



March 30, 2026

Ms. Amanda Nowezki  
City Administrator  
City of Long Lake  
450 Virginia Avenue  
Long Lake, MN 55356

Re: 2026 Sanitary Lining Project  
Work Plan – Final Design, Bidding, and Construction Services

Dear Ms. Nowezki:

WSB is pleased to offer this proposal to the City of Long Lake for final design and bidding related services for the 2026 Sanitary Lining Project.

#### **PROJECT UNDERSTANDING**

The proposed improvements will help reduce infiltration of rainwater and groundwater into the system, eliminate root growth at joints, lower MCEs charges for collection and treatment, minimize the risk of discharge of wastewater into water bodies, and ultimately extend the serviceable life of this underground infrastructure. The recommended sewer repairs will be determined based on analysis of the sewer televising completed in 2025, discussions with City staff, and based on the city's capital improvement budget for lining in 2026. It is estimated that the 2026 sanitary sewer lining project will consist of lining approximately 4,900 lineal feet of sanitary sewer pipe, approximately 65 sanitary service wyes, approximately 30 sanitary sewer manholes lined with a cured-in-place epoxy resin pipe liner, and performing an open cut spot repair on a sanitary sewer pipe run that televising confirmed a significant joint offset that is not suitable for lining.

The proposed scope of services will include development of construction documents including final plans and project specifications, bidding assistance, construction services, geotechnical services, and environmental services for wetland delineation.

#### **SCOPE OF SERVICES**

The tasks described below have been developed to provide the necessary final design, bidding services, and construction services to construct the project consistent with City standards and expectations.

##### **Task 1: Final Design**

WSB will design and prepare plans and specifications consistent with City Specifications, Details and Engineering Guidelines. One review comment period is anticipated with City staff. WSB will prepare the project design including, but not limited to:

- WSB shall review televising and as-built plans for service locations and potential issues. WSB will recommend areas of sanitary lining based on the City's budget and known sanitary sewer issues.
- Plans and Specifications including the following:
  - Sanitary sizing and lengths for CIPP lining and spot repair

- As-built plans for contractor reference
- Televising videos for contractor reference
- Review plans with City staff in-person and address any comments received by City staff
- Finalize bidding documents, including engineer's cost estimate. City Council to approve plans and specifications and authorize bidding.
- Apply for permit for spot repair work within MnDOT ROW

### **Task 2: Bidding**

WSB will complete all necessary work to bid the project electronically, including:

- Prepare and upload bidding documents to QuestCDN.
- Respond to bidder's questions, issue any addenda and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for award of the project.
- Prepare agreement and all contract documents.

### **Task 3: Construction Services**

WSB will provide construction services for the construction phase of the projects, including:

- Construction administration
- Construction observation of the work done by the Contractor
- Preparation of payment vouchers, documentation and reporting of the construction process
- Executing project close-out

The construction services fee is dependent upon the construction timelines and the level of on-site representation necessary for the completion of the work. For the purpose of completing this proposal and estimating required professional services fees, we have based our estimate for construction services support on an assumed ninety-hours of on-site construction representation while the contractor is working.

### **Wetland Delineation Services**

WSB will provide wetland delineation services for wetland PEM1C, which is located adjacent to the proposed spot repair in District 1.

#### *Wetland Delineation*

All wetlands and surface water features will be delineated and characterized within the defined review limits. Prior to the site visit, WSB will review the Hennepin County Soil Survey, MnDNR Public Waters map, MnDNR National Wetland Inventory, FEMA flood zone map, contours, and historic aerial photos for the project area.

A Level 2 (onsite) wetland investigation will be completed within the designated review limits. The wetland delineation will be completed in conformance with the US Army Corps of Engineers (USACE) *Wetlands Delineation Manual* (US Army Corps of Engineers, 1987) and the Midwest Regional Supplement. The wetland boundaries will be surveyed using a sub-meter accuracy GPS unit. Fluorescent pink pin flags may be used to temporarily mark the boundary of any wetlands and surface water features, until approval is received.

*Wetland Delineation Report and Boundary/Type Approval*

The field wetland delineation data will be compiled into a wetland delineation report. This report will be submitted to the Minnehaha Creek Watershed District, the Local Government Unit (LGU) for the WCA. The report will also be submitted to the USACE for their review and approval. The wetland delineation report will include a figure depicting the locations of all delineated wetlands, as well as characterization & classification of wetland types. The location of roadside ditches, watercourses, stormwater ponds, and/or County ditch systems will also be depicted, if applicable.

Wetland boundary and type concurrence will be requested from the LGU and USACE. A final, approved wetland boundary electronic (CAD, GIS) file will be delivered to the client following LGU and USACE approval. This task includes a return trip to the site to meet with the LGU to verify the delineated wetland boundaries. If needed by the city, an Approved Jurisdictional Determination (AJD) can be requested from the USACE to understand which aquatic resources they have jurisdiction of. For this project, an AJD is probably not necessary.

*Aquatic Resources Permitting*

WSB will prepare the application for a no-loss or utility exemption decision from the LGU. No wetland mitigation is expected.

**ASSUMPTIONS**

- 1) This scope includes preparation of a Joint Application for wetland boundary/type and no-loss or utility exemption decision.
- 2) WSB can proceed with the wetland delineation services within three weeks of receipt of authorization. Field delineation of the site is anticipated in May (within the growing season).
- 3) Site access permission will be granted.
- 4) The process to obtain the wetland boundary/type decision takes approximately 60 days.
- 5) The wetland delineation report submittal includes time for one round of revisions per LGU/USACE comments.
- 6) No onsite surveys for protected species or habitat assessments are included, nor required.

**Geotechnical Services**

WSB will provide geotechnical services for collecting a soil boring, analyzing, and drafting a tech memo discussing soil properties for the soil conditions in the spot repair location in District 1.

**SCHEDULE**

City Approves Consultant Contract (Final Design Services) .....	April 7, 2026
Final Design .....	April-May 2026
Advertise for Bids .....	June 2026
Award Contract .....	July 2026
Substantial Completion .....	November 2026
Final Completion .....	December 2026

**PROPOSED FEE**

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee not to exceed \$81,267. Hourly labor will be invoiced based on current year rates, and the attached proposal includes an assumption to accommodate future rates. If additional work outside of the above-described scope is determined to be necessary, it will proceed only after City approval.

This represents our complete understanding and scope of the project. If the scope and fee appear to be appropriate, please sign on the space provided and return one (1) copy to our office. We are available to begin work immediately based on your authorization.

We appreciate the opportunity to provide you with this proposal, and we are again looking forward to working with you and your staff toward the completion of these projects. Please feel free to contact me directly with any questions or concerns you may have.

Sincerely,

WSB



Rachel Scheu, PE  
City Engineer



Morgan Dawley, PE  
Senior Director of Municipal Services

Attachment – WSB Fee Estimate and Project Location Map

cc: Heidi Hamilton, PE, Senior Project Manager

**ACCEPTED BY:**

**City of Long Lake**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

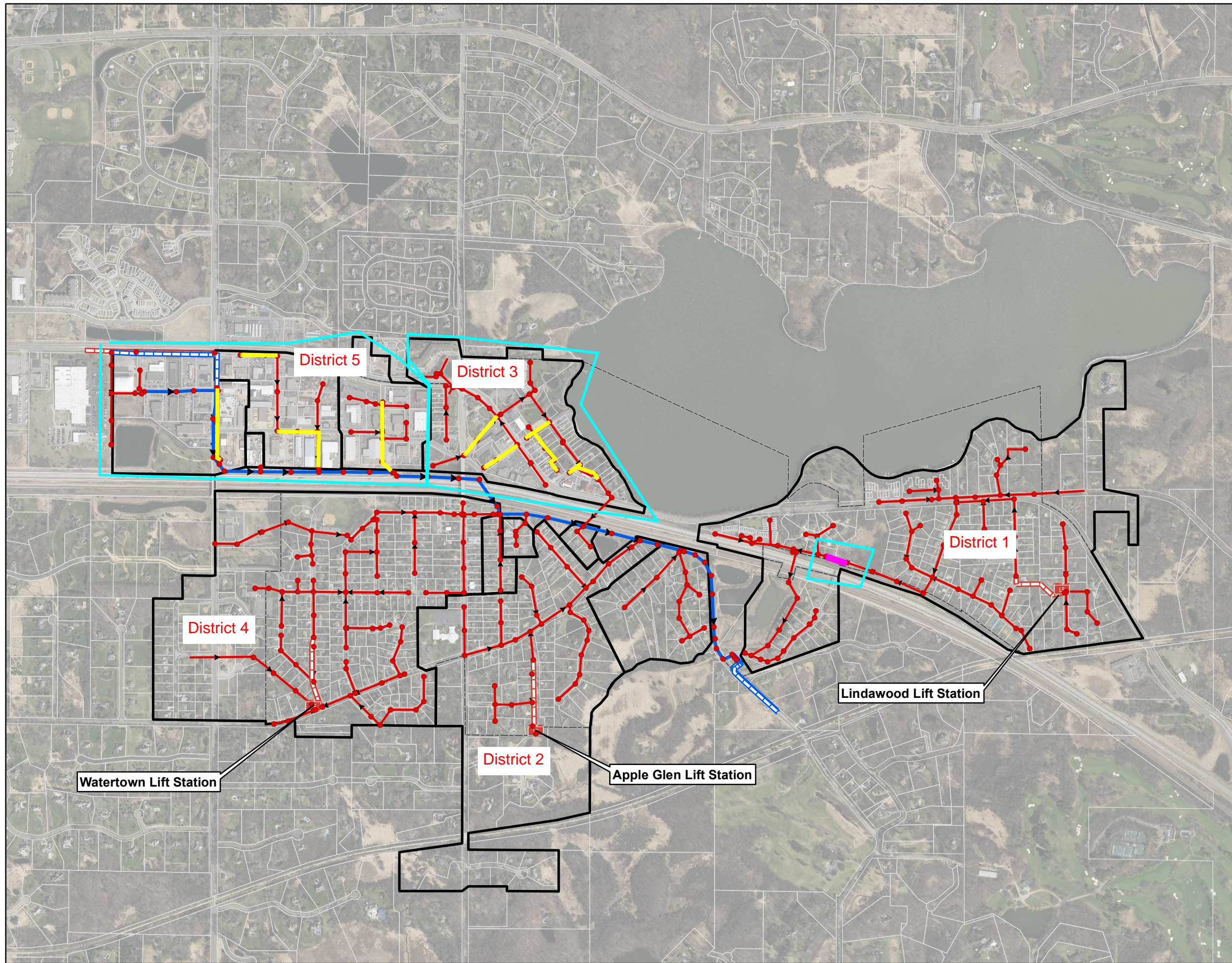


**Estimate of Cost**  
**City of Long Lake, Minnesota**  
**Professional Engineering Services - Final Design**  
**2026 Sanitary Lining Project**

Task Description	City Engineer/ Project Manager	Senior Project Manager	Project Engineer	Graduate Engineer	Admin	GIS Technician	Total Hours	Cost
	<i>Rachel Scheu</i>	<i>Heidi Hamilton</i>	<i>Kyle Hoff</i>	<i>Erik Moberg</i>	<i>Sue Buckley</i>	<i>Courtney Osmek</i>		
	<b>1 Final Design</b>							
1.1 Design								
1.1.1 Project Management	15	5					20	\$4,080.00
1.1.2 Design	10	2		105		20	137	\$21,027.00
1.1.3 Specifications	15	2			20		37	\$6,292.00
1.1.4 Quantity Tabulations and Cost Estimate	5	2		10			17	\$3,002.00
1.1.5 QA / QC	15	5	15				35	\$7,020.00
<b>Task 1 Total Estimated Hours and Fee</b>	<b>60</b>	<b>16</b>	<b>15</b>	<b>115</b>	<b>20</b>	<b>20</b>	<b>246</b>	<b>\$41,421.00</b>
<b>2 Bidding</b>								
2.1 Bidding Services	10	5		8	15		38	\$6,700.00
<b>Task 2 Total Estimated Hours and Fee</b>	<b>10</b>	<b>5</b>		<b>8</b>	<b>15</b>		<b>38</b>	<b>\$6,700.00</b>
<b>3 Construction</b>								
3.1 Construction Services	30	5	5	90			130	\$21,710.00
<b>Task 2 Total Estimated Hours and Fee</b>	<b>30</b>	<b>5</b>	<b>5</b>	<b>90</b>			<b>130</b>	<b>\$21,710.00</b>
<b>Total Estimated Hours</b>	<b>100</b>	<b>26</b>	<b>20</b>	<b>213</b>	<b>35</b>	<b>20</b>	<b>284</b>	<b>\$48,121.00</b>
<b>Average Hourly Billing Rate</b>	180.00	276.00	196.00	155.00	152.00	120.00		
<b>Total Fee by Labor Classification</b>	<b>\$18,000.00</b>	<b>\$7,176.00</b>	<b>\$3,920.00</b>	<b>\$33,015.00</b>	<b>\$5,320.00</b>	<b>\$2,400.00</b>		<b>\$69,831.00</b>
<b>Wetland Delineation Services</b>								<b>\$6,436.00</b>
<b>Geotechnical Services</b>								<b>\$5,000.00</b>
<b>TOTAL PROJECT COST</b>								<b>\$81,267.00</b>



**Figure 1**  
**Sanitary Sewer Districts**  
2026 Sanitary Sewer Project Area  
City of Long Lake, MN



**Legend**

- Sanitary Sewer District
- Manhole
- Lift Station
- Gravity Main
- Forcemain
- MCES Gravity Main
- MCES Forcemain
- City Boundary
- CIPP Lining
- Open Trench Spot Repair
- Project locations

