

Jesse Farrell, P.E.  
City Engineer/Director of Public Works

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The City of Vadnais Heights

Vadnais Heights, MN 55127

## *Memorandum:*

TO: Mayor Gunderson and City Council Members

FROM: Jesse Farrell, City Engineer/Director of Public Works

DATE: May 7, 2019

SUBJECT: Proposal for Design Services related to Site Improvements at the City's Lift Station Located at the Intersection of Foothill Trail and Meadowood Lane

### **Recommended Council Action**

Consider approving the proposal submitted by Short Elliott Hendrickson, Inc. (S.E.H.) for design services related to site improvements at the City's lift station, located at the intersection of Foothill Trail and Meadowood Lane and authorizing the City Engineer to execute the Agreement.

### **Background**

In 2018, the City Council discussed reviewing the existing Foothill Trail and Meadowood Lane lift station and control panel components. S.E.H. is proposing to review the existing lift station and control panel components, design and prepare construction drawings and specifications for potential site improvements including a concrete driveway, a decorative concrete pad, improved lighting, landscaping removal and replacement, and other potential site improvements. The proposed scope also includes preparation of a recommendations memo summarizing potential site improvements.

Staff has reviewed the proposal and recommends approval of the proposed agreement in the amount of \$11,300.

I will be available at the May 7, 2019 City Council meeting, if you have any questions.

### Attachment(s)

- S.E.H. Proposal dated May 2, 2019

11A





Building a Better World  
for All of Us<sup>®</sup>

May 2, 2019

RE: City of Vadnais Heights, Minnesota  
Lift Station Site Improvements Proposal  
SEH No. VADNA P-150224 14.00

Mr. Jesse Farrell, PE  
Public Works Director/City Engineer  
City of Vadnais Heights  
800 East County Road E  
Vadnais Heights, MN 55127-7044

Dear Mr. Farrell:

Short Elliott Hendrickson Inc. (SEH<sup>®</sup>) is pleased to submit this proposal for design services related to site improvements at the City of Vadnais Heights's (City's) lift station, located at the intersection of Foothill Trail and Meadowood Lane (hereinafter called the "Project"). This letter supplements the Agreement for Professional Services between the City of Vadnais Heights, Owner, and SEH dated June 1, 1997, renewed on February 5, 2019, and addresses providing these services in connection with the Project.

Based on discussions with City staff, the desired scope of services includes reviewing existing lift station and control panel components, designing and preparing construction drawings and specifications for site improvements including a new concrete driveway, a new light, and basic landscaping improvements. The scope also includes preparing a recommendations memorandum summarizing potential site improvements.

Based on our understanding of the desired scope of services after discussions with City staff, it is our understanding that the following services would not be necessary, and are thus excluded from this proposal:

- Design of any lift station components or public utility improvements
- Geotechnical investigation of the existing site
- Bidding services, since the City intends to solicit price quotations from Contractors
- No permit applications are anticipated

Based on the above assumptions and proposed schedule discussed below, fees for providing these services noted above shall be on an hourly basis with a maximum fee of \$11,300. A detailed work task and hour breakdown for these services is enclosed.

Payment for any additional services shall be based on the actual time required to perform the services and the billable rates for the employees engaged directly on the project, plus actual reimbursable expenses. All services will be invoiced monthly.

We will start our services promptly after receipt of your authorization. If authorized on May 7, 2019, we estimate our services will be completed by June 30, 2019. If there are delays in the Project that are beyond our control, the City agrees to grant additional time to complete the services.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

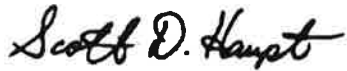
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

Mr. Jesse Farrell, PE  
May 2, 2019  
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This letter and the above-referenced Agreement for Professional Services, along with Exhibits A-2, B, C-1, and D, represents the entire understanding between you and us in respect to the Project and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, please sign and return one copy of the executed agreement to us.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott D. Haupt, PE  
Project Manager

sdh  
Enclosure

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**City of Vadnais Heights**

By: \_\_\_\_\_  
Authorized Client Signature

PROPOSAL FEE ESTIMATE

VADNAIS HEIGHTS, MINNESOTA  
 LEFT STATION SITE IMPROVEMENTS  
 VADNA P-150224  
 5/2/2019

TASK NO	TASK	HOURS										SURVEY CREW CHIEF	
		PROJECT MGR	WASTEWATER ENGINEER	ELECTRICAL ENGINEER	ELECTRICAL DESIGNER	LANDSCAPE ARCHITECT	GRADUATE ENGINEER	GIS TECH	ADMIN ASST				
<b>1.00</b>	<b>DESIGN SERVICES</b>												
1.01	On-site kickoff meeting with City staff	1	1	1									
1.02	Private utility coordination												
1.03	Perform topographic site survey & search for property corners									1			
1.04	Gather/review Record Drawings												3
1.05	Review existing lift station components		2										
1.06	Prepare Base Map												
1.07	Prepare Title Sheet												
1.08	Prepare Detail Sheet(s)												
1.09	Prepare Existing Conditions & Removal Plan	1											
1.10	Prepare Proposed Site & Grading/Drainage Plan	1											
1.11	Prepare Lighting Plan & Details			2	4								
1.12	Prepare Preliminary Landscape Plan												
1.13	Finalize Landscape Plan & Planting Details									2			
1.14	Prepare Draft Memorandum of Recommendations	1	1	1						4			
1.15	Quantity Takeoff/Prepare Engineer's Estimate	1											
1.16	Prepare Specifications & Quotation Package	2											4
1.17	Perform QA/QC Review												
1.18	Plan Review Meeting with City Staff	1	1	1									
1.19	Finalize Construction Plans, Recommendations, Memorandum & Specifications	2	1	1									

TOTAL HOURS

12

6

5

7

12

42

0

3

TOTAL FEE

\$11,500

**Assumptions/Exclusions:**

1. No design services included for existing lift station or other public utilities.
2. No geotechnical services/soil boring fees are included.
3. City will obtain quotations for the work, so no bidding services included.
4. No permit applications are anticipated.

