

December 30, 2025

**Brainerd/Baxter**

7804 Industrial Park Road  
Baxter MN 56425

Allie Polsfuss – City Administrator  
City of Breezy Point  
8319 Co. Rd. 11  
Breezy Point, MN 56472

218.829.5117  
Baxter@Widseth.com  
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**Re: Proposal for Design and Construction Administration of 2026 Street Improvements**

Honorable Mayor and City Council Members:

Thank you for the opportunity to assist the City completing the Feasibility Report and providing this proposal for the design of the 2026 Street Improvements Project. After conducting the Feasibility Report, we recommend the following items be approved for survey, plans and specifications for construction, bidding and construction administration. WIDSETH is pleased to submit the following proposal for services outlined below.

2026 Street Improvements

WIDSETH will provide the following professional services for the listed fee:

Professional Services

- Topographic Survey – Conduct a topographic survey of the project locations, as well as obtain property boundary information for properties in the project area to include in the plans.
  
- Engineering Services – Provide the following construction documents along with specifications for bidding:
  - Standard Details – Sheets including general project information, notes, and detail references.
  - Existing Conditions & Removals – A plan identifying necessary removals to complete the improvements, and other site features gathered from the survey.
  - Erosion Control Plan – This plan will include a site layout of BMP's (Best Management Practices, i.e. silt fence, bio-roll, etc.) and BMP details.
  - Plan and Profile – A plan identifying the proposed improvements, including notes, existing and proposed elevations and existing and proposed site features.
  - Stormwater Pollution Prevention Plan (SWPPP)
  - Turf Establishment Plan – A plan identifying areas requiring turf establishment due to disturbed area from proposed improvements.
  - Draft assessment rolls
  - Facilitate assessment hearing

Our hourly not-to-exceed fee for the professional services outlined above is **\$70,000**.

- Construction Administration Services – WiDSETH will provide the following construction administration services:
  - Construction staking
  - Part time construction observation, estimated at 20 hours per week for 8 weeks of assumed construction duration
  - Review contractor material submittals
  - Pay item monitoring and submitting of pay applications to the City for review
  - SWPPP monitoring

The hourly estimated fee for construction administration services is **\$41,000**.

#### Additional Services

- Televising Services – WiDSETH will assemble a quote package and facilitate televising the sanitary sewer in the project area. A recommendation on how to proceed based on our review will be provided.

Our estimated fee for the televising package and review including the estimated fee for the televising company is **\$6,000**.

- Public Meetings – Upon request from City Staff, a Public Informational Meeting was held on December 15, 2025. City staff have requested a preconstruction public open house be held as well.

For the meeting that was already held, and the anticipated preconstruction public open house, our fee is **\$6,000**. For any additional public informational meetings to be held, our fee is \$3,000 per meeting.

- Pavement Coring and Materials Testing – WiDSETH will facilitate pavement coring on Wren Drive to be completed during the design phase, as well as bituminous and concrete materials testing to be completed during the construction phase. The fee for this service through a material testing company is estimated at **\$6,000**. This estimated fee is not included in our proposal. The third party materials testing and coring company will supply a proposal directly to the City, and WiDSETH will facilitate.

Items not included in this proposal, but can be provided upon request include:

- Right of way acquisition
- Wetland delineation
- Easement acquisition
- In-depth utility relocation services
- Geotechnical analysis

WiDSETH proposes to perform the services described above on an hourly basis in accordance with the attached fee schedule. We thank you for giving us the opportunity to submit this proposal and look forward to collaborating with you on this project.

Please contact us if you have any questions regarding this proposed. We will consider receipt of a signed copy of this Agreement to be our Notice to Proceed.

Sincerely,  
**WIDSETH SMITH NOLTING AND ASSOCIATES INC.**



Nick Peterson, P.E.



Dave Reese, P.E. VP

Enclosures: WIDSETH 2026 Fee Schedule  
WIDSETH General Provisions of Professional Services Agreement

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Fees shall be billed monthly in accordance with our fee schedule that is in effect when the work is performed with payment due within 30 days of billing. Attached is our 2026 fee schedule. A finance charge is computed at a periodic rate of 1% per month (annual percentage rate of 12%) on past due balance.

**Professional Services**

<b>\$70,000</b>	<b>Hourly Not-to-Exceed for Design Services</b>
<b>\$41,000</b>	<b>Hourly Estimated for Construction Admin. Services</b>

**Additional Services**

<b>\$6,000</b>	<b>Hourly Estimated for Televising Services</b>
<b>\$6,000</b>	<b>Lump Sum for Public Meetings (\$3,000 per meeting)</b>

<b>\$123,000</b>	<b>Total Estimated Fee</b>
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Accepted by **City of Breezy Point**

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Allie Polsfuss, City Administrator  
Authorized Signatory

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Date Approved