

Jesse Farrell, PE
Director of Public Works / City Engineer

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651.204.6150 Fax
Jesse.farrell@cityvadnaisheights.com



Memorandum:

TO: Mayor Krachmer and City Council Members

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

DATE: January 17, 2023

SUBJECT: Koehler Road Trail – 2024 Improvements – Accept the Proposal

Requested Council Action

Authorize the City Administrator to sign the proposal from SEH, Inc. for design and bidding services for the proposed Koehler Road Trail Improvements on an hourly basis with a maximum fee of \$199,700, which includes reimbursable expenses.

Background

A Koehler Road Trail in the vicinity of Vadnais Heights Elementary has been discussed for many years. Koehler Road is a Ramsey County street, but most public feedback is directed to the City. Following ongoing and significant public feedback, the City created the Koehler Road Taskforce in 2018 which sought to move the project beyond the conceptual level. A deliberate and robust public engagement process yielded a preferred alternative, which was then used to solicit various grants.

The Metropolitan Council approved the projects to receive the 2022 Regional Solicitation funds and additional funds from the Federal IIJA bill on December 21, 2022. The awarded projects included the Koehler Road Trail in the Safe Routes to School category. This action dedicated \$557,654 towards completion of this project. Conceptual cost estimates were completed for the grant application process and a working budget of \$1,000,000 was established. One part of the design process will be finding ways to reduce the project cost while still meeting project goals. The City and Ramsey County intend to equally share the remaining expense of approximately \$200,000 each. Staff will work with the County to put together an agreement as the project develops, and will bring that back for City Council consideration at a later date.

I will be available for any questions you may have at the January 17, 2023 City Council meeting.

Attachments

- Koehler Road Trail Design Proposal, 1/11/2023



Building a Better World
for All of Us®

January 11, 2023

RE: City of Vadnais Heights
Koehler Road Trail Improvements
Proposal for Design & Bidding Services
SEH No. VADNA P-170654 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 design and bidding services for the proposed Koehler Road (County State Aid Highway 14) Trail Improvements (hereinafter called the "Project"). The proposed project consists of designing a shared use bituminous trail along the north side of Koehler Road between Edgerton Street and Centerville Road, and along the east side of Edgerton Street between the two segments of Koehler Road. Grant funding was received as part of the Safe Routes to School grant program through the Metropolitan Council Regional Solicitation. The use of the grant funds require the project to follow Minnesota Department of Transportation's (MnDOT) Federal Aid process.

This letter supplements the Agreement for Professional Services between the City of Vadnais Heights, Owner, and SEH dated June 1, 1997, renewed on January 18, 2022, and addresses providing these services in connection with the Project. The scope of services includes the following major items of work: performing a topographic survey of Edgerton Street (between the two segments of Koehler Road), performing trail, drainage and stormwater management design, performing wetland delineation and mitigation permitting, identifying necessary rehabilitation items for the City's utility facilities, preparing easement documents and executing easement acquisitions, preparing project plans and specifications to align with Federal Aid requirements, estimating project costs, and supporting the City with the public bidding process.

The City and Ramsey County have indicated the desire to construct a new shared use path along Koehler Road to provide off-road pedestrian access to Vadnais Heights Elementary School and the trail along Centerville Road. The proposal includes five soil borings (two to a depth of 10 feet, and three to a depth of 14.5 feet) and laboratory testing by a geotechnical firm to evaluate subsurface conditions and provide recommendations for the proposed trail improvements. It is assumed that the proposed improvements will trigger permanent stormwater management requirements of the City of Vadnais Heights and Vadnais Lake Area Watershed Management Organization (VLAWMO).

The use of Federal funding requires the preparation of a National Environmental Policy Act (NEPA) document. SEH will prepare a Categorical Exclusion (CATEX) document for review and approval in accordance with NEPA requirements. Our staff will perform ongoing coordination with Ramsey County,

Engineers | Architects | Planners | Scientists

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

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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Mr. Jesse Farrell, PE
January 11, 2023
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MnDOT and Federal Highway Administration (FHWA) (if necessary) during development, processing and approval of the CATEX document. Early agency project review request packets will be submitted to the Minnesota Department of Natural Resources (MnDNR) (State Threatened and Endangered Species Review), MnDOT Cultural Resources Unit (Section 106 Historic Review), MnDOT Office of Environmental Stewardship (Federal Threatened and Endangered Species Review), and MnDOT Office of Freight and Commercial Vehicle Operation's Railroad Safety and Coordination Unit (Project Design Review for Any Railroad Crossings within 600 Feet of a Project). Upon receipt of the approved CATEX, the environmental documentation phase of the project will be complete.

It is assumed the proposed improvements will impact less than 0.1 acres of wetlands. Based on this assumption, in accordance with the U.S. Army Corps of Engineers (USACE), the project will not require a Pre-construction Notification (PCN) under USACE transportation general permit under Section 404 of the Clean Water Act. However, permits will likely still be required under the Wetland Conservation Act (WCA) as administered by the Vadnais Lakes Area Watershed Management Organization (VLAWMO). SEH will prepare and submit a wetland permit application under the Wetland Conservation Act for a Replacement Plan Approval. Because permits will be prepared for the WCA, a copy of the permit will be submitted to the USACE for their concurrence that no PCN is required.

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 to identify the project, define the purpose and need, summarize sequencing, and prepare a wetland replacement plan. Wetland mitigation is likely to be required, and SEH will assist the City with obtaining necessary signatures for this process. Signatures will be required by the City for compliance with the permit conditions. SEH will act as the City's agent to allow representation in the process, though wetland mitigation costs are not included in this proposal.

The proposed services and list of assumptions are detailed in the attached work task breakdown, based on our understanding of the desired scope of services. We propose to perform the proposed services on an hourly basis with a maximum fee of \$199,700, which includes reimbursable expenses. Payment for any additional services shall be based on the actual hours required to perform the services and the billable rates for the employees engaged directly on the project, plus actual reimbursable expenses after review and approval by the City. All services will be invoiced monthly.

We will start our services promptly after receipt of your authorization. If authorized on January 17, 2023, we anticipate final design could be completed by Spring 2024 to meet the grant funding schedule requirements. 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 email the executed agreement to us.

Mr. Jesse Farrell, PE
January 11, 2023
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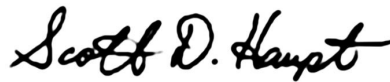
We are thankful for the continued opportunity to serve the City of Vadnais Heights on the next phase of this important project. Please contact Dustin at 612.270.3882 or dcesafsky@sehinc.com if you have any questions or would like to discuss the proposal further.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dustin Cesafsky
Project Manager



Scott Haupt, PE
Client Service Manager
(Lic. MN, WI)

Accepted this _____ day of _____, 2023

CITY OF VADNAIS HEIGHTS, MINNESOTA

By _____

Attachment

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VADNAIS HEIGHTS, MINNESOTA
 KOEHLER ROAD TRAIL IMPROVEMENTS
 PROPOSAL FOR FINAL DESIGN & BIDDING SERVICES
 CITY PROJECT NO. 2024-01
 SEH NO. VADNA 170654
 1/11/2023

NO.	TASK	HOURS													
		QA/QC	PROJECT MANAGER/ LEAD DESIGN	GEOTECH ENGINEER	SR. WATER RESOURCES ENGINEER	WETLAND SCIENTIST	TRANSPORTATION PLANNER	SR. LANDSCAPE ARCHITECT	TRAFFIC ENGINEER	RIGHT OF WAY SPECIALIST	PROFESSIONAL LAND SURVEYOR	GRAD ENGINEER/ LANDSCAPE ARCHITECT	GIS ANALYST	SURVEY CREW CHIEF	ADMIN. SPECIALIST
1	MEETINGS AND PROJECT COORDINATION														
	Project coordination & administration per Delegated Contract Process (DCP) Checklist	12	24											6	
	Attend Federal Aid Kickoff Meeting with MnDOT	2	2												
	Design Coordination Meetings (4 meetings assumed)	8	16												
	Attend Neighborhood Meeting (1 meeting assumed)	2	4									2			
	Property Owner Coordination/Meetings (As needed)		16												
	Conduct two Private Utility Coordination Meetings (Virtual)	4	8												
2	DESIGN AND PLAN PREPARATION														
	Gather/review record drawings		4												
	Submit GSOC Request for Markings and Facility Maps		2								4				
	Perform topographical survey & field review of Edgerton Street & GSOC markings on entire corridor		4										8		
	Coordination with private utilities per MNDOT Utility Checklist		12												
	Update base map with additional topo, service locations, record plan data & private utility facilities		2								10				
	Prepare short form CATEX environmental document						90							2	
	Prepare boring location map, coordinate with AET & observe drilling/sampling		1	6									1		
	AET drilling, sampling, testing and providing factual report (includes 5 borings)		1	4											
	Evaluate geotechnical lab data and develop design parameters		1	4											
	Prepare Geotechnical Recommendations Memorandum		1	8											
	Perform Wetland Delineation, Prepare Delineation Report & submit to agencies		2			28									
	Preliminary trail design/layout, cross sections & evaluation of impacts	2	6								4				
	Provide conceptual retaining wall exhibit (wall assumed at 1 parcel)		2	4							6				
	Finalize trail geometrics and horizontal & vertical alignments		6								4				
	Calculate drainage areas & perform preliminary storm sewer/culvert design		2		2						10				
	Perform pavement design recommendations		1	2											
	Volume reduction/ stormwater management preliminary design		2		4						16				
	Coordination with VLAWMO for stormwater treatment		2		1										
	Selection of Stormwater Management BMP & Preliminary Design Memo		2		4						32				
	Stormwater management design & Final Design Memo		2		5						24			1	
	Finalize storm sewer/culvert design & prepare submittal package to MnDOT Hydraulics		4								12				
	Prepare Title Sheet		1								4				
	Prepare Statement of Estimated Quantities sheets		1								6				
	Prepare General Notes & Earthwork Summary		2								6				
	Prepare Typical Sections		2								6				
	Prepare Tabulations (Public & Private Utilities, Driveways & Quantities)		4								24				
	Prepare Detail Sheets		4								8				
	Create Alignment Plan		1								4				
	Prepare Construction Plan & Profile Sheets		6								40				
	Prepare Pedestrian Ramp Design Sheets		4								8				
	Prepare SWPPP and Erosion Control & Turf Establishment Plan		6		2						8				
	Prepare Landscape Plan & Details		4					8			24				
	Finalize Cross Sections & construction limits	2	8								8				
	Identify needed permanent & temporary easements		4								4				
	Prepare Signing & Striping Plan, Details and Tabulation		8						8		4				
	Submit Draft 30%/60%/90% Bidding Documents for City, County & MnDOT review		12								24			3	
	Meetings to discuss City/County review comments	4	4												
	QA/QC review	6	4												
	Address review comments & finalize Bidding Documents	4	8								8			2	
3	RIGHT-OF-WAY ACQUISITION														
	Project Management		2								8				
	Pre Acquisition Activities		2								32				
	Preparation of Permanent & Temporary Easement Documents		2								64			30	
	Easement Acquisition Evaluation & Coordination with Property Owner (16 parcels assumed)		12								96				
	Negotiations with property owners		2								170				
	ROW Closeout Activities		2								12				

VADNAIS HEIGHTS, MINNESOTA
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4	SPECIFICATIONS AND PERMITS														
	Takeoff Quantities & prepare Engineer's Estimates	8	24												
	Prepare Specifications	8	24	2	2		2		2					8	
	Prepare Wetland mitigation Permits (USACE & VLAWMO)		4			42									
	Prepare Ramsey County Excavation Permit application		4												
5	BIDDING														
	Place Ad for Bid		1											1	
	Respond to Contractors Questions & Prepare Addenda		4											2	
	Conduct eBidding		1											2	
	Tabulate Bids		1											3	
	Review Contractor's references & make award recommendation		2											1	
TOTAL HOURS		62	299	30	20	72	92	10	10	318	64	308	3	38	31
TOTAL FEE		\$199,700													

ASSUMPTIONS:

- 1 No appraisal costs for acquisition of the permanent easements are included, values will be determined by damage assessments for valuations.
- 2 Easement acquisition hours assume 16 temporary easements and 4 permanent easements.
- 3 Easement dimensions will determined once impacts are known; therefore, no acquisition costs are included in the proposal.
- 4 Title search fees are included in the proposal.
- 5 No wetland mitigation costs are included in the proposal.
- 6 "No adverse effect" to any Section 106 (historic) properties is assumed with the determination to be provided by MnDOT Cultural Resources Unit (CRU) in response to the MnDOT CRU Project Review Request Letter/Form. Any cultural resources studies (architectural history and/or archaeology), if required, will be contracted separately through CRU or Ramsey County.
- 7 Section 7 (Endangered Species Act) formal consultation required with the U.S. Fish and Wildlife Service (USFWS). Assumes a determination of "no effect or may affect, but not likely to adversely affect" from the MnDOT Office of Environmental Stewardship.
- 8 It is assumed that no special studies (e.g., botanical surveys, etc.) will be required by the MnDNR or the MnDOT Office of Environmental Stewardship.
- 9 No use of Section 4(f) property and that all conditions in 23 CFR 774.13(d) can be met for any potential project impacts.
- 10 No noise analysis is assumed to be required.
- 11 It is assumed any required Traffic Control Plans would be prepared & submitted by the Contractor for review/approval.
- 12 It is assumed a retaining wall (with an exposed height of less than 4') may be required along 1 parcel to accommodate the proposed trail The proposal includes staff time to provide conceptual wall design recommendations should a wall be needed, but it is assumed that detailed design would be performed by the Contractor.
- 13 R-Value for pavement design will be estimated based on soil classifications per MnDOT correlations.
- 14 Staff time estimated for ROW acquisition is assumed based on past experience; though actual hours needed will be determined by level of property owner cooperation.