



EAGAN

CONSULTANT WORK ORDER REQUEST/AUTHORIZATION FORM

RESPOND BY: _____

CITY REQUEST

Billing & Correspondence Reference: _____

Contract/Project # _____

Location/Description _____

Description of Work: _____

Original Date: _____

Supplemental _____

(See Original Dated _____)

Primary Contact Person: _____

Requested/Initiated By: _____

Public Improvement Bond (Proj.) _____

Other _____

Completion Dates/Miscellaneous: _____

CONSULTANT RESPONSE

Firm: _____

Attention: _____

Project Manager: _____

Company File #: _____

Other Key Individuals Assigned/Task: 1. _____

2. _____

Time Schedule/Completion Date: _____

Additional Consultant/Outside Services Expected: _____

Method of Billing:

Labor & Materials \$ _____
Not To Exceed Estimate

Lump Sum \$ _____

Other Comments: _____

CITY AUTHORIZATION

Approved By: Aaron J. Nelson
Employee

_____ Date

City Authorized Limit:

\$ _____

Council Authorization:

Comments: _____

Note: All invoices must be submitted to the City within 35 days of incurring chargeable cost to be eligible for payment. Please submit invoices electronically to: apinvoices@cityofeagan.com. All invoices should include Contract/Project #s, billing/correspondence, current charges, total billings to date, and City's authorized limit if identified herein.

INSTRUCTIONS

1. City staff member fills out "City Request" portion and e-mails to consultant, with a copy in project/contract file.
2. Consultant completes "Consultant Response" portion and e-mails to initiating City staff member.
3. Initiating City staff member approves Work Order using electronic signature in the "City Authorization" portion and e-mails to consultant and the Finance Department.
4. Signed Work Order is then placed in project/contract file.



June 28, 2024

Mr. Aaron Nelson
City of Eagan
3830 Pilot Knob Road
Eagan, MN 55122

Re: Proposal to Provide Professional Engineering Services for Construction Documents
Argenta Trail Reconstruction Project
Eagan, MN

Dear Mr. Nelson:

On behalf of WSB we are pleased to submit this proposal to provide engineering services to the City of Eagan. Specifically, our services will include design of the project Construction Documents for the Argenta Trail Reconstruction Project.

I. PROJECT UNDERSTANDING

The Argenta Trail Reconstruction Project is comprised of approximately 0.4 miles of undivided two lane rural roadway existing within both the City of Eagan and the City of Inver Grove Heights. Since 2005, when an overlay was performed on the roadway, the condition of the roadway surface has deteriorated, and the two cities jointly desire to reconstruct the roadway. The section of Argenta Trail proposed to be improved is the rural roadway section located just north of the intersection with Aviary Path to just north of the intersection with Opperman Drive.

The scope of the Argenta Trail Reconstruction Project surface includes: reclamation of the existing pavement, installation of a new pavement section, installation of concrete curb and gutter, spot subgrade corrections as necessary, and design of this portion of Dakota County's Mendota-Lebanon Hills Greenway Trail project. Utility improvements include installing storm sewer to drain the new urbanized roadway, replacement and extension of watermain along the full project limits, stubbing additional water services to the mobile home community and four single family lots on the east side of Argenta Trail, extending sanitary sewer main across Argenta at 88th Street, and stubbing sanitary services to the four single family lots. The cities desire to reconstruct Argenta Trail in 2025 using a combination of State Aid Funds, Special Assessments, Dakota County Greenway, and local funds.

II. PROJECT APPROACH / SCOPE OF SERVICES

WSB's project scope and proposed tasks are based on our understanding of the project, and we propose the following scope of services:

Task 1 - Data Collection

i. Topographic Survey and Gopher State One Call

To supplement the drone survey data collected in 2022, WSB proposes to perform a topographic survey of the site. This will include the horizontal and vertical alignment of all

surface level features in the pavement area, including existing curb lines, the bituminous trail along Dodd Road, driveways, utility castings, pipe sizes, and invert elevations. The storm pipe inverts in the adjacent wetland to the west will also be surveyed for the storm sewer design. Surveyors will also locate the drinking water wells and septic system fields and cleanouts for the four single family properties on the south end of the project east of Argenta Trail.

WSB will coordinate all private utilities within the project area to be marked in the field prior to conducting a topographic survey of the site.

ii. Wetland Delineation

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 Dakota County Soil Survey, MnDNR Public Waters map, 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. The wetland delineation will be completed in conformance with the US Army Corps of Engineers (USACE) *Wetlands Delineation Manual* (US Army Corps of Engineers, 1987) and the Midwest Regional Supplement. The wetland boundaries will be surveyed using a sub-meter accuracy GPS unit. Fluorescent pink pin flags may be used to temporarily mark the boundary of any wetlands and surface water features, until approval is received.

iii. Wetland Delineation Report and Boundary/Type Approval

The field wetland delineation data will be compiled into a wetland delineation report. This report will be submitted to the city of Eagan, the Local Government Unit (LGU) for the WCA. The report will also be submitted to the USACE for their review and approval. 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.

Wetland boundary and type concurrence will be requested from the city and USACE. 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.

iv. Wetland Permitting

WSB will prepare and submit the Joint Application form for projects affecting aquatic resources. Discussion of wetland impact avoidance/minimization and quantification of wetland impacts will be coordinated. The application will be submitted to the LGU and the USACE.

Task 2 - Final Plans and Specifications

i. Project Management

WSB will manage all design work of the project, including coordination/ meetings with City staff and the City Council for the Cities of Eagan and Inver Grove Heights. This will also include coordination with Dakota County for the greenway design.

ii. Final Construction Documents and Bidding Services

Prepare final construction plans, project specifications, contract documents and bidding forms. Plans are anticipated to include the following: title sheet, tabulations, general notes, typical sections, standard details, street removal plans, sewer and water improvement plans, storm sewer plans, street improvement plans, intersection and pedestrian ramp details, signage and striping plan, erosion control, storm water pollution prevention plan and cross sections. Plans and specifications will be in accordance with City of Eagan, City of Inver Grove Heights, Dakota County Greenway and MnDOT State Aid standards.

WSB will evaluate and incorporate any requirements to construct the project to the Lower Mississippi River Watershed Management Organization (LMRWMO) standards. Permit fees will be invoiced separately from the proposed design fee below. WSB will complete all State Aid documentation for the plan review and approval process.

All aspects of bid solicitation, communication, and evaluation are included in our proposed work scope. This includes preparing the advertisement for bids; posting it in appropriate bid publications and venues; filing or uploading the plans to construction bid websites such as QuestCDN; and responding to questions or requests for clarification from plan-holders and potential bidders. Responses will be documented and communicated in a transparent manner such that all potential bidders have the same information. If addenda are required, WSB will prepare and distribute them accordingly. At the City's discretion, a pre-bid conference may also be required. We will also attend the bid opening, tabulate the bids, and prepare a recommendation for contract award or rejection of bids. Once the contract has been awarded, we will also review the contractor submittals including the contract, payment bonds, and performance bonds and will make a recommendation on their acceptability to the City.

III. ASSUMPTIONS

WSB has based the scope of work and fee upon the following assumptions.

- a. This project is being managed between the City of Eagan and the City of Inver Grove Heights via Joint Power Agreement between the two cities.
- b. The project will be designed and constructed in accordance with the feasibility report provided to the City of Eagan by WSB on April 2, 2024.
- c. This project is being funded by a combination of City of Eagan, City of Inver Grove Heights, Dakota County, Minnesota State Aid and special assessment funds. As such, the trail will be designed to Dakota County Greenway standards and the overall project will be designed to State Aid standards and approved through the State Aid review process.
- d. Our budget includes our attendance at one City Council meeting for each City during the design phase, where we will be expected to provide project updates and present the plans and specifications for approval.

- e. This scope includes preparation of a Joint Application for wetland permitting services.
- f. WSB can proceed with the wetland delineation services within four weeks of receipt of authorization (within the growing season).
- g. Site access permission will be granted.
- h. The process to obtain the wetland boundary/type decision takes approximately 60 days.
- i. The wetland delineation report submittal includes time for one round of revisions per LGU/USACE comments.
- j. No onsite surveys for protected species or habitat assessments are included.
- k. Any fees and the cost of wetland mitigation credits are the responsibility of the applicant.

IV. EXCLUSIONS

The following items are excluded from this Agreement. However, WSB can provide these professional services via separate proposal.

- (1) Public Communication which could include developing a project website, attending and assisting with an open house, or other public involvement efforts. It is assumed that the Cities will reach out individually to the respective property owners in Eagan and Inver Grove Heights.

V. ADDITIONAL SERVICES

Additional services may be added upon approval by both the City of Eagan, City of Inver Grove Heights and WSB, including: public involvement, construction administration, observation, staking and materials testing. WSB will provide a separate proposal for such services. If additional work is required regarding the wetland delineation beyond this scope, WSB will provide those services on a time and materials basis following written approval from the City of Eagan.

VI. PROPOSED FEES

WSB will provide the services as outlined in Project Approach/Scope of Services. Our budget was developed based on our understanding of the scope and experience with past reconstruction and reclamation projects in the area. We estimate an hourly not to exceed fee of **\$203,635.00**.

VII. SCHEDULE

In accordance with the feasibility study, WSB proposes the following project schedule:

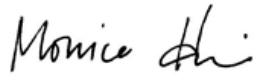
Eagan City Council Authorizes Engineering Services	July, 2024
Inver Grove Heights City Council Authorizes Engineering Services	July, 2024
State Aid Review Submittal	November, 2024
Complete Plans and Specifications	December, 2024
Advertisement for Bids Issued	December 2024
Open Bids	January 2025
Receive Bids, Award Construction Contract.....	February 2025
Begin Construction	April, 2025
Substantial Completion of Construction	September 2025
Final Completion of Construction	October 2025
Assessment Hearing	October, 2025

VIII. ACCEPTANCE

The proposed scope and fee presented herein represents our complete understanding of the project based on the feasibility study completed by WSB in April, 2024, site visits and discussions with City staff. If you are in agreement with the terms of this proposal, please provide a Work Order to complete this scope of services in accordance with our Master Service Agreement dated July 6, 2021. If you have any questions or concerns, please feel free to contact me at 952.843.8323. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

WSB

A handwritten signature in black ink that reads "Monica Heil". The signature is written in a cursive, flowing style.

Monica Heil, PE
Vice President of Municipal Services

Cc: Brian Connolly, City of Inver Grove Heights
Kyle Hoff, WSB
John Bradford, WSB



EXHIBIT 1
ESTIMATE OF COST
ARGENTA TRAIL RECONSTRUCTION PROJECT
CITIES OF EAGAN AND INVER GROVE HEIGHTS, MN



PHASES	TASK IDs	TASKS	ADMIN ASSOCIATE	ADMIN OFFICE TECHNICIAN	CONST. CONSTRUCTION OFFICE MANAGER	ENV. COM. SCIENTIST	EPNR GROUP LEAD	EPNR SR SCIENTIST	EPNR SCIENTIST	MUNI SENIOR PROJECT MANAGER	MUNI GROUP LEAD/PRINCIPAL	MUNI PROJECT MANAGER	MUNI SENIOR PROJECT ENGINEER	MUNI GRADUATE ENGINEER	MUNI TECHNICIAN	MUNI SPECIALIST	MUNI QA/QC REVIEWER	SURV. TECHNICIAN	SURV. TWO-PERSON SURVEY CREW	WRE GROUP LEAD/PRINCIPAL	WRE EIT	Total Hours	Total Cost
			Karla Pederson	Jessica Timm	Paul Kyle	Dan Perron	Alison Harwood	TBD	TBD	John Bradford	Monica Heil	Kyle Hoff	Shannon Heitmann	Autumn Lauer	TBD	Veronica Kubicek	Katie Koscielak	TBD	TBD	Jacob Newhall	Sarah Risius		
			\$123	\$85	\$194	\$129	\$207	\$147	\$120	\$237	\$258	\$163	\$207	\$121	\$110	\$176	\$180	\$170	\$250	\$237	\$139		
			Administrative	Construction Services	Env. Compliance	Env. Planning [EPNR]			Municipal								Surveys		Water Resources		Total		
003 Data Collection	SUR.1010	Topographic Survey							10									10	26			36	\$8,200
003 Data Collection	WDA.1010	Wetland Delineation																				10	\$1,200
003 Data Collection	WDA.1020	Wetland Delineation Report and Boundary/Type Approval					3	21														24	\$3,708
003 Data Collection	WDA.1060	Wetland Permitting					4	13														17	\$2,739
004 Final Plans and Specifications	XX.1000	Project Management								33	10	66										109	\$21,159
004 Final Plans and Specifications	XX.1010	Design										6	26	36	60							128	\$17,316
004 Final Plans and Specifications	XX.1020	Storm Sewer Design										4	4	16						40	120	184	\$29,576
004 Final Plans and Specifications	XX.1030	Drawing & Layouts			8								17	126	148	9						308	\$37,661
004 Final Plans and Specifications	XX.1040	Specifications & Bidding	20									18		16								54	\$7,330
004 Final Plans and Specifications	XX.1050	Cost Take-off										15	5	20								40	\$5,900
004 Final Plans and Specifications	XX.1060	Permit Applications	8	2																1	8	19	\$2,503
004 Final Plans and Specifications	XX.1080	Utility Coordination										8	2	12								22	\$3,170
004 Final Plans and Specifications	XX.1090	Meetings								25	4	38	7	7	7							88	\$16,217
004 Final Plans and Specifications	XX.1100	Quality Control			20	8				12	4	64					20					128	\$22,820
004 Final Plans and Specifications	XX.1110	State Aid Coordination and Review	12	4						8		24	12									60	\$10,108
004 Final Plans and Specifications	HYDR.1050	Prepare Reports																		16	40	56	\$9,352
004 Final Plans and Specifications	HYDR.1070	Stormwater Modeling																		8	20	28	\$4,676

																						Totals =		1311	\$203,635
Total Hours	40	6	20	16	7	34	10	78	18	243	73	233	215	9	20	10	26	65	188						
Staff Name/Resource Name	Karla Pederson	Jessica Timm	Paul Kyle	Dan Perron	Alison Harwood	TBD	TBD	John Bradford	Monica Heil	Kyle Hoff	Shannon Heitmann	Autumn Lauer	TBD	Veronica Kubicek	Katie Koscielak	TBD	TBD	Jacob Newhall	Sarah Risius						
Hourly Rates	\$123.00	\$85.00	\$194.00	\$129.00	\$207.00	\$147.00	\$120.00	\$237.00	\$258.00	\$163.00	\$207.00	\$121.00	\$110.00	\$176.00	\$180.00	\$170.00	\$250.00	\$237.00	\$139.00						
Total Salary Costs	\$4,920.00	\$510.00	\$3,880.00	\$2,064.00	\$1,449.00	\$4,998.00	\$1,200.00	\$18,486.00	\$4,644.00	\$39,609.00	\$15,111.00	\$28,193.00	\$23,650.00	\$1,584.00	\$3,600.00	\$1,700.00	\$6,500.00	\$15,405.00	\$26,132.00		\$203,635.00				
Misc Expenses																									
Total Expenses	\$0.00																								
Total Project Cost	\$203,635																								