				2
	City Council Presentation	X				2-Dec-24				2
	Final CIP Preparation and Submittal	X	X			13-Dec-24	2-weeks	13-Dec-24		

TASK	ELEMENT OF WORK	RESPONSIBILITY				SCHEDULE			CITY PARTICIPATION	NOTES
		WIDSETH CIVIL	WIDSETH GIS	WIDSETH ELECTRICAL	WIDSETH SURVEY	ESTIMATED START	TIME EFFORT	ESTIMATED COMPLETION		
3b	SANITARY SEWER TELEVISING PLAN									
	10-year Televising Plan, Map and Policy	X	X			29-Aug-24	1-week	15-Nov-24	Review and Comment on Televising Plan/Map, Policy and RFP Template	4
	Cleaning and Televising RFP Template									
	Review Televising CIP, Map and Policy with City Staff					Week of 28-Oct-24				2
	Modify Documents Based on Staff Input					4-Nov-24	2-weeks	15-Nov-24		
	Ways and Means Committee Presentation					Week of 18-Nov-24				2
	City Council Presentation					2-Dec-24				2
	Final Televising Plan, Map and Policy Preparation and Submittal		X			13-Dec-24	2-weeks	13-Dec-24		
4a	STORM SEWER SYSTEM CIP									
	Preliminary Data/Record Collection	X		X	X	8-Jul-24	2-weeks	19-Jul-24	Participate in Preliminary Data Collection Meeting. Supply Additional Available Information as Requested, Review and Comment on Draft CIP	2
	Storm Sewer Condition Assessment	X				7/29/2024	1-week	9-Aug-24		4
	Draft 5-Year and 10-Year CIP and Budget	X	X			4-Nov-24	2-weeks	15-Nov-24		
	Review of Draft CIP with City Staff	X				Week of 18-Nov-24				2
	CIP Modifications Based on Staff Input	X				4-Nov-24	2-weeks	15-Nov-24		
	Ways and Means Committee Presentation	X				Week of 18-Nov-24				2
	City Council Presentation	X				2-Dec-24				2
	Final CIP Preparation and Submittal	X	X			13-Dec-24	2-weeks	13-Dec-24		

NOTES

1 This schedule assumes the Council will award the consultant contract at the July 1, 2024 Council meeting,
2 City Staff attendance and/or input is required.
3 WiDSETH will provide City staff and Council with monthly project status reports summarizing the work completed, scheduled work and project budget status.
4 Work to be completed in the 11-weeks following data collection and draft CIP submittal to City Staff.
5 Can be completed for existing signs anytime after data collection and processing is complete.

CONSULTANT
COST DETAIL

WiDSETH

TASK	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS									
		WIDSETH								REIMBURSABLE EXPENSES	TOTALS
		PROFESSIONAL LEVEL 5 Tim Houle $195.00	PROFESSIONAL LEVEL 4 Dave Reese David Jordan $180.00	PROFESSIONAL LEVEL 3 Mark Reineke $172.00	PROFESSIONAL LEVEL 2 Engineer 2 $148.00	PROFESSIONAL LEVEL 1 Nick Petersen Geographer 2 $125.00	TECHNICIAN LEVEL 3 Civil Survey $122.00	TECHNICIAN LEVEL 1 Survey $90.00	ADMINISTRATIVE ASSISTANT $75.00		
1a	STREETS, STREETLIGHTS, SIDEWALKS AND TRAILS CIP										
	Project Kickoff Meeting		4	4		4					
	Streets										
	Preliminary Data/Record Collection		2			2					
	Preliminary Street Map		2	2		2	8				
	Pavement Condition Assessment		4			30	30			$200.00	
	Street Inventory and Pavement Condition Summary		2			8					
	Existing Pavement Condition Map		2	2		2	16				
	5-Year and 10-Year CIP with Budget	6	6			22			2		
	5-Year CIP Recommendations Map	1	1	0.5		2	4				
	Streetlights										
	Preliminary Data/Record Collection		2			2					
	Existing Streetlight Map					2	4				
	Recommended Streetlight Location Map		2			4	4				
	Streetlight Design Recommendations		2		2	2					
	CIP with Budget		2		2	6					
	Sidewalks and Trails										
	Preliminary Data/Record Collection	1	1			2					
	Preliminary Sidewalk Map		1			2	4				
	Sidewalk and Trail Assessment (Condition and ADA Compliance)	1	2			20	20			$100.00	
	Sidewalk and Trail Inventory and Condition Summary	1	2			8					
	Existing Sidewalk and Trail Assessment Map		1			2	4				
	Recommended Sidewalk and Trail Location Map	2	2			8	4				
	5-Year and 10-Year CIP with Budget	4	4			14			2		
	Review of Draft CIP with City Staff	1	1			2					
	CIP Modifications Based on Staff Input		4			16	8		4		
	Presentations										
	Ways and Means Committee		2			2				$40.00	
	City Council		2			2				$40.00	
	CIP Modifications Based on Committee and Council Review		4			6	4		2		
	Final CIP Preparation and Submittal		2			4	2		2		
	Scheduling and Project Management	5	5								
	TOTAL TASK 1 HOURS	22	64	8.5	4	176	112	0	12		398.5
	TOTAL TASK 1 COSTS	$4,290.00	$11,520.00	$1,462.00	$592.00	$22,000.00	$13,664.00	$0.00	$900.00	$380.00	$54,808.00
	% OF TOTAL HOURS	3.10%	9.01%	1.20%	0.56%	24.77%	15.76%	0.00%	1.69%		56.09%
1b	GRAVEL STREET IMPROVEMENT PLAN										
	Existing Gravel Street Map		1			2	4				
	Gravel Street Improvement Plan	2	2			8	2				
	Incorporation of Gravel Street Improvement Plan into the CIP		2			4	2		1		
	Scheduling and Project Management	1	1								
	TOTAL TASK 2 HOURS	3	6	0	0	14	8	0	1		32
	TOTAL TASK 2 COSTS	$585.00	$1,080.00	$0.00	$0.00	$1,750.00	$976.00	$0.00	$75.00		$4,466.00
	% OF TOTAL HOURS	0.42%	0.84%	0.00%	0.00%	1.97%	1.13%	0.00%	0.14%		4.50%
2a	STREET SIGN 5-YEAR REPLACEMENT PLAN										
	Street Sign Survey (GPS Location, Age and Reference Photo)						20	20			
	Street Sign Data Organization	1	1			4					
	Street Sign Retroreflectivity Assessment (Calibration Signs Procedure)					20				$150.00	
	5-Year Sign Replacement Plan and Schedule	2	2			8			2		
	Scheduling and Project Management										
	TOTAL TASK 3 HOURS	3	3	0	0	32	20	20	2		80
	TOTAL TASK 3 COSTS	$585.00	$540.00	$0.00	$0.00	$4,000.00	$2,440.00	$1,800.00	$150.00	$150.00	$9,665.00
	% OF TOTAL HOURS	0.42%	0.42%	0.00%	0.00%	4.50%	2.81%	2.81%	0.28%		11.26%

TASK	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS									
		WIDSETH								REIMBURSABLE EXPENSES	TOTALS
		PROFESSIONAL LEVEL 5 Tim Houle $195.00	PROFESSIONAL LEVEL 4 Dave Reese David Jordan $180.00	PROFESSIONAL LEVEL 3 Mark Reineke $172.00	PROFESSIONAL LEVEL 2 Engineer 2 $148.00	PROFESSIONAL LEVEL 1 Nick Petersen Geographer 2 $125.00	TECHNICIAN LEVEL 3 Civil Survey $122.00	TECHNICIAN LEVEL 1 Survey $90.00	ADMINISTRATIVE ASSISTANT $75.00		
2b	STREET SIGN GIS INCORPORATION										
	GIS Incorporation		2	2		4	8				
	Scheduling and Project Management	1	1								
	TOTAL TASK 4 HOURS	1	3	2	0	4	8	0	0		18
	TOTAL TASK 4 COSTS	$195.00	$540.00	$344.00	$0.00	$500.00	$976.00	$0.00	$0.00	$0.00	$2,555.00
	% OF TOTAL HOURS	0.14%	0.42%	0.28%	0.00%	0.56%	1.13%	0.00%	0.00%		2.53%
3a	SANITARY SEWER SYSTEM CIP										
	Preliminary Data/Record Collection		2			2					
	Preliminary Sanitary Sewer Map		2			4	4				
	Condition Assessment	1	1			4				$75.00	
	Long Range Sanitary Sewer Layout	2	2			8	4				
	Future Capacity Assessment	2	2			8					
	5-year and 10-Year CIP with Budget	4	4			14			2		
	Sanitary Sewer System CIP Map		1			2	4				
	Scheduling and Project Management	3	3								
	TOTAL TASK 5 HOURS	12	17	0	0	42	12	0	2		85
	TOTAL TASK 5 COSTS	$2,340.00	$3,060.00	$0.00	$0.00	$5,250.00	$1,464.00	$0.00	$150.00	$75.00	$12,339.00
	% OF TOTAL HOURS	1.69%	2.39%	0.00%	0.00%	5.91%	1.69%	0.00%	0.28%		11.96%
3b	SANITARY SEWER TELEVISING PLAN										
	10-Year Televising Plan and Map	1	1			4	4				
	Televising Policy	2	2			4			1		
	Cleaning and Televising RFP Template	1	1			4			1		
	Scheduling and Project Management	1	1								
	TOTAL TASK 6 HOURS	5	5	0	0	12	4	0	2		28
	TOTAL TASK 6 COSTS	$975.00	$900.00	$0.00	$0.00	$1,500.00	$488.00	$0.00	$150.00		$4,013.00
	% OF TOTAL HOURS	0.70%	0.70%	0.00%	0.00%	1.69%	0.56%	0.00%	0.28%		3.94%
4a	STORM SEWER SYSTEM CIP										
	Preliminary Data/Record Collection		2			2					
	Preliminary Storm Sewer Map		2			4	14	10			
	Condition Assessment	1	1			8				$75.00	
	5-year and 10-Year CIP with Budget	2	2			8			2		
	Storm Sewer System CIP Map		1			2	4				
	Scheduling and Project Management	2	2								
	TOTAL TASK 7 HOURS	5	10	0	0	24	18	10	2		69
	TOTAL TASK 7 COSTS	$975.00	$1,800.00	$0.00	$0.00	$3,000.00	$2,196.00	$900.00	$150.00	$75.00	$9,096.00
	% OF TOTAL HOURS	0.70%	1.41%	0.00%	0.00%	3.38%	2.53%	1.41%	0.28%		9.71%
	TOTAL ESTIMATED PROJECT HOURS	51	108	10.5	4	304	182	30	21		710.5
	TOTAL ESTIMATED PROJECT COST	$9,945.00	$19,440.00	$1,806.00	$592.00	$38,000.00	$22,204.00	$2,700.00	$1,575.00	$680.00	**$96,942.00**
	% OF TOTAL HOURS	7.18%	15.20%	1.48%	0.56%	42.79%	25.62%	4.22%	2.96%		100.00%

ADDITIONAL
KEY TASKS & CITY INVOLVEMENT

ADDITIONAL KEY TASKS

We anticipate using GIS technologies to create much of the infrastructure mapping to provide the City with the most effective inventory and planning tools.

ANTICIPATED CITY INVOLVEMENT

- Geographic Information System (GIS) Data and Mapping – Our GIS staff will work with City staff to coordinate mapping/ database information sharing.
- City staff will provide available City records including surveys, as-built information, recent upgrades, and current maintenance expenditures.
- City staff will facilitate access to all infrastructure locations.
- City staff will participate in progress meetings and facilitate decisions about the scope (providing a system that is truly useable for City Staff), schedule, and fee management with the City Council.

RELEVANT QUALIFICATIONS

MUNICIPAL EXPERIENCE

Widseth serves as the City Engineer for Breezy Point, Jenkins, Pequot Lakes, Nisswa, Lake Shore, and many other rural municipalities throughout Minnesota. Our experienced professionals routinely provide engineering support to our client communities and are familiar with the challenges of City management. For each community we serve, we tailor processes and improvements to deliver the optimal solution according to their needs.

Infrastructure inventorying, assessment, planning, design, and construction administration are the primary functions we perform as City Engineer. Capital Improvement Planning and CIP updating are components of planning that we do regularly.

IN-HOUSE PROFESSIONALS

We have professionals on our staff with the appropriate expertise to complete the CIP process for the City of Breezy Point. These professionals include:

- Civil/Municipal Engineers
- Electrical Engineers
- GIS Specialists & Geographers
- Land Surveyors
- Landscape Architects
- Planners
- Funding Specialists

INDIVIDUALS ASSIGNED

DAVID REESE PE
Project Manager &
Principal Engineer

CHAD CONNER LS, CFEDS
Land Surveyor

NICK PETERSON EIT
Project Engineer

JILLIAN REINER PLA, ASLA
Landscape Architect

ALEX BITTER PE
Civil Engineer

LOGAN TJOSSEM AICP
Principal Planner

DAVID JORDAN PE
Electrical Engineer

TIM HOULE PE
Civil Engineer & Breezy Point
Primary Contact (2014-2021)

MARK REINEKE CMS, GISP
Geographer/GIS Manager

GAIL LEVERSON EDFP, MBA
Senior Funding Specialist

CITY OF BREEZY POINT ENGINEER

As your City Engineer since 2010, we have acquired extensive knowledge and experience with the City's historical capital improvements and have designed much of its infrastructure. Tim Houle has served the City of Breezy Point for approximately 10 years, bringing invaluable expertise to the City and its Capital Improvement Plan (CIP). Throughout our tenure, we have established a strong working relationship with City Staff and City Councils. This insight, gained through our close collaboration, will enable us to **align the CIP closely with the City's goals and objectives**.

CAPITAL IMPROVEMENT PLANS/UPDATES PREPARED BY WIDSETH

- City of Pequot Lakes, MN
- City of Nisswa, MN
- City of Lake Shore, MN
- City of Jenkins, MN
- City of Randall, MN
- City of Crosslake, MN
- City of Cuyuna, MN
- City of Baxter, MN
- Serpent Lake Sanitary Sewer District
- Garrison Kathio West Mille Lacs Lake Sanitary Sewer District
- Alexandria Lake Area Sanitary District

PROJECT
PERSONNEL

DAVE REESE PE

Project Manager | Principal Engineer | Vice President

Dave has served as the City Engineer for several cities in the Brainerd area over the past 28 years, including the cities of Crosslake, Lake Shore, Garrison, Jenkins, and Randall. He also serves Breezy Point, Nisswa, Brainerd Public Utilities, and several area townships and counties with engineering support when needed and provides project management, project engineering, and engineering guidance on public and private projects throughout Minnesota. In addition to leading local governing units (LGU) with advancing rural infrastructure improvements, he has managed several county and state projects through initial study, environmental review, public planning process, design, and contract administration. Since joining Widseth in 1992, Dave has completed several environmental, roadway, trail, water and wastewater treatment, and utility improvement projects ranging from privately funded developments to State Aid and Federally funded enhancement projects with construction budgets ranging from $100,000 to more than $14 million.

License/Certification
Professional Engineer:
MN (23432),
ND (PE-8704),
WI (40374-6)

Certified SSTS
Advanced Designer:
MN (C3145)

MN Certification,
Erosion/Stormwater
Management: Design
of Construction
SWPPP

Education
Bachelor of Science,
Civil Engineering |
North Dakota
State University

RELEVANT EXPERIENCE

- Road and Wastewater Inventory and Capital Improvement Plan—Lake Shore, MN
- Road Inventory and Capital Improvement Plan—Jenkins, MN
- Road Inventory and Capital Improvement Plan—Crosslake, MN
- Facility Planning for Wastewater Collection and Treatment; Design and Construction—Crosslake, MN:
- Water Supply and Wastewater Facility Expansion Planning and Roadway Study—Nisswa, MN
- Facility Planning for Water Supply and Treatment; Funding and Design—Randall, MN
- Facility Planning for Wastewater Collection and Treatment; Funding and Design—Randall, MN

NICK PETERSON EIT

Project Engineer

Nick is responsible for aiding with site design projects, as well as linear projects. Responsibilities include assisting with production sheets, quantities, cost estimates, site layout, grading, stormwater management, and construction observation. Nick's experience has been gained through such projects as water system studies, water quality improvement, and road rehabilitation.

Education
Bachelor of Science,
Civil Engineering |
North Dakota
State University

RELEVANT EXPERIENCE

- County Road 145 Improvements Street Improvements—Lake Shore, MN
- Water Quality Improvement—Crosslake, MN
- Knollwood Drive Improvements—Baxter, MN
- Robinhood Way Improvements—Lake Shore, MN
- Street Improvements—Baxter, MN

TIM HOULE PE

Civil Engineer | Breezy Point Primary Contact (2014-2021) | Vice President

Tim has a broad background in working with City Staffs and City Councils on budgeting, prioritizing, and adjusting infrastructure investments and improvements. Tim's experience includes roadway, pavement, storm drainage, utility (sanitary sewer and watermain), water system, wastewater systems, and site improvements. He has experience with multiple permitting agencies as well as funding assistance agencies. He is adept at accounting for and incorporating State, County, and other Agencies' requirements into projects.

Tim has served as City Engineer through the years and assisted the following Cities with projects, budgeting, and various levels of complexity and types of Capital Improvement Plans:

- Pequot Lakes, MN
- Cuyuna, MN
- Garrison, Kathio, West Mille Lacs Lake Sanitary District
- Garrison, MN
- Crosby, MN
- Backus, MN
- Little Falls, MN

License/Certification
Professional Engineer:
MN (25132)

Education
Bachelor of Science,
Civil Engineering |
North Dakota
State University

MARK REINEKE CMS, GISP

Geographer | GIS Manager | Associate in the Firm

Mark is an Associate in the firm with more than 25 years' experience in spatial analysis, mapping, and Geographic Information Systems (GIS). He coordinates GIS projects among the firm's offices and manages Widseth's extensive spatial database. Mark assists and advises project teams by providing analysis, mapping, and technical support necessary for overall project success. His varied cartographic works include museum displays, published works in books, numerous thematic maps and graphics for Environmental Assessment Worksheets (EAW), Environmental Impact Statements (EIS), engineering reports, and comprehensive plans. Mark works extensively with Lidar, deriving project specific datasets and the development of hydrologic applications and is an active member on the MN Geospatial Advisory Council's 3D Geomatics Steering Committee (3DGeo) and the MN GIS/LIS Board of Directors.

RELEVANT EXPERIENCE

- Comprehensive Street Condition Surveys—Alexandria, Lake Shore, Vergas, Glenwood, and Breckenridge, MN
- Gull Lake Trail Development—Lake Shore and Nisswa, MN
- ADA Compliance Survey/Reporting—Alexandria, Baxter, Morris and Bemidji, MN; Grant, Morrison, and Todd County, MN
- Municipal GIS Implementations—Pequot Lakes, Lake Shore, and Pillager, MN

License/Certification
Certified Mapping
Scientist:
GIS/LIS (GS291)

Certified GIS
Professional (52240)

Education
Bachelor of Science,
Geography | University
of Minnesota

DAVID JORDAN PE

Electrical Engineer | Vice President

David has a diverse background in design and construction, encompassing various aspects of the field. He possesses expertise in reviewing complete sets of plans and specifications to ensure coordination and compliance with the owners' requirements. One of David's primary concerns is the practicality of each project, considering how easily the system can be operated by the owner and constructed by the contractors. He also places great emphasis on cost considerations for both construction and operation. David is at the forefront of exploring cutting-edge technologies and their potential application in upcoming projects. While he is interested in learning about the latest advancements, he understands the importance of using proven products and methods to ensure successful outcomes.

License/Certification
Professional Engineer:
MN (42696),
IL (135-0336),
MI (6201312094),
ND (29792),
WI (36353-6)

Education
Bachelor of Science, Electrical Engineering | University of North Dakota

- City of Duluth—Duluth, MN
  - » Grand Ave Street Lighting
  - » Woodland Ave Street Lighting and New and Replacement Signal Systems
- City of Cook Street Lighting—Cook, MN
- City of Chisholm Street Lighting—Chisholm, MN

WIDSETH

ARCHITECTS ▪ ENGINEERS
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Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming

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