

**Jesse Farrell, PE**  
*City Engineer / Director of Public Works*

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800 East County Road E  
Vadnais Heights, MN 55127

## *Memorandum:*

TO: Mayor Krachmer and Council Members

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

DATE: April 4, 2023

RE: 2024 Sanitary Sewer Lining and Access Project Proposal

### **Recommended Council Action**

Authorize City Engineer to enter into agreement with S.E.H to complete Sanitary Sewer Lining and Access Project design and construction administration services on an hourly basis with a maximum fee of \$132,500.

### **Background**

Following budget discussions on September 6, 2022, the City Council included \$1.4M for a Sanitary Sewer Access project in the 2023 Adopted Budget. The City Council was provided an update on this project at the March 7<sup>th</sup>, 2023 council workshop. The project establishes critical access for ongoing maintenance. The project also includes significant lining and restoration of existing facilities that serve nearly 1,000 Vadnais Heights' properties.

The attached proposal from SEH includes significant efforts to take this project to construction including finalizing preliminary design alternatives, obtaining property appraisals to acquire easements, gathering and reviewing existing record plans, updating the project area wetland delineation, preparing bidding documents, MCES I&I Grant assistance, and assisting the City with bidding services of the access path and lining work.

### **Attachments**

- 2024 Sanitary Sewer Access Path Project proposal for design and bidding services dated March 28, 2023



Building a Better World  
for All of Us®

March 28, 2023

RE: City of Vadnais Heights, Minnesota  
2024 Sanitary Sewer Access Path Project  
Proposal for Design & Bidding Services  
SEH No. VADNA 171836 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®) is pleased to submit this proposal for assisting the City with administration of the 2024 Sanitary Sewer Access Project (hereinafter called the "Project"). Our understanding of the desired scope of services is based on previous discussions with City staff over the past few months. This letter supplements the Agreement for Professional Services between the City of Vadnais Heights, Owner, and SEH dated June 1, 1997, renewed on January 17, 2023, and addresses providing these services in connection with the Project.

Our proposed services include finalizing the preliminary design alternatives, obtaining property appraisals to acquire easements, gathering and reviewing existing record plans, updating the project area wetland delineation, preparing bidding documents, MCES I&I Grant assistance, and assisting the City with bidding services of the access path and lining work. A detailed task hour breakdown for these services is attached.

Right of way acquisition services include obtaining the necessary easements to construct the proposed improvements. This often involves complex negotiations with property owners and other stakeholders to secure the necessary rights at a fair price that will be acquired by working with an independent appraiser. Right of way acquisition services will begin with a review of the project plans and an assessment of the property rights required. Services include conducting surveys, reviewing property records, and conducting other research to identify the necessary property rights.

Once the necessary property rights have been identified, right of way acquisition services will involve negotiations with property owners and other stakeholders to secure the necessary rights which will involve developing compensation packages for property owners, negotiating easements or other property rights, along with addressing any concerns or objections raised by property owners or other stakeholders. Condemnation is not anticipated at this time but may be required if the involved residents are not cooperative.

SEH will complete a wetland delineation within the property using the 1987 Manual and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (USACE 2012). This will delineate and map any wetlands that may be present.

After the completion of the field delineation, we will provide a wetland delineation report. This report will describe the site conditions, identify the wetland boundaries, and serve to be a basis for follow up permitting if unavoidable wetland impacts will occur.

The delineation report will be provided to VLAWMO, which administers the Minnesota Wetland Conservation Act (WCA), in addition to their local requirements. The United States Army Corps of Engineers (USACE) also regulates the wetlands in the project area, and will be provided a copy of the report as well. A request will be made at submittal to complete a field review of the wetland boundaries. This meeting may serve as a pre-application discussion to expedite the project schedule.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

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

Mr. Jesse Farrell, PE  
March 28, 2023  
Page 2

Preliminary Plans also indicate that permanent and/or temporary impacts to wetland habitat will occur. Impacts resulting from the proposed project will require wetland permits by the Wetland Conservation Act and the USACE. It is anticipated that the project will be eligible to proceed under a USACE Transportation General Permit and through the Wetland Conservation Act Replacement Plan Approval.

Wetland permitting requires development of project plans, which include cross sections of wetland impact areas, and calculations of wetland impacts identified as temporary, permanent, cut, and fill. Sequencing is required to identify opportunities to reduce impacts through alternatives analysis, avoidance, and minimization. Once these exercises have been completed, a Wetland Permit Application will be prepared. This application will identify the project, define the purpose and need, summarize sequencing, and a wetland replacement plan. Signatures will be required to be signed by the project proposer responsible for compliance with the permit conditions. SEH will act as agent to allow representation in the process, though wetland mitigation costs are not included in the proposal as the impacts aren't yet fully known.

Fees for providing these services shall be on an hourly basis with a maximum fee of **\$132,500**. This fee includes \$16,500 for an independent appraiser to prepare necessary appraisal reports. The estimated fees will not be exceeded without review and authorization by the City. Services will be billed monthly on the basis of actual hours spent at current billing rates plus the actual cost of reimbursable expenses. Payment for any additional services requested shall be based on the actual time required to perform the services and the current billing rates for the employees performing the additional work, plus any reimbursable expenses incurred.

We will start our services promptly after receipt of your authorization and anticipate being able to open bids as early as Fall 2023, depending on the timeline for consideration of approval of this proposal. 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 the City and SEH in respect to the Project and may only be modified in writing signed by both parties. If this satisfactorily sets forth your understanding of our agreement, please sign and return an electronic copy of the executed agreement to us.

Sincerely,



Dustin Cesafsky  
Project Manager

djc

Enclosure

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Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

**City of Vadnais Heights**

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

DESIGN AND BIDDING SERVICES PROPOSAL FEE ESTIMATE

VADNAIS HEIGHTS, MINNESOTA  
 2024 SANITARY ACCESS PATH  
 PROPOSAL FOR FINAL DESIGN & BIDDING SERVICES  
 SEH NO. VADNA 171836  
 3/28/2023

NO.	TASK	HOURS										
		CLIENT SERVICE MANAGER	PROJECT MANAGER/LEAD DESIGN	GEOTECH ENGINEER	WATER RESOURCES ENGINEER	WETLAND SCIENTIST	PROJECT ENGINEER	ROW SPECIALIST	GRADUATE ENGINEER	LAND SURVEYOR	SURVEY CREW CHIEF	ADMIN. SPECIALIST
<b>1</b>	<b>PRELIMINARY DESIGN WRAP UP</b>											
	Update figures/plan for pipes to be lined		6									
	Accommodate Vector Truck turning movements		4									
	Design multiple options for Parcel on the West		6							6		
	Design Multiple options for School access		6							6		
	ROW Acquisition Coordination		8				16	24				2
	MCES I&I Grant assistance		1				16					2
<b>2</b>	<b>FINAL DESIGN AND PLAN PREPARATION</b>											
	Project coordination & administration	4	12									6
	Design Coordination Meetings with City Staff (2 meetings assumed)		4				10					
	Conduct One Private Utility Coordination Meeting		4				8					
	Gather/review record drawings						2		6			
	Perform supplemental topographic survey & field review						2				6	
	Obtain mapping & coordinate with private utilities		2				4					
	Update base map with additional topo, service locations, record plan data & private utility facilities						4		12	2		
	Create existing pipe profiles based on record plan data						4		12			
	Finalize horizontal/vertical alignments & proposed geometrics		2				14					
	Perform pavement design recommendations		1	6			2					
	Path culvert layout/design		2		2		8					
	Geotechnical plan assistance		1	8								
	Prepare Title Sheet		1				1		3			
	Prepare Statement of Estimated Quantities sheets		1				4					
	Prepare Sanitary Sewer Structure Rehabilitation Schedule		1				4					
	Prepare Storm Sewer/Culvert Structure & Rehabilitation Schedule		1				4					
	Prepare General Notes & Earthwork summary		1				6					
	Prepare Typical Sections		1				4		4			
	Prepare Detail Sheets		1				2		6			
	Prepare Alignment Plan						4					
	Prepare Construction Plan & Profile Sheets		4				32		16			
	Gather Maps, Prepare Exhibits for Lining		6				12		8			
	Prepare Storm Sewer Profile Sheet		1				10					
	Prepare SWPPP						4		2			
	Explore Stormwater Treatment Options		4				6		2			
	Design BMP for Treatment		4				6		2	16		
	Prepare Erosion Control & Turf Establishment Plan		1				24		8			
	Prepare Cross Sections		2				16					
	Submit draft Bidding Documents for City review		2				2					2
	Meeting to review City comments		2				2					
	QA/QC review	8	8									
	Address City comments & finalize Bidding Documents		4				16					2

VADNAIS HEIGHTS, MINNESOTA  
 2024 SANITARY ACCESS PATH  
 PROPOSAL FOR FINAL DESIGN & BIDDING SERVICES  
 SEH NO. VADNA 171836  
 3/28/2023

NO.	TASK	HOURS										
		CLIENT SERVICE MANAGER	PROJECT MANAGER/LEAD DESIGN	GEOTECH ENGINEER	WATER RESOURCES ENGINEER	WETLAND SCIENTIST	PROJECT ENGINEER	ROW SPECIALIST	GRADUATE ENGINEER	LAND SURVEYOR	SURVEY CREW CHIEF	ADMIN. SPECIALIST
<b>3</b>	<b>SPECIFICATIONS AND PERMITS</b>											
	Takeoff Quantities & prepare Engineer's Estimate		8				14		6			
	Prepare Specifications		12	2			24					8
	Perform Wetland Delineation		2			26	4					
	Prepare Wetland mitigation Permits (USACE & VLAWMO)		2			49	4					
	PCA & VLAWMO permit coordination		2		6				12			
<b>4</b>	<b>KOEHLER ROAD RIGHT-OF-WAY CLEAN UP</b>											
	Planning		4							16		
	Compute Boundrys									2		
	Drafting									24		
	QAQC		2							4		
	Land Acquisition Appraisal		4					8				
<b>5</b>	<b>BIDDING</b>											
	Place Ad for Bid		2									1
	Respond to Contractors Questions & Prepare Addenda		6				2					2
	Conduct eBidding		2									2
	Tabulate Bids											3
	Review Contractor's references & make award recommendation		2									2

TOTAL HOURS

12                      152                      16                      24                      75                      287                      32                      109                      60                      6                      32

TOTAL FEE

\$132,500

ASSUMPTIONS:

1. Only rehabilitation of sanitary sewer facilities is anticipated.
2. No tree species identification or preparation of planting plan is included.
3. Does not include time for land condemnation process, if required.
4. Does not include land acquisition purchase prices.
5. Appraisal report not included for the school parcel
6. Wetland mitigation costs are not included.