

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Approve Amendment to Task Order 18 with WSB, LLC for Final Design and Bidding Services for the 2027 Street Improvement Project (City Project No. 01-27)

Prepared By: Gary Peters, Public Works Director

Meeting Date: October 19, 2026

Issue:

Should the City Council approve the Amendment to Task Order 18 for final design and bidding services for the 2027 Street Improvement Project, City Project No. 01-27?

Overview:

The public hearing for the 2027 Street Improvement Project, City Project 01-27 is scheduled for October 5, 2026. Should the City Council order the improvement, final plans and specifications need to be prepared. Final plans are anticipated to be presented to the City Council in early 2027, therefore bidding services are included in this Task Order.

Fiscal Impact:

Task Order xx for final design and bidding services is \$102,392. The total indirect costs through bidding is \$144,599, which is 19% of the estimated project cost. A Task Order for construction administration services (ie. weekly construction meetings, preparation of pay vouchers and project close out) will be brought to the City Council in the spring of 2027 after bids have been opened and the council is considering award of the construction contract.

Recommended City Council Action:

Staff recommends approving Resolution No. 110-26, approving the Amendment to Task Order 18 with WSB LLC for final design and bidding services for the 2027 Street Improvement Project (City Project No. 01-27)

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.

2027 Street Improvement Project
Minnetrista, MN

I. Scope of Services

1. FINAL DESIGN AND BIDDING ADMINISTRATION

- 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.
Attend the Assessment Hearing.
- B. Final design
 - a. Prepare final plans, project specific specifications, contract documents and bidding forms for the proposed improvements.
 - i. Specifications will be prepared in accordance with the City of Minnetrista and MnDOT standard specifications.
 - ii. Identification of sanitary sewer manholes requiring grade adjustment and inflow/infiltration shields.
 - iii. Identification of storm drain structures requiring adjustment where necessary in the curb line.
 - iv. Field review and estimate of concrete curb and gutter replacements due to heaving and breakage.
 - v. Field review and estimate of driveway removal and replacements due to construction impact by curb removal.
 - vi. Provide typical street paving section and pavement detail insets that are street specific.
 - vii. Provide miscellaneous city details in the plans as needed.
 - viii. Provide MnDOT standard plans for ADA compliant pedestrian curb ramp replacement.
 - ix. Send correspondence to residents requesting information on items near the right of way.
 - b. Perform a topographic survey of the project area
 - i. Survey will include cross sections at 50-foot intervals (edge-of-bituminous, concrete curb flow line and back of curb, centerline, shoulder PI, ditch/boulevard shots).
 - ii. Residential driveways from edge of driveway to 10 feet along driveway toward the right-of-way.
 - iii. Residential landscaping, including any retaining walls, and mailbox locations within the right of way.
 - iv. Storm sewer rims and adjustment ring count only.
 - v. Sanitary sewer rims and adjustment ring count only.
 - vi. Trees of 4-inch caliper or larger within the right-of-way.
 - c. Prepare wetland delineation report.
 - i. 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, Hennepin County Wetland Inventory, 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.
 - ii. The field wetland delineation data will be compiled into a wetland delineation report. This report will be submitted to the city of Minnetrista, the Local Government Unit (LGU) for the WCA. The report will also be submitted to the USACE and Minnehaha Creek Watershed District (MCWD) for their review.

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.

- iii. Wetland boundary and type concurrence will be requested from the LGU. 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.
 - d. Preparation of estimated quantities and detailed engineer's opinion of probable construction cost as it relates to the work outlined in our scope of services.
 - e. Coordinate with private utility companies located in the improvement corridor. This coordination will include providing drawings to any affected utility companies and hosting a utility relocation meeting to determine what utilities, if any, will require relocation.
 - f. Prepare and submit applications for the necessary permitting agencies (Minnesota Pollution Control Agency, Minnehaha Creek Watershed District (MCWD), etc.).
 - i. Preparation and submittal of a MCWD permit application for the Floodplain Alteration Rule for the work along Lee Road. Because the project is not a full reconstruction and the land disturbance is less than 10,000 sf, the project does not trigger MCWD's Stormwater Management or Erosion and Sediment Control Rules. A pre-application meeting and one round of revisions due to comments are anticipated to secure the MCWD permit.
- C. Bidding Services
- a. Coordinate project advertisement. We will distribute plans and specifications to the contractors, as well as any necessary addenda. We will host the bid opening electronically, prepare a tabulation of bids and bid results letter for City Council consideration of award of contract.
 - b. Prepare the final assessment roll based on as-bid costs and coordinate the required notices and meetings per Minnesota Statute Chapter 429.

2. PUBLIC ENGAGEMENT

- A. Set up a project website and update at the following milestones:
 - a. Final design is completed and project is out for bids.
- B. Monitor project hotlines and answer questions.

II. Compensation

Not to Exceed

The fee for the proposed scope of services is \$102,392 and will not be exceeded without prior Council authorization.

III. Assumptions

- 1. GIS. The fee assumes that city staff will perform GIS services necessary to perform the scope of services.

wsb

Total Project Fee	\$102,392
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RESOLUTION NO. 110-26

RESOLUTION APPROVING AMENDMENT TO TASK ORDER 18 WITH WSB, LLC FOR FINAL DESIGN AND BIDDING SERVICES FOR THE 2027 STREET IMPROVEMENT PROJECT, CITY PROJECT NO. 01-27

WHEREAS, the City of Minnetrista held the public hearing and ordered the improvements for the 2027 Street Improvement Project, City Project 01-27; and

WHEREAS, it is proposed to approve Amendment to Task Order 18 with WSB, LLC for final design and bidding services for the 2027 Street Improvement Project, City Project 01-27.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that the Amendment to Task Order 18 between the City and WSB for construction administration services for the 2027 Street Improvement Project, City Project 01-27 is approved.

This resolution was adopted by the City Council of the City of Minnetrista on the 19th day of October 2026, by a vote of _____ Ayes and _____ Nays.

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff
City Clerk