

September 3, 2015

Lindy Crawford, City Administrator
City of Tonka Bay
4901 Manitou Road
Tonka Bay, MN 55331

SUBJECT: Comprehensive Plan Update
 City of Tonka Bay
 Proposal for Planning Services

Dear Ms. Crawford:

We greatly appreciate this opportunity to submit a proposal for professional services to once again serve the beautiful City of Tonka Bay. As requested by your memo of August 27, 2015, we have prepared a quote for Planning Services to complete an update to the City's 2008 Comprehensive Plan. Due to the fact that some requirements by the Metropolitan Council have not been published or released yet and to acknowledge the sometimes fluid nature of these planning endeavors, our quote identifies ranges of time for each task. While our low estimate represents the effort we believe this project will require (and this will be our target), the high estimate identifies a "worst-case scenario" to acknowledge both current unknowns and possible high ranges for individual items should Council direct us to put more time into any given study area.

Importantly, thanks to our relationship with the Metropolitan Council, we have already enjoyed an early look at the new Local Planning Handbook, and the anticipated new requirements are currently acknowledged by this proposal. Accordingly, we believe that a majority of the potential cost increases above our low estimates would only arise if driven by the City Council. We are confident in our firm's ability to provide excellent services for a competitive price, but Council must understand up-front how their decisions moving forward can potentially impact the final project cost.

The intention of this project is to update the City of Tonka Bay's current Comprehensive Plan so that it meets all Metropolitan Council minimum requirements; the City does not wish to incur costs for elements that are supplemental and not required. To achieve this goal, we intend to maximize use of the City's funds by focusing on the following three areas:

1. Preparation and Background;
2. Data Compilation and Analysis; and
3. Goals and Implementation.

As proposed, public outreach and participation will only play a minor role in this update process.

In order to accomplish the City's stated goals with a minimal budget, we proposed the following scope of services:

SCOPE OF SERVICES

1. Background Research & Preparation: 12-22 hours

- ◆ Deep Analysis of 2030 Comp Plan to finalize all areas needing changes: 2-4 hours
- ◆ Assess Met Council Standards to find what needs to be added to reach a minimum: 2-4 hours
- ◆ Compile data provided through Met Council & other available resources: 2-4 hours
- ◆ Reach out to City or other entities to obtain other necessary data: 2-4 hours
- ◆ Meeting with City Staff or Council to go through 2030 Comp Plan & see what policies were implemented: 4-6 hours

2. Data Compilation & Analysis: 32-54 hours

- ◆ Put new/updated data into tables: 2-6 hours
- ◆ Put new/updated data into maps (update 35 existing maps & at least 5 new maps): 10-18 hours
- ◆ Analyze new trends/information from data, tables, and maps: 4-6 hours
- ◆ Make changes to content of Plan where updated analysis is needed: 12-16 hours
- ◆ Write new subsections based on Met Council requirements: 4-8 hours

3. Wastewater & Comprehensive Sewer Plan and Water Supply Plan: 26-36 hours

- ◆ Meet with City Engineer & Public Utilities Management to obtain data needs: 2-4 hours
- ◆ Sambatek Water Resources staff draft tables and content: 20-24 hours
- ◆ Create maps based on their data: 2-4 hours
- ◆ Insert the Sewer Plan and Water Supply Plan into overall document: 2-4 hours

4. Goals, Policies, & Implementation: 22-52 hours

- ▶ Prepare Information for City's Visioning Session (City Driven): 2-10 hours
- ▶ Utilize comments from City visioning session & City Council to update the Plan's Goals & Policies: 8-14 hours
- ▶ Analyze current official controls and highlight where changes are needed: 6-12 hours
- ▶ Develop an implementation plan for every section of the Comp Plan

5. Document Composition: 18-32 hours

- ▶ Document layout, graphics, formatting, and compilation: 2-8 hours
- ▶ Document editing: 2-4 hours
- ▶ Project Management & Administrative tasks: 14-20 hours

6. Comments & Submission: 20-46 hours

- ▶ Submit draft to Metropolitan Council for Informal Review (30 days): 4-6 hours
- ▶ Make changes based on Metropolitan Council comments: 0-8 hours
- ▶ Submit draft to Adjacent Communities for review (6 months): 4-6 hours
- ▶ Make changes based on Adjacent Communities comments: 0-8 hours
- ▶ Local Public Hearing on draft of Comprehensive Plan, preparation & presentation: 8-12 hours
- ▶ City Council ordinance authorizing the plan to be submitted to the Metropolitan Council for review: 2-4 hours

DELIVERABLES:

Final Comprehensive Plan Document – in digital and printed form. The document will be organized as:

- ◆ Chapter 1: The Community
- ◆ Chapter 2: Land Use Plan
- ◆ Chapter 3: Housing Plan
- ◆ Chapter 4: Parks & Trails Plan
- ◆ Chapter 5: Economic Competitiveness Plan
- ◆ Chapter 6: Transportation Plan
- ◆ Chapter 7: Wastewater & Comprehensive Sewer Plan
- ◆ Chapter 8: Water Supply Plan
- ◆ Chapter 9: Local Water Management Plan
- ◆ Chapter 10: Resiliency and Sustainability Plan
- ◆ Chapter 11: Plan Implementation

ADDITIONAL SERVICES

In the Scope of Services above, we have laid out all the tasks we anticipate are needed for the completion of the final Comprehensive Plan update to meet minimum Metropolitan Council standards. However, if City Officials decide that further study or attention is needed on a particular issue or area, our team at Sambatek would be happy to take on any or all of those services during the project; all additional services will be undertaken only at the City Council's direction.

Additional Services will be billed at our standard hourly rates according to the attached fee schedule.

COMPENSATION FOR SERVICES

Compensation for the services noted above will be on an hourly basis according to the rates found on the attached rate sheet:

For budgeting purposes, an approximate estimate for our services follows:

1.	Background Research & Preparation	\$1,272 - \$2,332*
2.	Data Compilation & Analysis	\$3,392 - \$5,724*
3.	Wastewater & Comprehensive Sewer Plan and Water Supply Plan	\$3,636 - \$4,872**
4.	Goals, Policies, & Implementation	\$2,332 - \$5,512*
5.	Document Composition	\$1,908 - \$3,392*
6.	Comments & Submission	\$2,120 - \$4,876*
	Total Estimated Fees	\$14,660 - \$26,708

*based upon an hourly rate of \$106

**based upon hourly rates of \$106 for Planning and \$150 for Engineering Services

We appreciate this opportunity to provide our professional services. Sambatek, Inc. has the experience, resources and expertise required to help the City of Tonka Bay achieve your goals for the City. With our commitment to service, quality and client advocacy, we look forward to continuing a successful relationship.

Sincerely,
Sambatek, Inc.



Ben Gozola, AICP
Client Service Manager, Planning

Minnetonka Office Hourly Fee Schedule (Effective 01/01/2015)

Client Service Manager	\$ 170.00/Hour
Senior Project Manager	\$ 150.00/Hour
Project Manager	\$ 140.00/Hour
Engineer V	\$ 170.00/Hour
Engineer IV	\$ 140.00/Hour
Engineer III	\$ 130.00/Hour
Engineer II	\$ 120.00/Hour
Engineer I	\$ 110.00/Hour
Planner IV	\$ 145.00/Hour
Planner III	\$ 125.00/Hour
Planner II	\$ 115.00/Hour
Planner I	\$ 105.00/Hour
Landscape Architect IV	\$ 145.00/Hour
Landscape Architect III	\$ 125.00/Hour
Landscape Architect II	\$ 115.00/Hour
Landscape Architect I	\$ 105.00/Hour
Senior Survey Manager	\$ 145.00/Hour
Survey Manager	\$ 130.00/Hour
Surveyor III	\$ 125.00/Hour
Surveyor II	\$ 115.00/Hour
Surveyor I	\$ 105.00/Hour
Environmental Scientist IV	\$ 125.00/Hour
Environmental Scientist III	\$ 120.00/Hour
Environmental Scientist II	\$ 110.00/Hour
Environmental Scientist I	\$ 100.00/Hour
CAD Tech IV	\$ 125.00/Hour
CAD Tech III	\$ 120.00/Hour
CAD Tech II	\$ 110.00/Hour
CAD Tech I	\$ 100.00/Hour
Field Tech IV	\$ 125.00/Hour
Field Tech III	\$ 120.00/Hour
Field Tech II	\$ 110.00/Hour
Field Tech I	\$ 98.00/Hour
Administration	\$ 70.00/Hour
One-person Survey Crew	\$ 130.00/Hour
Two-person Survey Crew	\$ 210.00/Hour
Special Equipment	\$ 120.00 per day
Reimbursables	Additional @ actual cost plus 10%
Mileage	Per Federal guideline (IRS)

**Subject to change.

**Ben Gozola, AICP**

Senior Planner

KEY QUALIFICATIONS

Mr. Gozola is a Senior Planner at Sambatek with over 17 years of experience in Municipal, Environmental and Transportation planning. He is the City Planner for communities throughout the state and provides as-needed planning services to multiple other communities. He brings unique experience to this project given his previous role as Tonka Bay's City Planner from 2007 through 2011, and he was the author of the City's previous Comprehensive Plan Update in 2008. Furthermore, his continued work in the Lake Minnetonka Communities of Minnetonka Beach, Victoria and Orono ensures that he is still in tune with the types of issues facing the community.

UNIQUE KNOWLEDGE AND BENEFITS TO THE CLIENT

A career built on working with Lake Minnetonka communities (Minnetrista, Tonka Bay, Minnetonka Beach, Victoria, and Orono)

- Previous author of the City's 2008 Comprehensive Plan
- Former Tonka Bay City Planner (2007 – 2011)
- Excellent communicator who can present information in a friendly way to the public
- Exceptional in preparing analysis of land uses and potential impacts
- Understands how to involve the public in the planning process

- Proficient in GIS and cartography for all your mapping needs
- Outstanding ability to craft ordinances tailored to specific community goals and desired outcomes
- Thorough knowledge of comprehensive planning and the relation to city code requirements

RELEVANT EXPERIENCE

- 2008 Tonka Bay Comprehensive Plan Update
- Tonka Bay City Planner 2007-2011
- 2008 North Oaks Comprehensive Plan Update
- 2008 St. Paul Park Comprehensive Plan Update
- 2014 Aitkin Comprehensive Plan

EDUCATION

BA, Geography, University of Minnesota Duluth

PROFESSIONAL ASSOCIATIONS

- The American Institute of Certified Planners (AICP)
- American Planning Association (APA)
- Former City of Robbinsdale Charter Commission Member

EXPERIENCE

17 Years



Farveh Makhssous

Associate Planner

KEY QUALIFICATIONS

Ms. Makhssous has recently joined Sambatek as an Associate Planner. She has over 5 years of Planning experience working with public entities including Cities of Shoreview, Eden Prairie and Maple Grove. As a planner, Farveh has worked on various planning projects such as transportation, sustainable neighborhood development, land use, economic development, environmental review, and residential permit review. Farveh has strong passion for building livable communities, sustainable development and transportation planning.

UNIQUE KNOWLEDGE AND BENEFITS TO THE CLIENT

Ms. Makhssous has experience working with municipalities of different sizes and demographics, the following is an overview of what she will bring to your City:

- Knowledge and experience in conducting and producing special studies and comprehensive reports
- Skilled at interpretation of the zoning ordinances and land use regulations
- Interest and knowledge in developing and leading economic development initiatives
- Experience with public participation process
- Skilled in research, data analysis, report writing
- Proficiency in GIS and ArcView Software

RELEVANT EXPERIENCE

- 2010 City of Shoreview Neighborhood Profiles, Common Interest Communities
- 2011 City of Shoreview Housing Action Plan (Metropolitan Council Submittal)
- 2012 City of Eden Prairie Strategic Plan Report for Housing and Economic Development*
- 2013 City of Eden Prairie Request for Proposal for a Green Neighborhood Development Project
- 2015 City of Aitkin Comprehensive Plan

EDUCATION

B.A. Dual Degree in Architecture and Urban Studies, University of Minnesota

PROFESSIONAL ASSOCIATIONS

- American Planning Association (APA)
- Urban Land Institute (ULI): Young Leaders Group (YLG) Executive Committee Member, ULI Minnesota Chapter

EXPERIENCE

5 Years



Laura Chamberlain

Associate Planner

KEY QUALIFICATIONS

Ms. Chamberlain is an Associate Planner at Sambatek with over four years of experience in Planning, with focuses on Transportation Planning, Municipal and Regional Planning, and Community Development. Her graduate education and local experience in transportation planning and community development has prepared Laura for the wide range of planning needs at Sambatek and helps her bring municipal clients innovative perspective and approaches to a variety of planning topics.

UNIQUE KNOWLEDGE AND BENEFITS TO THE CLIENT

As a member of the Sambatek Planning Team, she is building deeper connections with the company's municipal clients and expanding the range of planning services. She has extensive experience in analyzing local ordinances, writing reports and presenting items to city officials and the public. With an approachable style, Laura engages city staff, elected and appointed officials, and community members on topics of innovation in the planning field.

In addition to her municipal planning services, Laura also assists our project development through city code and ordinance interpretation, and maintains communication between local governments and our clients. She also specializes in writing environmental review documents for clients, including EAW and AUAR review.

She provides the following:

- Skilled in Comprehensive Plan drafting, with an emphasis in public involvement and input
- Proficiency in GIS and ArcView Software
- Accomplished at organizing and leading community engagement events
- Ability to communicate complicated information effectively, concisely and understandably
- Exceptional at interpreting local ordinances and plans
- Skilled in presenting information to the public, councils & commissions
- Outstanding in organization, time management, and attention to detail
- Adept at providing clients with a personable and professional “face” for the public

RELEVANT EXPERIENCE

- City of Aitkin Comprehensive Plan, Aitkin, MN – Laura oversaw project organization, task management, drafting of sections, and graphics for the Comprehensive Plan for the City of Aitkin, MN

EDUCATION

- Master of City and Regional Planning (MCRP), Rutgers, The State University of New Jersey
- BA, Geography, Macalester College

PROFESSIONAL ASSOCIATIONS

- American Planning Association (APA)

EXPERIENCE

4 Years