



June 20, 2016

Honorable Mayor and City Council
c/o, Lindy Crawford, City Administrator
City of Tonka Bay
4901 Manitou Road
Tonka Bay, MN 55331

Re: Proposal to Provide Professional Engineering Services for the
Manitou Park Improvement Project
City of Tonka Bay, MN

Dear Mayor and Council:

WSB & Associates, Inc. (WSB) is pleased to present this proposal to the City of Tonka Bay to provide professional engineering services as they relate to parking lot and site improvements at Manitou Park. Our scope of work includes the following project tasks:

- existing conditions data collection
- topographic survey
- meetings
- design
- permits
- project bidding
- construction administration
- construction staking
- record plans

The proposed scope of services presented in this proposal is based on site visits, discussions with City Staff, and review of maps and record drawings.

PROJECT UNDERSTANDING

The City of Tonka Bay wishes to evaluate the options for redesigning and reconstructing the existing parking lot at Manitou Park. The parking lot at Manitou Park currently exists as a bituminous asphalt rural section parking lot with wood bollards delineating the boundaries of the parking lot. Manitou Park is a 9.3 acre park with a playground, 2 baseball fields, 1 basketball court, 1 hockey rink, and a general purpose turf field. Conversations with City Staff indicate the existing parking lot is undersized to accommodate the multiple activities that occur at the park. The City is requesting engineering services to explore two (2) concepts complete with estimated construction costs for reconstructing the existing parking lot off Manitou Road. In addition to replacing the parking lot surface, the City desires to investigate the following additional improvements:

- Additional parking
- Concrete curb & gutter
- Landscape areas/medians within the parking lot
- Asphalt trail to connect the parking lot to the baseball field and LRT trail
- Landscaped berm to provide a buffer from CSAH 19

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:

1. Project Management

This task includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City and other agencies. The City Engineer will provide technical direction on all aspects of the project and keep the City informed of the project progress.

2. Data Collection

This task involves gathering physical data, as well as record information, regarding the project area. Information and tasks to be completed under this item will include the following:

- Record Plans - Record drawings will be reviewed and used to determine the extent of sanitary sewer and water system impacts with this project.
- Private Utility Information - WSB will order a Gopher State One Call design locate and from that, identify all private utilities in the area. WSB will contact the identified utilities to obtain facility mapping along with establishing a contact person to discuss the proposed improvements. Based on the preliminary layout, utility conflicts will be identified and design measures will be considered to accommodate these conflicts.

3. Topographic Survey

WSB will perform a topographic survey of the project area. Elements collected in the survey will include property lines, streets, public utilities, private utilities, wetlands, trees and tree limits, buildings, grades within park and any other pertinent information. In addition to information collected during the topographic survey, as-built drawings shall be reviewed and utilized.

4. Design Concepts

WSB will prepare two (2) preliminary design concepts and associated Engineer's Opinion of Probable Cost based on input from City Staff.

5. Final Design

The final design shall be based on the preliminary design concept accepted by the City Council. Final design shall consist of the following tasks:

- A. Title Sheet/Index Map** - Plan title sheet with index and location map. The sheet shall identify the general project area.
- B. General Layout** - Overall layout of project area.
- C. Construction Notes and Details** - City of Tonka Bay standard details shall be used and any standard City notes. If there is no existing detail or note for a given situation, WSB shall provide the information for City review and approval.

- D. Traffic Control / Staging Plan** – A traffic control plan and staging plan, noting detours and construction stage necessary during construction, shall be developed and coordinated with the City.
- E. Removal/Demolition Plan** - Plan sheets shall be based on information gathered during the topographic survey. Items to be removed, demolished, or salvaged shall be identified on this plan.
- F. Parking Lot and Utility Plan** - Plans shall indicate all new horizontal and vertical alignment data, grading/spot elevations, curb type and location, utility alignments and profiles. Any storm water BMPs shall be shown on these plan sheets, details shall be included under the Construction Details sheets. Any signage that needs to be added or replaced on this project shall be identified in these plan sheets.
- G. Storm Water Pollution Prevention Plan (SWPPP)** - Plan sheets containing erosion and sedimentation control strategies and notes for construction operations. SWPPP is required per the Minnesota Pollution Control Agency (MPCA) NPDES Storm Water Permit.
- H. Project Manual** - The project manual shall contain all project documents pertinent to construction including: advertisement for bids, bidding instructions, bid proposal form, bonding documents, contract agreements, insurance certificates, general conditions, technical specifications, appendices and any other information required by the City of Tonka Bay. The specifications shall be written to conform to the City of Tonka Bay's standards and format.

6. Meetings

WSB will attend and assist in facilitating the following meetings:

- 1 meetings with City Staff/Council to discuss proposed concepts
- City Council meeting for accept plans/specs and authorize ad for bid
- Attend bid opening
- City Council meeting to review bids and award contract for construction

7. Permitting

It is anticipated that the following permits will be needed for the projects:

- NPDES Storm Water Permit (MPCA)
- Hennepin County Right-of-Way Permit
- MCWD Erosion Control Permit

Permit applications for these permits will be prepared and submitted to the permitting agencies. It is assumed the City will pay for any permit fees. These tasks include time for follow-up with the agencies to obtain the permits.

8. Project Bidding

WSB will complete the bidding process including providing the bidding documents to the contractor. WSB will provide the City with a plan holders list. WSB will prepare the advertisement for bids, respond to bidders questions, issue addenda (if required), attend bid

opening and tabulate results, prepare a letter of award recommendation to the City, prepare notice of award and contract agreement, and forward to the contractor.

9. Construction Staking

WSB will provide location and offset stakes for proposed surfaces and infrastructure during construction. One (1) set of stakes will be provided per project component and location.

10. Construction Inspection and Administration

WSB will provide on-site construction inspection on a full-time basis or as necessary during construction activities. In addition, we will perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications. WSB will track material quantities and prepare construction pay vouchers for the City's approval.

11. Record Plans

WSB will perform a post-construction survey of structures and other pertinent information. We will then use construction data, along with the survey, to create record drawings.

SCHEDULE

We are available to start the project immediately upon your approval.

Topographic Survey	July 2016
Begin concept drawings	July 2016
Meeting with City Staff/Council to review proposed concepts.....	August 2016
Approve plans/authorize advertisement for bid	November 2016
Receive Bids/award project	January 2017
Begin Construction.....	Spring 2017
Final completion of construction	Summer 2017

PROPOSED FEE

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 similar type projects. A summary of the costs for each phase of the projects are as follows:

TASK	DESCRIPTION	FEE
1	PROJECT MANAGEMENT	\$900
2	DATA COLLECTION	\$300
3	MEETINGS	\$1,200
4	TOPOGRAPHIC SURVEY	\$960
5	CONCEPT DRAWINGS	\$2,100
6	FINAL DESIGN & SPECIFICATIONS	\$9,600
7	PERMITS	\$400
8	PROJECT BIDDING	\$800
9	CONSTRUCTION STAKING	\$1,600
10	CONSTRUCTION INSPECTION/ADMINISTRATION	\$5,800
11	RECORD PLANS	\$300
TOTAL PROPOSED FEE		\$23,960

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We propose to complete Tasks 1 through 11 as indicated on an hourly not-to-exceed fee of \$23,960 total for both phases.

If additional work outside of the above-described scope is determined necessary, it will proceed only after City approval. WSB would work with the City to define the scope of any additional work for City approval. This additional work would be billed on an hourly basis in accordance with WSB's 2016 Fee Schedule, which has been attached for your reference.

The proposed scope and fee, presented herein, represents our complete understanding of the project. If you are in agreement with our proposal, please sign two copies and return one copy to our office.

If you have any questions or concerns, please feel free to contact me at (651)286-8465. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

WSB & Associates, Inc.



Justin Messner, PE
City Engineer

Enclosure

ACCEPTED BY:

City of Tonka Bay

Name _____

Title _____

Date _____



2016 Rate Schedule

2016 RATE SCHEDULE

	Billing Rate/Hour
Principal	\$158
Associate / Senior Project Manager	\$137 \$147 \$158
Project Manager	\$121 \$127 \$133
Project Engineer	\$104 \$112 \$121 \$127 \$133
Graduate Engineer	\$80 \$85 \$92 \$98
Sr Landscape Architect / Sr Planner / Sr GIS Specialist	\$109 \$118 \$125 \$133 \$138
Landscape Architect / Planner / GIS Specialist	\$66 \$74 \$81 \$89 \$99 \$104
Engineering Specialist / Senior Environmental Scientist	\$90 \$98 \$105 \$112 \$121 \$130
Engineering Technician / Environmental Scientist	\$52 \$60 \$67 \$74 \$79 \$85
Construction Observer	\$87 \$94 \$99 \$105 \$110
Coring Crew	
One-Person Crew	\$162
Two-Person Crew	\$238
Survey Crew	
One-Person Crew	\$132
Two-Person Crew	\$164
Three-Person Crew	\$184
Underwater Inspection Dive Team	\$460
Office Technician	\$42 \$65 \$75 \$85

Costs associated with word processing, cell phones, reproduction of common correspondence and mailing are included in the above hourly rates. Vehicle mileage is normally included in our billing rates, but can be charged separately if specifically outlined by contract.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc.

Rate Schedule is adjusted annually.

Multiple rates illustrate the varying levels of experience within each category.

