

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Approve Task Order 8 with WSB, LLC for Professional Construction Administration Services for the 2025 Street Improvement Project (City Project No. 01-25)

Prepared By: Gary Peters, Public Works Director

Meeting Date: March 17, 2025

Issue:

Should the City Council approve Task Order 8 for construction administration services for the 2025 Street Improvement Project, City Project No. 01-25?

Overview:

On January 6, 2025, The City Council approved plans and specifications and authorized the advertisement for bids for the 2025 Street Improvement Project, City Project 01-25. The City received bids on February 18, 2025, and award of the contract is on the March 17, 2025 City Council agenda.

As part of the engineering services for the project, Staff requested a professional services proposal from WSB to perform construction administration services as outlined in the attached Task Order. The fee estimate assumes that a construction observer will only be present for thirty hours per week for six weeks and 10 hours a week for two weeks. This project will provide a training opportunity for the City's engineering technician.

Fiscal Impact:

The improvements are proposed to be funded through a combination of City Funds and special assessments. The construction bid amount is \$986,591.05 and proposed indirect costs at 22%.

Recommended City Council Action:

Staff recommends approving Resolution No. 31-25, approving Task Order 8 WSB LLC for construction administration services for the 2025 Street Improvement Project (City Project No. 01-25)

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Master PSA Task Order No. 8

This Task Order No. 8 ("Task Order") is made as of 03/18/25 ("Effective Date"), under the terms and conditions established in the Master Professional Services Agreement dated 02/19/24 ("Master Agreement"), between City of Minnetrista, MN ("Client") and WSB LLC ("Consultant"). This Task Order authorizes and describes the scope, schedule if applicable, and payment conditions for Consultant's professional services ("Services") on the project known as: 2025 Street Improvement, located in Minnetrista, MN ("Project").

1. SCOPE OF WORK:

See Attached Exhibit A.

2. SCHEDULE:

Completion Date by November 30th, 2025

3. PAYMENT:

See Attached Exhibit A, The estimated fee is \$128,955.00 including expenses.

4. ADDITIONAL PROVISIONS:

None.

This Task Order is executed pursuant to the Master Agreement, effective as of the Effective Date. Execution of this Task Order by Client and Consultant authorizes Consultant to carry out and complete the Services described herein in strict accordance with the Master Agreement.

City of Minnetrista, MN

WSB LLC

By:

By:

Name:

Name:

Its:

Its:

I. Scope of Services

1. CONSTRUCTION SERVICES

- A. Project Management
 - a. Manage project and coordinate as needed with the city.
 - b. Review and update WSB resources and time allocated to the project with respect to approved project scope and fee as needed.
 - c. Close out the project in accordance with the project specifications.
- B. Submittals/Shop Drawing Reviews
 - a. Review documents for general conformance with project plans and specifications.

2. CONSTRUCTION ADMINISTRATION

- A. Preconstruction Meeting
 - a. Prepare agenda.
 - b. Attend meeting.
 - c. Prepare minutes.
- B. Private Utility Meetings
 - a. Coordinate with private utilities in effort to accommodate private utility relocation with respect to the 2025 Street Improvement Project schedule.
- C. Weekly Meetings
 - a. Prepare agenda.
 - b. Attend meeting.
 - c. Prepare minutes.
- D. Documentation Review
 - a. Review documents related to the agreement.
- E. Pay Estimates
 - a. Review quantities requested by the contractor.
 - b. Prepare draft pay vouchers (on a once monthly basis).
 - c. Distribute pay vouchers to contractor and city for signatures.

3. CONSTRUCTION OBSERVATION SERVICES

- A. Construction Observation
 - a. Observe crews for general conformance with project plans and specifications.
- B. Punch List / Final Inspection
 - a. Prepare punch list.
 - b. Inspect work performed to address items on the punch list.
- C. Record Plan Measurements
 - a. Collect data as needed for project record plans.

4. CONSTRUCTION SURVEYING SERVICES

- A. Construction Survey
 - a. One set of construction stakes as required by the plans and specifications.
- B. Administration
 - a. Office work necessary to coordinate the construction survey.
- C. Record Plans
 - a. Perform survey and office work to gather data for record plans.
 - b. Office work to prepare record plans.
 - c. Deliverable will be an electronic copy of the record plans and data necessary for city staff to update GIS mapping.

5. PUBLIC ENGAGEMENT

- A. Construction kick-off newsletter
- B. Weekly and as-needed email and website construction status updates
- C. Door-hanger notices to residents
- D. Construction hotline number and email for resident questions

6. CONSTRUCTION MATERIAL TESTING

A. Perform construction material testing as required by the project specifications.

7. PERMIT APPLICATIONS

A. Apply for the following permits

- 1) Hennepin County Work in Right of Way Permit
- 2) Minnehaha Creek Watershed District Permit
- 3) NPDES Construction Stormwater Permit

II. Compensation

Time and Materials

Construction administration, construction observation, and permit fees are estimated based on the anticipated hours required for administering and inspecting construction and is dependent on the contractor's ability to complete the work on schedule. The estimated cost for these services is \$87,102.

Lump Sum

Compensation for construction materials testing is a lump sum fee of \$16,895.

Not to Exceed

The construction surveying and public engagement fees are \$19,348 and \$5,610, respectively and are not to exceed fees without prior Council authorization.

III. Assumptions

Fees for construction observation are based on an eight-week construction schedule assuming 30 hours per week for the six weeks and 10 hours per week for the last two weeks, plus additional time for pre and post construction field work with City Staff and the Contractor. It is anticipated that construction can begin as early as June and will be substantially complete by the end of September.

IV. Exclusions

The following items are excluded from this Agreement; however, Consultant can provide these services for additional compensation by an Amendment for Additional Services (AAS).

- A. Update the city's GIS mapping with the as-built data
- B. Environmental compliance inspections

2025 Rate Schedule



	Billing Rate/Hour
PRINCIPAL ASSOCIATE	\$195 - \$281
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$195 - \$251
PROJECT MANAGER	\$171 - \$191
PROJECT ENGINEER GRADUATE ENGINEER	\$115 - \$190
PROJECT MANAGER ASSISTANT	\$95 - \$155
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$76 - \$189
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$86 - \$182
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$77 - \$180
PLANNER SR. PLANNER	\$89 - \$188
GIS SPECIALIST SR. GIS SPECIALIST	\$86 - \$188
CONSTRUCTION OBSERVER	\$117 - \$152
SURVEY	
Survey Office Technician	\$136 - \$169
Drone Pilot	\$197
One-Person Crew	\$197
Two-Person Crew	\$265
OFFICE TECHNICIAN	\$67 - \$147

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

**Fee Estimate for Professional Engineering Services
2025 Street Improvement Project
CP No. 01-25
City of Minnetrista**



				Senior Project Manager	Project Manager	Lead Construction Inspector	Senior Survey Technician	Two-Person Survey Crew	Public Engagement	Administrative Assistant	Total Hours	Total Fee
		Staff/Resource Name		Alyson Fauske	Emily Brown	Matt Havlik	Cooper Forbrook	n/a	Kirsten Gray	Amy Rein		
		Hourly Rate		\$251.00	\$219.00	\$195.00	\$153.00	\$265.00	\$187.00	\$135.00		
Phase	TASKS	Start Date	Finish Date								Total	
008 Construction Services	Project Management	5/5/2025	11/30/2025	60	20					4	84	\$ 19,980
	Submittals/Shop Drawing Reviews	5/5/2025	5/19/2025		8						8	\$ 1,752
009 Contract Administration	Preconstruction Meeting	5/5/2025	5/12/2025	3	6	3					12	\$ 2,652
	Private Utility Meetings	6/1/2025	9/30/2025	8	4	8					20	\$ 4,444
	Weekly Meetings	6/1/2025	9/30/2025	20		8					28	\$ 6,580
	Documentation Review	6/1/2025	9/30/2025		6						6	\$ 1,314
	Pay Estimates	7/1/2025	10/31/2025	8	8	10				10	36	\$ 7,060
010 Construction Inspection Services	Construction Observation*	6/1/2025	9/30/2025			200					200	\$ 39,000
*Assumes 6 wks @ 30hrs/wk	Punchlist / Final Inspection	8/1/2025	9/30/2025			12					12	\$ 2,340
plus 2 wks @ 10 hrs/wk	Record Plan Measurements	10/1/2025	10/31/2025			4					4	\$ 780
011 Construction Surveying Services	Construction Survey	6/1/2025	9/30/2025					50			50	\$ 13,250
	Administration	6/1/2025	9/30/2025				10				10	\$ 1,530
	Record Plans	10/1/2025	10/31/2025				16	8			24	\$ 4,568
012 Public Engagement	Public Engagement	5/15/2025	10/15/2025						30		30	\$ 5,610
Total Estimated Fee												\$ 110,860.00
Total Hours											524	
Hourly Rate												
Labor Total				\$24,849	\$11,388	\$47,775	\$3,978	\$15,370	\$5,610	\$1,890		\$110,860.00
Lump Sum Services- Construction Materials Testing												\$ 16,895.00
Permits- Hennepin County (est. \$400), MCWD (est. \$400), NPDES (\$400)												\$1,200.00
Total Expenses												\$18,095.00
Total Project Fee												\$ 128,955.00

RESOLUTION NO. 31-25

**RESOLUTION APPROVING TASK ORDER 8 WITH WSB, LLC FOR
CONSTRUCTION ADMINISTRATION SERVICES FOR THE 2025 STREET
IMPROVEMENT PROJECT,
CITY PROJECT NO. 01-25**

WHEREAS, the City of Minnetrista awarded the construction contract for the 2025 Street Improvement Project, City Project 01-25; and

WHEREAS, it is proposed to approve Task Order 8 with WSB, LLC for construction administration services for the 2025 Street Improvement Project, City Project 01-25.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Task Order 8 between the City and WSB for construction administration services for the 2025 Street Improvement Project, City Project 01-25 is approved.

This resolution was adopted by the City Council of the City of Minnetrista on the 17th day of March, 2025, by a vote of _____ Ayes and _____ Nays.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff
City Clerk