CITY OF TONKA BAY
ITEM NO. 9B

Memo

To: Honorable Mayor and City Council

From: Joe Kohlmann, City Administrator

Date: July 22, 2014

Re: Birch Bluff Road – Engineering Proposals

Staff has received two proposals from WSB concerning Birch Bluff Road. One proposal contains a comprehensive approach that would include:

1) Project Management
2) Data Collection
3) Meetings
4) Feasibility Report
5) Topographical Survey
6) Final Design
7) Permitting
8) Project Bidding
9) Construction Staking
10) Construction Inspection and Administration
11) Record Plans

The total of this proposal is $20,500 with a not to exceed fee of $28,800.

In addition, they provided a proposal to conduct a four day traffic study. One includes just a traffic count. The second includes a traffic and speed count. These are quoted at $1,100 for just the traffic count and $1,750 for the traffic and speed count.

Council Action Requested:
Review and Discuss.

WSB & Associates, Inc.
engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

July 16, 2014

Mr. Joseph Kohlmann
City Administrator
City of Tonka Bay
4901 Manitou Road
Tonka Bay, MN 55331

Re: Proposal to Provide a Traffic Study of Birch Bluff Road
City of Tonka Bay, MN

Dear Mr. Kohlmann:

WSB & Associates, Inc. (WSB) is pleased to provide you with the following proposal for a traffic study for the City of Tonka Bay. The traffic study will collect existing traffic data on Birch Bluff Road as well as traffic data following a temporary closure at the south end of Birch Bluff Road. Per your request, we have included a cost to complete a traffic study using strictly vehicle counts and a cost to compete a traffic study using vehicle counts and actual vehicle speed.

It is our understanding the City of Tonka Bay will conduct the temporary closure of Birch Bluff Road and notify local residents and emergency response agencies.

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

Schedule

Phase 1 of traffic study conducted ..... August 11 & 12, 2014

Road closure and phase 2 of traffic study conducted ..... August 13 & 14, 2014

Traffic report finalized ..... August 22, 2014

Proposed Fee

WSB will complete the proposed work on an hourly basis with a not-to-exceed fee of **$1,100 for option 1 (without speed data) and $1,750 (with speed data).**

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.

Sincerely,

WSB & Associates, Inc.

Justin Messner, PE
City Engineer

Enclosure

ACCEPTED BY:

City of Tonka Bay

Name _____

Title _____

Date _____

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July 11, 2014

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

Re: Proposal to Provide Professional Engineering Services for the Removal of Birch Bluff Road Connection at the City Limits 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 removing the connection of Birch Bluff Road with the City of Shorewood. Our scope of work includes the following project tasks:

- existing condition data collection
- topographic survey
- meetings
- feasibility report
- final 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 eliminating Birch Bluff Road as a thru road by removing the connection of Birch Bluff Road with Pleasant Avenue. Birch Bluff Road is receives a large amount of traffic from Shorewood residents accessing Manitou Road as well as vehicles traveling between Smithtown Road and Manitou Road potentially attempting to avoid the traffic signal at the intersection of Manitou Road and Smithtown Road. Elimination of this connection at Birch Bluff Road will likely require the construction of a cul-de-sac on Birch Bluff Road to allow for turning movements of emergency and maintenance vehicles. Coordination with the City of Shorewood, Fire Department, and Police Department will also be required to ensure adequate access is maintained to the portion of Birch Bluff Road within the City of Shorewood.

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 – The Cities of Tonka Bay and Shorewood have provided WSB with construction plan record drawings for the area. 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. **Meetings**

   WSB will attend and assist in facilitating the following meetings as listed below:

   Feasibility Phase
   - 2 meetings with City staff to discuss preliminary/feasibility design
   - 1 site visit with City staff to discuss project issues
   - 1 meeting between the Cities of Tonka Bay and Shorewood and Police/Fire Department
   - 1 neighborhood meeting
   - City Council meeting to present feasibility report

   Design Phase
   - 1 neighborhood meeting
   - 1 meetings with City staff to discuss final design
   - Attend bid opening
   - City Council meeting for accept plans/specs and authorize ad for bid
   - Public hearing and assessment hearing
   - City Council meeting to review bids and award contract for construction

4. **Feasibility Report**
WSB will complete a feasibility report documenting the preliminary design options, associated Engineer's Opinion of Probable Cost, as well as funding sources for the project. The work involved with the completion of the report will include the following steps:

- Preparation of draft feasibility report
- Preparation of preliminary assessment role
- Preparation of report graphics
- Engineer's Opinion of Probable Cost for each project option presented
- Report revisions based on City staff review
- Preparation of meeting materials for neighborhood meeting

5. **Topographic Survey**
WSB will perform a topographic survey of the project area. Elements collected in the survey will include property irons, streets, curb and gutter, driveways, mailboxes, manholes, catch basins, hydrants, retaining walls, private utilities, wetlands, trees and tree limits, buildings, grades within right-of-way areas and any other pertinent information. In addition to information collected during the topographic survey, as-built drawings shall be reviewed and utilized

6. **Final Design**
Upon City approval of the feasibility report, the final construction plans and specifications will be developed. The final design shall be based on the preliminary design option accepted in the feasibility report.

A. **Title Sheet/Index Map** – Plan title sheet with index and location map. The sheet shall identify the general project area to be reconstructed.

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. Typical street sections shall be included in these sheets.

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. **Street and Utility Plan / Profile** – Verification of preliminary design and creation of final plan and profile sheets. Plans shall indicate all new horizontal and vertical alignment data, street profile, street width, right-of-way width, curb type and location, driveway replacements, 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.

7. **Permitting**
It is anticipated that the following permits will be needed for the projects:

- NPDES Storm Water Permit (MPCA)
- Minnesota Department of Health permit for water main replacement (if necessary)

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 project roads 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, hydrants, valves, service heads, castings, 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.

Feasibility Phase

Begin feasibility report ..... August 2014
Meeting with City Staff and pertinent agencies ..... September 2014
Public Meeting with residents ..... October 2014
Accept feasibility report/authorize final plan preparation ..... October 2014

Design Phase

Topographic survey ..... To be defined in feasibility report
Approve plans/authorize advertisement for bid ..... To be defined in feasibility report
Receive Bids/award project ..... To be defined in feasibility report
Begin Construction ..... To be defined in feasibility report
Substantial completion of construction ..... To be defined in feasibility report
Final completion of construction ..... To be defined in feasibility report

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:

Feasibility Phase

TASK	DESCRIPTION	FEE
1	PROJECT MANAGEMENT	$1,400
2	DATA COLLECTION	$300
3	MEETINGS	$2,100
4	FEASIBILITY REPORT	$4,500
	SUBTOTAL FOR FEASIBILITY PHASE	**$8,300**

Design Phase

TASK	DESCRIPTION	FEE
5	TOPOGRAPHIC SURVEY	$1,200
6	FINAL DESIGN	$9,600
7	PERMITS	$400
8	PROJECT BIDDING	$800
9	CONSTRUCTION STAKING	$1,600
10	CONSTRUCTION INSPECTION/ADMINISTRATION	$6,400
11	RECORD PLANS	$500
	TOTAL PROPOSED FEE	**$20,500**

We propose to complete Tasks 1 through 11 as indicated on an hourly not-to-exceed fee of $28,800 total for both phases.

If additional work outside of the above-described scope such as assistance with easement acquisition 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 2014 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 _____

2014 Rate Schedule

	Billing Rate/Hour
Principal	$147
Associate	$138
Senior Project Manager	$128 | $138 | $147
Project Manager	$113 | $119 | $128
Project Engineer	$96 | $104 | $113 | $119 | $128
Graduate Engineer	$76 | $82 | $87 | $92
Sr Landscape Architect / Sr Planner / Sr GIS Specialist	$104 | $112 | $118 | $127 | $136
Landscape Architect / Planner / GIS Specialist	$63 | $70 | $78 | $83 | $93 | $98
Engineering Specialist / Senior Environmental Scientist	$86 | $93 | $98 | $104 | $113 | $122
Engineering Technician / Environmental Scientist	$50 | $57 | $64 | $71 | $77 | $82
Construction Observer	$85 | $90 | $95 | $100 | $106
Coring Crew	
One-Person Crew	$155
Two-Person Crew	$230
Survey Crew	
One-Person Crew	$125
Two-Person Crew	$155
Three-Person Crew	$175
Underwater Inspection Dive Team	$450
Office Technician	$40 | $62 | $72 | $81

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.

Each staff person is assigned one billing rate that is commensurate with their experience and expertise. Multiple rates illustrate the varying levels of experience within each category.