



Building a Better World
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November 13, 2017

RE: City of Shakopee
2018 Sanitary Sewer Lateral Pipe
Rehabilitation
SEH No. SHAKO 143390 14.00

Ryan Halverson, PE
Assistant City Engineer
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Dear Ryan:

Thank you for again asking us to assist the City with its Sanitary Sewer Rehabilitation Program. In accordance with the Master Agreement for Professional Services between the City and SEH, effective July 13, 2011, this Supplemental Letter Agreement dated November 13, 2017 authorizes and describes the scope, schedule, and fee for our work on this project. For your convenience, the Supplemental Letter Agreement is divided into sections titled Scope, Schedule, and Fee.

SCOPE

The City needs assistance with bidding document preparation phase services to rehabilitate the segment of the sanitary sewer, as illustrated in Exhibit A (pipe) at each of the properties shown in Exhibit B. The property owner owns both pipe segments C and D shown in Exhibit A on the street and house side of the right-of-way line respectively. Furthermore, the City needs assistance educating property owners in the project area about what to expect during rehabilitation.

The City will likely need a right-of-entry from each property owner to complete its rehabilitation work. The City will likely request right-of-entry in exchange for City payment of the rehabilitation cost. The City will pay for the rehabilitation using its sanitary sewer fund.

Due to the fact that both the sanitary sewer trunk pipe and street pavement in front of each property are in good condition, dig-and-replace method is not feasible to rehabilitate this pipe. Therefore rehabilitation will occur using trenchless method structural cured-in-place pipe (CIPP) lining. If a property owner chooses to rehabilitate the rest of their pipe at a future date using their own plumber and dig-and-replace rather than trenchless method, rehabilitating the pipe to about 5' beyond the back of the concrete curb and gutter will protect the concrete curb and gutter from damage.

In addition to the 108 sanitary sewer laterals that are identified in the 2018 Project Area, the City will include 2 segments of sanitary sewer main to be rehabilitated using CIPP lining, as shown in Exhibit B.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
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The City needs assistance educating the property owners in the project area, and encouraging them to rehabilitate the rest of their pipe using their own plumber after the City's contractor completes their rehabilitation work. The education effort will likely include the following items:

1. Host an Information Meeting for the property owners to educate them about all aspects of this project. Private plumbers will be invited to attend the meeting to answer property owner questions about rehabilitating the rest of their pie after the City's rehabilitation contractor completes their work.
2. Record the Information Meeting and post it on the City's YouTube page for on-demand viewing by property owners unable to attend the meeting.
3. Establish a project web page, updated throughout the project, containing important information about this project.
4. Verify, and if necessary adjust, the City's Permit Application and Inspection Process for property owner use should they choose to rehabilitate the rest of their pipe using their own plumber and a trenchless method.
5. Use the City's eNotification tool to:
 - a. notify property owners to review important documents and videos posted on the project's web page, and
 - b. if needed, remind property owners to submit their executed right-of-entry before its due date.

SCHEDULE

The schedule below explains the timing of key milestones for this years' pipe rehabilitation program. We anticipate that the program in future years would occur following the 2018 schedule.

Milestone (see Exhibit A)	Date
Prepare Bidding Documents	January – April 2018
Send Invitation to Neighborhood Informational Meeting	March 2018
Neighborhood Informational Meeting	April 2018
Advertise / Open Bids / Award	May 2018
City Contractor Rehabilitates Lateral Pipes (Pipe C)	June – September 2018
Private Plumbers May Rehabilitate Lateral Pipes (Pipe D)	August – October 2018
City Contractor Achieves Substantial Completion	October 2018

FEE

The enclosed task hour budget describes in detail our approach to complete this project's scope and calculates our fee. Our fee is hourly (not to exceed) and estimated to be \$62,420 including expenses. A schematic level construction cost for this project is \$520,000. Our fee to provide property owner education and bidding documents is approximately 12% of the schematic level construction cost.

After the City opens its bids for this project, and we develop our scope of work to provide construction phase services we will submit a separate proposal for construction phase engineering services. Experience indicates that our total engineering fee for the construction phase services will be less than 10% of the schematic level construction cost, because we will not be providing full time inspection services.

We understand that the City will have an inspector from its Engineering Department monitor the City contractor's rehabilitation work. Because the City's inspector learned how to inspect the field activities associated with the trenchless rehabilitation tool used during past years' Sanitary Sewer Lateral

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Rehabilitation Programs, the City anticipates a reduced need for assistance with the construction phase services at this time. Therefore we will wait to calculate in detail our construction phase services fee until after this project's bid opening. At that time the City will know whether their inspector will be assigned full-time to this project, and to what extent our construction phase services will be needed to complete the 2018 Sanitary Sewer Lateral Rehabilitation Program.

Please contact me with questions and comments at 612.255.8747 or dhutton@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



David E. Hutton, PE
Project Manager

JLS

Attachment

c: Paul Pasko – SEH
Jen Schumann – SEH
Wayne Houle - SEH
Steve Lillehaug – City of Shakopee

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City of Shakopee, Minnesota

City of Shakopee Authorized Representative

Date

City of Shakopee Mayor

Date

City of Shakopee City Administrator

Date

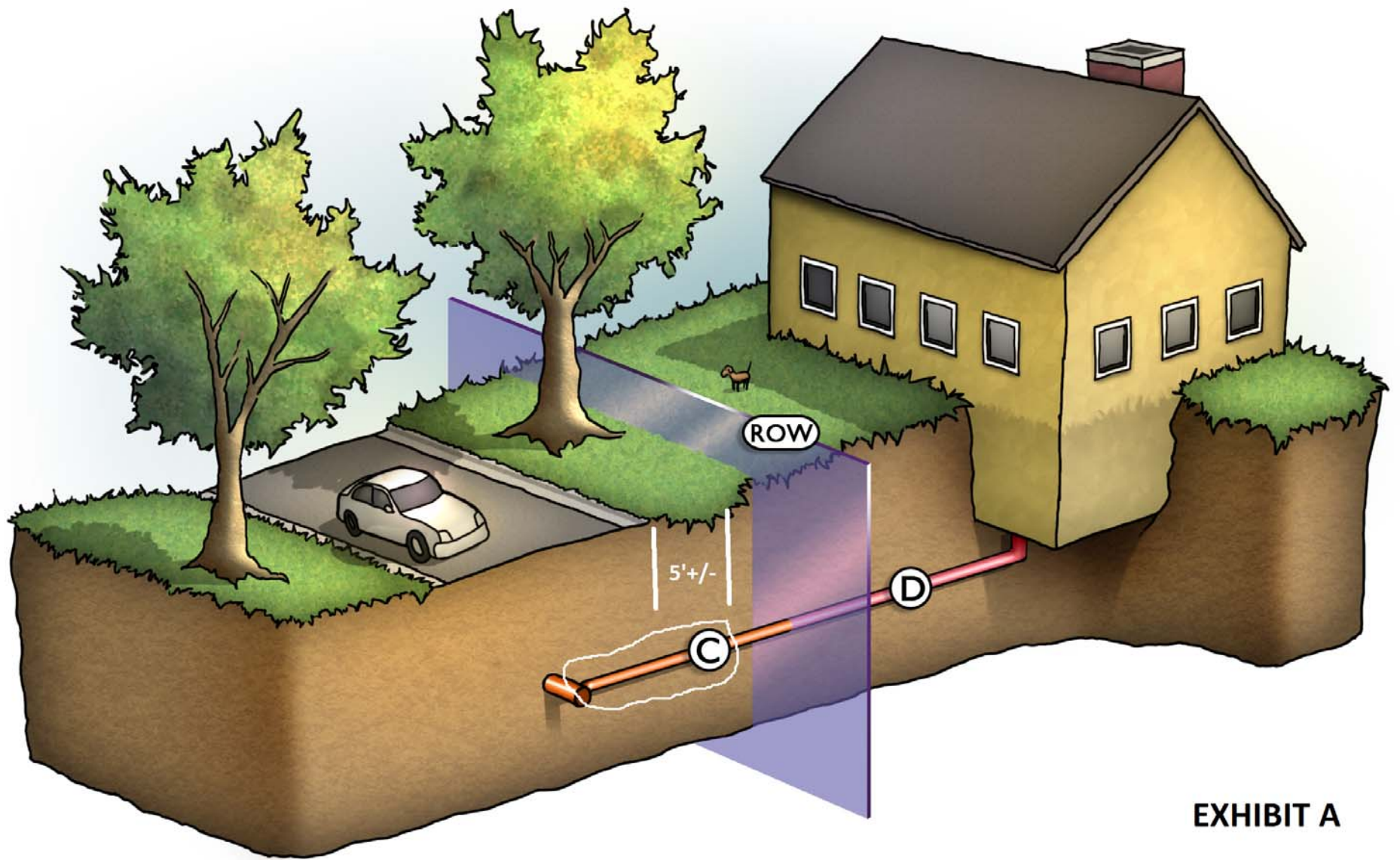


EXHIBIT A

