Building a Better World for All of Us®

November 5, 2026

RE: Blandin Beach Site Improvements
Proposal for Professional Engineering Services
The City of Grand Rapids, MN
SEH No. GRANR P194402

Matt Wegwerth, P.E.
Public Works Director / City Engineer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

Dear Mr. Wegwerth:

Short Elliott Hendrickson Inc. (SEH) appreciates the opportunity to submit this proposal to the City of Grand Rapids for professional engineering services for the Blandin Beach Site Improvements. The City is advancing a coordinated redevelopment of its primary public waterfront recreation site, including demolition of the existing beach house, accessible site circulation, a new restroom/shelter, pavilion, splash pad, volleyball court, supporting utilities, drainage and stormwater improvements, bidding, construction management, and project closeout.

1. GENERAL INFORMATION

Short Elliott Hendrickson Inc. (SEH) is a 100 percent employee-owned professional services firm providing engineering, architecture, planning, environmental, and construction-phase services to public and private clients. Originally established in 1927 as P.R. Banister, Consulting Engineer, SEH is headquartered in St. Paul, Minnesota, and operates 35 affiliated offices, including an office in Grand Rapids.

SEH's Grand Rapids office has served the region for more than 25 years, providing civil engineering, surveying, environmental services, project coordination, and construction-phase support. For the Blandin Beach Site Improvements, the local project team will be supported by SEH specialists in water resources, environmental review and permitting, accessibility, utility coordination, construction administration, and quality control. This structure gives the City a responsive local team with access to the resources needed to deliver the project from survey and design through bidding, construction, record drawings, and warranty inspection.

SEH will provide the proposed services using its in-house staff, and no subconsultants are expected. SEH will therefore serve as the City's single engineering consultant, managing its engineering disciplines, coordinating with the City's separately contracted feature consultant, and maintaining clear accountability for its scope of work.

2. PROJECT UNDERSTANDING

The City of Grand Rapids is advancing a comprehensive redevelopment of Blandin Beach Park, its primary public waterfront recreation site. The project will replace aging infrastructure and improve accessibility, recreation opportunities, and overall site functionality through demolition of the existing beach house, construction of a splash pad, pavilion, restroom/shelter, volleyball court, accessible walkways, utility improvements, site grading and drainage; and parking and accessibility-related roadway modifications. Construction is anticipated to begin in May 2027, with funding expected to include Minnesota DNR grant, Blandin Foundation monies, and local sources.

The engineering assignment extends beyond preparation of plans and specifications. Successful delivery will require SEH to integrate the civil/site improvements with the specialized park features being provided by the City's separately contracted feature consultant. Utility requirements, site preparation, material requirements, equipment interfaces, drainage, accessible routes, and finished grades will need to be established early and coordinated throughout design so the individual improvements function as one complete site. The RFP specifically identifies this coordination as part of the engineering consultant's responsibility.

The waterfront setting adds another important layer to the design. Forest Lake, the adjacent wetland and shoreland setting, stormwater management, splash pad drainage, and the proposed groundwater supply must be considered together as design advances. The City's grant application anticipates a dedicated groundwater well for the splash pad, approximately 4.5 million gallons of annual water use, drainage through a system incorporating stormwater best management practices, and a Minnesota DNR water appropriation permit. The grant documentation also identifies permanent stormwater treatment and protection of shoreline resources as project considerations.

Accessibility and grant commitments are also fundamental design requirements rather than stand-alone project elements. The completed park is intended to provide an interconnected accessible route between the parking area, splash pad, pavilion, restroom/shelter, volleyball court, existing playground, and beach. Final design will need to carry these accessibility requirements, along with applicable grant commitments and environmental considerations, through bidding and construction.

In SEH's view, the key to successful delivery will be early resolution of the interfaces between the City's feature consultant and the civil/site design, followed by disciplined management of permitting, accessibility, drainage, utilities, schedule, cost, and constructability. These items are interrelated: a late change in a feature footprint, utility demand, finished elevation, or drainage requirement can affect grading, accessible routes, utilities, stormwater design, permitting, quantities, and ultimately the construction schedule.

SEH brings an established understanding of Blandin Beach Park and the proposed improvements into final design. SEH previously assisted the City with the overall site plan, project cost information supporting the Outdoor Recreation Grant application, and environmental and natural-resource review. That prior work included review of site conditions, wetlands and water resources, threatened and endangered species information, cultural-resource information, permitting considerations, and the relationship of the improvements to Forest Lake. This existing project knowledge gives the team a practical starting point for final design while recognizing that prior planning-level information must be confirmed and updated as the final design, construction limits, feature-consultant requirements, and agency requirements are established.

3. PROJECT APPROACH

SEH will deliver the Blandin Beach Site Improvements as an integrated design-bid-build project, providing consistent leadership from final design through construction and closeout. Our approach combines sound technical design, proactive coordination, disciplined construction management, and clear communication with the City, feature consultant, contractors, utilities, adjacent property owners, and other stakeholders.
Successful delivery will require the civil/site design, feature-consultant coordination, permitting, grant requirements, cost control, bidding, and construction activities to advance as one coordinated effort. SEH will identify critical information and decisions early, resolve interfaces before they affect downstream work, and maintain continuity between design and field implementation.

Design with construction in mind. SEH will address grading, utilities, drainage, accessibility, feature interfaces, permitting, access, and constructability throughout design. Coordination with the City's feature consultant will establish clear responsibilities, required information, interface elevations, utility needs, and schedule-sensitive decisions so the separate improvements come together as a complete project. The RFP specifically identifies coordination with multiple consultants as a required element of the project approach.

Carry project leadership into construction. Construction management will be a continuation of the design process rather than a handoff between phases. SEH will provide full-time construction observation as required by the RFP and coordinate the City, contractor, feature consultant, utilities, geotechnical and testing providers, and other affected parties. Weekly construction meetings, field documentation, pay estimates, submittal and RFI review, change documentation, and timely issue resolution will keep the City informed of progress, upcoming decisions, and potential cost or schedule impacts.

Manage stakeholder issues proactively. As a highly visible public improvement, the project will require effective communication with parties affected by construction and project decisions. SEH will coordinate stakeholder concerns with the City, provide clear technical information, and identify practical alternatives when issues affect access, utilities, adjacent properties, project cost, schedule, or construction. This approach directly supports the RFP's emphasis on successful coordination with utilities, contractors, adjacent property owners, and other stakeholders.

Provide consistent leadership through the public process. Sara Christenson will serve as the City's primary contact and Project Manager, providing continuity for scope, schedule, budget, design coordination, construction management, and communication through project closeout. When technical issues, stakeholder concerns, contractor questions, or competing priorities arise, SEH will clearly define the issue, identify project impacts and practical alternatives, and provide the City with the information needed for timely decisions. The RFP identifies these personal and leadership skills as important to successfully navigating the project through the public process.

SEH will work as an extension of the City's team, maintaining clear responsibilities while coordinating the many parties involved in successful project delivery. Our approach is centered on five priorities:

- Coordinate early: Establish design criteria, responsibilities, feature interfaces, utility requirements, elevations, and critical decisions before they affect schedule or construction.
- Design for construction: Address constructability, access, sequencing, accessibility, drainage, utilities, and site-feature interfaces throughout design.
- Lead through construction: Maintain continuity from design into the field through active observation, coordination, documentation, and issue resolution.
- Engage stakeholders effectively: Communicate clearly with the City and affected parties and elevate issues requiring City direction with practical alternatives.
- Protect schedule and budget: Identify risks and decisions early and communicate potential impacts before they become critical-path or construction-cost issues.

Task 1.0 - Topographic Survey, Including GSOC

SEH will begin by establishing a reliable existing-conditions base for all civil/site design and feature-consultant coordination. The survey will document the physical and vertical relationships that govern accessible circulation, utility connections, drainage, feature placement, and integration with the existing beach and playground.

- Complete a topographic survey of the project area, including visible improvements, pavement and walkways, structures, trees and landscaped areas, utilities, shoreline-related features, drainage patterns, accessible-route tie-ins, and grades needed for design.
- Coordinate Gopher State One Call utility locates and supplement field information with available City record drawings and mapping.
- Establish horizontal and vertical project control for design, construction coordination, and preparation of record drawings.
- Survey connection points to the existing playground, public parking and roadway improvements, beach access, proposed site features, and existing utilities.
- Obtain and incorporate the final recorded right-of-way vacation documentation provided by the City. Legal description preparation, platting, boundary survey, and additional right-of-way vacation services are excluded unless separately authorized.
- Review the completed base map with the City and feature consultant so discrepancies or missing information can be identified before design progresses.

Deliverables: Existing-conditions base map, topographic survey data, project control information, and base files suitable for design coordination.

Task 2.0 - Design, Including Plans and Specifications

SEH will advance the approved project concept through preliminary, intermediate, and final design. The design process will treat the park as one interconnected recreation environment rather than a collection of separate features. Grading, utilities, drainage, accessible routes, feature footprints, equipment clearances, and finished elevations will be coordinated so the splash pad, pavilion, restroom/shelter, volleyball court, existing playground, beach, parking, and supporting infrastructure function together.

2.1 - Project initiation and design criteria

SEH will conduct a kickoff meeting with the City to confirm:

- Project objectives and limits.
- Roles, decision-makers, and communication procedures.
- The final grant agreement, grant-funded facilities, and applicable funding conditions.
- City design and construction standards.
- Feature-consultant responsibilities and anticipated information dates.
- Responsibility boundaries for architectural, structural, mechanical, electrical, plumbing, controls, splash pad, and well-related/pump house design.
- Required review stages, Council actions, schedule, budget, and immediate action items.

SEH will prepare a design-criteria and responsibility matrix following kickoff. This matrix will document agreed design inputs, responsible parties, required information, and decision dates.

2.2 - Preliminary design

During preliminary design, SEH will establish the controlling site geometry and elevations, including:

- Demolition and removal limits.
- Feature footprints, finished-floor/slab interface elevations, and civil/site preparation and subgrade limits.
- Accessible circulation connecting parking, the splash pad, pavilion, restroom/shelter, volleyball court, existing playground, drinking-water facilities, and beach.
- Preliminary grading and drainage patterns.
- Stormwater best management practice locations and preliminary sizing.
- Splash pad drainage and discharge routing.
- Sanitary sewer, water, groundwater-well connection, and underground electrical routing.
- Removal of the existing overhead power line and coordination of underground replacement or service modifications.
- Accessible drinking fountain/bottle-filler interface, playground accessible-route connection, signage locations, and civil/site support for other City-confirmed grant elements.
- Civil/site accommodations for a foot-wash station, food-truck access, or event-support features if confirmed by the City at kickoff.
- Roadway and parking interface improvements.
- Tree preservation, vegetation disturbance, erosion-control, and site-restoration limits.
- Preliminary quantities and an engineer’s opinion of probable construction cost.

The grant application commits to accessible routes serving the park’s primary facilities, permanent stormwater treatment, native or climate-adaptive restoration, shoreline and wetland protection, and preservation of existing trees and shrubs to the extent practicable.

2.3 - Intermediate and Final design

Following City review, SEH will refine the design and prepare coordinated plans, specifications, quantities, bid schedules, and contract documents. Final design will include applicable:

- Demolition and removals.
- Site grading and drainage.
- Stormwater management and erosion control.
- Accessible concrete walks and bench pads.
- Complete civil/site design of the sand volleyball court, including layout, grading, drainage, excavation, aggregate and sand sections, edge treatment, accessible-route connection, and coordination of posts, sleeves, net, and associated equipment.
- Site lighting design, including fixture layout, photometric criteria, pole and base requirements, conduit routing, controls criteria, and technical specifications. At the City’s direction, site lighting may be structured as a bid alternate. Electrical design internal to or specifically serving the proprietary splash pad, pavilion, restroom/shelter, and other feature systems will be provided by the City's feature consultant.
- Utility services and feature connections.
- Roadway and parking modifications.
- Tree protection, landscaping, native restoration, and site restoration.
- Feature site preparation and interface requirements, including civil/site subgrade preparation, grading, site integration, and finished-floor/slab interface elevations. Design of feature slabs and foundations will be by the City’s feature consultant.

2.4 - Accessibility verification

Accessibility will be evaluated as an interconnected system. SEH will check proposed routes, slopes, cross-slopes, transitions, clear widths, surface requirements, turning and maneuvering areas, and connections to feature-consultant improvements at each review stage. The grant application identifies six-foot-wide accessible walkways and requires accessible connections among parking, the splash pad, pavilion, restroom/shelter, playground, volleyball court, drinking water, and beach.

Accessibility reviews will be documented as the design progresses, with identified conflicts communicated to the City and feature consultant for timely resolution. Particular attention will be given to transition points between SEH-designed improvements and feature-consultant work, where changes in finished elevations, equipment layouts, utility locations, or feature footprints could affect route continuity or compliance.

2.5 - Cost and constructability control

SEH will update the engineer's opinion of probable construction cost at the 60 percent, 90 percent, and final design stages. Each review will compare the current design against the applicable project and grant budget, identify material changes, and recommend scope, quantity, material, or bid-alternate adjustments when needed.

Cost and constructability reviews will consider quantities, material selections, construction access, sequencing, utility conflicts, feature interfaces, bid alternates, and the availability of competitive construction methods. When a design decision could materially affect cost, schedule, accessibility, permitting, or construction complexity, SEH will identify the issue, evaluate practical options, and provide the City with information needed to select an appropriate path forward.

SEH will conduct internal interdisciplinary and constructability reviews before each formal City submittal. Review comments will be documented and resolved before issuance of the subsequent package.

Through this coordinated design process, SEH will provide the City with construction documents that clearly define the civil/site work, incorporate confirmed feature-consultant requirements, and support competitive bidding and efficient construction. Design decisions, outstanding information, review comments, and responsibility boundaries will be tracked through final design so that unresolved issues affecting accessibility, permitting, cost, schedule, or constructability are identified and addressed before the project is advertised for bids.

Anticipated deliverables: 60 percent review plans and cost opinion, 90 percent review plans and updated cost estimate, final bid-ready plans, specifications, bid schedule, quality-control and comment-resolution records.

Task 3.0 - Permit Applications

SEH will provide permitting and environmental coordination to support final design and construction of the Blandin Beach Site Improvements. SEH will use the environmental and natural-resource documentation prepared for the Outdoor Recreation Grant application as a starting point and will update or supplement that information as necessary based on final construction limits, design conditions, and applicable agency requirements.

- Confirm permit applicability as final project limits, grading quantities, land-disturbance area, tree removal, excavation depths, and shoreline and wetland relationships are established.
- Coordinate applicable City demolition and stormwater permitting requirements into the civil/site documents. Based on the RFP clarification, no City Shoreland Alteration Permit is anticipated. SEH will verify applicable state permit requirements as final grading, discharge, land-disturbance, and shoreline relationships are established. SEH will provide civil/site information reasonably required to support building or zoning permits prepared by the City's feature consultant, but will not prepare or submit feature-specific building permits.
- Confirm whether the project requires coverage under the MPCA NPDES/SDS Construction Stormwater General Permit and, if required, prepare the applicable stormwater pollution prevention and permit information for filing by the designated applicant.
- Prepare the technical materials for the Minnesota DNR Water Appropriation Permit and support submission by the designated applicant, using well-design, pumping-rate, and operational information provided by the City, well contractor, and feature consultant. SEH will provide normal agency coordination associated with the application.
- Request and coordinate the Minnesota DNR Natural Heritage Review required following selection of the project for Outdoor Recreation Grant funding. SEH will review the resulting findings and incorporate applicable avoidance, minimization, or other design requirements into the project documents.
- Review and update the previously prepared U.S. Fish and Wildlife Service IPaC documentation, as appropriate, using final project limits and current regulatory information. SEH will coordinate follow-up associated with identified species and incorporate applicable avoidance or minimization measures resulting from agency coordination.
- Review proposed tree and vegetation removal relative to the migratory bird and bald eagle information identified through the prior environmental review and incorporate applicable avoidance or minimization measures.
- Support cultural-resource and State Historic Preservation Office coordination required by the project’s grant funding. SEH will compare final areas and depths of disturbance with the previously completed data searches and coordinate the applicable agency review.
- Review final grading, stormwater improvements, splash pad drainage, construction limits, and restoration limits relative to the wetland and shoreland information developed for the grant application. SEH will evaluate whether the final design remains consistent with the prior assumption that no wetland or shoreline disturbance will occur.
- Maintain applicable applications, regulatory correspondence, review comments, approvals, permit conditions, and environmental documentation as part of the project record.

Deliverables: Permit and environmental-action matrix; applicable application packages and supporting civil/site information; Minnesota DNR Natural Heritage Review documentation; updated environmental and cultural-resource documentation, as required; agency correspondence; and documentation of permit approvals, conditions, or status.

Task 4.0 - Coordination with Site Feature Consultant

Because the City will contract directly with consultants for the splash pad, pavilion, restroom/shelter, and other specialized site features, SEH will coordinate the interfaces between those consultants' work and the civil/site design. SEH's coordination will focus on obtaining, documenting, and incorporating the information needed for the separate improvements to function as one complete and accessible park site.

- Coordinate with the City and its feature consultant to confirm feature footprints, orientation, installation limits, and civil/site preparation requirements.
- Confirm utility types, sizes, demands, connection points, elevations, and other information needed to coordinate sanitary sewer, water, groundwater-well, drainage, and electrical-service interfaces.
- Coordinate finished-floor, slab, equipment-pad, and adjacent site elevations with proposed grading, drainage, accessible routes, and feature-consultant requirements. SEH will establish adjacent grading, finished interface elevations, civil/site subgrade preparation limits, drainage, utilities, and accessible connections. Structural design of slabs, foundations, buildings, shelters, and proprietary feature systems will be by the City's feature consultant.
- Confirm material specifications, equipment clearances, maintenance access, foundation or footing information provided by the responsible designer, and construction-sequencing requirements that affect the civil/site work.
- Coordinate splash pad drainage criteria, anticipated flow information, connection points, and discharge routing with the splash pad consultant and the civil stormwater design.
- Review accessible-route connections and transition elevations between the civil/site improvements and feature-consultant improvements.
- Conduct coordination reviews at appropriate design stages and incorporate applicable feature-consultant requirements into the civil/site plans, specifications, quantities, and bid documents.
- Identify interface conflicts early enough for City and consultant resolution before bidding. Items affecting accessibility, permitting, cost, schedule, or constructability will be elevated to the City for direction.
- Conduct regular coordination check-ins with the City and feature consultant during active design. Meetings will focus on upcoming information needs, design interfaces, decisions, responsible parties, and schedule-sensitive items. SEH will document action items and follow them through resolution.

Deliverables: meeting/coordination records, action-item log, and documented design interface criteria.

Task 5.0 - Contract Bidding and Award

SEH will prepare the project for competitive bidding after completion of City review, applicable permit coordination, and Council authorization to advertise. Before advertisement, SEH will complete a final bidability review to confirm that feature-consultant interfaces, bid items, allowances, alternates, responsibilities, and applicable grant and funding requirements are clearly represented in the documents.

- Prepare electronic bid documents and assist the City with advertisement following Council authorization.
- Incorporate applicable grant and funding provisions into the bid package, including prevailing-wage requirements and any confirmed Build America, Buy America requirements.
- Coordinate final feature-consultant drawings or technical requirements that are to be incorporated or referenced in the bid documents.
- Conduct or assist with a pre-bid meeting and site visit, if authorized.
- Respond to bidder questions and prepare addenda.
- Assist with bid opening and prepare a bid tabulation.
- Review bidder information and identify material irregularities for City consideration.
- Compare bids with the final cost opinion and grant-budget structure.
- Provide a written recommendation regarding award.
- Prepare conformed contract documents following award.

Deliverables: Final bid package, pre-bid meeting record if held, addenda, bid tabulation, bid review and award recommendation, and conformed contract documents.

Task 6.0 - Construction Inspection and Management Services

SEH will administer the construction contract and provide full-time construction observation for the active civil/site work designed by SEH, consistent with the City's RFP clarification. Observation of feature installation is excluded except for coordination of interfaces with SEH-designed civil/site improvements.

- Observation basis: one construction representative during active civil/site work within the construction period, assumed at 225 hours.
- Feature work: interface coordination only; technical observation of feature installation remains with the City and feature consultant.
- Conduct a preconstruction meeting to review responsibilities, communication, schedules, submittals, testing, permits, grant requirements, public access, environmental controls, safety responsibilities, and feature-consultant coordination.
- Conduct weekly construction-progress meetings during active construction.
- Coordinate the contractor, City, feature consultant, utilities, geotechnical and testing providers, and other affected parties.
- Review shop drawings and submittals for general conformance with the contract documents.
- Respond to requests for information and provide clarifications of the contract documents.
- Evaluate proposed substitutions and changes and document potential cost or schedule effects for City consideration.
- Prepare contractor pay estimates based on observed work and available supporting documentation.
- Maintain observation reports, photographs, submittal and RFI logs, change documentation, and meeting records.
- Review prevailing-wage and applicable grant documentation administratively and identify observed documentation gaps to the City. SEH will not audit or certify contractor compliance.
- Track installation of applicable grant-funded facilities and design commitments through the construction record.
- Prepare a substantial-completion punch list and conduct a final punch-list review.

Deliverables: Preconstruction meeting record; weekly meeting records; observation reports; photographic documentation; submittal, RFI, and change logs; pay estimates; grant-related construction documentation maintained by SEH; substantial-completion punch list; and final punch-list review.

Task 7.0 - Warranty Inspection and Record Drawings

SEH will manage engineering closeout so the City receives an organized record of the completed project, applicable grant facilities, design changes, permits, testing information provided to SEH, and remaining warranty obligations.

- Coordinate final inspection and confirmation of punch-list completion.
- Assist with collection and organization of contractor closeout materials identified in the contract documents.
- Prepare record drawings based on contractor markups, approved changes, SEH field information, and available final survey information.
- Compile permit approvals, relevant correspondence, construction records, and applicable grant-compliance documentation maintained by SEH.
- Compile and deliver a fully scanned electronic project file organized for import into the City’s Laserfiche system.
- Conduct a warranty inspection at the agreed warranty interval.
- Prepare a written warranty-item list for City and contractor follow-up.
- Review of IC-134 forms from prime contractor.
- Issue final balancing change order.

Deliverables: Final engineering closeout documentation; record drawings in PDF and the agreed electronic format; Laserfiche-ready project file; and warranty-inspection memorandum.

4. PROPOSED PROJECT TEAM AND EXPERIENCE

SEH has assembled a locally led, multidisciplinary team to support the City from survey and final design through permitting, bidding, construction, and closeout. Sara Christenson will serve as the City's primary contact and will lead scope, schedule, budget, design coordination, and communication with the City and its feature consultant. She will be supported by staff experienced in civil/site design, surveying, water resources, environmental permitting, construction observation, project documentation, and independent quality review.

Proposed Project Team

Team member	Project Role and Responsibility
Sara Christenson, PE*	**Project Manager and Civil/Site Design Lead.** Primary City contact responsible for scope, schedule, budget, communication, consultant coordination, civil/site design, cost opinions, construction documentation, pay-estimate preparation, change documentation, grant-related recordkeeping, and delivery of the project.
Jason Engstrom	**Civil Lead Technician.** Leads detailed grading, utility and site design; plan development; interdisciplinary coordination; constructability support; and record drawings.
Andrew Felber	**Site Lighting Lead Technician** Leads detailed site lighting design, lighting specifications, and final construction punch list.
Richard Schmidtke	**Construction Representative.** Provides full-time onsite construction observation, contractor coordination, field documentation, quantity review, and construction-meeting support.
Mike Hudec	**Civil Technician and Construction Support.** Supports design production, quantities, and prevailing wage review.
Tim Seeley	**Survey Lead.** Leads topographic survey, project control, existing-conditions mapping, construction-related survey support, and record survey information.
Dean Doneen, PE*	**Water Resources Lead.** Leads stormwater management, splash pad drainage, erosion and sediment control, and water-resource coordination.
Erin Budrow, PWS, CMWP	**Environmental and Permitting Lead.** Leads environmental review, permit coordination, Natural Heritage Review coordination, and documentation of regulatory requirements.
Tom Olson, PE*	**Quality Control Reviewer.** Provides independent review of technical deliverables, cost and constructability considerations, and interdisciplinary coordination.

* Professional Engineer licensed in Minnesota

Relevant Project Experience

Reference Project | Completion	Client / Contact	Relevant Scope
Woodland Bank Site Improvements 2021	Brian Nicklason Chief Executive Officer 218.999.0595 Briann@woodlandbank.com	New construction of a commercial banking facility, including full site development with grading, parking, access drives, and ADA-accessible circulation improvements. The project incorporated complex grading features and retaining wall construction to address site constraints, along with installation of water and sanitary services, storm sewer infrastructure, and stormwater systems.
Early Childhood Hub Site Development 2023	Kootasca Community Action Isacc Meyer Special Projects Program Director 701.610.6140 isaac@itascacountyhra.com	Redevelopment of site infrastructure including grading, stormwater BMPs, parking, site lighting, and ADA-accessible circulation. SEH provided design through construction-phase services and coordinated implementation of the site improvements within the owner's schedule and budget.
Mill and Miss Site Development 2026	Oppidan Tayler Budenski Senior Construction Manager 651.324.1493 TaylerB@Oppidan.com	New construction of a multifamily residential development, including full site development with grading, stormwater management best management practices, ADA-access, dog-park, utility infrastructure, and parking improvements.

<u>Woodland Bank Site Improvements Team Experience:</u>
Sara Christenson, PE | Project Management/Civil Design
Mike Hudec | Plan Production
Tim Seeley | Survey

<u>Early Childhood Hub Team Experience:</u>
Sara Christenson, PE | Project Management/Civil Design
Andrew Felber | Site Lighting Lead Technician
Jason Engstrom | Construction Representative
Tim Seeley | Survey

<u>Mill and Miss Site Development Team Experience:</u>
Sara Christenson, PE | Project Management/Civil Design
Mike Hudec | Plan Production
Jason Engstrom | Construction Representative
Tim Seeley | Survey

Directly Relevant Current Experience | Silver Lake Park Splash Pad
SEH is currently working with Commercial Recreation Specialists (CRS) on the City of Virginia's Silver Lake Park splash pad, with CRS providing the specialized splash pad design, equipment, and installation and SEH providing the supporting civil and utility engineering. SEH has worked directly with CRS and Ashley Walker to coordinate water and electrical services, drainage and discharge, equipment locations, permitting, and construction sequencing. Because Silver Lake Park uses a coordination model similar to Blandin Beach, SEH can share project experience and lessons learned across offices, giving the locally led Blandin Beach team access to staff with current experience coordinating civil infrastructure with CRS splash pad systems.

5. PROJECT SCHEDULE

SEH is prepared to begin upon written authorization. Our proposed schedule is structured around the anticipated May 2027 construction start, with survey, feature-consultant coordination, design, permitting, City review, and bidding advanced in parallel where practical.

Maintaining the schedule will require timely coordination among the City, SEH, and the City's feature consultant. At kickoff, SEH will confirm key milestones, required information dates, review periods, and decision points. Schedule-sensitive items, including feature-consultant information, utility requirements, permit coordination, City reviews, Council actions, and bidding activities, will be tracked throughout design. Consistent with the approach described in Section 3, SEH will communicate upcoming needs and potential schedule impacts early so the project team can resolve issues before they affect subsequent phases.

Milestone / Event	Anticipated Timing
Authorization, kickoff, and confirmation of design criteria	November 2026
Survey, existing-conditions review, and initial feature-consultant coordination	November–December 2026
Preliminary design and initial permit/environmental coordination	December 2026–January 2027
60% design review and updated cost opinion	January 2027
Intermediate design, feature-consultant coordination, and permit applications	February 2027
90% design review and updated cost opinion	February–March 2027
Final design, quality review, and final cost opinion	March 2027
Council authorization to advertise	March 2027
Advertisement, bidding, bid review, and award	April 2027
Anticipated construction start	May 2027
Substantial completion	September 2027
Completion and record drawings	December 2027
Warranty inspection	Spring 2028 / applicable warranty interval

SEH will actively manage the schedule throughout the project rather than treat it as a fixed list of milestones. Progress will be reviewed during project coordination meetings, with upcoming decisions, outstanding information, responsible parties, and schedule-sensitive activities identified for the City and project team. If an issue could affect a key milestone, SEH will communicate the potential impact promptly and work with the City and appropriate feature consultant to evaluate available options for maintaining project progress.

6. ADDITIONAL INFORMATION

Contract Terms: SEH has reviewed the contract terms identified in the RFP and, if selected, anticipates using its Standard Agreement for Professional Services previously provided by the City in Spring 2026, together with mutually agreed-upon project exhibits.

Proposal Validity: This proposal will remain valid for at least 90 days from November 5, 2026, subject to confirmation of the final scope, schedule, fee, and mutually acceptable contract terms.

7. TOTAL CONSULTANT COST

SEH proposes to provide the professional services described in this proposal on an hourly, not-to-exceed basis by task. The proposed fee is based on the scope, schedule, staffing, and assumptions described herein.

Task	Professional Services	Not-to-Exceed Fee
1.0	Topographic Survey, Including GSOC	$3,000
2.0	Design, Including Plans and Specifications	$49,500
3.0	Permit Applications and Regulatory Coordination	$3,900
4.0	Coordination with Site Feature Consultant	$7,500
5.0	Contract Bidding and Award Support	$3,220
6.0	Construction Inspection and Management Services	$47,500
7.0	Warranty Inspection, Record Drawings, and Closeout	$10,350
	TOTAL NOT-TO-EXCEED	**$124,970**

The proposed fees include the professional services and routine project expenses identified in the scope and are based on the project schedule and assumptions stated in this proposal. SEH will invoice based on actual hours and applicable billing rates, up to the not-to-exceed amount for each authorized task. Services beyond the stated scope or assumptions will not be performed without appropriate authorization from the City.

Hourly Billing Rates

The table below lists the primary design leaders; some disciplines may also use technicians who are not listed.

Team Member	Project Role	2026	2027/28
Sara Christenson, PE*	Project Manager / Civil-Site Design Lead	$249.00	$263.50
Jason Engstrom	Civil Lead Technician	$148.50	$157.50
Andrew Felber	Site Lighting Lead Technician	$191.50	$202.25
Richard Schmidtke	Construction Representative	$129.00	$136.25
Mike Hudec	Civil Technician / Construction Support	$117.00	$124.00
Tim Seeley	Survey Lead	$165.00	$175.50
Dean Doneen, PE*	Water Resources	$171.00	$181.50
Erin Budrow	Environmental / Permit Lead	$164.00	$173.50
Tom Olson, PE*	Quality Control Reviewer	$166.00	$176.00

* Professional Engineer licensed in Minnesota

Reimbursable expenses:
Reimbursable expenses included in the not-to-exceed fee will be billed at the applicable rates in effect when incurred. If applicable permit and regulatory review fees paid by SEH are excluded from the professional-services fee and will be reimbursed separately by the City.

Current Rates: Survey Vehicle – $7.50/hour | Mileage – $0.76/mile | Vehicle on Site – $16/day | Robotic Total Station – $45/hour. Rates are subject to adjustment annually.

Assumptions, Clarifications, and Exclusions

- The City will provide available record drawings and mapping, the final grant agreement and applicable conditions, feature-consultant contracts and design criteria, and one consolidated set of City comments at each review stage.
- The City will contract directly with one feature consultant and will have that consultant under contract in time to support the project schedule. SEH will coordinate civil/site interfaces with the feature consultant's work but will not be responsible for the technical adequacy of proprietary designs prepared by the feature consultant.
- Architectural, structural, mechanical, electrical, plumbing, controls, feature slabs and foundations, and proprietary splash-pad design responsibilities are assumed to be provided by the City's feature consultant. SEH will provide civil/site grading, finished interface elevations, subgrade preparation limits, drainage, utility interfaces, and accessible connections.
- The City will separately procure construction of the splash-pad well and will coordinate with the feature consultant to confirm the available flow rate. SEH's scope includes coordination of the well connection and civil/site interfaces, but does not include well design, procurement, drilling, testing, controls, treatment systems, or pump-system design unless subsequently authorized.
- All sewers will be gravity for the proposed scope of services.
- No retaining walls are included in the proposed scope.
- Electrical design associated specifically with the splash pad, pavilion, restroom/shelter, and other proprietary feature systems remains the responsibility of the feature consultant.
- The proposed scope assumes untreated groundwater will supply the splash pad and discharge through the designed stormwater BMPs toward Forest Lake. Requirements for treatment, recirculation, disinfection, monitoring, sampling, or an alternate discharge method would represent a change in the design criteria and may require an amendment.
- Soil borings, geotechnical engineering, and construction materials testing will be contracted and paid directly by the City. SEH will schedule and direct those services as described in the project scope.
- Task 3.0 includes the desktop environmental review and agency coordination described in this proposal. Archaeological field investigations or surveys; wetland field delineation, impact permitting, or replacement plans; threatened or endangered species field surveys; specialized habitat surveys; environmental assessment or environmental impact documentation; contaminated-material investigations; and other field studies or mitigation required by agency findings or project changes are not included.
- Permit and regulatory review fees paid by SEH are excluded from the professional-services not-to-exceed fee and will be reimbursed separately by the City.
- Property-boundary, easement, and right-of-way survey services are not included unless specifically authorized. Construction staking is also not included.
- Deliverables will be provided electronically unless hard copies are specifically identified. CAD/GIS and Laserfiche file requirements will be confirmed at kickoff.
- Public-engagement meetings and formal presentations to the City Council are not included.
- Task 6 assumes approximately 225 hours of full-time construction observation during active civil/site construction. The assumed level of effort is based on SEH's anticipated civil/site construction duration and sequencing. Observation associated with contractor-caused extensions, material changes in construction sequencing or duration, overtime, weekends, holidays, or additional construction seasons is not included in the proposed fee and would constitute Additional Services.
- Services resulting from owner-directed changes, materially changed site conditions, contractor claims, rebidding, extended construction duration, or regulatory requirements not identified in the source documents are outside the proposed scope and may require Additional Services.

Additional Services
Services not specifically included in the proposed scope, or services resulting from changes to the assumptions and conditions stated above, may be provided as Additional Services upon written authorization by the City.

8. INSURANCE

SEH will provide certificates of insurance demonstrating the coverages agreed to in the final professional services agreement.

WHY SEH?

SEH understands that the Blandin Beach Site Improvements require more than strong technical design. Successful delivery will depend on bringing the civil/site improvements, specialized park features, permitting, accessibility, utilities, stormwater management, grant commitments, bidding, and construction together as one coordinated project. Our approach is built around early coordination, timely decisions, clear communication, and consistent follow-through from design through construction and closeout.

Our locally led project team brings the technical expertise, project leadership, and construction experience needed to successfully deliver the improvements. Sara Christenson, PE, will serve as Project Manager and Civil/Site Design Lead and brings engineering experience across municipal, private-development, and athletic-facility projects in Minnesota and beyond. The team understands that public improvement projects can involve community interests, competing priorities, agency requirements, funding considerations, and public decision-making. SEH brings the technical judgment, communication skills, and personal leadership needed to help the City navigate those considerations while maintaining focus on project goals, schedule, budget, and constructability.

The proposed team also brings experience carrying projects from design into construction, where communication and coordination become especially important. Our approach emphasizes partnership among the City, SEH, feature consultant, contractors, utilities, regulatory agencies, and other project stakeholders, with clear responsibilities, timely communication, and issues addressed before they affect downstream work. SEH's broader resources also allow the locally led team to share relevant experience across offices, including lessons learned from similar project types.

SEH appreciates the opportunity to be considered for this important project. We are excited about the improvements planned for Blandin Beach and would welcome the opportunity to continue partnering with the City to bring its vision for the park successfully from design through construction.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Sara Christenson, PE (Lic. MN)
Client Service Manager