



## CITY OF MINNETRISTA

### REQUEST FOR CITY COUNCIL ACTION

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**Subject:** Approve Task Order 11 for Design and Bidding Services and Authorize Preparation of Feasibility Report for the 2026 Street Improvement Project, City Project No. 01-26

**Prepared By:** Gary Peters, Public Works Director

**Meeting Date:** May 5, 2025

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#### **Issue:**

Authorize professional services for design and bidding services and authorize the preparation of the feasibility report for the 2026 Street Improvement Project, City Project No. 01-25.

#### **Background:**

The 2026 Street Improvement Project generally consists of the following work to extend the existing pavement life:

##### North and South Saunders

- Built in 2000
- 2024 average PCI is 80
- Full depth removal - a portion of North Saunders Lake Dr and a portion of Basswood Drive
- 2" mill and overlay (with patching) of remaining streets

##### Lakeside Drive, Lakeside Circle, and Pinnacle Way

- Built in 1997 (Lakeside) and 1999 (Pinnacle)
- Average PCI is 83
- 2" mill and overlay

##### Game Farm Road

- 3,000 ft west of CR 110 to CR 26 built in 2010
- Average PCI is 72
- Full depth reclamation from CR 110 to ~3,900' west and a portion of the N
- 2" mill and overlay (with patching) of remainder

Utility improvements are not anticipated with this project.

#### **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.

A portion of the project cost for Game Farm Road is proposed to be assessed to twelve adjacent properties as shown below, therefore a feasibility report is required.



The anticipated project schedule is as follows:

Project Open House.....	Summer, 2025
Accept Feasibility Report.....	Late Summer/Early Fall, 2025
Final Design.....	Fall, 2025
Bid Opening.....	Late January/Early February, 2026
Construction.....	Late Spring to Early Fall, 2026

### Conclusion:

Staff is recommending Council approve Task Order 11 for design and bidding services from WSB for the 2026 Street Improvement Project and authorizes the preparation of the feasibility report.

**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 recommended budget for the 2026 project is \$4.4 million. The City recently requested to add Game Farm Road (CR 110 to Blair Road) to the MNDOT State Aid system and it is anticipated that approximately \$900,000 of State Aid funds can be used towards the project. The other funding source for the project is the Road Fund.

WSB is proposing to complete the work on a cost-reimbursable basis in accordance with their current fee schedule. The proposed fee for design and bidding services is \$133,949. A proposal for construction administration and material testing services will be presented after bids have been opened.

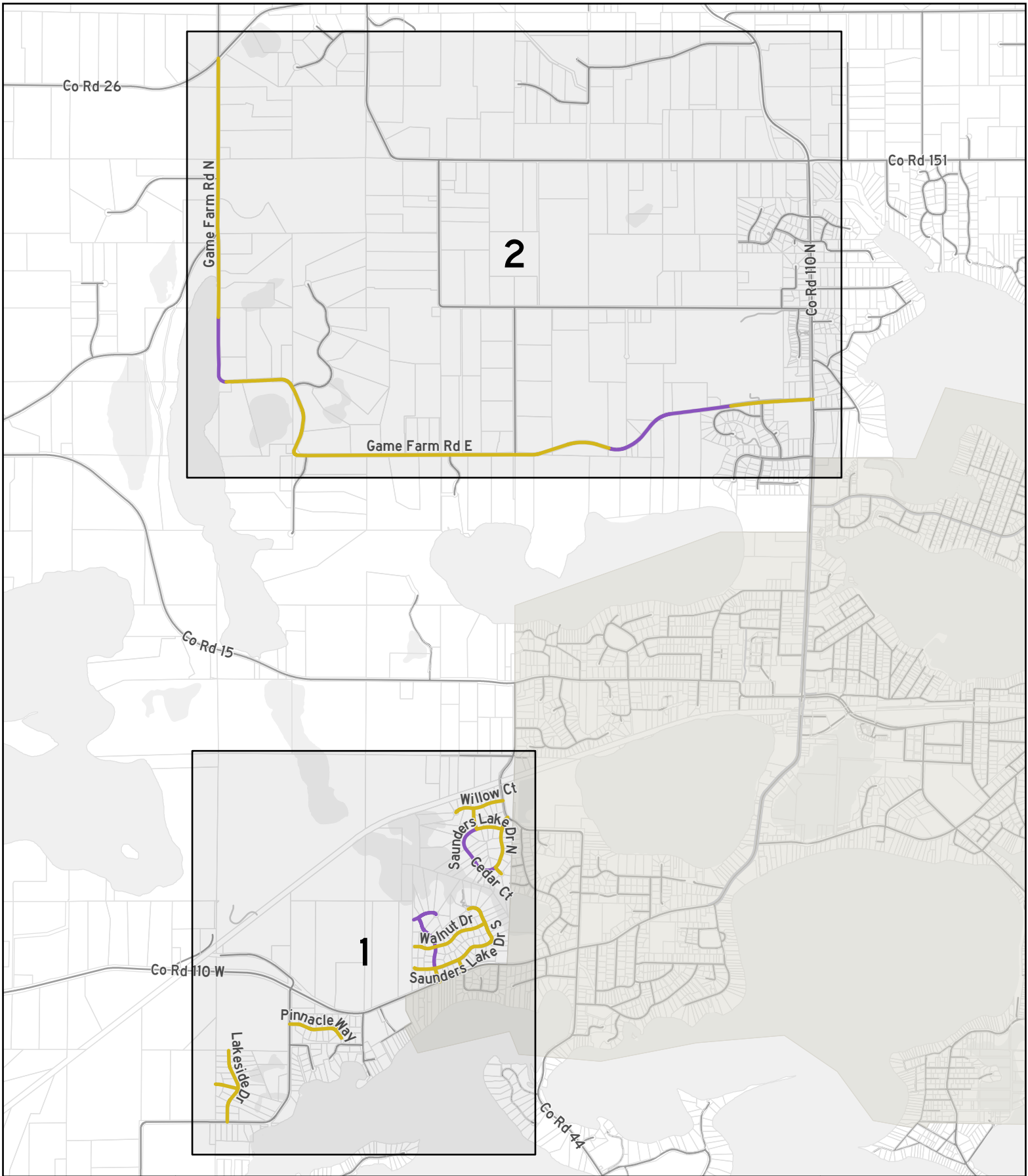
**Recommended City Council Action:** Staff recommends approval of Resolution 48-25 approving Task Order 11 for design and bidding services for the 2026 Street Improvement Project and Authorize the Preparation of the Feasibility Report.

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.



7701 COUNTY ROAD 110 WEST  
MINNETRISTA, MN 55364

## 2026 PAVEMENT IMPROVEMENT

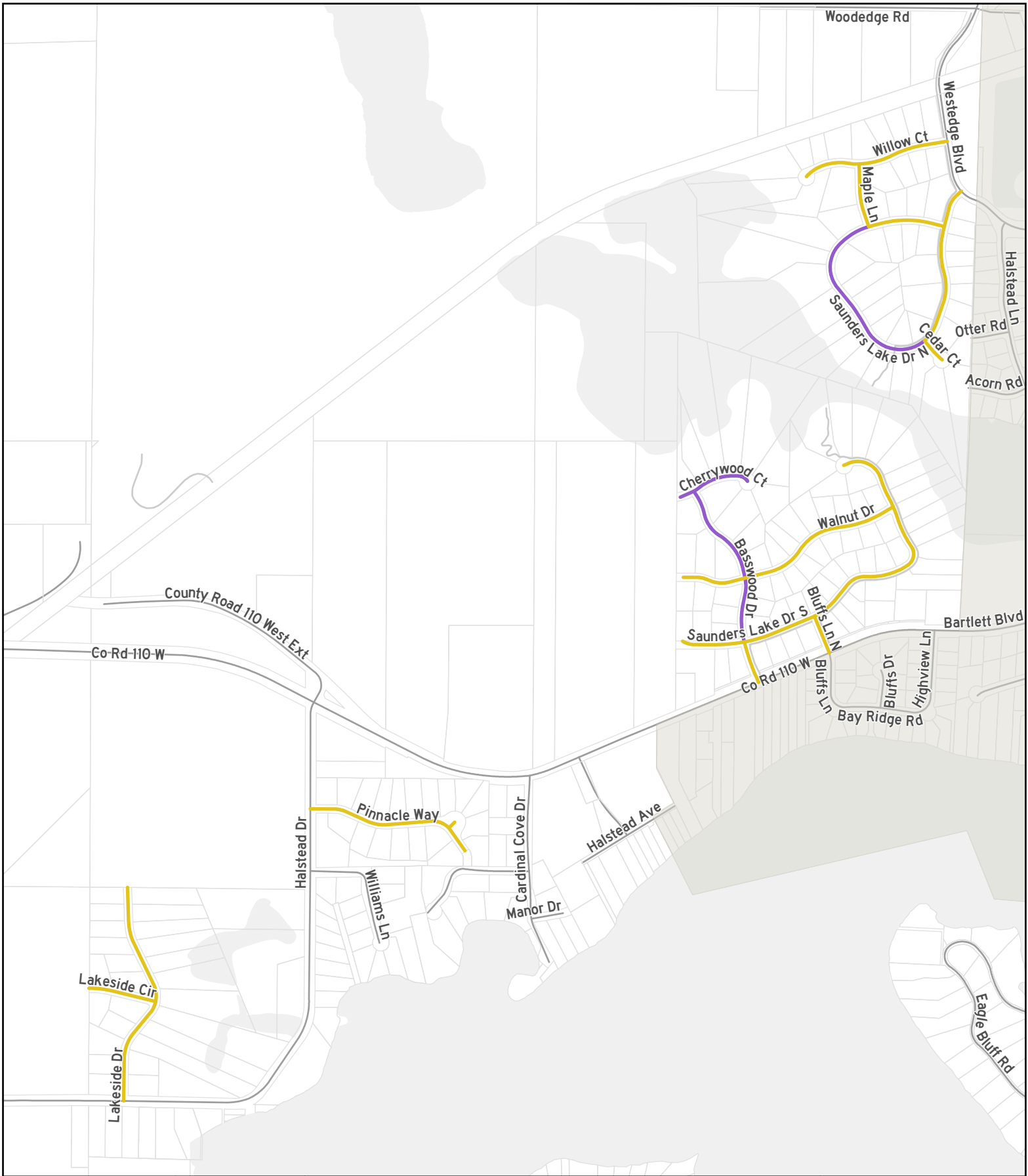
FULL DEPTH REMOVAL/REPLACEMENT (FDRR) | 2" MILL/OVERLAY (M/O)

# OVERVIEW

— ROAD FDRR  
— ROAD M/O

0 0.25 0.5  
MILES





7701 COUNTY ROAD 110 WEST  
MINNETRISTA, MN 55364

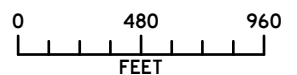
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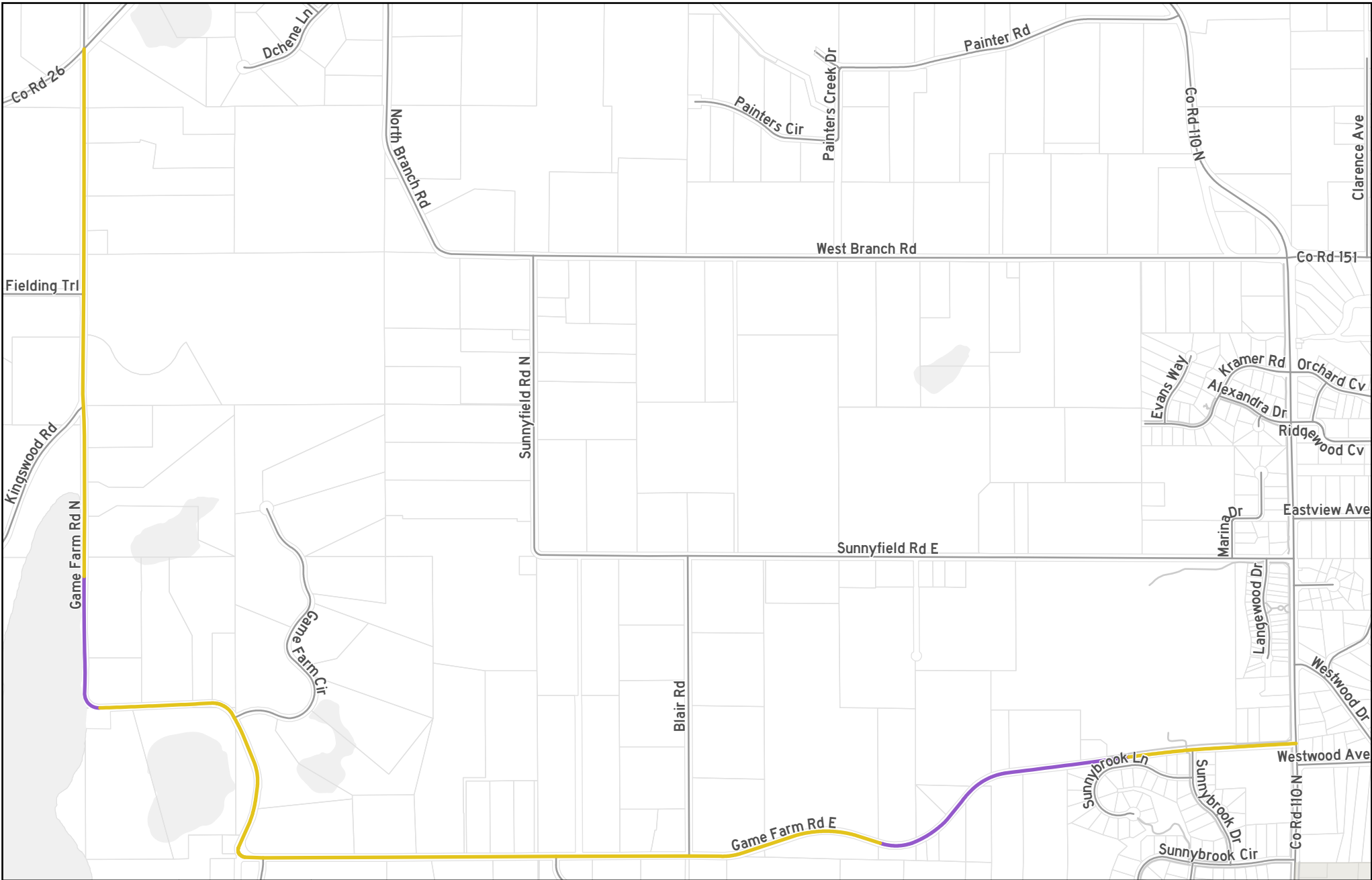
## 2026 PAVEMENT IMPROVEMENT

FULL DEPTH REMOVAL/REPLACEMENT (FDRR) | 2" MILL/OVERLAY (M/O)

### SAUNDERS LAKE NORTH & SOUTH, LAKESIDE & PINNACLE WAY

— ROAD FDRR  
— ROAD M/O





7701 COUNTY ROAD 110 WEST  
MINNETRISTA, MN 55364

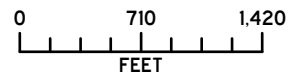
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## 2026 PAVEMENT IMPROVEMENT

FULL DEPTH REMOVAL/REPLACEMENT (FDRR) | 2" MILL/OVERLAY (M/O)

## GAME FARM ROAD

— ROAD FDRR  
— ROAD M/O



## **Master PSA Task Order No. 11**

This Task Order No. 11 ("Task Order") is made as of May 6, 2025 ("Effective Date"), under the terms and conditions established in the Master Professional Services Agreement dated February 19, 2024 ("Master Agreement"), between City of Minnetrista, MN ("Client") and WSB LLC ("Consultant"). This Task Order authorizes and describes the scope and compensation conditions for Consultant's professional services ("Services") on the project known as: 2026 Street Improvement Project, located in Minnetrista, Minnesota ("Project").

### **1. SCOPE OF SERVICES:**

See attached Exhibit A.

### **2. COMPENSATION:**

See attached Exhibit A.

### **3. 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. FEASIBILITY AND PRELIMINARY 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.
- c. Attend one Public Hearing and provide a brief presentation on the Feasibility Report.

#### **B. Preliminary Design**

- a. Review available aerial maps and LIDAR data to identify superficial information, landmarks and existing grades.
- b. Drive the project area with the *WSB 360* camera and upload to Google Street View to provide a pre-construction image database for the project
- c. 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 20 feet along driveway toward the right-of-way.
  - iii. Residential landscaping, including any retaining walls, and mailbox locations.
  - iv. Storm sewer rims, inverts, pipe sizes and material types, including culverts (size, type and inverts).
  - v. Sanitary sewer rims and adjustment ring count only.
  - vi. Trees of 4-inch caliper or larger within the right-of-way.
- d. Provide a preliminary horizontal and vertical alignment for the street rehabilitation including preliminary earthwork calculations.
- e. Coordinate the location of private utility company facilities within the improvement corridor. This includes a private utility design locate request to provide a quality level D location for existing utilities.
- f. Prepare preliminary layout and design based upon public comments, City staff review and engineering judgment for discussion with the Council. Preliminary layout will be a representation of horizontal and vertical alignments with potential construction limits shown and potential construction conflicts. Make minor revisions based upon Council direction.

#### **C. Feasibility Report**

- a. Review the existing conditions of the street pavements, underlying soil conditions, utilities, and drainage characteristics.
- b. Prepare a detailed opinion of potential construction and indirect project costs with contingencies.
- c. Identify project funding sources.
- d. Identify owners of parcels along the proposed improvement corridor that benefit from the improvements.
- e. Prepare preliminary assessment roll.
- f. Identify the necessary permitting agencies and requirements.
- g. Prepare preliminary project schedule.
- h. Prepare a Feasibility Report depicting the improvement corridor existing conditions, proposed improvements, funding requirements and resources, figures depicting the improvements and feasibility statements regarding the improvements.
- i. Review the determination of the necessity, feasibility and cost-effectiveness of the project.
  - i. Attendance of one informational meeting with residents to discuss the project and receive comments regarding the design approach and proposed design. The goal is to have an informational meeting prior to the Feasibility Report presentation to the Council.



## 2. 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.
  - c. Attend one Public Hearing and provide a brief presentation on the Feasibility Report.
  - d. 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, MnDOT standard specifications, and MnDOT State Aid (only for Game Farm Road from CR 110 to Blair Road).
    - ii. Install ADA compliant curb ramps at Game Farm Road and CR 110 and submit cost share request from Hennepin County.
    - iii. Identification of sanitary sewer manholes requiring grade adjustment and inflow/infiltration shields.
    - iv. Identification of storm drain structures requiring adjustment where necessary in the curb line.
    - v. Identification of pedestrian curb ramps in need of replacement to meet ADA standards.
    - vi. Field review and estimate of concrete curb and gutter replacements due to heaving and breakage.
    - vii. Field review and estimate of driveway removal and replacements due to construction impact by curb removal.
    - viii. Provide typical street paving section and pavement detail insets that are street specific.
    - ix. Provide miscellaneous city details in the plans as needed.
    - x. Provide MnDOT standard plans for ADA compliant pedestrian curb ramp replacement.
    - xi. Send correspondence to residents requesting information on items near the right of way.
  - b. Coordinate with MNDOT State Aid office for project review and approval for Game Farm Road (CR 110 to Blair Road).
  - c. 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.
  - d. 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.
  - e. Prepare and submit applications for the necessary permitting agencies (Minnesota Pollution Control Agency, Minnehaha Creek Watershed District (MCWD), Hennepin County, etc.).
- 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.

## 3. PUBLIC ENGAGEMENT

- A. Set up a project website and update at the following milestones:
  - a. Feasibility report accepted by the city council.

- b. 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 \$133,949 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.

# 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.

**RESOLUTION NO. 48-25**

**CITY OF MINNETRISTA  
HENNEPIN COUNTY, MINNESOTA**

**A RESOLUTION APPROVING TASK ORDER 11 FOR THE DESIGN AND BIDDING  
SERVICES FOR THE 2026 STREET IMPROVEMENT PROJECT AND AUTHORIZES  
THE PREPARATION OF THE FEASIBILITY REPORT**

**CITY PROJECT NO. 01-26**

**WHEREAS**, it is proposed to approve a professional services agreement to prepare a feasibility report, plans and provide bidding administration services for the 2026 Street Improvement Project.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Minnetrista that the preparation of a feasibility report, final plans and specifications and bidding administration for the 2026 Street Improvement Project is approved.

**BE IT FURTHER RESOLVED** that the City Council of Minnetrista approves Task Order 11 between the City and WSB to provide professional services for the design and bidding services for the 2026 Street Improvement Project.

This resolution was adopted by the City Council of the City of Minnetrista on the 5<sup>th</sup> day of May, 2025, by a vote of \_\_\_\_\_ Ayes and \_\_\_\_\_ Nays.

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Lisa Whalen, Mayor

ATTEST:

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Ann Meyerhoff, City Clerk