



August 15, 2024

Mr. Josiah Ferguson
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

**RE: Sanitary Sewer Monitoring Stations Design, Bidding, and Construction Phase Services
City of Shakopee, MN**

Dear Mr. Ferguson:

Advanced Engineering and Environmental Services, LLC (CONSULTANT) proposes to render professional engineering services (Assignment) to the City of Shakopee (OWNER) pursuant to the Master Agreement for Professional Consulting Services between the OWNER and CONSULTANT dated August 7, 2024.

Project Understanding

The OWNER is looking to add remote flow monitoring for four (4) gravity flow sewer sites. The OWNER desires to initiate design services in late 2024 with the intent of beginning construction/implementation in early 2025. Our project understanding is based on meetings and discussions with OWNER staff and on the design for these four (4) sites started in 2021. This Assignment provides Engineering services for design, bidding, construction phase, and programming, as outlined above.

Proposed Scope of Services

Based on the understanding of the project and this Assignment, CONSULTANT will perform the following professional services:

1. Design Phase
2. Bidding Phase
3. Construction Administration Services
4. SCADA Programming Services

Design Phase

The Design Phase includes the specific design of all project elements necessary for a successful construction project, including:

- Coordinate and conduct a project team kickoff meeting attended by OWNER representatives and Engineer.
- Advise OWNER if additional reports, data, or information is necessary and assist OWNER in obtaining such reports, data, information, or services.
- Provide cellular communications design for four (4) gravity flow monitoring sites.
- 80 % Design Completion Milestone:
 - Prepare a revised set of drawings, draft specifications, and updated opinion of probable construction cost.
 - Submit to OWNER a copy of the 80 % Design documents for OWNER review.
- Review meeting of 80 % Design documents with OWNER, make updates as appropriate.

- Prepare Final construction drawings, specifications, and probable cost estimate based upon OWNER review of 80 % Design documents.
- 100 % Design Completion Milestone:
 - Prepare final set of drawings, specifications, and opinion of probable construction cost.
 - Submit to OWNER a copy of 100 % Design documents for OWNER review.
- Review 100 % Design documents with OWNER, make final updates as appropriate.
- Submit two (2) printed copies and one (1) copy in electronic format (PDF) of Final bidding documents to the OWNER.

Bidding Phase

The Bidding Phase will consist of:

- Pre-bid administration services, support OWNER advertising for construction bids and responding to plan holder questions.
- Providing bidding support services including communications with OWNER representatives, bidders, suppliers, and others as necessary.
- Provide addendums and clarifications to the bidding documents, if required.
- Facilitate the bid opening and tabulation of bids.
- Provide a recommendation for awarding construction contract(s).

Construction Administration Services

The Construction Administration Services consists of construction activities management and oversight, including:

- Project support and communications with OWNER, Contractor(s), and all other project team members.
- Shop drawing review.
- Participating in construction meetings and assisting in preparation of progress reports.
- Supporting preparation of related Work Change Directives and Change Orders.
- Review, recommend action, and support process of contractor pay requests.
- Monitoring of construction schedule(s).
- On-site construction observation.
- Post construction punch list creation and Warranty Phase inspection.
- Conduct final walkthrough and punch list/closeout process.
- Preparation of Contractor's Record Documents and O&M Manual information for OWNER.

CONSULTANT shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at a project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. CONSULTANT neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between the OWNER and such contractor. CONSULTANT shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except CONSULTANT'S own employees) at a project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by CONSULTANT.



SCADA Programming Services

The SCADA Programming Services consists of professional programming services for the cellular data hubs, networking equipment, and SCADA software related to the Project, including:

- Programming cellular data hub, communications equipment, and SCADA application for:
 - Four (4) gravity flow monitoring sites.
- Review field Input/Output (I/O) scheme for proper operation, provide I/O checkout and verify proper operation of system components outlined above.
- Coordination with IT department as required for communications to Cloud SCADA.
- Programming Cloud SCADA software, and alarming for tagging and functions.
- SCADA application screen development and programming in collaboration with OWNER.
- Commission, test, and demonstrate operation for all new SCADA programming.
- SCADA system and site operational training.
- Provide final application backups and system documentation.

OWNER'S Responsibilities

OWNER will be responsible for the following:

- Designate a contact person to act as OWNER'S representative with respect to the professional services to be rendered with complete authority to transmit instructions, receive information, and interpret and define the OWNER'S policies and decisions with respect to professional engineering services.
- Requested data and information as needed.
- Coordination with the OWNER'S IT department, public and City Council, as needed.
- Provide access to system infrastructure as necessary to complete the scope of the project.
- Provide review, comments, and approval of design and construction documents.
- Administer the bidding process and pay costs associated with Advertisement for Construction Bids.
- Attend bid opening.
- Provide decisions regarding project direction.

Performance Schedule

CONSULTANT shall use commercially reasonable efforts to complete Basic Services within a reasonable time period.

Proposed Professional Fees

CONSULTANT proposes to provide professional services consistent with the Scope of Services outlined in this Letter Proposal on an estimated hourly not to exceed basis (including expenses) in the amount of fifty-eight thousand twenty dollars (\$58,020). Additional services, as required, to be coordinated with OWNER in advance of performing work outside of the defined Scope of Services as defined in this Letter Proposal.

Task	Professional Fees
<i>Design Phase Services</i>	<i>\$13,300</i>
<i>Bidding Phase Services</i>	<i>\$5,800</i>
<i>Construction Admin Services</i>	<i>\$10,800</i>
<i>SCADA Programming Services</i>	<i>\$28,120</i>
Total Professional Services Fee	\$58,020



Approval

If this Scope of Work sets forth your understanding of our agreement, including the desired fees, please sign in the space provided and return a copy to CONSULTANT. Thank you for the opportunity to assist in this project and we look forward to working with you.

Sincerely,

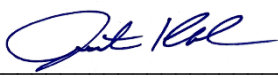


Anthony Pittman
Lead Instrumentation & Controls Specialist

CONSULTANT

OWNER

Accepted this _____ day of
_____, 2024

By: 
Justin Klabo, PE

Title: Operations Manager

By: _____
Matt Lehman

Title: Mayor

By: _____
William H. Reynolds

Title: City Administrator

Date: _____

