

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

# BLOCK 19 IMPROVEMENTS

The City of Grand Rapids, Minnesota

GRAND RAPIDS, MINNESOTA | MAY 29, 2026



Building a Better World  
for All of Us®

May 29, 2026  
Matt Wegwerth, PE  
Director of Public Works/City Engineer  
420 N. Pokegama Avenue  
Grand Rapids, MN 55744



## RE: Block 19 Improvements – Proposal for Professional Engineering Services

Dear Members of the Evaluation Committee,

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to provide professional engineering services for the Block 19 Improvements project. We are highly qualified to deliver this work and have a strong understanding of the project area, its stakeholders, and the city's expectations for successful delivery.

SEH has a long-standing presence in Grand Rapids, with over 25 years serving the community from our local office. Our team has extensive experience delivering municipal infrastructure projects, including parking lot reconstruction, roadway improvements, utility replacement, stormwater design, and construction administration. This experience, combined with our familiarity with downtown conditions and ongoing coordination with city staff and local partners, positions us to provide practical, effective solutions for this project.

We understand the importance of this project to the downtown area and recognize the need to maintain access, support local businesses, and minimize disruption during construction. Our team is committed to proactive communication, thoughtful phasing, and strong coordination with all stakeholders to achieve a successful outcome. SEH offers the following key strengths for the Block 19 Improvements project:



### PROVEN EXPERIENCE AND QUALIFICATIONS:

Extensive record delivering similar municipal projects in Grand Rapids, including design, bidding, construction administration, and closeout services.



### LOCAL KNOWLEDGE AND UNDERSTANDING:

Deep familiarity with downtown Grand Rapids, existing site conditions, utilities, stakeholders, and community priorities that directly inform practical, constructible design solutions.



### STRONG WORKING RELATIONSHIP WITH THE CITY:

Established history of successful coordination with the City of Grand Rapids, Grand Rapids Public Utilities, and local stakeholders, supporting efficient project delivery and clear communication.

Our project team, mostly based in Grand Rapids, brings hands-on experience and leadership throughout all phases of our projects, from initial design through construction and closeout. Her involvement, combined with our integrated team approach, ensures consistency, accountability, and high-quality project delivery.

We appreciate the opportunity to submit this proposal and look forward to the opportunity to partner with the City of Grand Rapids on the Block 19 Improvements project. Please feel free to contact us with any questions or for additional information. Please note that this proposal is valid until August 27, 2026 (90 days).

Respectfully submitted,



A handwritten signature in black ink, appearing to read "Sara".

**SARA CHRISTENSON** PE (MN)  
**CLIENT SERVICE MANAGER AND LEAD CIVIL ENGINEER**

# CONTENTS

- 1. General Information ..... 1
- 2. Project Understanding ..... 2
- 3. Project Approach ..... 3
  - 3.1 - Topographic Survey ..... 3
  - 3.2 - Public Involvement ..... 3
  - 3.3 - Design (includes plans and specifications in accordance with MSA and City Standards)..... 4
  - 3.4 - Contract Bidding and Award ..... 6
  - 3.5 - Construction and Management services ..... 7
  - 3.6 - Warranty Inspection and Preparation of Record Drawings ..... 8
- 4. Proposed Project Team and Experience ..... 9
  - 4.a - Project Team ..... 9
  - 4.b & 4.d - Relevant Experience & Specific Description of Proposed Team Members Roles ..... 10
  - 4.c - Resumes of Key Members of the Project Team ..... 15
- 5. Schedule ..... 24
- 6. Additional Information ..... 25
- 7. Total Consultant Cost ..... 26
  - 7.a - Scope Based Costs ..... 26
  - 7.b - Hourly Rates ..... 26
  - 7.c - Reimbursable Costs ..... 26
  - 7.d - Not to Exceed Cost ..... 26
- 8. Insurance Certificate ..... 27

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

©2026 Short Elliott Hendrickson Inc.

The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

# Proposal for Professional Engineering Services

## Block 19 Improvements

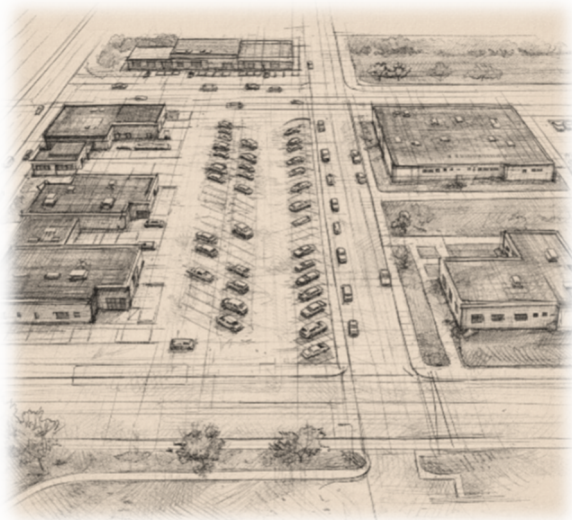
Prepared for the City of Grand Rapids  
Prepared by Short Elliott Hendrickson  
Inc. (SEH)

Municipal parking lot reconstruction, adjacent roadway improvements, utility replacement, stormwater design, bidding, and construction services.

### 1. General Information

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to provide professional engineering services for the Block 19 Improvements project for the City of Grand Rapids. SEH is a full-service engineering firm with extensive experience delivering municipal infrastructure projects throughout Minnesota, including projects funded through Municipal State Aid (MSA).

SEH is a 100% employee-owned firm, originally established as P.R. Banister, Consulting Engineer in 1927, with headquarters in St. Paul, Minnesota. Today, SEH operates 35 affiliated offices, including our local office in Grand Rapids.



Our Grand Rapids office has served the local community for more than 25 years, providing civil engineering, surveying, project coordination, and environmental services. This strong local presence allows SEH to deliver responsive, community-focused service while also leveraging the depth and technical resources of a nationwide firm.

SEH places a strong emphasis on proactive coordination and collaboration, which has been a key component of our success on projects in the Grand Rapids area. Our team has developed strong working relationships with Grand Rapids Public Utilities (GRPU), the City of Grand Rapids, local contractors, and materials testing firms through ongoing coordination on utility design, relocations, permitting, and construction-phase services.

We understand the importance of early and continuous communication with utility providers, regulatory agencies, and project stakeholders. SEH supports this coordination through regular meetings, clear documentation, and timely plan updates to address review comments and evolving project needs. Our team also has extensive experience coordinating geotechnical investigations and construction materials testing to support both design and construction.

SEH brings extensive experience in parking facility reconstruction, urban roadway improvements, roundabout construction, underground utility replacement, stormwater design, and construction management services for public agencies. Our approach emphasizes practical design solutions, proactive public involvement, and strong coordination throughout design and construction. We are committed to producing clear, constructible plans that minimize conflicts, reduce change orders, and support efficient project delivery on schedule and within budget.

SEH understands that all information submitted as part of this proposal is subject to the Minnesota Government Data Practices Act and that the contents of the RFP will become part of the contractual obligations if a contract is awarded.

This proposal is valid until August 27, 2026 (90 days from submittal).

## 2. Project Understanding

SEH understands the project includes design and construction support for reconstruction of the existing municipal parking lot at Block 19, along with targeted reconstruction of adjacent downtown roadways in Grand Rapids. Design is anticipated to begin in July 2026, with construction starting in May 2027.

SEH brings direct, relevant experience in downtown Grand Rapids and a strong understanding of the challenges associated with this project. Our familiarity with the site, stakeholders, and local conditions positions us to deliver practical, efficient solutions that support technical success and community priorities.

### Key areas of understanding include:

- Proven experience delivering similar downtown projects, including work within constrained sites and managing construction impacts
- Strong understanding of poor subgrade conditions due to roughly fifteen feet of buried woodchips and design approaches that support performance
- Recognition of the parking lot's critical role in supporting downtown businesses and activities such as concerts
- Established working relationship with the City through ongoing coordination and evaluation of the site dating back over a decade
- Familiarity with adjacent stakeholders, including restaurants, bars, apartments, retailers, and nearby services
- Commitment to maintaining access, minimizing disruption, and building public support throughout the project

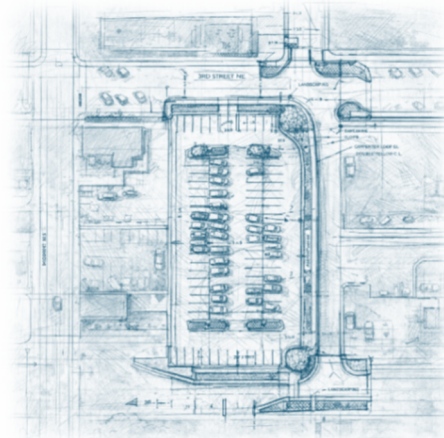
### Key project elements include:

- Reconstruction of the Block 19 city parking lot (Parcel IDs 91-410-1905 and 91-410-1910)
- Partial reconstruction of adjacent roadways, including curb modifications, streetscape features, and pavement mill and overlay
- Replacement of portions of sanitary sewer infrastructure within the lot as well as looping the watermain
- Installation of storm sewer infrastructure, including treatment consistent with the Itasca SWCD Subsurface BMP Feasibility Report

**Successful delivery of this project will require careful coordination and proactive communication.**

### SEH will support this effort through:

- Coordinate with City staff, utilities, and regulatory agencies to align design and construction activities
- Facilitate timely reviews and approvals to maintain project schedule
- Engage adjacent property owners, businesses, and the public throughout design and construction
- Provide clear, consistent communication regarding construction impacts and project updates
- Develop strategic staging plans to maintain access and minimize disruptions to parking, businesses, and residences
- Adhere to MSA and City of Grand Rapids Design Standards
- Deliver practical, constructible solutions that support long-term performance and durability



### 3. Project Approach

SEH will deliver the Block 19 Improvements project through an approach that aligns with the scope of services identified in the RFP.

#### 3.1 - TOPOGRAPHIC SURVEY

A topographic (topo) survey will be completed to document existing conditions within the project area. Survey data will include 1-foot contour intervals, as well as the location and elevation of existing monuments and benchmarks. The survey will also identify physical features such as trees, fencing, and other surface improvements, and capture adjacent parking lot grades.

Utility information will also be collected, including:

- Invert elevations for storm and sanitary drainage structures
- Overhead utilities
- Underground utilities identified through Gopher State One Call

The survey will further delineate the extent and surface type of paved and gravel areas throughout the project limits.

#### 3.2 - PUBLIC INVOLVEMENT

SEH will support a public involvement process to ensure stakeholders are informed, engaged, and able to provide meaningful input throughout the project.

At a minimum, this process will include:

- One public meeting to present and review proposed plans and layouts
- One public meeting to discuss construction staging, phasing, and anticipated impacts

For each meeting, SEH will:

- Prepare and present design materials illustrating layout, phasing, and impacts
- Provide clear visual exhibits such as plan sheets, renderings, and graphics
- Gather stakeholder input and incorporate feedback into design decisions, where feasible

Recognizing that public engagement continues beyond design, SEH will maintain communication throughout construction by:

- Coordinating with City staff, adjacent businesses, and the public
- Addressing questions and concerns in a timely manner
- Supporting efforts to maintain access and minimize disruption to downtown operations

### CONNECTING WITH THE COMMUNITY



#### PUBLIC ENGAGEMENT

Giving everyone a voice who wishes to comment



#### TYPES OF ENGAGEMENT

A combination of face-to-face, letters, and open house meetings



#### COORDINATION

Coordination with owners, committees, and staff to discuss public feedback



#### SEQUENCE

Sequence of engagement: where to start, communication plan, interactive strategies

### 3.3 - DESIGN (INCLUDES PLANS AND SPECIFICATIONS IN ACCORDANCE WITH MSA AND CITY STANDARDS)

The proposed layout (Block 19 Preliminary Layout, Figure No. 3) reflects the City's vision and provides a strong, well-considered foundation for final design. Based on our experience working with the City, SEH understands what is needed to advance design from concept through construction, including how to communicate effectively, respond to feedback, and deliver work that consistently meets the City's standards and expectations.

SEH is committed to maintaining the overall intent of the concept while incorporating practical refinements that enhance constructability, aesthetics, durability, and long-term performance. We will work closely with City staff and stakeholders throughout the process to ensure modifications are thoughtful, well-communicated, and aligned with community priorities.

#### Watermain and Sanitary Sewer:

- Coordination with Grand Rapids Public Utilities (GRPU) to confirm pipe materials, appurtenances, and system expectations, leveraging SEH's strong working relationship and familiarity with GRPU standards
- Review and evaluation of existing utility records and field conditions to confirm alignment, identify conflicts early, and reduce risk during construction
- Watermain design consistent with Minnesota Department of Health (MDH) requirements, incorporating proven approaches for material selection, separation, system redundancy, and long-term reliability
- Sanitary sewer design aligned with Minnesota Pollution Control Agency (MPCA) requirements, and constructability based on SEH's experience delivering municipal systems

#### Stormwater Management:

- Refine the stormwater management approach based on the 11/07/24 SWCD Subsurface BMP Feasibility Report, applying SEH's experience implementing subsurface BMP systems that perform reliably in northern Minnesota conditions
- Perform storm sewer analysis and sizing in accordance with local and state standards, using proven methodologies to balance system capacity, resilience, and long-term maintenance considerations

- Integrate stormwater infrastructure with overall site design to provide a cohesive and constructable solution that supports long-term drainage performance and aligns with the City's expectations

#### Parking Lot & Site Design:

- Parking layout refinement informed by SEH's experience with public facilities, focusing on efficient circulation, appropriate stall sizing, and ADA-compliant design that ties into existing site conditions
- Development of striping, signage, and traffic control elements to improve safety, clarity, and ease of navigation for all users
- Design of pedestrian circulation and accessible routes that are intuitive, ADA-compliant, and integrated with site access points and existing sidewalk connections
- Development grading design that responds to existing topography and drainage constraints, provides compliant slopes and transitions, and supports efficient construction
- Intersection reconstruction to improve vehicular and pedestrian operations, including pedestrian bump-outs and potential mini or compact roundabout
- Integration of dumpster locations and streetscape elements, including lighting and landscaping, to create a cohesive site that aligns with City standards and enhances the overall user experience

### Geotechnical Services:

- Coordinating a geotechnical investigation to inform pavement design, subgrade evaluation, and utility trench design
- Reviewing geotechnical findings and incorporating recommendations into the project design to ensure consistency with site conditions and design assumptions
- Refining and adjusting design elements, as necessary, based on subsurface conditions to improve constructability and reduce the potential for unforeseen conditions during construction

### Utility Coordination:

- Review existing private utility infrastructure and identify potential conflicts with proposed improvements
- Coordinate closely with Grand Rapids Public Utilities and the City regarding transformer relocation, if required
- Coordinate with private utility providers to confirm facility locations, understand relocation requirements, and align schedules
- Incorporate utility relocation needs into the project design and construction phasing to minimize impacts and avoid construction delays



### Permitting and Regulatory Reviews:

- Obtain Minnesota Department of Health (MDH), permit and MPCA sanitary sewer permit if necessary
- Recognize that the MPCA NPDES Construction Stormwater Permit will be obtained by the Contractor
- If coordination with BNSF Railway is required, understand that associated permit and flagging costs will be paid by SEH and reimbursed by the City. Due to variable license agreements and hourly flagging fees the price may change compared to our estimated fee, SEH requests reimbursement based on actual fees.
- Based on current project understanding, additional permits such as MnDOT, Shoreland, USACE, USFWS, WCA, and Itasca County are not anticipated
- Verify permit requirements during final design and track all permit fees for reimbursement by the City as necessary

### Project Plans and Specifications:

- SEH prepares clear, complete, and well-coordinated plans and specifications that align with MSA and City of Grand Rapids requirements and support efficient bidding and construction
- Prepare plans in an 11-inch by 17-inch format consistent with MSA and City standards
- Develop technical specifications following MSA format and standards to ensure consistency with design criteria, bidding requirements, and construction expectations

SEH delivers a fully integrated design approach that combines watermain and sanitary sewer design, stormwater management, and site development with geotechnical evaluation, utility coordination, and permitting. By coordinating these elements throughout design and applying established quality assurance and quality control processes, we provide cohesive, bid-ready plans that minimize risk, reduce uncertainty, and support efficient construction.

Right-of-way acquisition and easement preparation are not included in this scope of services, as it is assumed that all required right-of-way and easements will be provided by the City or addressed under a separate scope.

### 3.4 - CONTRACT BIDDING AND AWARD

SEH will support a smooth, transparent, and competitive bidding process that aligns with MSA requirements and the City of Grand Rapids' established procedures. The project will be bid on a unit price basis to promote fair competition, clear cost comparisons, and flexibility during construction.

SEH will coordinate closely with the City of Grand Rapids to facilitate advertisement of the project, including publication in the Grand Rapids Herald Review and posting on QuestCDN. Bidding will be conducted electronically through QuestCDN to streamline access for contractors and ensure an efficient and well-documented bid process.

During the bidding period, SEH will serve as the primary point of coordination to ensure consistent communication and timely resolution of questions, including:

#### During bidding, SEH will:

- Respond to bidder questions and provide clear, written clarifications to maintain a consistent understanding of the contract documents
- Prepare and issue addenda, as necessary, to clarify, correct, or supplement the bidding documents
- Facilitate communication between the City and bidders to support a fair and well-managed bidding process

#### Bid submittals will include:

- Executed agreement
- Bid bond
- List of proposed suppliers
- Affidavit of Non-Collusion
- Verification of compliance with Minnesota Statutes 16C.285
- Certification of compliance with Minnesota Statutes 363A.36
- Proposed project schedule

Following bid opening, SEH will review all bids for responsiveness, completeness, and contractor qualifications.

SEH will prepare a bid tabulation and provide a Recommendation to Award to assist the City in selecting the lowest responsible bidder.

#### Contract Award and Project Initiation:

Following award, SEH will assist the City in completing and reviewing all contract documentation to ensure all requirements are satisfied prior to construction. This will include:

- Performance bond
- Payment bond
- Certificates of insurance

Upon completion of the contract documents, SEH will finalize and distribute materials to support timely project initiation, including:

- Compile and finalize all contract documents into a complete, coordinated contract package
- Provide the contract documents to the City for review and execution
- Distribute executed contract documents to the Contractor
- Support the City in issuing the Notice to Proceed



Finalize Plan, Specifications, and Bidding Documents



Upload Bidding Documents and any associated Addendums



Review all Bids for Responsiveness, and Qualifications



Complete Contract Award Package, Distribute and Issue Notice to Proceed

### 3.5 - CONSTRUCTION AND MANAGEMENT SERVICES

SEH will provide Construction Administration (CA), observation, and management services from startup through closeout. Our team has extensive experience delivering similar projects for the City and understands local processes, expectations, and coordination requirements. We will proactively manage construction to maintain schedule and budget, ensure compliance with plans, specifications, and regulatory requirements, and provide clear, consistent communication with all stakeholders.

Prior to construction, SEH will coordinate and lead a preconstruction meeting with the City, Contractor, and private utility providers to:

- Review project scope, schedule, and key milestones
- Discuss construction phasing, staging, and access coordination requirements
- Confirm utility locations, relocation needs, and coordination with private utilities
- Identify potential conflicts and define procedures for issue resolution

SEH will provide construction administration in accordance with MSA requirements to support project schedule, budget, and documentation.

Responsibilities will include:

- Change in Construction Status notifications
- Schedule tracking
- Prevailing wage compliance review
- Pay estimate preparation and review, including retainage
- Change Orders, (if necessary)

Throughout construction, SEH will provide full time on-site observation, documentation, and coordination to confirm compliance with the Contract Documents while maintaining clear communication with the Contractor, City, and stakeholders.

Services will include:

- Full-time on-site construction observation and facilitation of progress meetings
- Detailed documentation of construction activities, including daily reports, photo logs, and tracking of actual quantities installed for pay item verification

- Measurement and verification of quantities in place to support accurate pay estimates and project cost control
- Ongoing coordination with the Contractor to confirm work is being completed in accordance with plans, specifications, and quality standards
- Identification of deviations, conflicts, or field issues, with timely communication and coordination to resolve them efficiently
- Monitoring of testing requirements for utilities, soils, and pavement to confirm compliance with project specifications
- Coordination with utilities, property owners, and stakeholders to maintain access and minimize disruption
- Oversight of geotechnical and materials testing performed under contract with the City

SEH recommends a phased construction approach to maintain access and minimize disruption. Based on our experience with similar projects, the following sequence is proposed and will be refined with the City and Contractor:

1. Temporary parking, with potential locations to include diagonal parking on 2nd Street NE east of 1st Avenue NE and use of the library parking lot
2. Temporary driveway access to the Blandin Foundation, parking lot sanitary sewer replacement, and construction of the west curb line and access aisle
3. South half parking lot reconstruction, 2nd Street NE and associated utilities, followed by opening of this portion
4. North half parking lot reconstruction, 1st Street NE and associated utilities, followed by opening of this portion
5. Final tie-in and completion of 1st Avenue NE

### 3.6 - WARRANTY INSPECTION AND PREPARATION OF RECORD DRAWINGS

Following construction, SEH will provide comprehensive post-construction services to support project closeout, complete and accurate documentation, and long-term performance of the improvements. Based on our experience delivering similar projects for the City of Grand Rapids, SEH understands the specific closeout procedures, documentation standards, and coordination required to successfully finalize MSA-funded projects. Services will include preparation of record drawings, administration of all closeout requirements, and completion of warranty inspections.

Record drawings will be developed using contractor redlines, field observations, and verified construction data collected throughout construction to accurately reflect final constructed conditions. Our team will review and reconcile field documentation with bid quantities and approved changes to confirm consistency and completeness. Record drawings will be prepared following interim substantial completion, anticipated in fall 2027, and will clearly document final grades, utilities, and site features.

Record drawing deliverables will be prepared in formats consistent with City standards and long-term use needs.

These efforts include:

- Record drawings in PDF format for official documentation
- Electronic drawing files (.dwg) for utilities and geometric design elements
- Associated spreadsheets or tabular data to support GIS implementation of utilities and other City data integration needs

SEH will coordinate and lead the final punch list process, working directly with the City and Contractor to confirm the project is complete and ready for acceptance.

This effort will include:

- Verification that all contract items have been completed in accordance with plans, specifications, and project requirements
- Detailed documentation and tracking of any remaining corrective work through final resolution



As part of project closeout, SEH will administer all required documentation and final contract procedures in accordance with MSA and City requirements.

Responsibilities will include:

- Compile, review, and process all required MSA documentation
- Prepare and submit IC-134 materials to certify project completion and funding eligibility
- Prepare and review the Contractor's final pay application, including reconciliation of final quantities, verification of supporting documentation, and confirmation that all contract requirements are satisfied prior to final payment authorization
- Issue Balancing Change Order

Warranty period services extend beyond construction to confirm long-term performance of installed improvements and protect the City's investment. Typical warranty items include turf establishment, landscaping, and surface restoration elements, which are monitored for one (1) year following substantial completion or final planting, as applicable.

Warranty services will include:

- Perform formal warranty inspections at appropriate intervals
- Document deficiencies and areas requiring corrective action
- Coordinate with the City and Contractor to ensure timely and complete resolution of all warranty items

## 4. Proposed Project Team and Experience

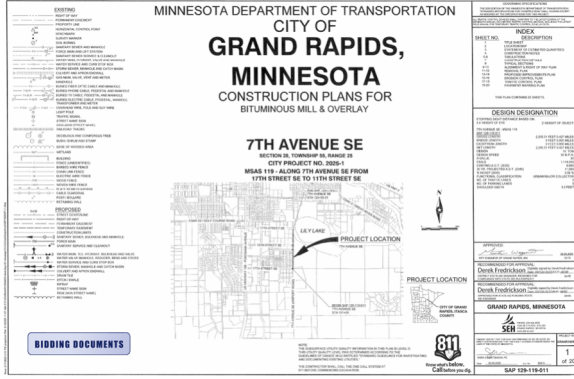
### 4.A - PROJECT TEAM

Primary Team Member	Role	Primary Responsibility
Sara Christenson, PE (Lic. MN)	Project Manager / Lead Civil Designer	Leads overall project delivery, client coordination, scope, schedule, budget, and technical decision-making throughout design and construction.
Tom Olson, PE (Lic. MN)	Project Advisor / QA/QC Lead	Provides independent quality assurance, design technical oversight, and review for compliance with City and MSA requirements.
Jason Engstrom	Civil Lead Technician / Construction Representative	Leads detailed civil design, constructability review, plan development, and on-site construction observation and coordination.
Emily Jennings, PE (Lic. MN)	Water Resources Engineer	Leads stormwater design, drainage analysis, treatment coordination, and regulatory compliance integration.
Andrew Felber	Electrical Technician	Designs lighting and associated electrical infrastructure and coordinates electrical elements with site improvements.
Tim Seeley	Survey Crew Chief	Leads field survey operations, utility locate coordination, and collection of accurate topographic data.
Mike Hudec	Civil Technician / Construction Support	Supports design development, plan production, construction documentation, coordination, and prevailing wage compliance.
Marissa Berguson	Project Coordinator	Provides document management, scheduling, meeting coordination, and administrative support for project communication and deliverables.

Additional staff will be available to support survey, design, and construction activities as needed to maintain schedule and ensure successful project delivery. SEH does not propose having any subconsultants for this project.

## 4.B & 4.D - RELEVANT EXPERIENCE & SPECIFIC DESCRIPTION OF PROPOSED TEAM MEMBERS ROLES

SEH, supported by an integrated project team that consistently collaborates across a range of projects, has successfully completed similar projects in the area within the last five years, including:



### **City of Grand Rapids, Minnesota 7th Avenue SE Improvements (CP 2025-1) Design: 2024 | Const: 2025 | \$499,100**

MSA roadway mill and overlay project including plan development and construction administration. Included bidding and pay applications for CSAH 96.

#### **References:**

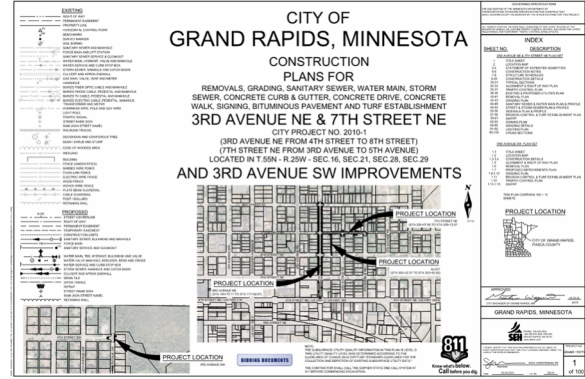
Matt Wegwerth, PE | 218.326.7625  
Director of Public Works/City Engineer  
mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
Administrative Assistant  
agroom@grandrapidsmn.gov

**SEH Role:** Topo Survey, Civil Site Design and Specifications, Bidding, CA, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Plan Production:	Jason Engstrom
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson
CA Prevailing Wage:	Mike Hudec

Led by Sara Christenson, the project included continuous involvement across all stages.



### **City of Grand Rapids, Minnesota 3rd Avenue NE and 7th Street NE (CP 2010-1) Design: 2024 | Const: 2024-2025 | \$4.7 M**

Full municipal reconstruction including roadway reconstruction and replacement of lighting, watermain, sanitary sewer, and storm sewer systems, along with ADA-compliant walks.

#### **References:**

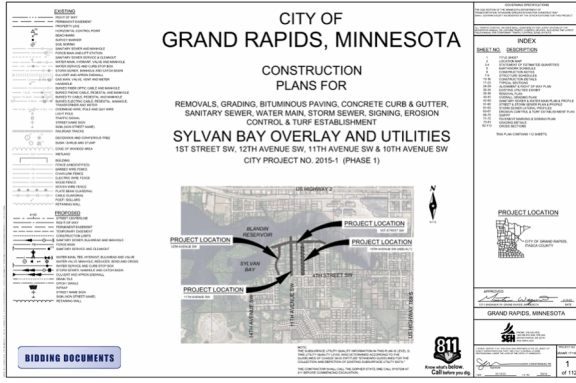
Matt Wegwerth, PE | 218.326.7625  
Director of Public Works/City Engineer  
mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
Administrative Assistant  
agroom@grandrapidsmn.gov

**SEH Role:** Topo Survey, Civil Site Design and Specifications, Bidding, CA, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson
CA Prevailing Wage:	Mike Hudec

Sara Christenson led and provided involvement throughout all project phases.



***City of Grand Rapids, Minnesota  
Sylvan Bay Improvements (CP 2015-1, Ph 1)  
Design: 2023 | Const: 2023–2024 | \$3.5 M***

*Partial and full-depth roadway reconstruction with installation of new watermain, sanitary sewer, and storm sewer infrastructure, including overlay segments, utility coordination, and construction administration.*

**References:**

Matt Wegwerth, PE | 218.326.7625  
Director of Public Works/City Engineer  
mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
Administrative Assistant  
agroom@grandrapidsmn.gov

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Plan Production:	Mike Hudec
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Tom Olson
CA Prevailing Wage:	Marissa Berguson

*Sara Christenson provided hands-on leadership and remained actively engaged throughout the project lifecycle.*



***City of Grand Rapids, Minnesota  
21st Street SW Improvements (CP 2003-18)  
Design: 2022 | Const: 2022–2023 | \$1.9 M***

*New municipal construction including roadway, lighting, placement of watermain, sanitary sewer, and storm sewer systems, along with ADA-compliant pedestrian improvements with MSA Funding.*

**References:**

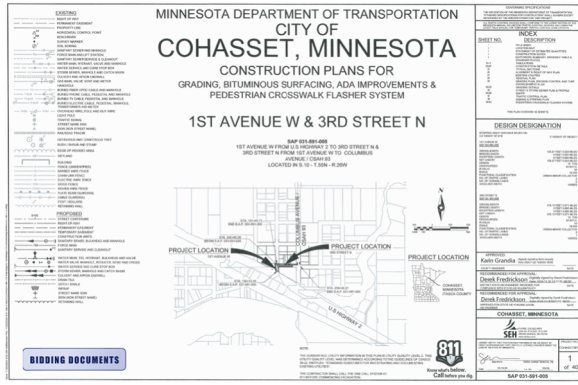
Matt Wegwerth, PE | 218.326.7625  
Director of Public Works/City Engineer  
mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
Administrative Assistant  
agroom@grandrapidsmn.gov

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
Bidding & Award:	Sara Christenson
CA On-Site:	Tom Olson
CA Project Management:	Sara Christenson
CA Prevailing Wage:	Marissa Berguson

*Sara Christenson led the effort with ongoing involvement across each phase of the project.*



**City of Cohasset, Minnesota**  
**SRTS and NW 3rd Street Improvements**  
**Design: 2024 | Const: 2025 | \$310,000**

*Partial and full-depth roadway reconstruction including new sidewalks, drainage improvements, and coordination of municipal water and sanitary utilities.*

**References:**

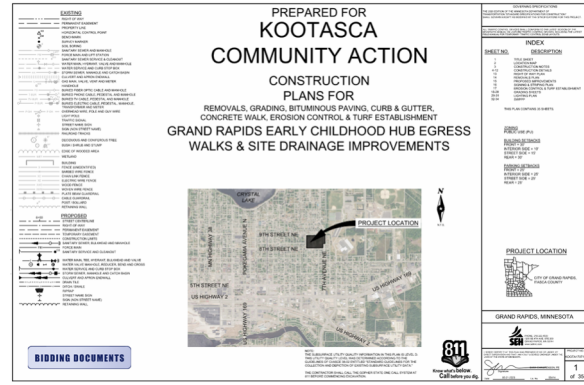
Josh Casper | 218.259.7339  
 Mayor of Cohasset  
 JoshC@cohasset-mn.com

Andy MacDonell | 218.244.1062  
 City Councilor, Former Mayor of Cohasset  
 AMacDonell@cohsset-mn.com

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Tom Olson
Stormwater Design:	Emily Jennings
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Tom Olson
CA Prevailing Wage:	Mike Hudec

*Sara Christenson provided senior leadership and maintained involvement throughout every phase.*



**Kootasca Community Action**  
**Early Childhood Hub Site Development**  
**Design: 2022 | Const: 2023 | \$640,000 (Civil)**

*Re-development of site infrastructure including grading, stormwater best management system, parking, lighting, and ADA access improvements.*

**References:**

Isacc Meyer | 701.610.6140  
 Special Projects Program Director  
 isaac@itascacountyhra.com

Randy Mattfield | 218.99.0821  
 Housing & Energy Programs Director  
 RandyM@kootasca.org

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration and Warranty Inspection

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Electrical Design:	Andrew Felber
Plan Production:	Sara Christenson
Bidding & Award:	Sara Christenson
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson

*Sara Christenson led and maintained consistent involvement from project initiation through completion.*



**City of Grand Rapids, Minnesota**  
**Fire Hall Site Improvements**  
**Design: 2020 | Const: 2021 | \$1 M (Civil Only)**

New parking lot development for a fire station, including lighting, grading, pavement, and access drives to support emergency response. Work included utility infrastructure and onsite stormwater treatment using underground systems and infiltration basins, with coordinated site features for safe access, efficient operations, and long-term performance.

**References:**

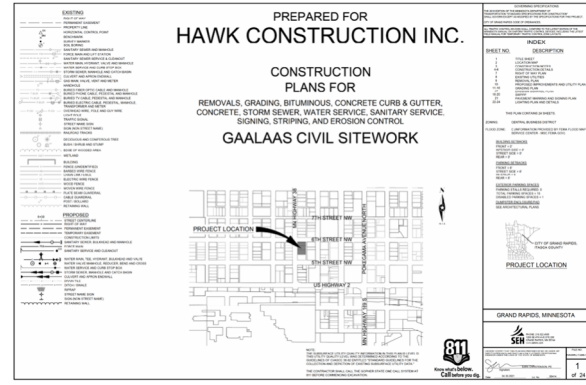
Travis Cole | 218.326.7639  
 Fire Chief  
[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)

Aurimy Groom | 218.326.7601  
 Administrative Assistant  
[agroom@grandrapidsmn.gov](mailto:agroom@grandrapidsmn.gov)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, and part-time Construction Administration

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson

*Sara Christenson provided experienced leadership with active engagement throughout project execution.*



**Hawk Construction Inc.**  
**Gaalaas Civil Sitework**  
**Design: 2021 | Const: 2021 | Price Unknown**

New construction of a private medical office facility, including development of site infrastructure such as grading, parking, access drives, lighting, and pedestrian circulation.

**References:**

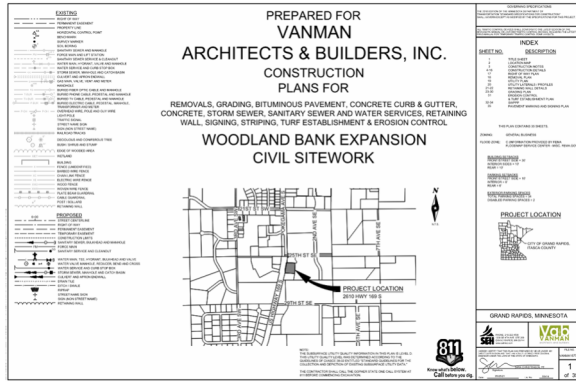
Dr. Sara Gaalaas | 218.326.0377  
 Owner  
[sgaalaas@gmail.com](mailto:sgaalaas@gmail.com)

Dan Fillbrant | 218.259.3088  
 Architect/Project Manager  
[dan@hawkconstructioninc.com](mailto:dan@hawkconstructioninc.com)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Sara Christenson
Electrical Design:	Andrew Felber
Plan Production:	Sara Christenson

*Sara Christenson led the project and maintained continuous involvement from start through final delivery.*



**Vanman Architects & Builders, Inc.**  
**Woodland Bank Site Improvements**  
 Design: 2021 | Const: 2021 | Price Unknown

New construction of a commercial banking facility, including full site development with grading, parking, access drives, and 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 management systems.

**References:**

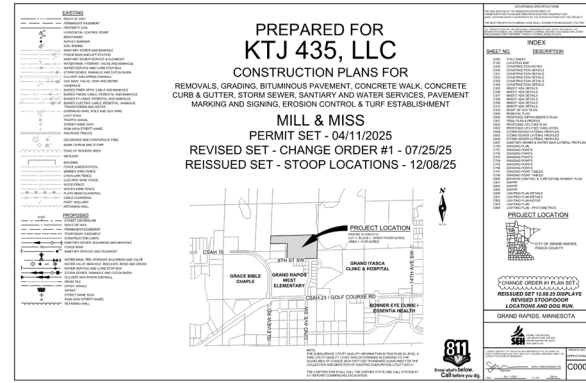
Brian Nicklason | 218.999.0595  
 CEO  
[Briann@woodlandbank.bank](mailto:Briann@woodlandbank.bank)

Dan Fillbrant | 218.259.3088  
 Contractor/Project Manager  
[dan@hawkconstructioninc.com](mailto:dan@hawkconstructioninc.com)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Sara Christenson
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec

*Sara Christenson's leadership included active participation throughout all stages of the project.*



**Oppidan Holdings, LLC (KTJ 435, LLC)**  
**Mill and Miss Site Development**  
 Design: 2025 | Const: Ongoing | Price Unknown

New construction of a multifamily residential development, including full site development with grading, stormwater management best management practices, utility infrastructure, and parking improvements.

**References:**

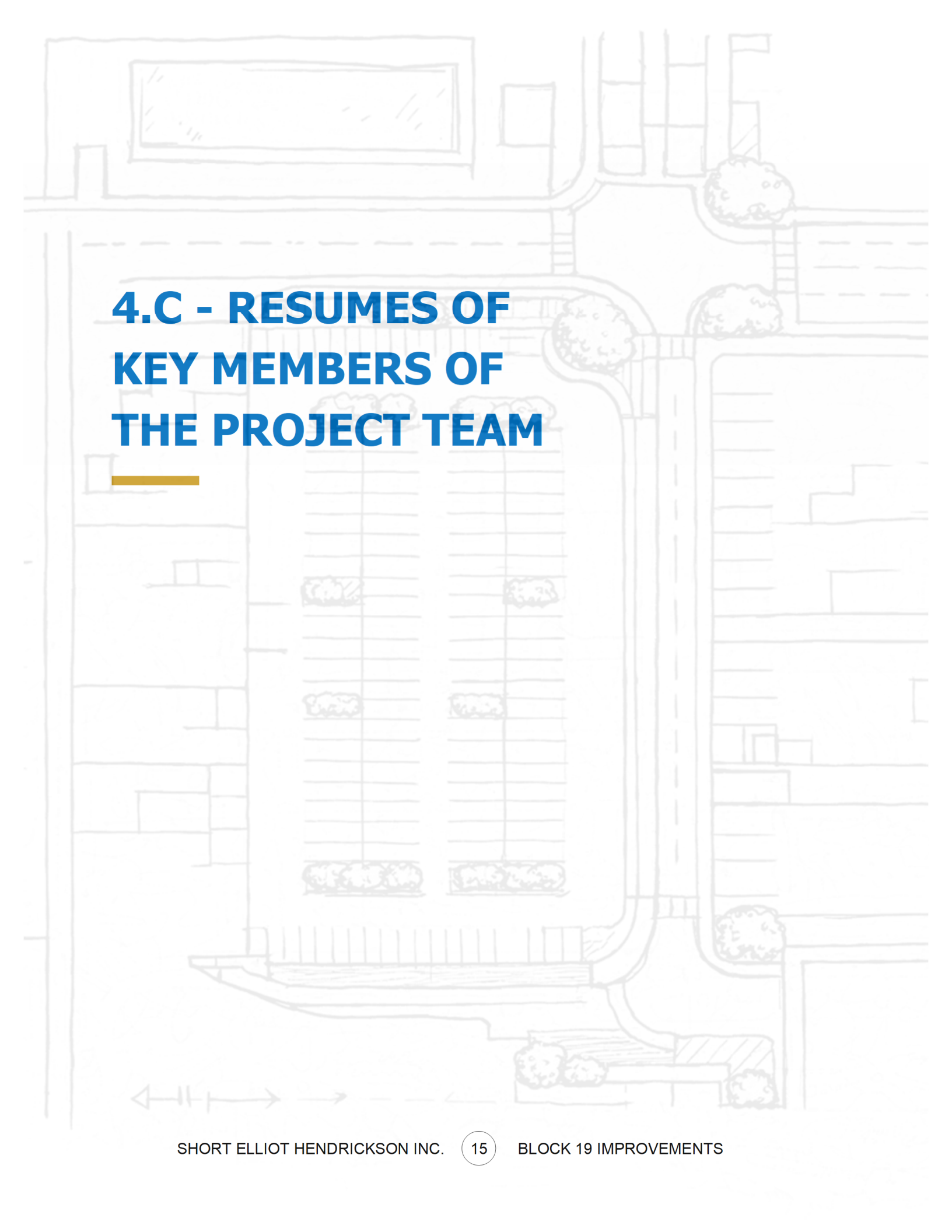
Joe Hughes | 651.815.3873  
 VP of Construction  
[joeh@oppidan.com](mailto:joeh@oppidan.com)

Travis Johnson | 763.691.0444  
 Project Manager  
[tjohnson@bjbaas.com](mailto:tjohnson@bjbaas.com)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, and part-time Construction Administration

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Sara Christenson
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson

*Sara Christenson led the work with sustained involvement throughout the project lifecycle.*



# 4.C - RESUMES OF KEY MEMBERS OF THE PROJECT TEAM



# SARA CHRISTENSON, PE (LIC. MN)

ASSOCIATE | ENGINEER V (MGR), CIVIL

Sara Christenson is a licensed professional engineer with broad experience as both Client Service Manager and Project Manager. She has managed significant civil infrastructure and site development projects, such as three ISD 318 school sites, the Grand Rapids Fire Hall, various commercial and private developments, and numerous municipal street and utility upgrades. Sara is also the leading engineer for several townships and cities throughout the greater Grand Rapids region. Valued for her well-rounded communication skills, she focuses on building strong relationships with clients, contractors, and community members, always demonstrating genuine commitment to each project and its impact on people.



15 years  
OF EXPERIENCE

## EXPERIENCE

### Mill and Miss (Oppidan Holdings LLC) – Grand Rapids, MN

*Sara served as Project Manager and Civil Lead for the Grand Rapids Housing project for Oppidan Holdings LLC, providing full civil engineering design, permitting coordination, and construction documentation for a multifamily housing development in Grand Rapids, Minnesota. Her responsibilities included comprehensive site planning, grading design, stormwater management system coordination, utility layout, and parking lot design. Sara led the preparation of final construction plans, SWPPP documentation, detailed technical specifications, and exhibits for bidding, permitting, and agency review. Throughout the project, she directed coordination with City staff, Oppidan, and multidisciplinary design teams to ensure accurate plan development, timely revisions, and alignment with project requirements.*

### Early Childhood Sitework (Kootasca) – Grand Rapids, MN

*Sara led the design effort on the Kootasca project, focusing on developing a practical and durable site layout that prioritized parking performance and effective drainage. She evaluated site constraints and drainage patterns to shape a grading plan that efficiently conveyed runoff away from the parking surface while maintaining access and usability. Her work included refining the parking lot configuration to support future expansion, clear circulation and accommodating stormwater management features that integrated seamlessly with the site and the surrounding area. Sara coordinated closely with the client and project team to address design challenges, adapt to site conditions, and ensure the final plans met both functional needs and regulatory expectations. Her thoughtful approach resulted in a cohesive design that supports long-term performance and ease of maintenance for the Grand Rapids Community.*

### Woodland Bank Site Development (Woodland Bank) – Grand Rapids, MN

*Sara served as the lead designer and project manager on the Woodland Bank project, overseeing site development within a constrained urban site that required careful coordination of parking, access, and utilities. She led the design of a compact and efficient parking lot layout, balancing stall counts, circulation, and ADA accessibility within limited available space. Sara worked closely with the client and City staff to navigate tight site constraints, ensuring that grading, drainage, and utility systems were fully integrated without compromising functionality. Throughout the project, she maintained clear communication with stakeholders and guided design decisions to address challenges related to spacing, access, and constructability. Her leadership and attention to detail resulted in a well-coordinated design that maximized site usability while meeting all regulatory requirements.*

## EDUCATION

Masters of Science  
Civil/Structural Engineering  
University of Minnesota-Duluth (2013)

Bachelor of Science  
Civil Engineering  
University of Minnesota-Duluth (2012)

Associate of Arts  
Rainy River Community College -  
International Falls, MN (2009)

## REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN (#55414,  
2017)

## PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers,  
Member (2010-2025)

American Society of Civil Engineers,  
Duluth Chapter President (2023)

University of Minnesota Duluth Civil  
Engineering Industrial Advisory Board  
(Vice-Chair)

City Engineers of Minnesota, Member  
(2018-present)

Society of Women Engineers, Vice  
President (2010-2012)

# THOMAS OLSON, PE (LIC. MN)

ENGINEER III



5 years

OF EXPERIENCE

Tom is a licensed professional engineer with experience in site development and municipal infrastructure, including urban roadway and utility design. He places a strong emphasis on working directly with adjacent property owners and community business owners, recognizing the importance of maintaining access, minimizing disruption, and incorporating stakeholder input into project solutions. Tom has a proven ability to facilitate productive conversations, address concerns, and build trust with both public and private stakeholders throughout planning, design, and construction. His collaborative approach supports successful public engagement efforts and helps navigate the social and practical challenges that accompany downtown and high-visibility projects. Tom is proficient in AutoCAD Civil 3D and Microsoft Office and brings strong communication and leadership skills that support effective coordination with agencies, contractors, and the public.

## EXPERIENCE

### CP 2015-1: Sylvan Bay Phase 1 (City of Grand Rapids) – Grand Rapids, MN

*Tom served in an assistant project management role on a multi-agency project, supporting coordination between city, state, and federal partners throughout design and construction. His responsibilities included managing construction inspection activities, coordinating with contractors to address field issues, and maintaining clear and consistent communication with homeowners affected by the project. Tom worked directly with property owners to explain construction impacts, respond to concerns, and help set expectations throughout each phase of the work. Through organized documentation, consistent follow-up, and a collaborative problem-solving approach, he helped maintain project progress while balancing agency requirements, contractor needs, and community expectations.*

### 21<sup>st</sup> Street SW (City of Grand Rapids) – Grand Rapids, MN

*Tom Olson served in a Construction Administration Role on the 21st Street SW project, where he played a key role in coordinating with residents and local stakeholders throughout construction to minimize disruption and maintain access. He communicated directly with adjacent property owners and community members to address concerns related to construction impacts, schedule changes, and access needs, helping ensure that residents and businesses remained informed and engaged as work progressed. In addition to community coordination, Tom worked closely with the contractor and project team to monitor progress, relay field updates, and address issues in real time. Through proactive communication, attention to stakeholder needs, and consistent coordination between residents, the contractor, and the project team, he helped maintain project momentum while supporting a positive experience for the surrounding community.*

### SRTS and NW 3<sup>rd</sup> Street Improvements (City of Cohasset) – Cohasset, MN

*Tom provided day-to-day project management, coordinating closely with city, county, and state agency staff to advance the project through construction. He facilitated communication among local businesses and city offices, managed evolving priorities, and helped resolve challenges related to changing site conditions. Through proactive coordination and clear documentation, Tom supported timely decision-making and maintained project continuity while ensuring designs remained compliant with regulatory requirements.*

## EDUCATION

Bachelor of Science  
Civil Engineering  
North Dakota State University (2021)

Associate of Science - Engineering  
Itasca Community College  
Associate of Science (2019)

Associate of Arts  
Itasca Community College  
Associate of Science (2019)

## REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN (#63553,  
2024)

ADA Construction (2023), Minnesota  
Department of Transportation

Erosion and Stormwater Management  
(2023), University of Minnesota

## PROFESSIONAL ASSOCIATIONS

City Engineers Association of Minnesota  
(2023 – present)

# JASON ENGSTROM

CIVIL TECHNICIAN IV

Jason is an experienced civil engineering technician with a broad background in design, construction administration, surveying, and field representation as a Resident Project Representative (RPR). He is known for his ability to effectively engage with community members, including business owners and residents, to communicate project impacts, address concerns, and maintain positive relationships throughout construction. Serving as a full-time RPR, Jason works closely with contractors, City staff, and stakeholders to ensure clear, consistent communication and responsive coordination in the field. A long-time staple of the Grand Rapids community, Jason brings extensive state and federally funded project experience, regularly overseeing street reconstruction and rehabilitation projects, drainage system improvements, utility rehabilitation and replacement, and private site developments. Jason's combination of technical expertise, field presence, and strong interpersonal skills has made him a trusted point of contact for many city officials, contractors, and residents on complex, high-visibility infrastructure projects.



33 years

OF EXPERIENCE

## EDUCATION

Associate  
Civil Engineering Technology  
Northwest Technical College - Detroit  
Lakes, MN (1999)

## REGISTRATIONS/CERTIFICATIONS

Signals and Lighting (current),  
Minnesota Department of Transportation

Aggregate Production (current),  
Minnesota Department of Transportation

Bituminous Street I and II (current),  
Minnesota Department of Transportation

Concrete Field I and II (current),  
Minnesota Department of Transportation

Grade and Base I and II (current),  
Minnesota Department of Transportation

ADA Construction (current), Minnesota  
Department of Transportation

Erosion and Stormwater Management  
Construction Installer (current),  
University of Minnesota

Erosion and Stormwater Management  
Construction Site Management  
(current), Minnesota Department of  
Transportation

## EXPERIENCE

### CP 2025-1: 7<sup>th</sup> Avenue SE (City of Grand Rapids) – Grand Rapids, MN

Jason supported the State Aid funded 7th Ave SE project by assisting with plan development and serving as a Resident Project Representative during construction. His work included on-site observation, construction documentation, and field quantity verification to ensure compliance with project plans, specifications, and State Aid funding requirements.

### CP 2010-1: 3<sup>rd</sup> Avenue NE and 7<sup>th</sup> Street NE (City of Grand Rapids) – Grand Rapids, MN

Jason served as the lead designer for sanitary sewer and watermain improvements on the 3rd Avenue NE and 7th Street NE project in Grand Rapids, Minnesota, and led construction administration efforts on-site. He was responsible for the design and coordination of utility rerouting to accommodate project needs, as well as working with adjacent property owners to maintain access and confirm alignment for property entrances. During construction, Jason provided on-site leadership, coordinated with the contractor and stakeholders, and addressed field conditions in real time to support continued access and successful project delivery.

### SRTS and NW 3 Street (City of Cohasset) – Cohasset MN, MN

Jason supported the Safe Routes to School project through design, plan production, and drainage improvements. He assisted with quantities and coordination and provided construction support, verifying field conditions and ensuring compliance with plans and MnDOT State Aid requirements.

### Early Childhood Sitework (Kootasca) – Grand Rapids, MN

Jason served as Resident Project Representative on the project, overseeing construction observation and coordinating with the contractor and stakeholders. He ensured parking lot and drainage improvements met plans and specifications while communicating impacts, addressing concerns, and resolving field issues to maintain project progress.

# EMILY JENNINGS, PE (LIC. MN)

ASSOCIATE | SR. WATER RESOURCES ENGINEER

Emily is a senior professional engineer specializing in municipal, industrial and construction stormwater permitting, hydraulic and hydrological analysis, permanent stormwater management facility design and stormwater conveyance modeling and design, including roadways and ditches. Emily's project experience includes stormwater related feasibility studies, planning, analysis, final design, and construction. Emily has extensive experience in assisting clients with maintaining compliance with stormwater regulation, policy, and infrastructure.



13 years

OF EXPERIENCE

## EXPERIENCE

### **Downtown Parking Lot Improvements – White Bear Lake, MN**

*The Downtown Parking Lot Improvement Project involved a comprehensive drainage analysis and permitting support to assist the City with planned parking lot and lighting upgrades. Emily oversaw the project work which included evaluation of stormwater treatment options within the existing parking lot footprint and coordination with the Rice Creek Watershed District to ensure compliance with applicable regulatory requirements. The drainage analysis encompassed a full review of existing conditions hydrology, development of a permitting matrix, and preparation of proposed conditions modeling to assess stormwater performance under the improved layout. The project also included storm sewer design updates to support the City's planned site enhancements and ensure adequate conveyance and treatment capacity.*

### **Germane Street and Utility Reconstruction – Apple Valley, MN**

*The Germane Street and Utility Reconstruction Project in Apple Valley consisted of full roadway and utility reconstruction, including upgrades to the storm sewer system to meet MnDOT State Aid standards. Because the project triggered the City's local stormwater management treatment requirements, an alternative compliance sequencing analysis was completed to identify feasible treatment options within the project constraints. This analysis evaluated multiple approaches and ultimately supported the selection and siting of a hydrodynamic separator located just downstream of the project area. Project work included assessment of existing hydrology, development of treatment and permitting pathways, and refinement of storm sewer design to integrate the selected treatment system. Emily provided QA/QC on the final design and contributed preliminary analysis support during the conceptual design phase, ensuring technical accuracy and alignment with regulatory expectations throughout project development.*

### **Glencoe Concrete Mobility Parking Expansion – Glencoe, MN**

*The Concrete Mobility Parking Expansion Project in Glencoe, Minnesota involved the development of conceptual grading and drainage designs to support a proposed parking lot expansion at the intersection of Cardinal Avenue and 11th Street East. Work included an existing conditions analysis, where SEH evaluated the site's natural low point and its role in providing informal rate control. An existing hydrologic model was developed using HydroCAD to assess contributing drainage areas and inform conceptual design decisions. The project also included the development of up to four conceptual stormwater treatment alternatives, such as wet ponds, infiltration/filtration systems, green infrastructure practices, permeable pavements, and underground treatment facilities. Each alternative included preliminary sizing, layout, and routing to meet regulatory expectations from the City of Glencoe, the Buffalo Creek Watershed District, and the Minnesota Pollution Control Agency.*

## EDUCATION

Bachelor of Science  
Civil Engineering  
University of Minnesota-Duluth (2013)

## REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN (#56622, 2018)

Design and Construction for Stormwater  
Pollution Prevention Plan (SWPPP)  
(2013), University of Minnesota

# ANDREW FELBER

ELECTRICAL DESIGNER V

Andrew is a project design leader/lead lighting and electrical designer with extensive electrical engineering experience. He has wide-ranging lighting design experience for downtown areas and streetscapes, roadways, landscape, and architectural lighting and lighting maintenance, as well as construction inspection for projects involving any type of lighting. Andrew has been involved in many projects with developers, energy providers, and city, county, and state agencies.



18 years  
OF EXPERIENCE

## EXPERIENCE

### **CP 2010-1: 3<sup>rd</sup> Avenue NE and 7<sup>th</sup> Street NE (City of Grand Rapids) – Grand Rapids, MN**

*Andrew completed electrical design for multiple lighting units on the 3rd Avenue NE and 7th Street NE project in Grand Rapids, Minnesota, performed shop drawing reviews, and conducted on-site field verification to support proper installation and compliance with project requirements.*

### **CP 2003-18: 21<sup>st</sup> Street SW Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Andrew provided electrical design and coordination for the State Aid 21st Street SW Improvements project. His work included corridor-wide roadway lighting design, coordination with GRPU for connection to an existing lighting cabinet, shop drawing review, and on-site field verification to support proper installation and compliance with project requirements.*

### **Early Childhood Sitework (Kootasca) – Grand Rapids, MN**

*Andrew provided electrical design for the Kootasca Community Action project including site lighting design and coordination of electrical connections to the building. He also performed photometric analysis to ensure compliance with City lighting ordinances and conducted an on-site final construction evaluation to verify proper installation and compliance with project requirements.*

### **Fire Hall Site Improvements (ICS) – Grand Rapids, MN**

*Andrew supported lighting design for the Grand Rapids Fire Hall project, coordinating closely with geometrics, civil design, and other disciplines to develop accurate lighting unit placement across the site. He prepared a detailed photometric plan to support appropriate light levels and coverage for public safety and operational needs. His work also included coordination with building electrical systems and preparation of lighting plans that aligned with site layout and project requirements, helping ensure constructible solutions and accurate installation in the field.*

### **Gaalaas Civil Sitework (Hawk Construction) – Grand Rapids, MN**

*Andrew Felber provided electrical design for the Gaalaas Orthodontics site development project in Grand Rapids, Minnesota, including parking lot lighting design and coordination. He participated in numerous design meetings with the owner and project team to review lighting options, evaluate pole and luminaire selections, and refine layout based on both performance and visual goals. Andrew was thoughtful in balancing cost, aesthetics, and functionality, helping guide decisions that met project budget while achieving a cohesive and effective site lighting solution.*

## EDUCATION

Associate of Applied Science  
Electrical Construction Design and Management  
Dunwoody College of Technology -  
Minneapolis, MN (2008)

## REGISTRATIONS/CERTIFICATIONS

Design and Inspection Certification  
(2009), Minnesota Department of  
Transportation

## PROFESSIONAL ASSOCIATIONS

Illuminating Engineering Society,  
Member (2009-present)

# TIM SEELEY

## CREW CHIEF III/PROJECT MANAGER

Tim brings extensive experience as a Survey Crew Chief, specializing in municipal, transportation, and land development surveying. He manages and directs field crews, ensuring construction layouts are both precise and efficient through careful preparation of survey data, staking files, and field calculations. His expertise encompasses boundary and platting assignments, topographic and ALTA/ACSM surveys, as well as establishing accurate control for roadway, utility, and site development initiatives. Tim has carried out complex computations, developed thorough survey documentation, and provided dependable data to support design teams working on a variety of municipal and highway projects, including multi-use trail corridors, road reconstructions, resurfacing endeavors, and building or site layouts. His leadership on-site and comprehensive knowledge of construction practices and surveying standards play a crucial role in delivering successful projects throughout Minnesota.



# 30 years

OF EXPERIENCE

### EDUCATION

Associate  
Surveying Technology  
Hennepin Technical College - Eden  
Prairie, MN (1996)

### REGISTRATIONS/CERTIFICATIONS

Aggregate Production (2000), Minnesota  
Department of Transportation  
  
Certified Survey Technician, Level III  
(Current), National Society of  
Professional Surveyors

### EXPERIENCE

#### **CP 2010-1: 3<sup>rd</sup> Avenue NE and 7<sup>th</sup> Street NE (City of Grand Rapids) – Grand Rapids, MN**

*Tim provided survey services for the project in Grand Rapids, Minnesota, including development of the base topographic mapping used for design. His work included collection of detailed ground surface data, location of existing utilities through Gopher State One Call coordination, and identification of overhead and underground utility features within the corridor. Tim obtained structure inverts for storm and sanitary systems and verified field conditions to support accurate utility design and grading. He also prepared survey control and facilitated construction staking to guide installation and ensure the project was constructed in accordance with plan alignments and elevations.*

#### **CP 2015-1, Ph 1: Sylvan Bay Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Tim completed survey services for the Sylvan Bay Improvements project, including topographic data collection, utility locates through Gopher State One Call, and invert collection for existing storm and sanitary systems. He provided construction staking and completed record survey shots to document final as-built conditions.*

#### **CP 2003-18: 21<sup>st</sup> Street SW Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Tim completed survey services for the State Aid project, including topographic data collection and locating right-of-way pins to establish existing property locations. His work also included utility locates through Gopher State One Call and invert collection for storm and sanitary systems. Tim provided construction staking to guide field layout and support accurate installation of roadway and utility improvements.*

#### **Fire Hall Site Improvements (ICS) – Grand Rapids, MN**

*Tim provided survey services for the Grand Rapids Fire Hall parking lot improvements, including establishment of survey control and construction staking for site grading and layout. His work included staking of underground stormwater infrastructure, including subsurface storage and holding tank systems, as well as utility, curb and gutter, and pavement features. Tim supported staking to guide construction of site improvements and ensure proper installation in accordance with design plans.*



# MICHAEL HUDEC

## TECHNICIAN II

Mike is a civil engineering technician with seven years of experience supporting the design and delivery of municipal and site development projects. He brings strong technical drafting and design capabilities along with a collaborative approach to working with project teams, City staff, and stakeholders. Mike has experience developing plan sets, preparing exhibits, coordinating utilities, and maintaining accurate GIS data, and is known for producing clear, well-organized documents that support effective communication throughout project development. His project experience includes street and utility improvements, site development, trails, and water and sewer projects, with a focus on delivering designs that are both practical and responsive to community needs.



7 years  
OF EXPERIENCE

### EXPERIENCE

#### **CP 2025-1: 7th Avenue SE Improvements (City of Grand Rapids) - City of Grand Rapids, MN**

*Michael served as the design technician for the mill and overlay 7th Avenue SE. His focus was supporting plan production, revisions, and QAQC. He also completed prevailing wage review during construction.*

#### **CP 2010-1: 3rd Avenue NE & 7th Street NE (City of Grand Rapids) – Grand Rapids, MN**

*Michael served as the design technician for the full reconstruction of 3rd Avenue NE and 7th Street NE. His focus was processing survey data, supporting plan production, revisions, and QAQC, developing grading point sheets, and assisting with review of potential utility conflicts to ensure coordination between proposed and existing systems. During construction, he completed prevailing wage review.*

#### **CP 2015-1, Ph 1: Sylvan Bay Improvements (City of Grand Rapids) - City of Grand Rapids, MN**

*Michael supported the Sylvan Bay Improvements project as a Civil Design Technician, processing survey data, contributing to plan development and revisions, reviewing for QAQC, preparing grading information, and assisting with SWPPP documentation to support permitting and construction compliance.*

#### **CP 2003-18: 21st Street SW Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Michael served as a Civil Design Technician on 21st Street SW Improvements, processing survey data, assisting with plan production, revisions, and QAQC, developing grading and quantity information, and supporting preparation of SWPPP materials to ensure alignment with permitting requirements and construction documentation standards.*

#### **Fire Hall Site Improvements (City of Grand Rapids) – Grand Rapids, MN**

*For the Fire Hall Site Improvements, Michael served as a Civil Design Technician, processing survey data, assisting with plan production and revisions, and supporting preparation of SWPPP materials to ensure alignment with permitting requirements and construction documentation standards.*

#### **Mill & Miss Site (Oppidan Holdings LLC) – Grand Rapids, MN**

*Michael served as a Civil Design Technician on the Mill & Miss Site design, processing survey data, supporting plan production, completing plan revisions, developing grading point sheets, and assisting with SWPPP preparation to support accurate and complete construction documentation.*

### EDUCATION

Bachelor of Science  
Geography  
Bemidji State University -  
Bemidji, MN (2016)

Bachelor of Science  
Design Technology  
Bemidji State University -  
Bemidji, MN (2010)

### REGISTRATIONS/CERTIFICATIONS

Design of Construction  
SWPPP (2019), University of  
Minnesota

ADA Construction (2023),  
Minnesota Department of  
Transportation

# MARISSA BERGUSON

## PROJECT COORDINATOR I

Marissa Berguson serves as a Project Coordinator at SEH, supporting integrated project teams through effective project tasks and administrative support. She works closely with engineers and project managers across multiple offices, including those in the Grand Rapids and Twin Cities Metropolitan Area. As part of the project team, Marissa supports project delivery through project setup, bidding, and construction administration support, including coordination of bidding and construction documentation, pay applications, certified payroll, and related project tracking and closeout activities. Known for her swift work style and attention to detail, Marissa contributes to successful project delivery through clear communication, responsiveness, and a consistent focus on accuracy.



4 years  
OF EXPERIENCE

### EDUCATION

Associate of Arts & Sciences  
Rainy River Community College

### REGISTRATIONS/CERTIFICATIONS

Procure Construction Management  
Professional Certificate

### EXPERIENCE

#### **CP 2025-1: 7th Avenue SE Improvements (City of Grand Rapids) - Grand Rapids, MN**

*Marissa supported the 7th Avenue SE Improvements project, a roadway mill and overlay project that included plan development and construction administration, by assisting with bidding and construction documentation. She helped coordinate specifications and assemble complete contract documents, ensuring all materials were accurate, organized, and properly maintained throughout the project.*

#### **CP 2010-1: 3rd Ave NE and 7th Street NE (City of Grand Rapids) - Grand Rapids, MN**

*Marissa contributed to the 3rd Avenue NE and 7th Street NE reconstruction by assembling a comprehensive specification package and producing complete, bid-ready contract documents for a municipal project involving roadway, utility replacements, and ADA improvements. She prepared and issued procurement and award documentation, ensuring materials were structured correctly and progressed in the proper sequence into construction.*

#### **CP 2015-1, Ph 1: Sylvan Bay Improvements (City of Grand Rapids) - Grand Rapids, MN**

*Marissa provided project support for the Sylvan Bay Improvements by assembling construction and bidding documentation for roadway reconstruction and new utility infrastructure. She organized specification content, compiled contract materials, prepared procurement and award documents, and coordinated review of certified payroll submissions to verify compliance with prevailing wage requirements, helping maintain accurate and consistent records throughout construction.*

#### **CP 2003-18: 21st Street SW Improvements (City of Grand Rapids) - Grand Rapids, MN**

*Marissa prepared and coordinated bidding and construction materials for the project with MSA funding. Her work focused on structuring specifications, compiling contract documents, generating award-related documentation, and reviewing certified payroll submissions to confirm prevailing wage compliance while keeping documentation aligned with project requirements.*

#### **SRTS and NW 3rd Street Improvements (City of Cohasset) - Cohasset, MN**

*Marissa assembled bid packages and organized contract documentation for the SRTS and NW 3rd Street Improvements, aligning specification sections and preparing formal award materials to support an efficient and well-documented bidding process.*

## 5. Schedule

SEH will initiate services within two weeks of a fully executed contract, coordinating with the City to confirm priorities, establish milestones, and begin data collection and design. The preliminary schedule will remain flexible to align with City needs, funding, and stakeholder expectations, with ongoing communication to adjust as needed and support a smooth transition from design through construction while minimizing disruption.

Proposed Schedule:

<u>Milestone</u>	<u>Target Date</u>
<b>Project Initiation</b>	
City/SEH Contract Award/Signed	July 2026
Stakeholder Meeting with Owner	July 2026
Topographic Survey Begins	July 2026
Design Begins	July 2026
Public Involvement Meeting (Plans/Layouts)	July 2026
<b>Design Development</b>	
60% Plan Review	August 2026
90% Plan Review	September 2026
100% Plan Review (MnDOT Certified)	October 2026
<b>Bidding Phase</b>	
City Authorizes Advertisement for Bid	October 2026
Advertisement for Bid via QuestCDN and Herald Review	November 1 & 8, 2026
Bid Opening	November 25, 2026
City Awards Project Based on Recommendation of SEH	December 7, 2026
<b>Preconstruction</b>	
Public Involvement Meeting (Construction/Phasing)	Spring 2027
Preconstruction Meeting	Spring 2027
<b>Construction</b>	
Construction Start	May 2027
Substantial Completion / Punch List	August 2027 (1)
Record Drawings	Winter 2027
<b>Project Closeout</b>	
Final Completion	June 2028 (1)
Administrative Project Closeout	June 2028 (1)
Warranty Inspection	Fall 2028 (2)

(1) Based on current phasing assumptions, interim pavement markings are anticipated to be installed in fall 2027 to maintain safe operation through the winter season. Final surface improvements, including placement of the bituminous wearing course and installation of permanent pavement markings, are anticipated to occur in spring 2028, consistent with best practices for long-term pavement performance.

(2) Assumed one (1) year warranty period after placement of utilities, turf, and plantings.

## 6. Additional Information

SEH emphasizes proactive communication, responsiveness to City needs, and careful coordination with stakeholders to minimize disruption during construction. SEH will coordinate permitting and regulatory reviews as required, with associated fees tracked separately for reimbursement by the City, consistent with the RFP.

Each member of the proposed project team has visited the Block 19 area and is familiar with the existing conditions, surrounding businesses, and operational constraints of downtown Grand Rapids. In addition, this project is located in the heart of the community where our staff live and work. Our team regularly frequents this area for dinner, drinks, workshops, shopping, concerts, and community gatherings. This personal connection provides us with a strong understanding of how the space is used daily, the expectations of the City, and the history and character of downtown Grand Rapids. This familiarity strengthens our ability to develop practical solutions that reflect real-world use of the site and the needs of the community.

SEH recognizes that construction staging, maintaining access to adjacent properties, and overall coordination will be critical to the success of this project. The Block 19 parking lot serves as essential parking for nearby restaurants, bars, service businesses, and residential units, and any disruption must be carefully managed.

Our team understands that construction will impact daily operations for these businesses and their customers. SEH is committed to working closely with the City, stakeholders, and the Contractor to:

- Maintain reasonable access to businesses throughout construction
- Clearly communicate changes in parking availability and circulation
- Provide timely updates on construction progress and upcoming impacts
- Respond promptly to stakeholder concerns and adjust strategies as feasible

SEH will prioritize clear, consistent communication through pre-construction coordination, regular updates during construction, and direct engagement with property owners, business operators, and residents. Our goal is to minimize disruption, support continued business operations, and help ensure the project is successful not only from a technical standpoint, but also from a community perspective.

SEH has also reviewed the contract terms and conditions in detail and coordinated revisions in advance of this proposal submission directly with Matt Wegwerth and the City Attorney. The final executed agreement for this project shall govern and take precedence over any contract terms and conditions included in the RFP.



## 7. Total Consultant Cost

### 7.A - SCOPE BASED COSTS

Scope Item	Proposed Cost
Topographic Survey	Hourly Not-to-Exceed <b>\$2,900.00</b>
Public Involvement and Meetings	Hourly Not-to-Exceed <b>\$3,700.00</b>
Design (includes Plans and Specifications)	Hourly Not-to-Exceed <b>\$125,900.00</b>
Contract Bidding and Award	Hourly Not-to-Exceed <b>\$3,150.00</b>
Construction Inspection and Management Services	Hourly Not-to-Exceed <b>\$141,400.00</b>
Warranty Inspection and Preparation of Record Drawings	Hourly Not-to-Exceed <b>\$9,400.00</b>

**SEH can also provide Construction Staking for the project for an additional \$12,000.00**

### 7.B - HOURLY RATES

Hourly rates are provided for all staff roles expected to be involved in a majority of the project's work. These same rates will also apply if the city requests any extra services. Computer expenses are included.

Team Member	Role	2026 Rate	2027/28 Rate
Sara Christenson, PE*	Project Manager   Lead Civil Designer	\$249.00	\$263.50
Tom Olson, PE*	Project Advisor   QA/QC Lead	\$166.00	\$176.00
Jason Engstrom	Civil Lead Technician   On-Site CA	\$149.00	\$157.50
Emily Jennings, PE*	Water Resources Engineer	\$259.50	\$275.00
Andrew Felber	Electrical Technician	\$191.50	\$203.00
Tim Seeley	Survey Crew Chief	\$165.00	\$175.50
Mike Hudec	Civil Technician   Construction Support	\$117.00	\$124.00
Marissa Berguson	Project Coordinator	\$118.00	\$124.75

\*Licensed in Minnesota

### 7.C - REIMBURSABLE COSTS

A detailed list of reimbursable items, including applicable unit costs, are displayed below. Please note that these rates will change on July 1 of each year. Only these Reimbursable Expense Items and Proposed Permit Fees are included in the Hourly Not-to-Exceed amount of the Scope-Based Cost.

Reimbursable Expense Items:

- Survey Vehicle (Hour): \$7.50
- Mileage (IRS Rate) (Mile): \$0.73
- Vehicle on the Site (Day): \$16.00
- Robotic Total Station (Hour): \$45.00

Proposed Permit Fees:

- MDH Watermain Plan Review: \$150.00
- MPCA Sanitary Sewer Extension Permit Application: \$310.00

Assumed BNSF Fees (items in parentheses are most current pricing found):

- Application/Process Fee: \$2000-\$3,000 (\$2,067)
- License Fee: No Standard Fee – based on location, track class, risk, extent of work
- Flagging: \$1,000-\$2,500 a day per flagger completed through Wilson & Company (\$3,500)
- Insurance: \$2M / \$4M general liability and \$2M / \$6M railroad protective liability (\$600-\$1000)

All BNSF coordination work is included in the scope. Applicable agency and third-party fees vary and will be paid directly by the City of Grand Rapids due to varying costs.

### 7.D - NOT TO EXCEED COST

A total Not-to-Exceed cost for the project: **\$286,450**



## 8. Insurance Certificate



# Building a Better World for All of Us<sup>®</sup>

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES

