April 11, 2023

Mr. David Chanski
City of Breezy Point
8319 County Road 11
Pequot Lakes, MN 56472
dchanski@cityofbreezypointmn.us

Re: Contract Amendment 1 - Proposal for Professional Services
Buschmann Road – Ideal Township and Breezy Point Shared Segment
Breezy Point, Minnesota and Ideal Township, Minnesota

Dear Mr. Chanski,

WSB is pleased to submit this proposal for completing professional services related to the design and construction of Buschmann Road from approximately 1,300 feet west of the Ranchette Drive intersection westerly to approximately 1,400 feet east of the Nelson Road intersection.

PROJECT UNDERSTANDING

Throughout 2021 and 2022, Ideal Township and the City of Breezy Point participated in a study process called the Cooperative Community Enhancement Project. This study outlined options related to improvements of the corridor consisting of Buschmann Road, Ranchette Drive, Nelson Road, Wild Acres Road, and Akerson Road. The study was performed to identify alternatives for improving a parallel route to County State Aid Highway 11 and consisted of partners such as the City of Breezy Point, Ideal Township, Jenkins Township, and the City of Pequot Lakes. The study identified options for corridor improvements, alignments, and estimated costs. The outcomes of the study are outlined in the final report prepared by Bolton and Menk.

WSB is under contract with the City of Breezy Point to design and construct its portion of Buschmann Road to a locally supported standard along with providing comprehensive investigation services (wetland, geotechnical, permitting, etc.) and public engagement. Ideal Township has expressed interest in designing and constructing the shared portion of Buschmann Road between the City of Breezy Point and Ideal Township to a locally supported standard to improve safety and operations on the heavily traveled local roadway.

This letter proposal is an extension of the scope of work that was proposed and accepted by the City of Breezy Point through WSB's response to the City's RFP dated October 10, 2022.

This proposal consists of time and effort estimates necessary to perform comprehensive investigative services, public engagement, preliminary and final design, right-of-way acquisition, bidding, and construction administrative services for the joint portion of Buschmann Road, consisting of an additional approximate 2,800 feet of roadway between Ranchette Drive and Nelson Road.

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SCOPE OF SERVICES

PHASE 1 – RECONNAISSANCE, EXPLORATION, AND PRELIMINARY DESIGN

TASK 1.1 – EXISTING DATA COLLECTION

WSB will collect existing data available for this section of the corridor and compile the data into an existing conditions memo. This data will be used during the preliminary design process and includes, but is not limited to: County/State LiDAR; current aerial photos; County GIS parcel mapping and shape files; City and Township land use and comprehensive plans; MnDNR Protected Waters and Wetland maps; National Wetland Inventory; MPCA contaminated property database; existing and forecasted travel demands; existing pavement data, right-of-way widths, and as-built plans; previous corridor studies; historic traffic counts; historic speed studies; existing alignments and access points; City or Township design standards; existing topography; and location of any existing site conditions, obstacles, obstructions, land use and building permits. This task can be seen broken down into the specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Preliminary Data Collection Meeting with Client

3. Review of Existing Studies, Reports, and Data
   A. Collection and review of prior project information.
   B. Collection and review of historic traffic counts and speed studies.
   C. Collection and review of previous studies.

Deliverables
- Memo outlining existing conditions and useability of existing studies.
- Meeting agenda and minutes from data collection meeting with Client.
- Quality Management Plan.

TASK 1.2 – DETAILED TOPOGRAPHIC SURVEY AND MAPPING

WSB will establish a comprehensive set of survey control points and prepare a detailed topographic survey base map within a 75-foot buffer of existing centerline alignments. A design locate ticket through Gopher State One Call (GSOC) will be utilized to locate existing utilities throughout the corridor and will supplement mapping provided by utility companies during that locate request. Through the use of existing information collected in Task 1.1, features identified such as wetland boundaries, pre-identified right-of-way impacts, and potential roadway realignment areas will be provided to survey staff so that collection processes can be as efficient as possible. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Full Topographic Survey of Project Site, Utilities, and Right-of-Way
   A. Establishment of survey control points.

B. Prepare detailed topographic base map using MnDOT's Geodetic Monument Database within a 75-foot buffer, either side, of the existing centerline alignment and areas of potential re-alignment.
C. Perform a Gopher State One Call (GSOC) design location ticket.
D. Survey all existing utility infrastructure in the right-of-way.
E. Survey of significant trees 4 inches or greater in diameter.
F. Survey of all significant features or fixed objects within the corridor potentially impacted by construction.
G. Survey of all drainage features (wetland, lakes, streams, rivers, etc.).
H. Collection of dwelling and outbuilding structures near the right-of-way for future potential right-of-way damages.

Deliverables

- Full topographic survey and mapping.
- AutoCAD base map drawing.
- Photographs.

TASK 1.3 – EXISTING RIGHT-OF-WAY DETERMINATION AND MAPPING

An existing right-of-way determination process will be performed as a part of Task 1.3. WSB will tie in all property corners and PLS monuments in the specified County datums and tolerances as the foundation of the property base mapping file and utilize title research to draw in all known parcel boundaries, easements, and covenants tied to each parcel abutting the corridor. WSB office technicians will develop an existing centerline alignment based on field observations and compute and draw in all subdivision plats based on found monuments. WSB will coordinate with Crow Wing County Survey Planning Coordinator and the City/Township on right-of-way concerns and come to the table with professional solutions to assure all party's property rights are maintained. The base map will include property owner name, parcel identification, subdivision plat names etc. along with clearly described property monumentation. All property work will be performed by a registered land surveyor in the State of Minnesota. This property file will be used in preliminary design to identify preliminary right-of-way impacts to adjacent properties to start the right-of-way process early. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Office Research and Mapping
   A. Locate public land survey corners and boundary corners.
   B. Prepare AutoCAD drawing of all parcels and right-of-way lines affected by the project.
   C. Mapping is existing right-of-way, including existing monumentation.
   D. Existing right-of-way determination.

Deliverables

- Finalized existing right-of-way mapping.
- AutoCAD base map drawing.
- Photographs.

TASK 1.4 – ENVIRONMENTAL RECONNAISSANCE AND WETLAND DELINEATION

WSB Task 1.4 contains services pertaining to environmental reconnaissance and review based on previously completed reports. As a part of the Cooperative Community Enhancement Project, the agencies involved were supplied with a comprehensive Level 2 Wetland Delineation and Report that was submitted to the LGU for wetland boundary and type concurrence. The approved boundaries will be reviewed by environmental staff and incorporated into base mapping to ensure avoidance and minimization of wetland impacts is considered during preliminary design. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Environmental Reconnaissance
   A. Review of project for potential permits needed for construction.

3. Wetland Delineation and Report
   A. Review of existing Bolton and Menk wetland delineation report from Bolton and Menk study.
   B. Submission of wetland delineation report and coordination with LGU/Crow Wing County.
   C. Attend Technical Evaluation Panel (TEP) meeting to discuss project. Accompany the TEP in the field for the verification review and, if required, alter the report through an amendment based on TEP recommendations.

Deliverables

- Final Wetland Notice of Decision (wetland boundary, type, and jurisdictional determination).
- TEP meeting minutes.
- Cursory cultural and historical review memo.

TASK 1.5 – GEOTECHNICAL EVALUATION

WSB proposes a full geotechnical exploration of the project area. This exploration will give the project team a comprehensive view of the geotechnical features and soils that exist within the project limits. Geotechnical services are provided to perform subsurface soil boring, classify, and analyze the soil samples, and prepare a report discussing the findings including and estimated R-value, provide recommendations for subgrade corrections, preparation, and pavement section thicknesses. We have assumed that soil borings will be placed such that traffic control will not be necessary on the corridor, and that we will have full access with a CME-55 truck mounted auger drill. We propose six flight auger soil borings to supplement the information that was collected during the Cooperative Community Enhancement Project investigations. This number equates to a soil boring at approximate 500-foot intervals throughout the project area. If unsuitable soils are found at termination depths, it may be necessary to extend the borings until more suitable soils are found. This is done to ensure the project team knows the full extent of unsuitable materials under the pavement and that recommendations within the report are accurate. An additional $20/foot will be assessed for borings extended beyond the proposed termination depths, and this information will be relayed to the appropriate parties as soon as it is available. These borings will be summarized and logged within the final geotechnical report, and will provide recommendations

for pavement subgrade preparation, estimates of groundwater depths, elevations, and discussions on soils to use as structural fill and site fill. An estimated R-value and recommended placement thickness will be recommended in the report. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Geotechnical Reconnaissance and Soil Borings
   A. Six soil borings at select locations throughout the project site (approximately every 500 feet).

3. Geotechnical Report
   A. Preparation of a detailed geotechnical evaluation and report, including pavement design recommendations, soil boring logs, soil classifications, and groundwater depths.

Deliverables
- Geotechnical report and recommendations.

TASK 1.6 – PRELIMINARY DESIGN, PREFERRED GEOMETRIC LAYOUT, AND PRELIMINARY RIGHT-OF-WAY IMPACTS

WSB will use all the investigations performed in Tasks 1.1 through 1.5 to move into preliminary design and determine a preferred geometric layout. The main objective of this task is to select a preferred alternative alignment and typical section that meets geometric safety and traffic standards selected for the corridor to improve overall safety and mobility along Buschmann Road. The design team will model the corridor utilizing this layout and typical section and perform a comprehensive analysis on existing drainage issues, proposed drainage systems, and stormwater treatment locations. This preliminary design will also be used to assess preliminary right-of-way impacts along the corridor. This right-of-way impact analysis will consider aesthetic surroundings, the need for stormwater features in the right-of-way and strive to maintain overall corridor character. Based on the construction limits from the preliminary design, WSB will draw into the base map any potential right-of-way impacts, property impacts, easements, or utility concerns. This data will be utilized in public engagement to notify potentially impacted property owners and to begin the right-of-way acquisition process. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Preliminary Geometric Layout
   A. Prepare local agency design standard 3-D model geometric layout, profile, and typical section.
   B. Conduct analysis of alternative impacts and screening to formulate preferred alternative.
   C. Design memo outlining features of preferred alternative alignment, design, and assumptions.

D. Stormwater modeling and design calculations.

3. Preliminary Right-of-Way Impacts
   A. Develop anticipated right-of-way impacts and construction limits of preferred alternative.

Deliverables
- Geometric layout and preliminary drawings.
- Stormwater modeling and design results.
- Preliminary easements need mapping and summaries (with quantified areas).
- Design memo.
- Proposed drainage/stormwater plan.

TASK 1.7 – UTILITY COORDINATION

Utility conflicts within the Buschmann Road corridor are apparent and documented in many previous studies. It will be imperative to include any potentially affected utility owners in early project discussions and potential relocations. From the preliminary design, WSB will be able to assess impacts to high-risk utilities and coordinate early with the utility owners. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Preliminary Meeting with Affected Private Utility Owners (assumed 1)
   A. Contact Gopher State One Call (GSOC).
   B. Prepare two-dimensional layout of all utility facilities.
   C. Utility meeting to discuss potential impacts based on preferred alternative.

Deliverables
- Meeting agenda and minutes from meeting with utility owners.
- Two-dimensional layout of all utility facilities.

TASK 1.8 – PUBLIC ENGAGEMENT

WSB recognizes the vital role that public engagement will play into the overall projects success by facilitating communication and building project support amongst community members. We have organized the scope of services into deliverables throughout the engagement process including stakeholder engagement and identification plan; project website; preliminary open house; project communications and outreach support; engagement analysis and summary. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Public Agency Involvement/Agency Coordination
   A. Creation of Stakeholder ID and Engagement Management Plan with updates.
   B. Maintenance of project website.

C. Project fact sheet and Q/A updates.
D. In-person property owner communications and meeting (assumed 2 meetings, invitation/outreach).
E. Open houses (assumed 2).
F. City Council meetings (assumed 4).

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, 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 communication recommendations).

TASK 1.9 – PRELIMINARY COST ESTIMATE

Understanding the costs of construction will be critical for the Township and City before moving to the next phases, which includes final design and construction. WSB will utilize industry knowledge and previous costs and estimates from similar work to establish preliminary project costs for the Township and City's consideration. Right-of-way estimates will be generated utilizing current property assessments/taxing information and factoring based on the amount of impact. Cost estimates, if requested, can be broken down by partner agency responsibility based on discussions between the City and Township. This task can be seen broken down into specific sub-tasks and deliverables below:

1. Project Management
   A. Project management consisting of general project coordination, progress reporting, billing, invoicing, quality control, and quality assurances.

2. Preliminary Cost Estimate
   A. Preparation of a preliminary cost estimate based on the preferred geometric layout and right-of-way needs.

Deliverables

- Preliminary cost estimate.

ASSUMPTIONS

This proposal makes the following assumptions:

- Task 1.1 - Existing Data Collection - Assumes one meeting with Township and City staff.

- Task 1.4 - Wetland Delineation - Assumes Bolton and Menk report dated August 25, 2021, will be available for submission to LGU and approved.

- Task 1.5 - Geotechnical Exploration - Assumes site can be accessed with CME-55 truck mounted auger drill and that full traffic control will not be necessary. Traffic control consists of road work ahead signs, flashing lights, and cones.

- Task 1.8 - Public Engagement - Assumes one kickoff meeting and one public open house and travel time. Assumes weekly updates to project website. Assumes attendance at four Township Board meetings.

SCHEDULE

Phase 1

Task 1.1 Existing Data Collection ..... Upon Contract Execution-April 17, 2023

Task 1.2 Detailed Topographic Survey and Mapping ..... April 17-May 19, 2023

Task 1.3 Existing Right-of-Way Determination and Mapping ..... April 17-May 19, 2023

Task 1.4 Environmental Reconnaissance and Wetland Delineation ..... Upon Contract Execution-June 1, 2023

Task 1.5 Geotechnical Exploration ..... May 1-June 2, 2023

Task 1.6 Preliminary Design ..... May 22-July 21, 2023

Task 1.7 Utility Coordination ..... April 17-July 21, 2023

Task 1.8 Public Engagement ..... Upon Contract Execution-August 7, 2023

Task 1.9 Preliminary Cost Estimate ..... June 19-July 21, 2023

P**ROPOSED FEE**

WSB proposes the below fee for services in an amount not to exceed of $247,975. A breakdown for each task can be seen below along with representative reimbursable expenses. A detailed breakdown of hours and fee can be seen attached.

Phase 1

Task 1.1 Existing Data Collection $1,845

Task 1.2 Detailed Topographic Survey and Mapping $9,125

Task 1.3 Existing Right-of-Way Determination and Mapping $9,715

Task 1.4 Environmental Reconnaissance and Wetland Delineation $2,575

Task 1.5 Geotechnical Exploration $8,685

Task 1.6 Preliminary Design $19,215

Task 1.7 Utility Coordination $1,235

Task 1.8 Public Engagement $9,980

Task 1.9 Preliminary Cost Estimate $3,005

Reimbursables

Highway Title Commitments $3,200

TOTAL $68,580

This proposal letter represents our entire understanding of the project scope. If you are in agreement 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 and the City of Breezy Point on December 15th, 2022.

If you have any questions, please don't hesitate to contact me. We appreciate the opportunity to present this proposal to you and look forward to working with you on this project.

Sincerely,

WSB

Paul Sandy, PE
Senior Project Manager

Monica Heil, PE
Vice President of Municipal Services

Accepted By:

City of Breezy Point

Name _____

Title _____