



July 31st, 2024

Alex Jordan, PE
City Engineer
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

RE: Shakopee Development Inspections

Dear Mr. Jordan,

WSB is excited about the opportunity to present this scope of work and deliverables for construction services for the Cities Development Projects. The scope of work WSB will provide are the staff and services as necessary to meet the expected outcomes of this contract, which include the following tasks:

- Construction Observation and Inspection

Deliverables and responsibilities provided for each of the above tasks are described in the Project Approach/Scope of Services below. The intent of the scope is to outline the major tasks required for this project and highlight areas of importance that are needed to complete the requested services. The scope does not list all responsibilities to be performed.

PROJECT UNDERSTANDING

The Development projects consist of new underground utilities including sanitary, watermain and storm sewer. They also consist of street grading, curb and gutter, and paving installation.

Construction is ongoing currently through the remaining 2024 Construction season ending November 29th 2024

This proposal is subject to the terms of the Master Agreement for Professional Services dated August 7, 2024.

PROJECT APPROACH/SCOPE OF SERVICES

A. Construction Observation and Inspection

WSB will provide Construction Observation and Inspection services through construction of the project and final project closeout. This task will include:

- Record all construction activities daily, making a complete and accurate record of all events.
- Communicate regularly with involved stakeholders to keep them informed regarding the impact of construction to the area, including neighbors, businesses, and local agencies.
- Ensure construction practices and materials used on site are compliant with project specifications.
- Perform daily reviews of construction signing and construction traffic control maintenance.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractor's schedule and needs.
- Exercise the "Authority and Duties of the Inspector" as necessary.

PROPOSED FEE

The estimated cost proposal we are providing is based on the contract documents and anticipated schedule for the work. A better understanding of the level of effort needed will be realized once the contractor presets their approach to the work. WSB will provide the services as outlined in Project Approach/Scope of Services. Our budget was developed based on our understanding of the scope and experience with the 2022 and 2023 development projects. The full Cost Estimate is provided on page 3 of this document. The estimated cost of this project is \$101,248.00. All travel time is included in the estimated fee.

The proposed scope and fee presented herein represents our complete understanding of the project based on site visits and work performed. If you have any questions or concerns, please feel free to contact me at (763) 286-6141. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

WSB

A handwritten signature in blue ink, appearing to read 'Criag Alberg'.

Criag Alberg, PE,
Director Contract Administration Metro

Attachments

ACCEPTED BY:

City of Shakopee

By: _____
Matt Lehman, Mayor

Date: _____

By: _____
William H. Reynolds, City Administrator

Date: _____



WSB
ESTIMATE OF COST - Shakopee Development Inspections
Road and Utility Installation
City of Shakopee, Minnesota

WORK TASK <i>Description</i>	Project Manager Construction	Project Inspector	Total Hours	Cost
PROJECT MANAGEMENT				
Project Management	6		6	\$1,164.00
CONSTRUCTION INSPECTION SERVICES				
Construction Inspection		700	700	\$91,700.00
Punchlist / Final Inspection		40	40	\$5,240.00
Record Plan Measurements		24	24	\$3,144.00
Assume 14 weeks construction inspection, 5 days per week, 10 hours per day				
Total Hours	6	764	770	\$101,248.00

Hourly Costs	194.00	131.00		
WSB SALARY COSTS	\$1,164.00	\$100,084.00		\$101,248.00
TOTAL CONSTRUCTION SERVICES PROJECT COST				\$101,248.00

TOTAL PROJECT COST	\$101,248.00
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