



Building a Better World
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April 30, 2024

RE: Proposal for Professional Services
Feasibility Study
2025 Street and Utility Improvement
Project

Matt Rynda
Public Works Director
City of New Prague
118 Central Avenue N
New Prague, MN 56071-1534

Dear Matt:

With the 2024 Project underway, it is now time to look ahead to the 2025 Street and Utility Improvement Project. This is the final full street and utility reconstruction in the City's Capital Improvements Plan and will complete work in this neighborhood that has had consistent construction since 2021. This potential project includes the area of the city just west of the Project currently under construction and matching into Columbus Avenue N, which was reconstructed two years ago. The 2025 project area was last reviewed in the fall of 2022 and some changes have been made from what was considered at that time based on conversations and review with City staff.

ASSUMED 2025 PROJECT AREA SCOPE:

The current study for the 2024 project is assumed to include the reconstruction of the streets and utilities on the following streets:

1. Lincoln Avenue N from Main Street to 4th Street NE (full reconstruction).
2. Pershing Avenue N from Main Street to 5th Street NE (full reconstruction).
3. First Street NE from Columbus Avenue N to Pershing Avenue N (full reconstruction).
4. Second Street NE Columbus Avenue N to Lyndale Avenue N (mill and overlay and sidewalk).
5. Alley improvements (pavement and drainage). North of Main Street, between Columbus Avenue N and Lincoln Avenue N.

ANTICIPATED SCOPE OF SERVICES:

The current proposal will include preliminary designs, feasibility level cost estimates, field investigations, data collection, and topographic field surveying of the confirmed 2025 project area, as well as the preparation of a Feasibility Study to meet the requirements of the Minnesota Statute 429 public improvement process. In addition, the scope of services will include conducting one neighborhood meeting, and one public hearing meeting in the fall of 2024.

We will review the preliminary designs with Public Works and Utility staff, refine costs estimates, and prepare a preliminary assessment roll to estimate assessment revenue and proposed funding to be anticipated on the project. This information will be compiled into a 2025 feasibility report in compliance with MN Statue 429. Our current proposal and scope of services will take the project through the public hearing and city council consideration of ordering the improvement, which would be in September of 2024 as noted in the schedule below.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

507.388.1989 | 877.316.7636 | 888.908.8166 fax | sehinc.com

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PROPOSED FEES:

We propose to provide the services outlined above for an Hourly, Not-to-Exceed fee as summarized below and on the attached detailed task hour budget.

Feasibility Study and Topographic Survey:

Preliminary Engineering and Feasibility Study (Task 1.1)

\$40,900

Topographic Survey (Task 1.2):

\$27,900

Proposed Fee (Phase I – Feasibility Phase):

\$68,800

Final Design, Bidding, and Construction Services:

As has been done with city past projects, we would propose to submit a future proposal for final design, bidding and construction services at the conclusion of Phase 1 work, after the full scope of the project is better defined. This project will require a submittal to MnDOT for State Aid review as it will be partially funded through that source.

SCHEDULE AND FUTURE STEPS:

The anticipated schedule is illustrated below and can be adjusted to meet the needs or desires of the city council and staff:

Feasibility Phase (Phase I):

- | | |
|--|-------------------------|
| • Council Orders Preparation of a Feasibility Study* | May 6, 2024 |
| • Informational Letters sent out to the Residents | One week after approval |
| • Field Investigations | May 2024 |
| • Investigations / Preliminary designs | May/June 2024 |
| • Topographic Field Surveys | May/June 2024 |
| • Conduct Neighborhood Meeting | July 2024 (date TBD) |
| • Draft Report to City Staff for Review | August 2, 2024 |
| • Finalize Feasibility Study | August 14, 2024 |
| • Present Feasibility Study to Council & Order Public Hearing* | August 19, 2024* |
| • Hold Public Hearing/Council Orders Improvement* | September 16, 2024* |

Design Phase (Phase II):

- | | |
|---|------------------------------|
| • Consider Eng. Proposal for Design & Const. Admin. Services* | September 16, 2024* |
| • Prepare Final Design, Plans, and Specifications | September 2024–January 2025 |
| • MnDOT State Aid Submittal | January 6, 2025 |
| • Council Approves plans and Authorizes Ad for Bids* | January 13, 2025* |
| • Advertising for Bids | January 30–February 21, 2025 |
| • Bid Opening | February 21, 2025 |
| • Council Approves Award of Bids* | March 3, 2025* |

Construction Phase (Phase III):

- | | |
|----------------|--------------------|
| • Construction | April–October 2025 |
|----------------|--------------------|

Assessment Phase (Phase IV):

- | | |
|--|-----------------|
| • Declare costs to assess and order assessment roll/hearing* | September 2025* |
| • Assessment Hearing* | October 2025* |
| • Assessments levied to County | November 2025 |

**Milestones where City Council Actions/Resolutions are required.*

The schedule as shown above starts earlier than previous projects to allow an earlier presentation of the Feasibility Study to council in September and provide more time to complete final design prior to bidding in January 2025.

Please contact me with any questions or comments concerning this proposal/agreement.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



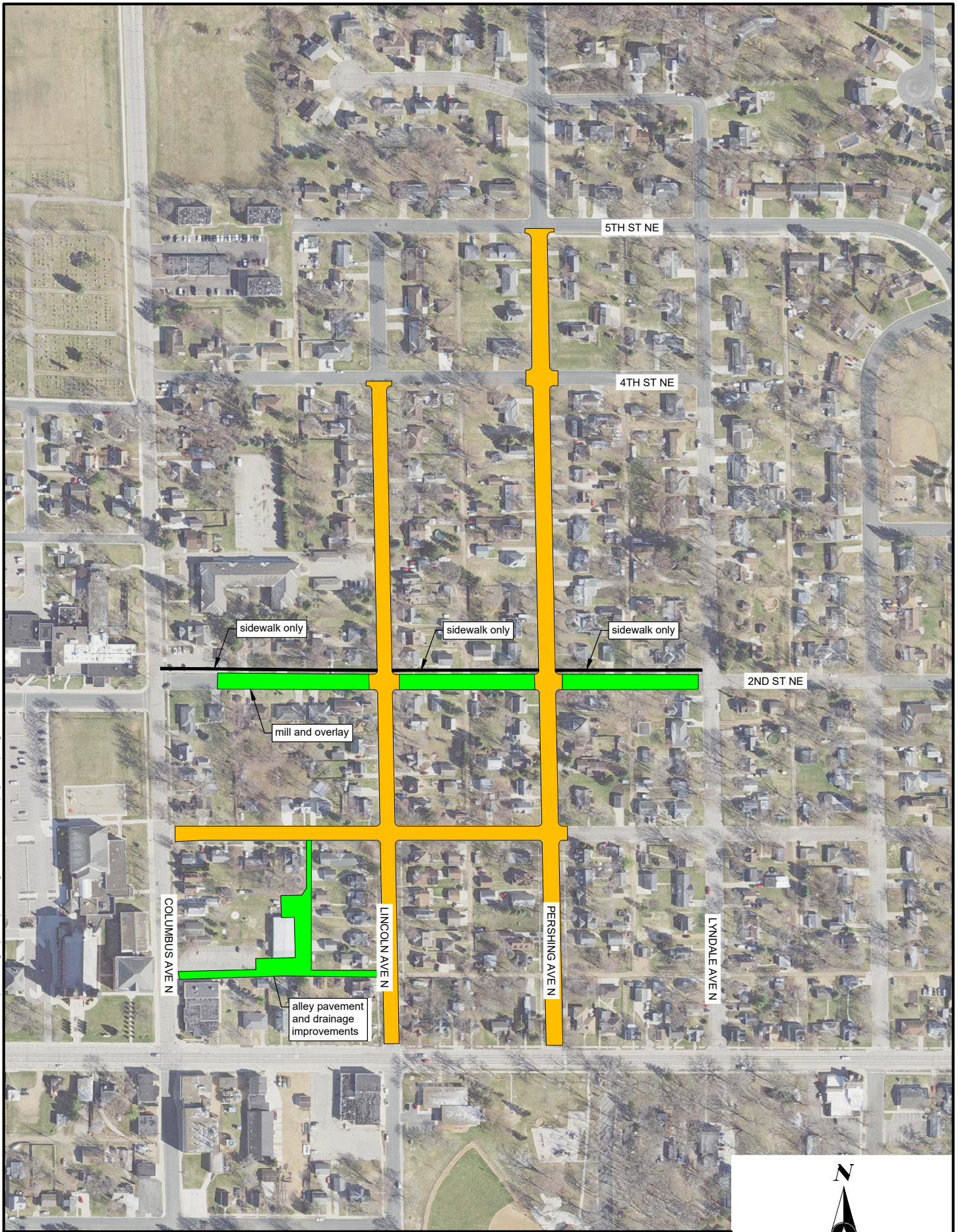
Chris Knutson, PE
Project Manager/City Engineer
(Lic. MN)

cdk

Attachments

1. Location Map
2. Task Hour Budget
3. Supplemental Letter Agreement
4. Exhibit A1 – Hourly Basis

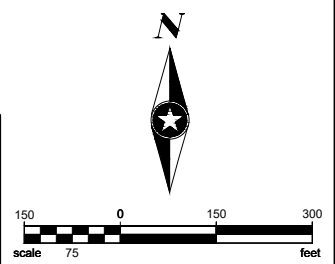
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PROJECT NO. _____
 DATE: 4/22/2024

**PROJECT AREA MAP
 2025 SUIP
 NEW PRAGUE, MINNESOTA**

FIGURE NO. 1





**2025 Street & Utility Improvement (2025 CIP)
New Prague, Minnesota
April 23, 2024**

DETAILED TASK HOUR BUDGET / COST ANALYSIS

	Knutson Prj Mgr PE	Istvanovich Project Engineer	Voigt Lead RPR	Metzger Eng Tech	Admin Tech	Totals
Task 1.1 - Feasibility Study						
Information Gathering /Project Scoping / Project Initiation /Project Management / QC	24				2	26
Parcel Information / Property Owner List	2				8	10
Prepare/Mail resident information letter to neighborhood (All Areas)	2				4	6
Field Data Collection / Photos / Organize & file	1	3		8		12
Preliminary street width/alignment/geometrics/Preliminary cross-sections	1	4				5
Preliminary street section / Exhibit for Report		4				4
Contact private utilities / notify utilities of pending project / obtain utility maps / Utility Coordination meeting		3			1	4
Utility and as-built information gathering	1	6				7
Prepare/mail letter for neighborhood meeting	2				2	4
Prepare Information for, attend/conduct neighborhood meeting / Compile Summary	4	4	4			12
Review Assessment Policy for atypical properties	2					2
Review sanitary sewer televising reports / Incorporate in report as needed / Map Services in Base Map				12		12
Field Review of Sanitary Structures, Invert Depths & possible Sanitary System needs - review w/PW staff	1	3	6			10
Review Water Dist. System needs - discuss w/utility staff / Preliminary layout for exhibits - Review w/Utilities	1	4			1	6
Review of existing Storm Sewer Depths / Review Storm Sewer System needs/issues - review w/PW staff	1	2	6			9
Preliminary storm sizing and layout		3				3
Preliminary sidewalk plan into and out of project area	1			4		5
Coordinate and Review soil borings and geotechnical recommendations (borings by others)	2	4				6
Preliminary Layout of Streets / Street widths / Storm Drain locations	4	12				16
Prepare detailed feasibility study level estimates / probable construction costs / Funding Review	4	12		4	2	22
Prepare/Review DRAFT Assessment Roll / Assessment Map / Review	2	8			10	20
Draft / Review / Revise Feasibility Study / Exhibits, etc.	24	6			4	34
Prepare for and Review draft report with City staff to discuss findings, costs, and funding options	2	2				4
Prepare final draft of feasibility study and electronic and hard copies to City	3	2			3	8
Prepare for and Present final Feasibility Study to City Council / Prepare Resolution and Agenda Report	5				1	6
Prepare Resolution and Agenda Report / Prepare for and attend public hearing	6				1	7
Subtotal Hours this Task	95	82	16	28	39	260
Total Fee for this Task	\$40,900					
Task 1.2 - Topographic Survey and Mapping						
Topographic Survey, Labor and Expenses						
Subtotal Hours this Task						
Total Fee for this Task	\$27,900					

Summary of Proposed Fees:

Preliminary Engineering / Feasibility Study:	\$40,900
Topographic Survey:	\$27,900
Total Proposed Fee:	\$68,800

SEH

Exhibit A-1
to Supplemental Letter Agreement
Between City of New Prague (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated May 6, 2024

Payments to Consultant for Services and Expenses
Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.