



March 3, 2026

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

Re: Proposal for Professional Services
2026 Pavement Management Improvement Project

Dear Ms. Nowezki:

WSB is pleased to provide you with our proposal for design and construction services for the 2026 Pavement Management Improvement Project (PMP). The proposed 2025 PMP includes Grand Avenue between Glendale Drive and Lakeview Avenue.

In February 2022, WSB worked with its pavement forensics team to collect information regarding the existing pavement and subgrade sections of various streets throughout Long Lake, including Grand Avenue, to help determine the appropriate method of pavement rehabilitation. The rehabilitation technique recommended in the geotechnical report for Grand Avenue is street reconstruction. Due to budgetary constraints and rehabilitation methods requested by the city, WSB is proceeding and has prepared this proposal with the understanding that the city's preferred construction approach will be a full depth mill and paving and necessary excavation and installation of an aggregate base section in areas where it is minimal or nonexistent.

WSB will work with Public Works staff to determine any additional utility or drainage issues and address these issues during the design process to ensure accurate quantities and cost estimates are included with the plans and specifications. WSB will seek authorization from the City Council to bid the project once the plans are completed and final costs are estimated. If there are any unknowns discovered during the design process with significant cost implication, they will be shared and discussed with City staff and the Council prior to getting authorization to bid the project.

Engineering fees as stated below are estimated at \$85,102 and are estimated at 19.3% of the opinion of construction cost available at this time prior to detail design for the project. Funding will be provided by available city street maintenance franchise fees.

SCOPE OF SERVICES

Task 1 - Design:

WSB will prepare construction documents (plans and specifications) for use in soliciting bids and construction of the proposed project improvements.

- 1.1 The plans and specifications are to be prepared in the general format used by the City of Long Lake and are anticipated to include the following:

Plans:	Title Sheet
	Statement of Estimated Quantities
	Typical Section and Standard Details
	Street Construction

Specifications: Project Bid Form
 Contractor Requirements
 Contract for Construction
 Insurance Requirements
 Performance and Payment Bonds
 Special Provisions

Plans will be transmitted to the city for review at approximately 90% completion stage of production for staff comments.

- 1 . 2 Preparation of contract pay items, estimation of bid quantities, and preparation of an engineer's opinion of probable construction cost for review by the City.
- 1.3 Drone Survey to provide aerial map and survey linework of project area.
- 1 . 4 Coordinate the project advertisement for bids, including addressing questions from contractors, preparation of any necessary addendums, evaluation and tabulation of bids, preparation of bid results letter for consideration of award of the contract, and presentation of the bid results to the City Council. Following a successful award of contract, WSB will prepare a notice of award.

Task 2 – Construction Services:

WSB will provide construction services for the construction phase of the project. Construction services consist of construction administration, staking and observation of the work done by the Contractor, material testing, preparation of payment vouchers, documentation and reporting of the construction process, progress meetings, preparation of record plans, and 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 this proposal, we have based our estimate of construction services on one-hundred and thirty hours of on-site construction representation while the contractor is working.

PROPOSED SCHEDULE

We are available to start the design immediately upon your approval. WSB proposes the following work schedule:

Approve Professional Services Agreement	March 3, 2026
Approve Plans and Specifications	April 7, 2026
Bid Opening	April 28, 2026
Award Contract	May 5, 2026
Begin Construction	June 2026
Complete Construction	September 2026

PROPOSED FEE

We are proposing to complete the work on a cost-reimbursable basis in accordance with our 2026 fee schedule. Design is a not-to-exceed fee without prior Council authorization. Construction services is an estimated fee based on the anticipated hours required for administering and observing construction and is dependent on the contractor's ability to complete the work on schedule.

Estimated fees for design and construction services are itemized below:

Task	Description	Fee	
1	Design	\$	39,822
2	Construction Services	\$	38,280
3	Material Testing	\$	7,000
Total Proposed Fee		\$	85,102

We will review our progress monthly and will not exceed the amounts indicated without prior Council approval should the scope of the project change or the construction schedule be extended beyond six weeks.

WSB will start upon work as proposed immediately upon receipt of a signed contract.

We appreciate the opportunity to provide you with this proposal and we are looking forward to working with you and your staff toward the completion of this project. Please do not hesitate to contact me if you have any questions.

Sincerely,

WSB



Jeff Oliver, PE
City Engineer



Morgan Dawley, PE
Senior Director of Municipal Services

Attachments – WSB Fee Estimate

Cc: Rachel Scheu, PE, Project Manager

AUTHORIZATION

Upon authorization and execution of this proposal below, all work will be performed as described above in accordance with the terms and conditions stated in the Master Service Agreement with the City.

City of Long Lake

Authorized Signature

Title

Date



Estimate of Fee
City of Long Lake
Professional Engineering Services
2026 Pavement Management Improvement Project



Task	Description	Labor Category and Estimated Hours Per Task								Total Hours	Cost	
		City Engineer	Project Manager	Graduate Engineer	Water Resources	Water Resources Grad	Survey Crew	Drone Survey	Administrative Assistant			Construction Specialist
		<i>Jeff Oliver</i>	<i>Rachel Scheu</i>	<i>Grace Liljenquist</i>	<i>Jake Newhall</i>	<i>TBD</i>	<i>2-person</i>	<i>TBD</i>	<i>Sue Buckley</i>			<i>TBD</i>
1	Final Design											
1.1	Project Management	2	16							18	\$3,110.00	
1.2	Meetings with City (1)	2	2							4	\$800.00	
1.3	Topographic Survey						16			16	\$3,152.00	
1.5	Design		20	80		10				110	\$16,800.00	
1.6	Specifications		10					8		18	\$2,882.00	
1.7	Engineer's Opinion of Probable Cost		10	16						26	\$4,050.00	
1.8	Bidding	2	4	4				8		18	\$2,962.00	
1.9	QA / QC	2	12		4				16	34	\$6,066.00	
Task 1 Total Estimated Hours and Fee		8	74	100	4	10		16	16	244	\$39,822.00	
2	Construction Services											
2.1	Project Management	4	16							20	\$3,580.00	
2.2	Meetings (2)	4	8	8					8	28	\$4,740.00	
2.3	Construction Observation*								130	130	\$20,800.00	
2.4	Pay Vouchers (3)		10					6		16	\$2,574.00	
2.5	Construction Staking					8				8	\$2,240.00	
2.6	Project Closeout	2	12					4	8	26	\$4,346.00	
Task 2 Total Estimated Hours and Fee		10	46	8			8	10	146	228	\$38,280.00	
Total Estimated Hours		18	120	108	4	10	8	16	26	472		
Hourly Billing Rate		235.00	165.00	150.00	264.00	150.00	280.00	197.00	154.00	160.00		
Total Fee by Labor Classification (hourly not to exceed)		\$4,230.00	\$19,800.00	\$16,200.00	\$1,056.00	\$1,500.00	\$2,240.00	\$3,152.00	\$4,004.00	\$25,920.00	\$78,102.00	
Material Testing											\$7,000.00	
TOTAL PROPOSED FEE											\$85,102.00	

*Construction observation assumes the following schedule: 5 weeks of 25-hours per week inspection. upon the Contractor's ability to complete the work on schedule.