

CITY OF MINNETRISTA

CONSENT AGENDA ITEM



Subject: Approve Task Order 9 and Authorize
Preparation of Plans and Specifications for the 2025 Pavement
Maintenance Project, City Project 03-25

Prepared By: Gary Peters, Public Works Director

Meeting Date: March 17, 2025

Attachments: Maps of proposed project

Issue:

Should the City Council approve Task Order 9 and authorize preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25?

Background/Discussion:

The streets proposed for the 2025 Pavement Maintenance Project have been identified by Public Works and Engineering staff and the improvements have been budgeted within the City's Road Maintenance budget for 2025. A summary of the proposed maintenance activities are listed below and are based on the pavement condition index (PCI), age, and visual inspection:

- Crack fill and reclamite of 15 miles of streets
- Fog seal and seal coat of Astilbe Court

The total estimated project cost of the improvements is \$471,000. The project will be funded by the Road Maintenance Fund. The contract will include unit price work for crack filling by the linear foot and reclamite and the seal coats will be by the square yard. If some streets require more linear feet of crack filling than anticipated, it may necessitate that some other streets are postponed until the 2026 Pavement Maintenance Project in order to keep the project on budget.

Conclusion:

Staff is recommending Council approve Task Order 9 with WSB and authorize preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25.

Fiscal Impact:

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.

The attached Task Order summarizes the scope and fee to prepare plans and specifications, and to administer bidding and construction services. Part time construction observation (56 hours over a four-week timeframe) is included in the proposed scope. The proposed fee for design and bidding is hourly not-to-exceed. The proposed construction administration fee is an estimate based on the anticipated hours required and is dependent on the contractor's ability to complete the work on schedule. WSB is proposing to complete the work on a cost-reimbursable basis in accordance with their current fee schedule. Fees for design and estimated construction services are itemized below:

Design and Bidding Services	\$ 20,458
<u>Construction Services</u>	<u>\$ 19,556</u>
Total	\$ 40,014

The budget for the project is \$471,000 including contingencies and indirect costs.

The proposed timeline for the project is as follows:

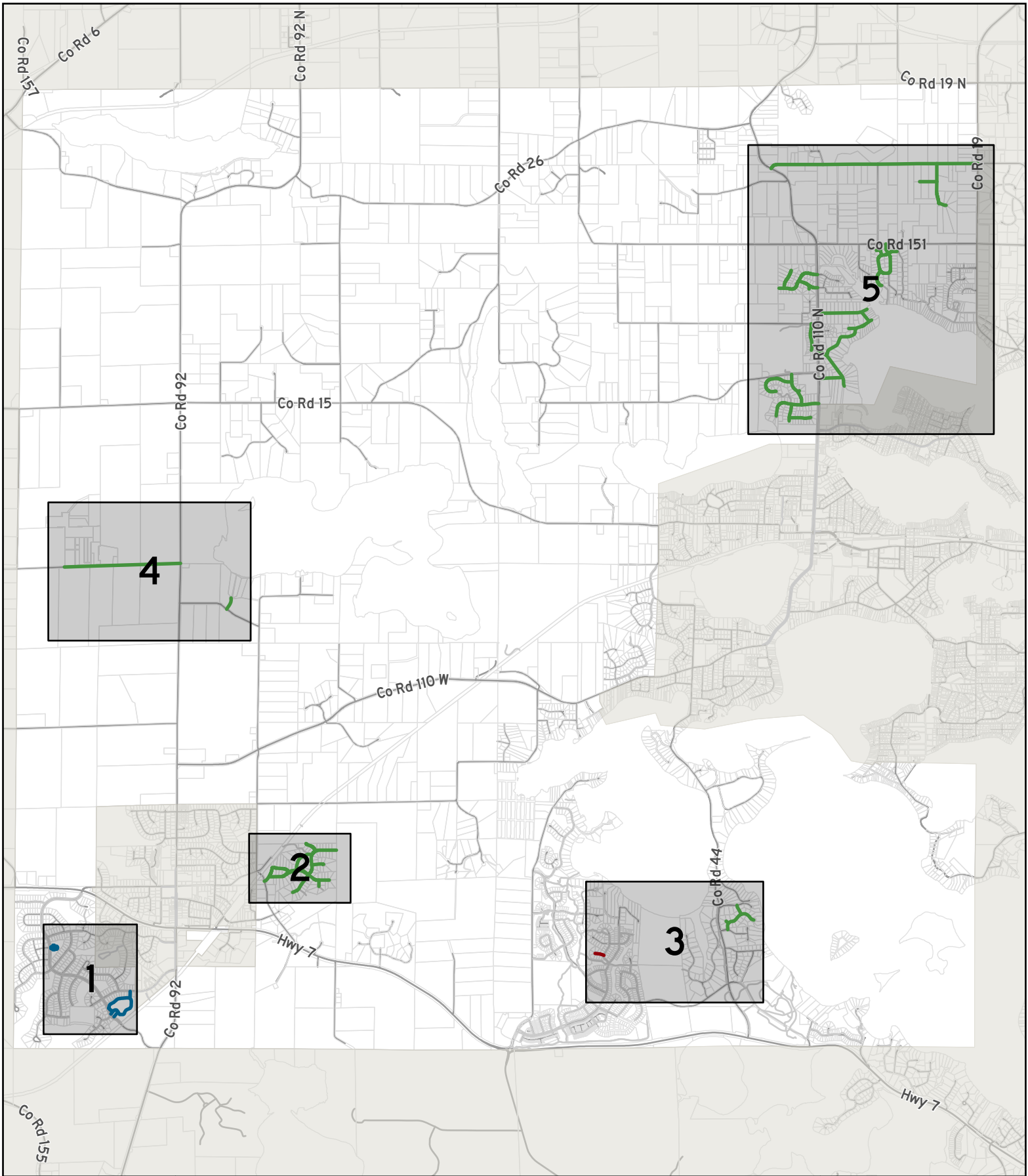
Approve Professional Services Agreement; Authorize
Preparation of Plans & Specifications March 17, 2025
Approve Plans & Specifications and Authorize Advertisement for
Bids.....April 7, 2025
Bid Opening..... May 6, 2025
Accept Bids and Award Contract May 19, 2025
Pavement Maintenance Activities are Employed Summer, 2025

Recommended City Council Action: Staff recommends approval of Resolution 32-25 approving Task Order 9 and authorizing preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25.

Does Recommended Action meet City Mission Statement? ☒ Yes ☐ No
Does Recommended Action meet City Goals/Priorities? ☒ Yes ☐ No

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.



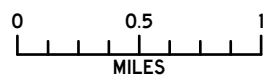
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MINNETRISTA, MN 55364

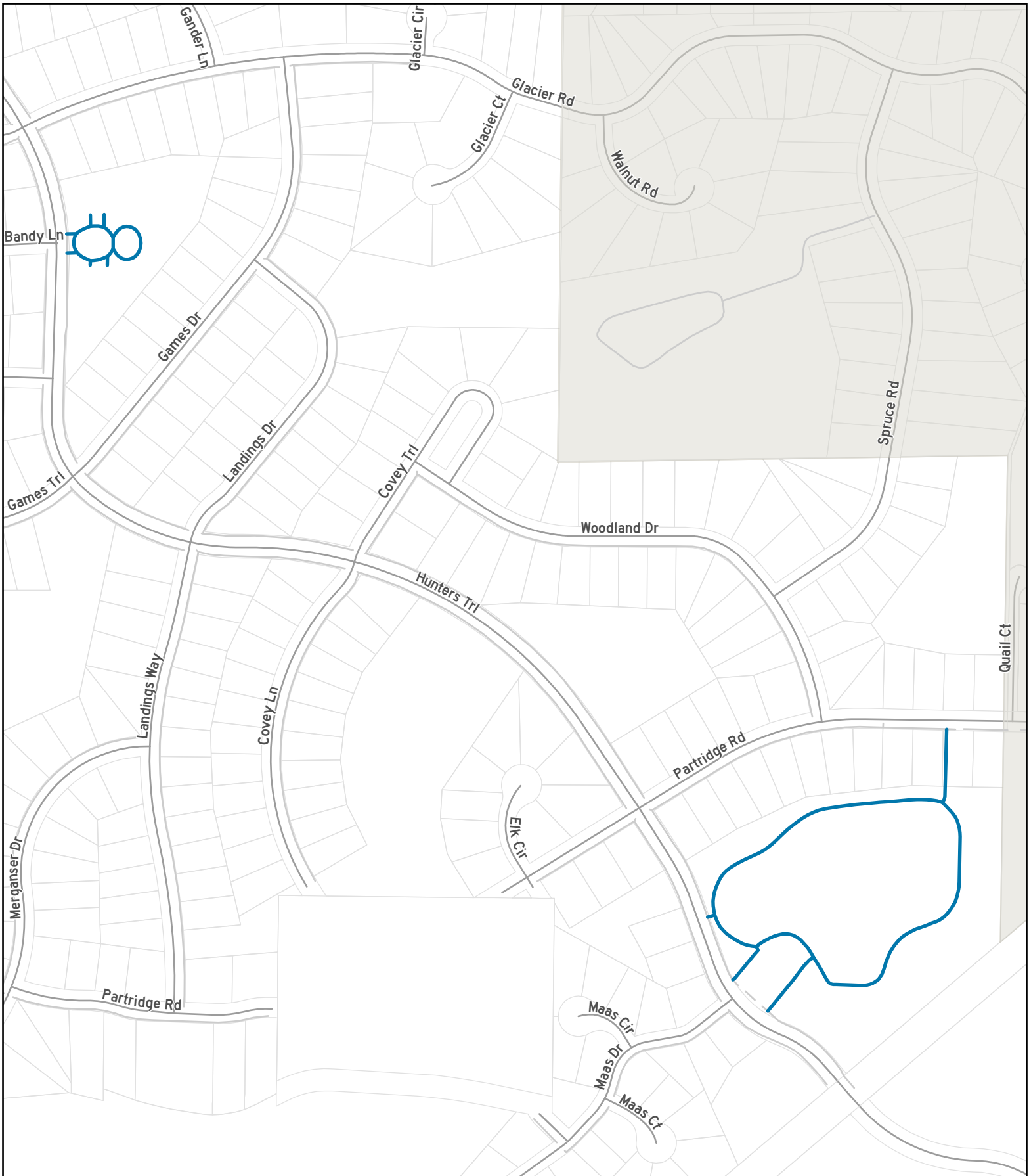
2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC) | FOG SEAL (FS)

OVERVIEW

- ROAD FS
- ROAD CF/REC
- TRAIL CF/REC





7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

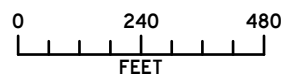
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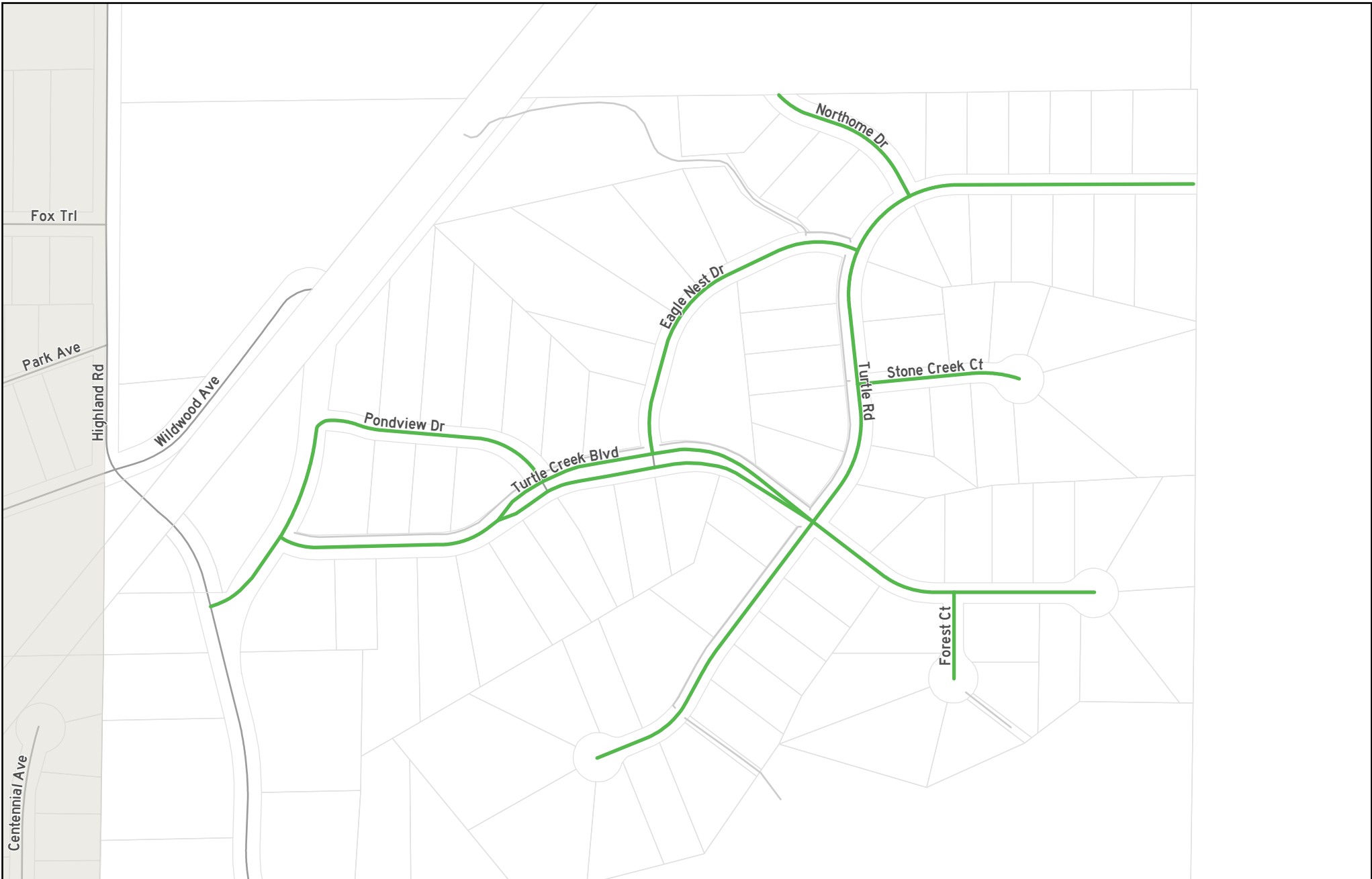
2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC)

LISLE PARK & LINDEN PARK

- ROAD FS
- ROAD CF/REC
- TRAIL CF/REC





7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

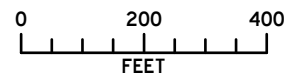
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2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC) | FOG SEAL (FS)

TURTLE CREEK

- ROAD FS
- ROAD CF/REC
- TRAIL CF/REC





7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

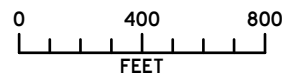
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2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC) | FOG SEAL (FS)

HERMITAGE SHORES & ASTILBE CT

- ROAD FS
- ROAD CF/REC
- TRAIL CF/REC





7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

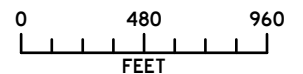
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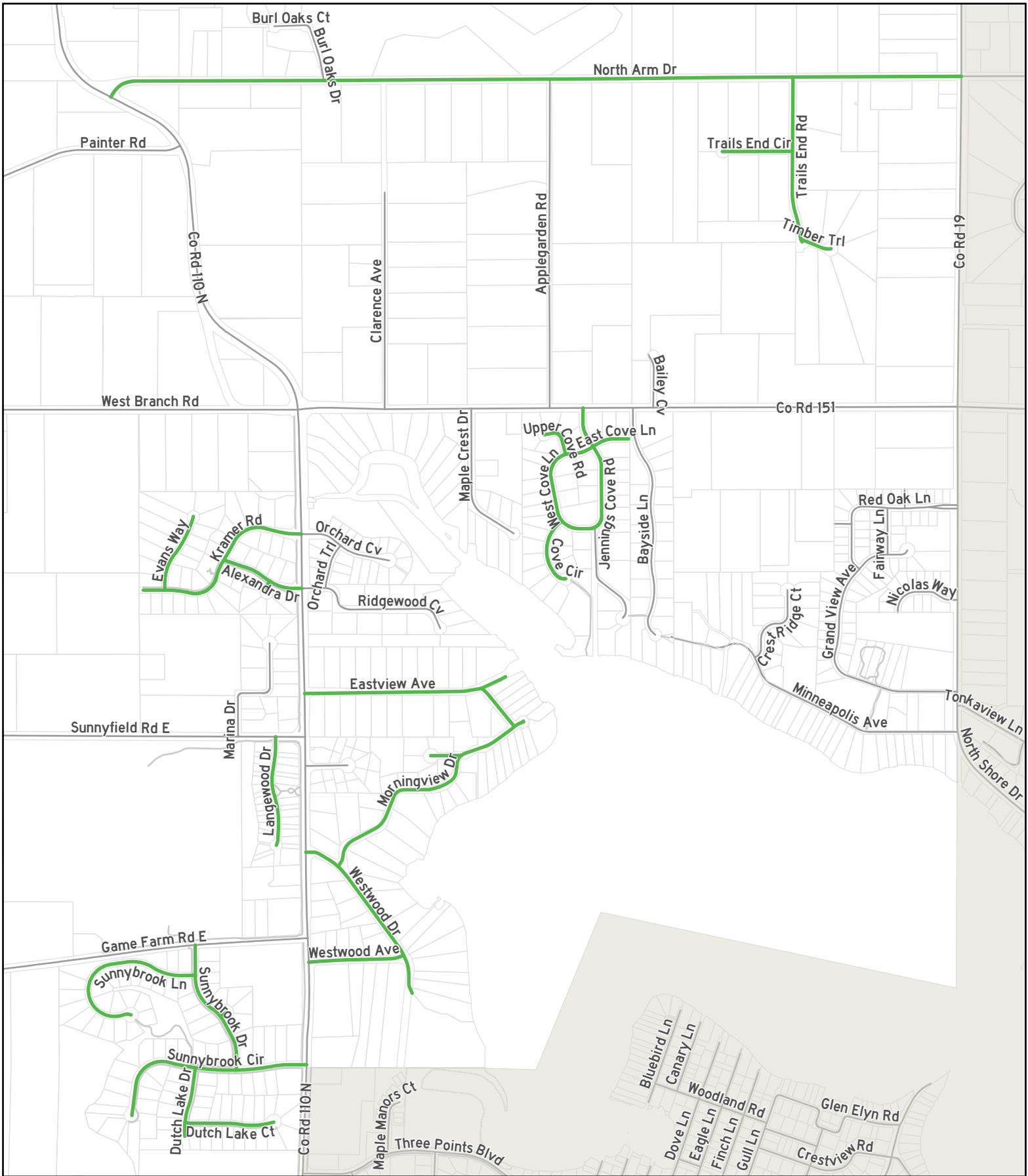
2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC)

NIKE RD & AMBJOR LN

- ROAD FS
- ROAD CF/REC
- TRAIL CF/REC





7701 COUNTY ROAD 110 WEST
MINNETRISTA, MN 55364

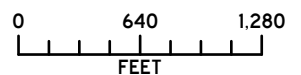
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2025 PAVEMENT MAINTENANCE

CRACK FILL (CF) | RECLAMITE (REC)

COUNTY RD 110 N AREA

- ROAD FS
- ROAD CF/REC
- TRAIL CF/REC



Master PSA Task Order No. 9

This Task Order No. 9 ("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: N/A, located in Minnetrista, MN ("Project").

1. SCOPE OF WORK:

See Attached Exhibit A.

2. SCHEDULE:

Completion Date October 31st, 2025

3. PAYMENT:

See Attached Exhibit A, the estimated fee is \$40,014.00 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. DESIGN

- 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.
- B. Meetings with the City
 - a. Attend one (1) meeting with city staff to discuss project scope and schedule.
- C. Plans and Specifications
 - a. The plans will consist of the maps **attached**, showing project location, proposed improvements legend and aerials.
 - b. Specifications will include: Project Bid Form, Contractor Requirements, Contract for Construction, Insurance Requirements, Performance and Payment Bonds, and Special Provisions.
 - c. Plans will be transmitted to the City for review at approximately 90% completion stage of production for staff comments.
 - d. 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.
- D. Engineer's Opinion of Probable Cost based on the final plan.
- E. QA/QC of the plans, specifications and Opinion of Probable Cost.
- F. Bidding
 - a. Coordinate the advertisement for bids, including addressing questions from contractors, preparation of any necessary addendums, evaluation and tabulation of quotes, preparation of quote results letter for consideration of award of the contract, and presentation of the quote results to the City Council.
 - b. Following a successful award of contract, WSB will prepare a notice of award

2. 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. Meetings
 - a. Attend one (1) meeting with the contractor before work begins.
- C. Construction Observation
 - a. Observe crews for general conformance with project plans and specifications.
- D. Pay Vouchers
 - a. Prepare pay vouchers.
 - b. Distribute pay vouchers to contractor and city for signatures.
- E. Project Closeout
 - a. Collect forms from the contractor that are required to close out the project and provide a letter of recommendation to the city.

II. Compensation

Time and Materials

Construction services is 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 **\$19,556**.

Not to Exceed

Design services is **\$20,458** and is a not to exceed fee without prior Council authorization.

III. Assumptions

1. Fees for construction observation are based on four weeks with part-time, on-site construction representation totaling 56 hours.
2. The project will only require one (1) pay voucher.

IV. Proposed Schedule

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

Approve Professional Services Agreement;	
Authorize Preparation of Plans & Specifications.....	March 17, 2025
Approve Plans & Specifications and Authorize Advertisement for Bids.....	April 7, 2025
Bid Opening	May 6, 2025
Accept Bids and Award Contract	May 19, 2025
Pavement Maintenance Activities are Employed	Summer, 2025

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 Pavement Maintenance Project
CP No. 03-25
City of Minnetrista



		Senior Project Manager	Project Manager	Project Engineer	Pavement Specialist	Construction Observer	Office Technician	Total Hours	Total Fee
		Alyson Fauske	Emily Brown	Jacob Ringstad	Paul Kyle	Matt Havlik	Amy Rein		
		\$ 251.00	\$ 219.00	\$ 140.00	\$ 218.00	\$ 195.00	\$ 135.00		
Phase	TASKS							Total	
001 Design	Project Management	4	32					36	\$8,012
	Meetings with City (1)	1	1					2	\$470
	Plans and Specifications		6	18	6		3	33	\$5,547
	Engineer's Opinion of Probable Cost			12				12	\$1,680
	QA / QC	2	2		4	4		12	\$2,592
	Bidding		8				3	11	\$2,157
002 Construction Services	Project Management	4	20					24	\$5,384
	Meetings (1)	2	2			2		6	\$1,330
	Construction Observation					56		56	\$10,920
	Pay Vouchers (1)		2				1	3	\$573
	Project Closeout	1	2			2	2	7	\$1,349
Total Estimated Fee									\$40,014
Total Hours		14	75	30	10	64	9	202	

Hourly Rates	\$251.00	\$219.00	\$140.00	\$218.00	\$195.00	\$135.00	
Labor Total	\$3,514	\$16,425	\$4,200	\$2,180	\$12,480	\$1,215	\$40,014

Total Project Fee	\$40,014
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RESOLUTION NO. 32-25

**CITY OF MINNETRISTA
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING TASK ORDER 9 AND AUTHORIZING THE
PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2025 PAVEMENT
MAINTENANCE PROJECT
CITY PROJECT 03-25**

WHEREAS, the Public Works Department has identified roadways in need of maintenance in the form of crack filling, fog seal, chip seal and pavement reclamite.

NOW THEREFORE, BE IT RESOLVED by the City Council of Minnetrista

1. That Task Order 9 for the 2025 Pavement Maintenance Project, City Project 03-25 is approved, and
2. The preparation of plans and specifications for the 2025 Pavement Maintenance Project, City Project 03-25 is hereby authorized.

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.

Lisa Whalen, Mayor

ATTEST:

Ann Meyerhoff, City Clerk

(seal)