



March 24, 2023

Mr. Micah Heckman, PE
Assistant City Engineer
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Re: Scope of Design and Engineering Services for a feasibility study of the Pedestrian Underpass of 130th Street (CR 78) near Zumbro Avenue.

Dear Mr. Heckman:

WSB & Associates, Inc. (WSB) is pleased to submit this scope of services for the feasibility and preliminary design and coordination for the Pedestrian Underpass of 130th Street (CR 78) near Zumbro Avenue.

It is understood that future phases such as design and construction administration may be needed. Since the scope of the project may change depending on the results of the feasibility and preliminary design, additional scope will be considered at a later date.

Below is a summary of our proposed scope. Please feel free to review and provide feedback to us at your earliest convenience.

CONSULTANT SERVICES

Project Management

Project Management is an essential task to ensure the project remains on schedule and on budget. Nic Hentges will serve as the project manager on the project, and it will be his duty to perform a majority of the tasks to make this project successful.

Nic will provide monthly progress reports with the monthly invoices. The progress reports will include cost and schedule updates, as well as forecasting the budget as it relates to the schedule. Any additional work and/or schedule revisions will be shared with the City to ensure all parties are on the same page.

Agency Coordination Meetings

A variety of meetings and coordination will occur throughout the project, which will include the City, Scott County, and additional stakeholders. Nic and the rest of the WSB team will be responsible for setting up the meetings and locations, creating the agendas and distributing meeting minutes.

Utility Coordination

For this phase, WSB will complete the Gopher State One Call (GSOC) early in the project and request utility maps. The utility information received from owners will be used to create a comprehensive base map of the existing utilities. No utility coordination meetings are anticipated.

Supplementary Survey

It is understood the topographic survey and grading plans have already been completed for the adjacent private developments. This information will be provided by the City. If additional survey is needed, WSB will provide this service after consultation and concurrence with the City as an extra cost to the study.

Geometric Layout Alternatives

WSB will develop two primary alternatives for the underpass, with the intent of each option to handle pedestrian and cyclist traffic. The two primary alternatives include a location near Zumbro Avenue on the east side and one location further east to take advantage of more favorable exiting topography. WSB will fully develop each alternative including tie-ins to existing pedestrian facilities.

Hydraulic Design Evaluation

WSB will provide hydraulic and drainage feasibility for the project which will include: the investigation of existing drainage patterns and determining potential ponding locations.

The City will provide boring logs from the nearby private developments. If additional borings are needed, WSB will arrange for these after consultation and concurrence with the City as an extra cost to the study.

The City will provide wetland delineations that have recently been performed.

Feasibility Report

WSB will complete a feasibility report that provides a summary of the analysis completed for both options, costs of each option and a recommendation for the proposed alternative. A draft and final version of the report will be provided to the City for consideration and comment.

PROPOSED FEE

We understand this project cost is based on an hourly cost not to exceed fee for the amount noted below:

Total Project Design Fee: \$49,837

I have attached a summary of our fees based upon the above scope of work. WSB will invoice the City of Shakopee for the actual hours worked at each employee classification with the current WSB hourly rate up to the Total Project Fee. No work in excess of the Total Project Fee will be completed without prior written approval from the City of Shakopee.

Schedule

The following milestones for the project are:

Draft Feasibility Report	July 1, 2023
Final Feasibility Report	July 31, 2023

If you are in agreement with the scope as outlined within our proposal, please draft a professional services agreement for execution by both parties.

Sincerely,
WSB



John Bradford, PE
Project Manager



Monica Heil, PE
Vice President of Municipal Services