



January 8, 2024

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

Re: WSB Proposal for Professional Services
Shakopee Gravel Redevelopment Environmental Assessment Worksheet
City of Shakopee, MN

Dear Mr. Kerski:

WSB is pleased to present a proposal for professional services. This proposal will define our scope of work and provide you with an estimated cost for the project services required to complete the requested Environmental Assessment Worksheet (EAW) for the Shakopee Gravel Redevelopment project. Thank you for considering WSB.

Project Background

Shakopee Gravel currently operates a gravel mine in the southwest corner of Eagle Creek Avenue and Mystic Lake Drive in Shakopee. The gravel operation is nearing completion and redevelopment is proposed on the site, including a mixture of attached and detached homes and mixed commercial and institutional land uses. The project will exceed the thresholds for environmental review as outlined in Minnesota Rule 4410. The required environmental document is an EAW. The EAW is a document designed to lay out the basic facts of a project necessary to determine if the project will result in significant environmental impacts and require an Environmental Impact Statement (EIS). The EAW form consists of several questions that provide the information needed to determine if the project will have significant environmental impacts. In addition to the legal purpose of the EAW in determining the need for an EIS, the EAW also provides permit information, informs the public about the project, helps identify ways to protect the environment, and acts as a source of information to guide other approvals and permitting decisions.

Scope of Services

WSB has been requested by the City of Shakopee to complete an EAW for the Shakopee Gravel Redevelopment project. The scope of work described below includes the required analysis that WSB will complete for the preparation and distribution of the EAW per Minnesota Rule 4410.

Task 1 – Background and Existing Condition Analysis

Background and existing condition information will be collected and reviewed. This includes any information or reports from the site owner or city (e.g., Phase 1 Environmental Site Assessment, wetland delineation, tree inventory, geotechnical studies, or other reports). If such reports are not available, publicly available data from various agencies such as the Department of Natural Resources (DNR) Natural Heritage Database, Minnesota Pollution Control Agency (MPCA), and State Historic Preservation Office (SHPO) will be obtained to analyze existing conditions on the site. Any exhibits required for the EAW will be created using Geographic Information System (GIS) mapping applications, including but not limited to project location maps, county location maps, USGS survey maps, and existing (pre-construction) site conditions which will depict significant features.

Task 2 – Proposed Condition Analysis

WSB will evaluate the potential impacts to various resources because of the project. Required permits, reviews, and approvals will be identified and, if impacts are unavoidable, minimization and/or mitigation measures will be described. Future study recommendations will also be provided, and an exhibit will be created depicting the concept site plan and significant project-related features. Each resource identified in the EAW will be evaluated for both their existing condition as well as for how the proposed project may cause impact. These resources include:

Land Use and Geology

The EAW includes analysis related to Land Use and Geology. Background information collected in Task 1, as well as any geotechnical data that may be available, will be used to complete these sections.

Water Resources

The EAW covers an analysis for surface water, groundwater, wastewater, stormwater, and water appropriation.

Information about wetlands will be obtained through existing wetland delineation information and/or readily available desktop data, such as the National Wetland Inventory.

For the stormwater analysis, WSB will prepare a planning level stormwater analysis. This will include general analysis of before and after conditions as well as requirements for stormwater management based on MPCA and City requirements. If the developer has preliminary stormwater management analysis, this will be reviewed and incorporated in the EAW.

For groundwater, existing soils mapping and groundwater information from the USGS will be used to analyze impacts to susceptible groundwater features in relation to proposed land use.

For the municipal water and wastewater analysis, the impact of the development on wastewater and water supply will be evaluated. Available information from the City regarding wastewater and water supply will be obtained. This work includes:

- Estimating water demand and sewer flows based on the planned development.
- Estimating water infrastructure needs.
- Evaluating capacity for the sanitary sewer in the area.
- Estimating wastewater infrastructure needs including lifts stations and trunk mains.

Contamination / Hazardous Wastes

If a Phase I Environmental Site Assessment is available, this information will be used to complete this section of the EAW. If this information is not available, WSB will review the MPCA's "What's In My Neighborhood" database as well as information available about past uses and potential existing contamination. For the proposed project, information from the development plan will be used to determine if there is the potential for hazardous wastes to be stored or generated within the project area, either through construction or operation. Recommendations for future studies, if any, will also be noted.

Fish and Wildlife, Habitat, and Sensitive Ecological Features

WSB will utilize our existing DNR license agreement to analyze data related to rare features in or adjacent to the project site. Information related to the habitat available on the site and data from the DNR will be used to describe and evaluate wildlife impacts to the area. This will be incorporated into the EAW and recommended mitigation measures, if any, will be noted. This task includes a review fee from the DNR for the rare features review.

Historic Properties, Visual Impacts, and Parks

This will include a review of the potential impacts to cultural resources, historic properties, scenic vistas, or parks. Information from the State Historical Preservation Office and the City will be used

to determine if there are impacts to these resources. This task does not include a Phase I archeological site assessment. Based on our understanding of the site and proposed development, we do not expect there will be visual impacts per the EAW guidelines. This information will be used to complete the EAW.

Traffic and Transportation

TC2 has prepared a traffic study for the project area. It is assumed that this traffic study will be adequate, and that no additional data analysis will be required. The EAW will summarize the scope and results of the traffic study, including recommended measures to mitigate traffic impacts and will also outline other transportation-related items such as public transit and trails.

Noise

WSB will complete a study-level analysis of the potential for noise impacts for the proposed project. A formal noise study is not expected to be required.

Air Quality, Greenhouse Gas (GHG) and Carbon Footprint Analysis, Climate Adaptation and Resilience Assessment

The EAW form now requires a greenhouse gas analysis and climate adaptation and resiliency assessment. WSB staff will use publicly available information to evaluate the GHG potential impact of this project to comply with the EQB's requirements. This analysis will consider Scopes 1 (direct emissions), 2 (indirect emissions purchased) and 3 (indirect emissions from supply chain), as well as emissions type. Mitigation considerations and best practices will also be included in the EAW and will be drawn from other experience, but tailored for this project.

In addition to the GHG analysis, WSB staff will use publicly available information to evaluate the sustainability, climate adaptation and resilience implications of this project per guidance from the EQB. These impacts may include temperature, heat islands, precipitation, flood risk, cooling degree days, and other potential sources of vulnerability including socio-economic risks. Best practices and experience drawn from other projects will also inform the analysis, tailored to this project.

Cumulative Potential Effects

Cumulative impacts are those impacts which may combine among several projects located in the same area and occurring around the same time. WSB will review publicly available city planning records and consult with city planning staff to determine if there were recent past developments or known proposed future developments in the area, and whether the impacts from those projects could combine with this project to result in cumulatively significant impacts.

Task 3 – Draft EAW Document and Distribution

The data obtained through analysis of the resources described above will be incorporated into a draft EAW and submitted to City staff for review. This task includes creating the required maps for the document. This task assumes one round of revisions based on staff review prior to submittal of a final EAW. It is anticipated that distribution authorization for the final EAW will be a RGU staff-level decision and development of Council meeting materials is not included. Following authorization to distribute, WSB will distribute the EAW for agency and public review, provide a public notice, and notify the EQB for inclusion on the EQB *Monitor*. Once published in the EQB *Monitor*, the public and agencies will have 30 days to review and provide comments to the RGU.

Task 4 – Respond to EAW Comments and Prepare Final Documents

Once comments are received, WSB will prepare responses to comments, a Findings and Conclusions document, and Record of Decision documents for the RGU's consideration. The purpose of an EAW is to determine whether an EIS is needed and to inform project planning and permitting decisions. Following the RGU Decision on the need for an EIS, WSB will distribute the final documentation to required agencies and EQB. This task includes one meeting with the RGU, if requested.

It is difficult to scope the level of effort needed to respond to comments since comments are currently unknown. A typical level of effort for past EAWs is included with the cost. However, if significant comments are received, we will discuss amending the scope.

Fees

The fees for the described services will be charged on an hourly, not to exceed basis per the attached Rate Schedule. Services requested by the City of Shakopee outside of the project scope will be considered additional services and an estimate for these services will be completed by WSB with approval by the client prior to completion of services. The following table is a detailed estimate of cost per task as defined in the project scope:

City of Shakopee, MN Shakopee Gravel Redevelopment EAW Project Services	Estimated Cost
1. Background and Existing Condition Analysis	\$7,450
2. Proposed Condition Analysis	\$10,500
3. Draft EAW Document and Distribution	\$6,500
4. Respond to EAW Comments and Prepare Final Documents	\$6,200
TOTAL PROFESSIONAL SERVICES	\$30,650

Schedule

We understand the City of Shakopee's proposed schedule of completion as requested and are prepared to meet that schedule. We are prepared to begin work on the project upon authorization. A preliminary project schedule is included below.

Task	Description	Milestone Dates
1.	Background and Existing Condition Analysis	February - March
2.	Proposed Condition Analysis	February - March
3.	Draft EAW Document and Distribution	April
4.	Respond to EAW Comments and Prepare Final Documents	May

Acceptance

This letter represents our complete understanding of the proposed scope of services. If this proposal is found acceptable, we will prepare a contract for the work described here. In anticipation of this, we have attached our standard Professional Services Agreement (PSA) and fee schedule. Upon notification to proceed, these will be presented for signatures. If you have any questions about this proposal, please feel free to call me at 612.360.1320 or email at aharwood@wsbeng.com.

This fee proposal is valid for ninety (90) days from the date above. WSB may reissue a revised proposal upon request if the indicated period has lapsed. Should the scope of work change in nature or be expanded to include additional services, we reserve the right to renegotiate the fees with you.

WSB appreciates the opportunity of being considered for this project and we look forward to providing our professional services to you.

Sincerely,

WSB

A handwritten signature in black ink, appearing to read "Alison Harwood".

Alison Harwood
Director of Natural Resources

Attachments: 2024 Schedule of Hourly Rates
WSB Professional Services Agreement

2024 Rate Schedule



	Billing Rate/Hour
SR. PRINCIPAL SR. ASSOCIATE	\$249 – \$265
PRINCIPAL ASSOCIATE	\$184 – \$237
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$184 – \$237
PROJECT MANAGER PROJECT MANAGER ASSISTANT	\$90 – \$180
PROJECT ENGINEER GRADUATE ENGINEER	\$108 – \$179
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$72 – \$177
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$82 – \$172
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$73 – \$170
PLANNER SR. PLANNER	\$85 – \$177
GIS SPECIALIST SR. GIS SPECIALIST	\$82 – \$177
CONSTRUCTION OBSERVER	\$110 – \$143
SURVEY	
Survey Office Technician	\$128 – \$159
Drone Pilot	\$186
One-Person Crew	\$186
Two-Person Crew	\$250
OFFICE TECHNICIAN	\$64 – \$140

Costs associated with word processing, cell phones and reproduction of common correspondence are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.