



January 12, 2024

Mr. Bill Delaney
Senior Planner
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Re: 2024 Valleycrest Trail Project
Shakopee, MN

Dear Mr. Delaney:

On behalf of WSB, we are pleased to submit this proposal for engineering services on the above referenced project. Our services will include data collection, preliminary design, final design, bidding, and construction services. Construction phase services include construction administration, surveying, record drawing, and materials testing are all included in this proposal.

Project Understanding

The City of Shakopee needs to construct a trail approximately 700 LF between an existing trail in Valleycrest Park and Hackberry Lane. The trail is assumed to be 10 feet wide and will fall within an existing trail easement that lies between a stormwater pond and existing properties.

The project appears to include tree impacts and steep grades in the area that may necessitate a retaining wall to support the trail. The extent of impacts and retaining walls is unknown at this time. Additional services for possible retaining walls are detailed below.

No archaeological assessments have been requested for this project.

Project Approach/Scope of Services

WSB will provide project management for the duration of the project. This includes planning and coordination of all work tasks, establishment and monitoring of budgets, meetings, and correspondence with the City and other agencies. The Project Manager will provide technical direction on all aspects of the project and keep the City informed of the project progress.

WSB's project scope and proposed tasks are based on our understanding of the project, and we propose the following scope of services:

Task 1 – Data Collection

This task includes obtaining available surface information on the project corridor to allow for an appropriate and effective design.

1.1 Topographic Survey

Survey controls will be set up for the project area followed immediately by the topographic survey of the existing conditions. The topographic survey will include:

- Tree locations and Caliper
- Water edge and note of OHWL location (from engineering)
- Note any obstacles or resident items within easement
- Storm sewer cleanouts (staked on-site)
- Trail easement boundary
- Property corners as required to locate easement
- Cross sections at 50-foot intervals.
- Existing trail in Valleycrest Park as needed to connection
- Public infrastructure within the survey area.

It is also proposed to complete a Gopher State One Call locate request for private utility maps as a part of the topographic survey work.

Survey crews will attempt to locate and survey existing property irons and use that information to make improvements to the Scott County's base mapping for design and record drawings.

Survey crews will place pin flags indicating the location of the easement area.

1.2 Archaeological Investigation

None proposed. If needed, additional services from a qualified subcontractor will be provided.

1.3 Geotechnical Investigation and Report

None anticipated unless significant retaining walls are necessary. City to provide soil data and reports from previous projects in the area.

1.4 Stormwater Investigation

City to provide OHWL, 100 Year HWL and other information necessary to determine impacts from the trail on the stormwater management system.

Task 2 – Preliminary Design

WSB will complete the preliminary design including preliminary cost estimates and present it to City staff for review. Included in this presentation will be a summary of the proposed initial design, updated project costs, impacts to the adjacent stormwater pond, and a summary of any findings from comments from project residents.

WSB will prepare materials for and coordinate a neighborhood meeting for the project, to be held before final design for the project commences.

Task 3 – Final Design

WSB will complete the design and prepare the project plans and specifications consistent with City, County, State, and other regulatory standards. WSB will also:

- Prepare estimated quantities and detailed engineer's opinion of probable construction cost as it relates to the work outlined in our scope of services.
 - Coordinate with City staff during design, providing a 60% and 90% plan set for review and comment.
- Coordinate with private utility companies located in the improvement corridor. This coordination will include providing drawings to any affected utility companies and hosting a utility relocation meeting to determine what utilities, if any, will require relocation.
- Prepare and submit applications for the necessary permitting agencies.
- Coordinate project advertisement. We will distribute plans and specifications to the contractors, as well as any necessary addenda. We will host the bid opening electronically and prepare a tabulation of bids and bid results letter for City Council consideration of award of contract.

Task 4 – Construction Services

WSB proposes to provide the following services for the construction phase of the 2024 Valleycrest Park Trail Project. We anticipate the project will take approximately 2 weeks to construct and are proposing half-time observation. Additional construction observation time, if needed based on the awarded contractor's schedule and progress of construction, will be invoiced on an hourly basis as additional services.

- Preconstruction Conference
- Weekly construction meetings and meeting agenda and minutes
- Contractor submittal review
- Private utility meetings
- Monthly pay vouchers
- Project closeout
- Project communication and engagement
- Construction observation
- Construction survey staking
- Permit applications and monitoring
- Environmental compliance inspections
- Record drawings
- Updating the City's GIS database with record drawing information

Additional Services

1. The City indicated that retaining walls along the proposed trail may be needed. The work related to engineered retaining walls would be billed as extra services beyond the scope of this proposal. The anticipated costs of those services are:
 - a. Geotech Borings and Report
 - b. Data Review and Wall Type Selection Memo
 - c. Wall and Railing Design and Specs
 - d. Wall Drafting (plan, profile, sections, details)
 - e. Metal Railing Drafting details
 - f. Quantities and Cost estimates
 - g. Shop Drawing Review

2. It is assumed the wall would be PMBW Block Wall or CIP wall (spread footings) with ornamental metal railing.
3. The estimated fee for the work is \$12,000, other wall types will require a negotiated fee based on the type of wall requested.
4. With a retaining wall, additional construction observation will also be required. We estimate this additional fee to be \$5,000.
5. Both design and construction schedules will be impacted if retaining walls are required.

Conditions and Exclusions

1. This proposal does not include right-of-way services such as coordinating and obtaining temporary easements for construction activities or permanent easements. Right-of-way needs can be identified during the preliminary design task, and WSB can provide these services on an hourly basis if requested by the City.

Schedule

We are available to start the project immediately upon your approval.

City Council Approval of PSA	February 6, 2024
Data Collection	February 15, 2024
Preliminary Design.....	February - March 2024
Neighborhood Meeting	March 2024
Final Design.....	April 2024
Council Authorizes Bids.....	April 16, 2024
Bid Opening	May 15, 2024
Award Contract	May 21, 2024
Construction.....	June – July 2024

Proposed Fee

WSB will provide the services as outlined in the Project Approach/Scope of Services. Our fee was developed based on our understanding of the scope of the project and our experience with similar trail projects. WSB is proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule. Proposed fees are on an hourly not-to-exceed basis without prior City Council approval as follows:

Description	Fee
Project Management	\$ 3,792.00
Data Collection	\$ 3,400.00
Preliminary Design	\$ 9,780.00
Final Design	\$ 7,996.00
Construction Services	\$ 10,870.00
Total Not-to-Exceed Fee	\$ 35,838.00

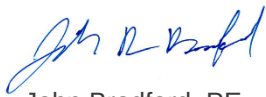
Required permit fees will be passed through to the City of Tonka Bay.

This letter represents our entire understanding of the project scope. If the scope and fee appear to be appropriate, please put together the appropriate Professional Services Agreement. We are available to begin work once we receive signed authorization.

If you have any questions or concerns, please feel free to contact John Bradford at 952-210-8280 or jbradford@wsbeng.com. We truly appreciate the opportunity to submit this proposal and look forward to continuing to serve your community.

Sincerely,

WSB

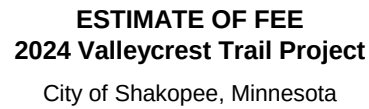


John Bradford, PE
Sr. Project Manager



Morgan Dawley, PE
Vice President, Municipal

Attachments: Estimate of Fee, Project Location Map



TOTAL PROPOSED FEE	\$35,838.00
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