

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Approve Task Order 16 with WSB, LLC for Professional Construction Administration Services for the 2026 Street Improvement Project (City Project No. 01-26)

Prepared By: Gary Peters, Public Works Director

Meeting Date: March 19, 2026

Issue:

Should the City Council approve Task Order 16 for construction administration services for the 2026 Street Improvement Project, City Project No. 01-26?

Overview:

On January 7, 2026, The City Council approved plans and specifications and authorized the advertisement for bids for the 2026 Street Improvement Project, City Project 01-26. The City received bids on February 11, 2026, and award of the contract is on the March 19, 2026 City Council agenda.

Additional work performed by WSB prior to bid of the project includes grading and additional curb on Game Farm Road to facilitate drainage, adding Bid Alternate #2 (the relocation of the hydrant on the north side of Game Farm Road), adding Bid Alternate #3 (Texas underseal of Game Farm Road), and Addendum #1 (pedestrian ramp on HCRRA trail). WSB requests an additional \$7,100 in design fees to cover this work.

As part of the engineering services for the project, Staff requested a professional services proposal from WSB to perform certain construction administration services as outlined in the attached Task Order. The fee estimate assumes that the city's engineering technician will inspect the project and will conduct the environmental compliance inspections. If this work was done by WSB instead of the City's engineering technician the fee would be an additional \$80,000.

The fee includes 140 hours for a WSB construction manager to train the city's engineering technician during construction, attend meetings during the construction phase, assist with the pay estimates, assist with the final inspection and punch list preparation, and assist with the measurements for the record plan.

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.

Fiscal Impact:

The improvements are proposed to be funded through a combination of City Funds and special assessments. The construction bid amount is \$2,040,855.88 (base bid plus bid alternates #2 and #3) and proposed indirect costs for WSB and permitting are 14% (18% if the city's engineering technician time is included).

Recommended City Council Action:

Staff recommends approving Resolution No. 34-26, approving Task Order 16 WSB LLC for construction administration services for the 2026 Street Improvement Project (City Project No. 01-26)

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.

2026 Street Improvement Project
Minnetrista, MN

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 2026 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.
 - b. City observer will conduct environmental compliance inspections.
 - c. EEO/Labor Compliance as required by MNDOT State Aid.
 - E. Pay Estimates
 - a. Assist city observer in reviewing 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. WSB will provide construction management and oversight of city construction observer.
 - b. City staff will observe crews for general conformance with project plans and specifications.
 - B. Punch List / Final Inspection
 - a. Assist city staff in preparation of punch list.
 - b. City staff will 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, public engagement, 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 \$113,401.

Lump Sum

Compensation for construction materials testing is a lump sum fee of \$29,215.

Not to Exceed

The construction surveying services is \$14,850 and is a not-to-exceed fee without prior Council authorization.

III. Assumptions

Fees for construction observation are based on a twelve-week construction schedule assuming 12 hours per week for the ten 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. The fee assumes that the City's Engineering Technician will provide an additional 540 hours (estimated) for training and construction observation. 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

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



		Senior Project Manager	Project Manager	Construction Manager	City Project Inspector	City Environmental Compliance Inspector	EEO/Labor Compliance	Senior Survey Technician	Two-Person Survey Crew	Public Engagement	Administrative Assistant	Total Hours	Total Fee
		Alyson Fauske	Emily Brown	TBD	Brendan McCarthy	Brendan McCarthy	Mo Griener	Cooper Forbrook	n/a	Kirsten Gray	Amy Rein		
		\$263.00	\$241.00	\$228.00			\$121.00	\$160.00	\$265.00	\$195.00	\$152.00		
Phase	TASKS											Total	
008 Construction Services	Project Management	80	20								6	106	\$ 26,772
	Submittals/Shop Drawing Reviews		4									4	\$ 964
009 Contract Administration	Preconstruction Meeting	3	6	3								12	\$ 2,919
	Private Utility Meetings	8	4	4	8							24	\$ 3,980
	Weekly Meetings	20		10	10							40	\$ 7,540
	Documentation Review		12			60	30					102	\$ 6,522
	Pay Estimates	8	8	6	10						10	42	\$ 6,920
010 Construction Inspection Services <i>*Assumes 10 wks @ 12hrs/wk plus 2 wks @ 10 hrs/wk</i>	Construction Observation*			140	540							680	\$ 31,920
	Punchlist / Final Inspection			12	12							24	\$ 2,736
	Record Plan Measurements			4	4							8	\$ 912
011 Construction Surveying Services	Construction Survey							10	50			60	\$ 14,850
	Record Plans			7				4	12			23	\$ 5,416
012 Public Engagement	Public Engagement									80		80	\$ 15,600
Total Estimated Fee													\$ 127,051.00
Total Hours		119	54	186	584	60	30	14	62	80	16	1205	
<i>Hourly Rate</i>		<i>\$263.00</i>	<i>\$241.00</i>	<i>\$228.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$121.00</i>	<i>\$160.00</i>	<i>\$275.00</i>	<i>\$195.00</i>	<i>\$152.00</i>		
Labor Total		\$31,297	\$13,014	\$42,408	\$0	\$0	\$3,630	\$2,240	\$16,430	\$15,600	\$2,432		\$127,051.00
Lump Sum Services- Construction Materials Testing													\$ 29,215.00
Permits- Hennepin County (est. \$400), MCWD (est. \$400), NPDES (\$400)													\$1,200.00
Total Expenses													\$30,415.00
Total Project Fee													\$ 157,466.00

RESOLUTION NO. 34-26

**RESOLUTION APPROVING TASK ORDER 16 WITH WSB, LLC FOR
CONSTRUCTION ADMINISTRATION SERVICES FOR THE 2026 STREET
IMPROVEMENT PROJECT,
CITY PROJECT NO. 01-26**

WHEREAS, the City of Minnetrista awarded the construction contract for the 2026 Street Improvement Project, City Project 01-26; and

WHEREAS, it is proposed to approve Task Order 16 with WSB, LLC for certain construction administration services for the 2026 Street Improvement Project, City Project 01-26.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF MINNETRISTA, that Task Order 16 between the City and WSB for construction administration services for the 2026 Street Improvement Project, City Project 01-26 is approved.

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

Mayor Lisa Whalen

ATTEST:

Ann Meyerhoff
City Clerk