PROPOSAL FOR

City of New Prague, MN

Sanitary Sewer Collection System

Feasibility Study

September 19, 2023

615 First Avenue NE, Suite 415
Minneapolis, MN 55413
www.cbssquaredinc.com

September 19, 2023

RE: City of New Prague – Sanitary Sewer Collection System Feasibility Study

Joshua Tetzlaff, City Administrator
118 Central Avenue N
New Prague, MN 56071

Dear Mr. Tetzlaff:

Thank you for the opportunity to submit a proposal to the City of New Prague for Professional Services. We are honored to be considered and are excited about the possibility of partnering with you and your staff.

As our attached experience and qualifications demonstrate, the CBS² team has the knowledge and expertise to provide the city with services to complete a feasibility study for the sanitary sewer collection system in a professional, timely, and cost-effective manner. We believe that our history working on similar projects, working successfully with numerous cities across Minnesota and Wisconsin, and our innovative design experience, make the CBS² team exceptionally qualified to meet the needs of your communities.

Although CBS² has not previously worked with the City of New Prague, we bring extensive and varied expertise and a fresh perspective rooted in lessons learned across two states. Our team has worked with communities as consultants and as agency staff, which means we appreciate the importance of developing cost-effective infrastructure solutions that fit within the budget and the ability to maintain them long term. Through experience, we understand what is important to the public and how to get them and elected officials on-board.

We look forward to your favorable consideration of the CBS² team for professional engineering services. We are committed to delivering quality services that are consistent with the City of New Prague expectations and reputation. We have the personnel and capabilities to start work immediately.

Thank you again for considering us for this contract. We look forward to the opportunity to work with you. Please contact me by phone, (608) 455-6985 or email blenz@cbssquaredinc.com, if more information is needed.

Sincerely,

Bernard Lenz, PE
Project Manager

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1. PROJECT UNDERSTANDING

The project's objective is to modernize the 2018 Sanitary Sewer Collection System Comprehensive Plan by incorporating recent developments in expected growth since 2018. This includes pinpointing potential adaptations in pipe sizes, configurations, and sequencing necessitated by these changes. Subsequently, a Feasibility Analysis will be conducted to provide the City with the technical data essential for devising an implementation strategy for the required enhancements. This collaborative effort will see the consultant working alongside city personnel throughout the entire process. For instance, the concurrent updates to the comprehensive plan will align with the ongoing study, allowing information from one to inform and complement the other.

2. PROJECT APPROACH

We have confidence in our clients' deep understanding of their system, and we recognize **CBS²**'s impressive technical design capabilities, evaluation expertise, and extensive professional experience in facilitating the realization of projects for small to medium-sized communities. Collaboratively, we harness your expertise and our technical skills and experience to produce the finest outcomes. Our approach involves partnering closely to assess and identify the most optimal route for enhancing the efficiency and effectiveness of New Prague's sewer collection system.

You'll notice a recurring sequence in the Task Breakdown, in which **CBS²** collects input and information from you, proceeds to analyze data or simulate scenarios, and subsequently returns the technical findings for a discussion on the pros, cons, and implications. Following this, we collaboratively make informed decisions before repeating the process.

3. PROJECT TEAM

Bernie Lenz, PE - Project Manager

Education: Master of Science, Civil & Environmental Engineering · University of Wisconsin, Madison
Bachelor of Science: Geological Engineering · University of North Dakota, Grand Forks:

Bernie will serve as project manager and will be the contact for the City. Bernie has joined CBS² after nearly 20 years in the municipal engineering world catering to both public and private sectors; first as a consultant, then as Assistant City Engineer and Utility Manger for La Crosse Wisconsin -population 50,000+. Through this experience, he has addressed regulatory needs, performed engineering planning studies, created forward thinking infrastructure plans, and developed innovative approaches to increase sustainability. He has also negotiated water and sewer contracts and municipal agreements and written ordinances that fund and protect that City's infrastructure and the environment still today. His focus is on integrating design and construction to create efficient systems that are easy to operate, with an eye on value engineering and overall lifetime costs.

Tyler Hastings, PE, CPESC - Quality Assurance / Quality Control

Education: Bachelor of Science, Biological Systems Engineering · University of Wisconsin, Madison

Tyler will serve as the quality assurance / quality control team member for this project. He will ensure that all deliverables are the on-time and of top quality. Tyler is a highly skilled civil engineer with over 12 years of experience in project management and design. He has a strong background in various municipal engineering projects, including street, sanitary sewer, watermain, storm sewer, and trail design, and has expertise in stormwater engineering and regulatory compliance. Tyler excels in leading teams, effectively communicating with clients, and obtaining funding for projects through various programs. He is proficient in AutoCAD Civil 3D and ArcMap, and uses these tools to maximize productivity and deliver successful projects. In addition to his technical skills, Tyler is also able to assist clients in strategically pursuing the most appropriate funding options for their projects.

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3. PROJECT TEAM

Dylan Notsch - Staff Engineer

Education: Bachelor of Science, Civil Engineering · University of Wisconsin, Platteville

Dylan will be responsible for the modeling. Dylan is a Design Engineer and a recent graduate from the University of Wisconsin-Platteville. He has gained valuable experience through internships and research positions, including working as a Water Resources Intern where he used various programs to model storm sewer systems and water quality devices. He has also worked as an Undergraduate Research Assistant, researching the effects of anti-icing materials on concrete. Dylan's education and hands-on experience make him well-prepared to tackle a wide range of engineering projects.

4. PROJECT TEAM EXPERIENCE

SHELBY SEWER CAPACITY STUDY – SHELBY SANITARY DISTRICT, SHELBY, WI

CBS², with Bernie Lenz as project manager, contributed to the town's efforts by conducting an analysis to pinpoint shortcomings in the capacity of the municipal sanitary sewer collection system. This involved data collection and the creation of a comprehensive sewer pipe network model. This work will serve as a valuable resource for the town's future growth planning and will facilitate negotiations related to sewer contracts.

ST. CROIX FALLS, NORTH HAMILTON - ST. CROIX FALLS, WI

This was a 2-phase project to address several issues in one of the older streets in the City. The first phase consisted of installing new water and sanitary services for a new toilet building in a popular park within the City. Because of the elevation challenges, a grinder pump was installed to convey sanitary sewer for the new building. This system was designed and permitted by CBS².

Phase 2 included water main replacement, the addition of a multi-use trail, and the creation of a new street. The new street will serve several river front properties that would not be accessible without the creation of the new street. Again because of elevation issues, a small lift station was designed and permitted by CBS². This lift station will have the capacity to serve up to 26 residential homes, anticipating future build out and the connection of existing homes that are currently on well and septic.

SEWAGE LIFT STATION NO. 4 REPLACEMENT – CUMBERLAND, WI

CBS² was hired for this sewage lift station project that includes construction of a concrete wet well, duplex submersible sewage pumps, installation of an above grade valve package with enclosure, relocation of existing engine generator, construction of connecting sanitary sewer and sewage force main. It also included installation of sanitary sewer replacement, sanitary sewer lateral replacement, three manholes, 270 tons of asphalt roadway reconstruction, 400 CY of crushed aggregate base course, and demolition of two existing sewage lift stations.

SEWAGE LIFT STATION NO. 5 RENOVATION – CUMBERLAND, WI

CBS² partnered with the City of Cumberland for a sewage lift station project that includes demolition of the existing lift station building, reuse of existing wet well, duplex submersible sewage pumps, installation of an above grade valve package with enclosure, automatic transfer switch, pump control panel, engine generator, fenced enclosure for lift station and generator, and site restoration.

SEWAGE LIFT STATION NO. 8 RENOVATION – MARINETTE, WI

CBS² was hired to assist the City of Marinette with a sewage lift station project that includes demolition of the existing lift station pump chamber, reusing the existing wet well, slip lining the existing steel wet well with concrete, duplex 180 GPM submersible sewage pumps, new pump control panel, and installation of an above grade valve package with enclosure.

5. PROJECT SCHEDULE/TIMELINE WITH KEY MILESTONES

Milestone	Date
Selection of Consultant	**October 2nd, 2023**
Development of Contract	**October 3rd - 10th, 2023**
Project Soft Start	**October 17th - 31st, 2023**
Meeting with City (Project Kick-off)	**October 31st, 2023**
Update Land Use Inventory and Population Growth Estimates	**November 1st - 15th, 2023**
Meeting with City (Summarize/review findings and identify land use/population growth update approach to carry forward and incorporate into the next steps)	**~November 20th, 2023**
Update INFOSWMM Model	**November 20th - December 18th, 2023**
Meeting with City (Summarize findings; add, remove, or modify conceptual design concepts; and identify collection system upgrades to model)	**~December 19th, 2023**
Set Feasibility Measures	**December 19th, 2023 - January 2nd, 2024**
Meeting with City (finalize feasibility analysis method and scope)	**~January 3rd, 2024**
Feasibility Determination / Perform Feasibility Analysis	**January 3rd - 10th, 2024**
Meeting with City (summarize findings and discussion implementation criteria)	**~January 11th, 2024**
Prepare and Present Final Report • Prepare draft report (2 weeks) • City review and edits (2 weeks) • Prepare (1 week) and present final report to Council	**February 20th, 2024**

**Timeline based on assumption of City Council meeting dates where selection of consultant and award of contract may occur. The timeline will shift if the assumption is wrong. If desirable by the City, the schedule and timeline has room to be compressed to expedite the work.*

*** Meeting may be via web meeting technology, except City Council Meeting*

6. TASK BREAKDOWN

1. Project Soft Start

- Review 2018 Sewer Collection System Study and InfoSWMM sewer model/approach.
  - NE Lift Station and collection system
  - SE Lift Station and collection system
  - NW Lift Station and collection system
  - SW Lift Station and collection system
- Review 2012 Comprehensive Plan
- Review Capital Improvement Plan
- Review any other relevant work the City may provide

2. Project Kick-off Meeting

- Go over all existing or related efforts and data.
- Examine the pertinent data required for this project and delve into its sources and acquisition methods.
- Discuss overall direction and plan for study.

3. Update Land Use Inventory and Population Growth Estimates

- Examine the recently revised land use records and population growth forecasts, then contrast them with the presumptions established in the 2018 study.
- Identify potential shifts in land use and population growth, and formulate strategies for integrating these changes into a remodel.
- Arrange a meeting with the City to present the results of the review and determine the strategy for updating land use and addressing population growth in the upcoming phases.

4. Update INFOSWMM Model

- Identify the areas of significant change based on new land use and growth.
  - Identify proposed main size and locations
  - Identify lift station deficiencies
  - Force mains and connection points
- Develop conceptual collection system upgrades.
- Convene a meeting with the City to recap findings, make adjustments to conceptual design concepts (adding, removing, or modifying), and pinpoint the necessary collection system upgrades for modeling purposes.

5. Set Feasibility Measures

- Model and evaluate collection system upgrade scenarios retained from prior phases.
- Create potential evaluation criteria and methodologies for assessing the feasibility of the modeled scenarios.
  - Cost
  - Other utility conflicts
  - Cover
  - Time duration
- Arrange a meeting with the City to conclude discussions on the method and scope of the feasibility analysis.

6. Feasibility Determination

- Perform feasibility analysis.
- Meet with the City to summarize findings and discuss implementation criteria.

7. Prepare and Present Final Report

- Prepare draft report
- City review and edit
- Prepare and present final report to Council

7. ESTIMATED CONSULTANT COST

	Senior Project Manager		Municipal Project Manager		Project Engineer		Senior CAD/GIS Technician		Administrative Specialist		Senior Professional Land Surveyor		Sub-Task Totals		
	$200		$151		$110		$119		$82		$160				
	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	hours	cost	cost by task
• Project Soft Start															$2,880
○ Review 2018 S Sewer Collection System Study and InfoSWMM sewer model/approach.	2	$400		$0	4	$440		$0		$0		$0		**$840**	
○ Review 2012 Comprehensive Plan	2	$400		$0	1	$110		$0		$0		$0		**$510**	
○ Review Capital Improvement Plan	2	$400		$0	1	$110		$0		$0		$0		**$510**	
○ Review any other relevant work City my provide	4	$800		$0	2	$220		$0		$0		$0		**$1,020**	
• Project Kick-off Meeting															$1,240
○ Go over all existing or related efforts and data	2	$400		$0	2	$220		$0		$0		$0		**$620**	
○ Discuss data that is useful and needed for this project and where and how to get it	1	$200		$0	1	$110		$0		$0		$0		**$310**	
○ Discuss overall direction and plan for study	1	$200		$0	1	$110		$0		$0		$0		**$310**	
• Update Land Use Inventory and Population Growth Estimates															$4,286
○ Review updated land use inventories and population growth projections and compare them to assumptions made in 2018 Study.	2	$400		$0	4	$440	2	$238		$0		$0		**$1,078**	
○ Identify possible land use/population growth changes and develop possible approach(s) on how to incorporate these into a remodel.	2	$400		$0	2	$220	8	$952		$0		$0		**$1,572**	
○ Meet with City to summarize review findings and identify land use/population growth update approach to carry forward and incorporate into the next steps.	2	$400		$0	4	$440	6	$714	1	$82		$0		**$1,636**	
• Update INFOSWMM model															$8,398
○ Identify the areas of significant change based on new land use and growth		$0		$0	12	$1,320	8	$952		$0		$0		**$2,272**	
○ Develop conceptual collection system upgrades.		$0		$0	28	$3,080	8	$952		$0		$0		**$4,032**	
○ Meet with City to summarize findings; add, remove, or modify conceptual design concepts; and identify collection system upgrades to model.	2	$400		$0	6	$660	8	$952	1	$82		$0		**$2,094**	
• Set Feasibility Measures															$8,736
○ Model and review collection system upgrade scenarios caried forward from previous task	2	$400		$0	16	$1,760	8	$952		$0		$0		**$3,112**	
○ Develop possible evaluation factors and methods to evaluate feasibility of modeled scenarios	4	$800		$0	16	$1,760	16	$1,904		$0		$0		**$4,464**	
○ Meet with city to finalize feasibility analysis method and scope.	2	$400		$0	4	$440	2	$238	1	$82		$0		**$1,160**	
• Feasibility Determination															$4,434
○ Perform feasibility analysis.	4	$800		$0	16	$1,760	8	$952		$0		$0		**$3,512**	
○ Meet with City to summarize findings and discussion implementation criteria	2	$400		$0	4	$440		$0	1	$82		$0		**$922**	
• Prepare and Present Final Report															$9,108
○ Prepare draft report	4	$800		$0	32	$3,520	8	$952	8	$656		$0		**$5,928**	
○ City review and edit	1	$200		$0	4	$440	2	$238	2	$164		$0		**$1,042**	
○ Prepare and present final report to Council	4	$800		$0	10	$1,100	2	$238		$0		$0		**$2,138**	
Total	45	$9,000	0	$0	170	$18,700	86	$10,234	14	$1,148	0	$0			$39,082
Travel and Expenses										Cost				**$918**	$918
												10% Mark-up			
Sub-contract												$0		**$0**	

- Sub-totals -

$40,000 $40,000

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/14/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Holmes Murphy & Associates
2727 Grand Prairie Parkway
Waukee IA 50263

CONTACT NAME: Ginger Franke
PHONE (A/C, No, Ext): 309-282-3908 **FAX (A/C, No):**
E-MAIL ADDRESS: gfranke@holmesmurphy.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Charter Oak Fire Insurance Company	25615
INSURER B : Phoenix Insurance Company	25623
INSURER C : Travelers Property Casualty Co. America	25674
INSURER D : Travelers Indemnity Co of CT	25682
INSURER E : XL Specialty Insurance	37885
INSURER F :	

INSURED CBSSQUPC
CBS Squared Inc.
615 First Avenue NE, Suite 415
Minneapolis, MN 55413

COVERAGES **CERTIFICATE NUMBER:** 2043870380 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			6804N256938	5/9/2023	5/9/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
B	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BA7R707007	5/9/2023	5/9/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
C	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			CUP4N259861	5/9/2023	5/9/2024	EACH OCCURRENCE AGGREGATE $	$ 7,000,000 $ 7,000,000 $
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB4N259086	5/9/2023	5/9/2024	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
E	Professional Liability Claims Made			DPR5012437	5/9/2023	5/9/2024	Each Claim Aggregate	2,000,000 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of New Prague
118 Central Avenue N
New Prague MN 56071

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Kari Cooley