



Building a Better World
for All of Us®

October 12, 2020

RE: City of Vadnais Heights, Minnesota
2021 Street Improvements
Preliminary Design and Feasibility Report
Preparation
SEH No. VADNA P-157332 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 revised proposal for preliminary design and feasibility report preparation services for the proposed 2021 Street Improvements Project (hereinafter called the "Project"). The proposed project consists of street reconstruction/rehabilitation, evaluation of existing storm sewer facilities and sanitary sewer and water main repairs on the following streets:

- Suzanne Avenue – Rice Street to County Road F
- Martin Way – Rice Street to Suzanne Avenue
- Southwood Drive – Rice Street to Suzanne Avenue
- Suzanne Court – Suzanne Avenue to south cul-de-sac

This letter supplements the Agreement for Professional Services between the City of Vadnais Heights, Owner, and SEH dated June 1, 1997, renewed on February 4, 2020, and addresses providing these services in connection with the Project. The scope of services includes performing a topographic survey of the project area, performing structure surveys, reviewing televising videos of the existing sanitary sewer and storm sewer facilities, performing preliminary street and storm sewer design, assisting the City with administration of the sanitary sewer service program, identifying necessary rehabilitation items for the City's utility facilities, estimating project costs, calculating assessments, preparing a feasibility report, and assisting the City with the public hearings.

Per request by City staff, the proposal also includes six soil borings and laboratory testing to evaluate subsurface conditions and provide recommendations for potential street and utility improvements, including potential rain gardens. It is assumed that the proposed improvements will not trigger the permanent stormwater management requirements of Vadnais Lake Area Watershed Management Organization (VLAWMO).

Fees for providing these proposed services noted above shall be on an hourly basis with a maximum fee of \$47,900. 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

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rates for the employees engaged directly on the project, plus actual reimbursable expenses. All services will be invoiced monthly.

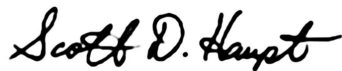
We will start our services promptly after receipt of your authorization. If authorized on October 20, 2020, we anticipate preliminary design and preparation of the Feasibility Report will be completed by December 2020. If there are delays in the Project that are beyond our control, you agree to grant additional time to complete the services.

This letter and the above-referenced Agreement for Professional Services, represents the entire understanding between the City of Vadnais Heights and SEH in respect to the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, please sign and return one copy of the executed agreement to us.

We appreciate the continued opportunity to serve the City of Vadnais Heights. Please contact me at 651.490.2055 if you have any questions about the proposed services.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott D. Haupt, PE
Project Manager
(Lic. MN)

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Enclosure

Accepted this _____ day of _____, 2020

City of Vadnais Heights

By: _____
Authorized Client Signature

PRELIMINARY DESIGN AND FEASIBILITY REPORT PROPOSAL FEE ESTIMATE

VADNAIS HEIGHTS, MINNESOTA
 2021 STREET IMPROVEMENTS
 SEH NO. VADNA P-157332
 10/12/2020

NO.	TASK	HOURS									
		PROJECT MANAGER	WATER RESOURCES ENGINEER	SR. WATER RESOURCES ENGINEER	GEOTECH ENGINEER	LEAD TECH	GIS TECH	GRADUATE ENGINEER	SURVEY CREW CHIEF	LAND SURVEYOR	ADMIN. ASST
PRELIMINARY DESIGN & COORDINATION											
1	Preliminary field review, obtain photos & project administration	4									2
2	Kickoff meeting with City Staff	4				2		2			
3	Attend field meeting with residents (1 meeting assumed)	2						2			
4	Perform topographic survey & search for property irons in project area	1							42	4	
5	Perform additional topographic survey of City Parking Lot & trail as directed by City staff								6		
6	Perform structure surveys					8	3	8			
7	Gather/review record drawings							3			
8	Prepare base map with topographic survey & record plan info.					2		6			
9	Prepare boring location map, coordinate with AET & observe drilling/sampling				4		1				
10	AET drilling, sampling, testing and providing factual report (includes 6 borings)	1			4						
11	Evaluate geotechnical lab data and develop design parameters				4						
12	Prepare geotechnical memorandum with recommendations	1			8						
13	Create horizontal alignments					2					
14	Preliminary street section design	1				2					
15	Review sanitary sewer and storm sewer televising videos	1						8			
16	Assist City with sanitary sewer service coordination with property owners	8						8			
17	Identify proposed sanitary sewer main and service rehabilitation items	1				6					
18	Identify proposed water main rehabilitation items	1				4					
19	Determine preliminary drainage boundaries		4								
20	Preliminary storm sewer design, identify improvements & evaluate potential rain garden locations	1	12	2							
21	Preliminary Design coordination meeting with City staff	2				1		1			
22	Prepare for & attend Neighborhood Meeting	4					2	6			1
FEASIBILITY REPORT											
23	Prepare draft Feasibility Report	4				20					4
24	Prepare preliminary cost estimate	4				4		16			
25	Prepare Location Map							1			
26	Prepare Typical Sections							2			
27	Obtain parcel data and prepare assessment maps	2					4				
28	Calculate preliminary assessments & review with City Staff	10									
29	Prepare assessment roll	6					4				
30	Prepare report drawings	1				2		10			
31	Prepare project schedule	1									
32	Review draft Report with City staff	2									
33	Prepare final Feasibility Report	2				6					2
34	Public Hearing preparation for Improvement and Assessment Hearings	4									
TOTAL HOURS		68	16	2	20	59	14	73	48	4	9
TOTAL FEE		\$47,900									