



October 14, 2021

Michael Kerski
Director of Planning and Development
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Subject: Budget Revision and Amendment Request for Professional Services for preparation of an Environmental Assessment Worksheet (EAW) for entertainment use at Canterbury Event District

Dear Michael:

As you are aware, we began working on this project in February 2021 shortly after contract execution, based on the initial concepts and information provided relative to the proposed project. Work progressed on the traffic analysis, sanitary sewer analysis and modelling, EAW preparation, project management, and meetings tasks following project initiation. In April 2021, we were asked to pause our efforts to allow the development team to advance their design concept and identify a strategy to mitigate parking, access, and other design related items prior to reengaging the team. In September 2021, we were asked to prepare to resume work on the project, and a new development concept has been provided for that purpose.

While much of the EAW preparation work initially prepared is still valid, much of the traffic analysis and other design tasks will need to be reworked in order to evaluate the new development concept. We have evaluated the impacts of the pause and the presentation of the new concept, and we have identified the following scope and budget items that are outside or additional to the original scope:

- Traffic Analysis – Update previously completed work including: \$13,500
 - Review the developable area, and redetermine the assumed background traffic based on changes in the development footprint.
 - Re-evaluate and coordinate with stakeholders the event analysis assumptions, such as modal shift, based on data collected by the developer at area events.
 - Coordinate with project staff to understand the current and future Canterbury Park racing schedule/attendance.
 - *Note that additional changes to the Canterbury Park racing schedule have occurred since the previous analysis and will be identified to understand any potential pre- and post-event traffic overlap.*
 - Update all parking demand estimate graphics based on updated parking numbers and any changes to event analysis assumptions.
 - *This assumes that the parking analysis is not re-evaluated based on the Canterbury 2021 updated schedule and attendance. Parking updates will be based on the parking agreement between Canterbury and the developer.*

- Re-develop event trip generation estimates, re-identify issue traffic/pedestrian areas, re-develop potential event mitigation strategies for the pre-event and post-event max event condition. (i.e. one (1) condition of the four (4) scoped)
- Coordinate with project staff to confirm assumptions and discuss preliminary findings and recommendations. Up to two (2) meetings are assumed to be re-utilized.
- Sewer Analysis and Modelling (AE2S) – Update previously completed Sanitary Sewer Tasks: \$6,000
 - Previously AE2S was requested to perform sanitary sewer flow rate calculations and modelling that was not included in the original scope of services. \$3,900
 - The revised plan will require re-evaluation and updating of the previous Sanitary Sewer analysis, including updating the model and technical memorandum as well as additional coordination and meeting time for that purpose: \$2,100
- Project Management, Meetings and Coordination: \$10,000
 - The additional schedule extension, evaluation, and coordination of the new concept requires additional meeting time and project management coordination. This includes approximately 48 hours total for the Project Manager and Project Principal for this effort.

We have queried the other design disciplines and have not identified other needed costs associated with this request unless the schedule for their work pushes into 2022. If so, hourly rates may need to be adjusted. However, some of the design consultants are working directly for the developer and may take requests directly from them.

Based on the information above and the attached detailed person hour estimate, we request a revision of our scope to include the items described and respectfully request an increased revision of our budget of \$29,500. This would amend our total contract from \$144,968 to \$174,468.

If you have any questions or comments, please contact me. We appreciate the opportunity to work with the City on this project and look forward to a successful implementation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael R. Turner".

Michael R. Turner, PE (MN, SD, TX)
Principal
MRT/jwm