



September 9, 2026

Ms. Allie Polsfuss  
City Administrator  
City of Breezy Point  
8319 County Road 11  
Breezy Point, MN 56472

Re: Contract Amendment 4 - Proposal for Construction Administration  
Buschmann Road and Ranchette Drive Construction

Dear Ms. Polsfuss:

WSB is pleased to submit this amendment for services rendered and future services as it relates to the construction of Buschmann Road and Ranchette Drive.

#### **PROJECT UNDERSTANDING**

This proposal serves as an extension of the scope of work already initiated by the City of Breezy Point and includes a contract amendment to complete construction administration for the Buschmann Road Project.

This proposal outlines the time and effort estimates required to provide construction administration for Buschmann Road from County Road 11 to Nelson Road and Ranchette Drive from Buschmann Road to Cherokee Trail.

#### **PROJECT WORK PLAN/SCOPE OF SERVICES**

WSB's project scope and proposed work plan are based on our design of the project and experience on similar projects.

##### **Task 1 – Project Management**

This task includes coordination of all construction activities with the on-site construction observer and contractor on behalf of the City. This will include:

- Conducting the preconstruction meeting and weekly on-site construction meetings.
- Preparing and distributing meeting minutes.
- Addressing project design and contractor questions.
- Providing the City with weekly updates on the construction status.
- Meetings with City staff and property owners as necessary.
- Preparation, submittal, and securing approval for any change orders through the City.
- Shop Drawing review and approval.
- Material testing coordination and documentation review.
- Preparation and submission of monthly pay requests.
- Coordinating the final project closeout including final pay voucher and ensuring that all punch list items and warranty items have been addressed.

- As-built drawings.
- Assisting in submitting for state funding reimbursement.

## **Task 2 – Construction Observation Services**

WSB will provide day-to-day construction observation, coordination, and project documentation. This will include:

- Completing a precondition review of the project and coordinating with the contractor prior to construction commencing.
- Ensuring that all aspects of the project meet the requirements in the plans and specifications.
- Coordinating the construction activities with the property owners affected by construction and ensuring they are informed on any issues related to their specific property.
- Keeping the City and Project Manager informed on the status of construction on a daily or weekly basis.
- Completing and submitting all City and MnDOT State Aid project documentation required.

It is assumed that the primary construction observer will be on site part-time, an average of 60 hours per week for approximately 20 weeks, to meet the estimated completion dates set for the project. It may be required to have a secondary construction observer onsite depending on the number of crews the contractor has onsite.

The construction schedule is estimated to span over 20 weeks, with some construction carried over into spring of 2027, depending on the schedule of the contractor. These hours are estimates and could be increased or decreased, depending on the timeframe of construction (contractor working hours) and contractor performance. If more observation time is determined necessary than initially estimated, WSB will not exceed this amount without the City's prior approval. Conversely, if construction requires less time than we have estimated, WSB will only invoice the City for actual hours required.

## **Task 3 – Survey**

WSB will provide surveying services during construction. WSB's survey crew will be available as needed to locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the on-site construction observer.

## **Task 4 – Public Engagement**

WSB will develop construction communications materials as described below to inform impacted residents and stakeholders of upcoming construction. WSB will assist with and attend a preconstruction meeting to answer questions about the upcoming work.

- Communications materials will include a construction newsletter, social media content, and graphics for the City's communication channels.
- Construction Communications: WSB will conduct construction communications. Communications will include managing, tracking, and responding to the construction information hotline voicemail box and email box. All hotline and email inquiries will be responded to in a timely manner; as soon as possible for urgent concerns (unplanned change in access, utility outage, ongoing potential damage, etc.) or within one business day for routine requests (schedule updates, general information, potential damage). WSB

will direct inquiries to the City's Construction Manager as the first point of contact. WSB will log both the call/email and the response.

- It is understood that the City's Construction Manager will provide City staff with weekly project update posts for the City's website and Facebook page. It is also understood that the City's Construction Manager will provide WSB with daily construction updates by 7:00 a.m. in order for WSB staff to send daily updates to the email subscription list.

#### **Task 5 – Material Testing**

WSB will provide material testing during construction. WSB's testing staff will be available as needed to provide all required material testing for the project. Material testing staff will be scheduled through the on-site construction observer.

#### **PROPOSED FEE**

Based on the proposed task hour budget, WSB will complete the scope of services on an hourly basis for an estimated fee of **\$350,000**. If additional work outside of the described scope is determined to be necessary, it will proceed only after City approval.

This proposal represents our entire understanding of the changed project scope. If you agree with the scope of services as outlined above, please sign where indicated below and return one copy to our office. By signing, you also agree that these services will be governed by the terms and conditions of the Professional Services Agreement entered into between WSB, LLC and the City of Breezy Point on April 28, 2025.

If you have any questions, please don't hesitate to contact me at 320.241.6853 or [kkruger@wsbeng.com](mailto:kkruger@wsbeng.com).

Sincerely,  
WSB



Kevin Kruger, PE  
Project Engineer



Monica Heil  
Sr. Vice President, Municipal

ACCEPTED BY:

City of Breezy Point

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_