

August 3, 2018

Eric Weiss, AICP
Long Range Senior Planner
Shakopee, MN 55379

Subject: Proposal for Professional Services for Completion of an Alternative Urban Areawide Review (AUAR) in the Jackson Township Annexation Area of the City of Shakopee, Minnesota

Dear Mr. Weiss:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for completion of an AUAR in the Jackson Township Annexation area of Shakopee.

With developer interest increasing in Jackson Township and the West End, the City would like to prepare an AUAR in response to the Metropolitan Council's request. During preparation of the AUAR, the SRF team will work with City staff to review development scenarios, estimate the maximum level of impact to natural and built resources, and complete the documentation needed to comprehensively address development impacts in the this area.

SRF has extensive experience in preparation of AUARs. We've successfully contributed to and completed more than 40 AUARs in the Twin Cities. In addition, through our firm's work on (traffic study), we are very familiar with the unique conditions in this area.

Project Team

Our project team is experienced in preparation of AUARs and includes subject matter experts in land use planning, natural resources, utilities, stormwater management, and traffic. Team members include:

Stephanie Falkers, AICP, will be the Project Manager. She will oversee the progress of the project to ensure that it remains on track from a schedule and budget perspective, and that deliverables meet the expectations of the City of Shakopee. Stephanie has nine years of planning experience and has completed environmental documents under Minnesota Rules. Through her comprehensive and transportation planning work in the Twin Cities, Stephanie is very familiar with the municipal planning and Metropolitan Council requirements.

Erin Sekora will lead the environmental analysis tasks. Erin brings expertise developing comprehensive plan elements, transportation plans, feasibility studies and environmental documentation in support of

National Environmental Policy Act (NEPA) and state-level environmental review processes. She has completed a number of environmental analyses under Minnesota Rules for transportation and development projects.

Erin Hunker, PE, CFM, will lead all water-related analysis tasks. Erin has 16 years of experience in drainage and water resources engineering and design. She has expertise in comprehensive stormwater planning for municipalities, and has worked as a project manager and engineer for several MnDOT and municipal water resources projects. In addition to more traditional storm sewer and stormwater pond designs, Erin has designed innovative stormwater Best Management Practices (BMPs) that enhance the project environment while meeting regulatory requirements.

Matt Pacyna, PE, will oversee the traffic analysis. Over the past 13 years, Matt's work has focused on municipal and state intersection, corridor, and feasibility studies throughout the Midwest. He is currently working on the Canterbury Commons Regional Traffic Study, which studies how the proposed Canterbury Commons will impact the transportation systems in conjunction with other planned developments and infrastructure. Through this work, Matt has gained valuable experience in a wide variety of traffic operations, intersection and corridor safety, and roadway design strategies. This expertise has allowed him to successfully guide solutions to multiple traffic impact, small area, and corridor studies, while incorporating various vehicular and pedestrian/bicyclist safety elements.

Mike Turner, PE, will lead the utilities and infrastructure analysis. Mike has 23 years of project experience with a focus on municipal engineering projects, specifically the design and construction of roadways and utilities. He has a detailed understanding of municipal engineering practices, standards, and processes and procedures.

Craig Vaughn, PE, PTOE, will assist with cost allocation work for improvements within the study area. Craig has 20 years of experience focused on transportation planning efforts of varying scales. He has complete cost allocation studies for multiple transportation projects in the metropolitan region.

Beth Bartz, AICP, will be the Project Principal. She leads SRF's Transportation and Environmental Planning Group, and has led and participated in many environmental reviews and land use plans. Beth will provide QA/QC review of work products.

Work Plan

We propose to carry out the services described as follows:

Project Management

- SRF proposes biweekly check-in meetings via phone with the SRF and City of Shakopee project managers. Subject-matter experts from SRF and the City may be asked to join the call as needed.
- SRF proposes four in-person meetings with the appropriate SRF and City of Shakopee staff:
 - Meeting 1 (Land Use Scenarios): This meeting would be held at the beginning of the planning process to discuss and finalize the assumptions of the two development scenarios.

- Meeting 2 (Natural Resources): This meeting would be held partway through the AUAR development to discuss progress, findings, and potential issues.
- Meeting 3 (Traffic): If needed, a meeting to confirm the given traffic analysis method in place and the mitigation approach, given the land use scenarios.
- Meeting 4 (Results): This meeting would be held near the end of the AUAR preparation to share results and discuss logistics for finalizing and publishing the AUAR.
- SRF proposes one coordination meeting with the Lower Minnesota River Watershed District and Scott County Watershed Management Organization.
- SRF project manager will review budgets and invoices and provide monthly progress reports.

AUAR Preparation

Preparation of the AUAR will include the following sections, as outlined in the Minnesota Environmental Quality Board's AUAR guidelines entitled *Recommended Content and Format Alternative Urban Area-wide Review Documents* (September 2008).

- Development Scenarios: This section will include preparation of two development scenarios: One consistent with the current version of the City's current comprehensive plan and a second scenario with proposed 2040 land uses.
- Land Use: This section will include a description of existing land use, zoning and other ordinances, as well as applicable plans for the area. Potential conflicts between development projects and land use plans and regulatory measures will be identified and mitigation measures identified if needed.
- Cover Types: This section will include estimates of the acres of land cover in the current condition and for each development scenario, as well as an overlay map showing anticipated development in relation to land cover.
- Fish, Wildlife, and Ecologically-Sensitive Resources: This section will include a description of wildlife and fish resources and any differences in development scenario impacts. SRF will coordinate consultation with the DNR regarding rare plants and animal species, including submittal of a DNR Natural Heritage Inventory (NHI) database review request and early coordination with the DNR area ecologist.
 - Potential Additional Task: The AUAR area is located adjacent to a high potential zone and within a low potential zone for the rusty patched bumble bee (*Bombus affinis*) (as of May 5, 2017), a federally endangered species. SRF will coordinate with the DNR and USFWS regarding surveys for the rusty patched bumble bee. If required, SRF will assist the City to identify a qualified subconsultant to complete the surveys. Rusty patched bumble bee surveys are not included in this scope of work and would be considered extra services.
- Water Resources: This section will include a full description of all surface water, groundwater, and wetland features in the AUAR area, as well as any "impaired" receiving waters within one mile of the project. A Level 1 wetland delineation (desktop review), including a field verification, will be completed for the AUAR area. A Level 2 (field) wetland delineation is not included and would be considered extra services.

- **Water-Related Land Use Management Districts:** This section will include mapping of water-related land use management districts and applicable land use restrictions. Any variances or deviation from these restrictions resulting from implementation of the development scenarios would be included.
- **Water Use:** This section will disclose whether new water supply wells would be required as a result of the development scenarios, and potential impacts on groundwater levels and further impacts on other resources.
- **Water Surface Use:** This section will not be included in the scope of work, as the AUAR area does not include or adjoin recreational water bodies.
- **Erosion and Sedimentation:** This section will include a general discussion of the likely earthmoving needs for the development scenarios, with an emphasis on unusual or problem areas. In discussing mitigation measures, both the standard requirements of the local ordinances and any special measures that would be added for AUAR purposes will be included.
- **Water Quality – Stormwater Runoff:** This section will include a detailed analysis of stormwater issues, a map of the proposed stormwater management system and of the water bodies that will receive stormwater for each development scenario, a description of the stormwater systems that identifies on-site and “regional” detention ponding, and notes whether ponds will be new or converted/expanded existing ponds or wetlands.
- **Water Quality – Wastewater:** This section will include domestic wastewater flow estimates by land use subareas of the AUAR area, a map of major sewer system features that identifies expected flows, the expected staging of the sewer system construction, the relationship of the sewer system extension to the City’s comprehensive sewer plan and to Metropolitan Council regional systems plans, including MUSA expansions, and any necessary improvements.
- **Geologic Hazards and Soil Conditions:** This section will include a map of any groundwater hazards and a standard soils map for the AUAR area.
- **Solid Wastes and Storage Tanks:** This section will include the estimated total quantity of municipal solid waste generated by each development scenario and information about recycling or source separation programs of the City of Shakopee. Potential locations of storage tanks associated with commercial uses will be identified for each scenario.
- **Traffic:** This section will include a traffic generation/trip analysis to compare trips generated by existing land uses and the two development scenarios. This section will also include a description of the traffic studies previously completed, and how they satisfy the requirements of the AUAR.
- **Dust, Odors, Noise:** Analysis of these impacts is not required for an AUAR and is therefore not included in this scope of work.
- **Sensitive Resources:**
 - This section will include contact with the State Historic Preservation Office and State Archeologist that is required to determine whether there are areas of potential impacts to archeological, historic, and architectural resources. Optional/Additional Task: If any archeological, historic, and architectural resources exist, SRF will assist the City to identify a qualified subconsultant to complete the surveys. The surveys are not included in this scope of work and would be considered extra services.

- This section will disclose whether development of the AUAR will interfere or change the use of any existing designated parks, recreation areas, or trails.
 - This section will discuss any impacts to scenic views and vistas in the AUAR. This would include both direct physical impacts and impacts on visual quality or integrity.
 - This section will discuss any impacts resulting from conversion of existing farmland as part of the development scenarios.
- Visual Impacts: This section will include discussion and mitigation of any non-routine visual impacts that would occur from the development scenarios.
- Plan Compatibility: This section will include a statement of certification from the RGU that its comprehensive plan complies with the requirements set out at 4410.3610, subpart 1, and will discuss the proposed AUAR development scenarios in the context of the comprehensive plan. Necessary amendments to comprehensive plan elements to allow for any of the development scenarios will be noted, along with any management plans of any other local, state, or federal agencies applicable to the AUAR area. The section will document any compatibility of the plan with the various development scenarios studied, with emphasis on any incompatible elements.
- Infrastructure and Public Services: This section will include a summary of physical infrastructure presented under other items, and will also describe other major infrastructure or public services and major social services such as schools, police, fire, etc. This section will explicitly include project-associated infrastructure in order to exempt future projects from project-specific review.
- Vehicle Related Air Emissions: This section will include coordination with MnDOT and MPCA to verify that no quantitative air quality analysis is required (i.e., no intersection "hot spot" analysis), preparation of text for inclusion in the AUAR of criteria pollutants following standard language developed by MnDOT, and qualitative Mobile Source Air Toxics (MSATs) text for inclusion in the AUAR following MnDOT and FHWA guidance.
- Traffic Noise Analysis: The purpose of this task is to review site plans/design concepts and identify setback distances from US 169 in compliance with Minnesota Rules 7030. The traffic noise analysis does not evaluate noise from City and County roadways that would be exempt from State noise standards. Traffic noise analysis will be prepared following the 2017 MnDOT Highway Noise Policy Update. Assumes no other sources of noise would be generated by development within the AUAR area.
- Cumulative Potential Effects: This section will include a brief description of the total impact of past, present, and reasonably foreseeable future projects outside of the AUAR area. The cumulative potential effect descriptions of the development scenarios will be provided as part of the responses to other appropriate items.
- Other Impacts: If needed, this section will include disclosure of other environmental issues and effects from the development scenarios which are not specifically discussed under any other items in the AUAR. The pre-project resources, the project-related environmental effects, and any proposed mitigation measures would be described.
- Mitigation Plan: This section will provide an explicit mitigation plan meant to prevent potentially significant impacts from occurring from specific projects. It will include information about how the mitigation will be applied and assurance that it will be applied.

- Executive Summary: SRF will prepare an executive summary that emphasizes potentially significant impacts, the differences in impacts between major development scenarios, and the proposed mitigation.

Document Publication and Distribution

SRF will assist the City of Shakopee with AUAR publication and distribution activities including:

- Publishing the intent to prepare an AUAR in the EQB Monitor.
- Distributing the draft AUAR to state agencies and stakeholders as determined by the City and EQB requirements.
- Publishing the AUAR in the EQB Monitor.
- Preparing a section for the final AUAR that specifically responds to each timely and substantive comment on the draft that indicates the way in which the comment has been addressed. Similar comments may be combined for purposes of responding.
- Revising the AUAR based on comments.
- Distributing the final AUAR to state agencies and stakeholders.
- Staffing one City Council workshop and one City Council meeting where the AUAR is discussed/acted upon. SRF will provide any presentation materials needed for this meeting.
- Publishing the final AUAR and mitigation plan in the EQB monitor.

Assumptions

- The City of Shakopee will make any available requested data required to complete the study available to SRF.
- Includes a kick-off meeting with City staff and a meeting to discuss study results with City staff.

Schedule

SRF will complete this work within a mutually agreed-upon time schedule. It is anticipated the study will take approximately nine months to complete. A draft schedule is presented in Attachment C.

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$142,560 which includes both time and expenses. Tasks and assumptions are detailed in Attachment B: Cost Proposal.

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), together with this proposal for professional services, constitute the entire agreement between the Client and SRF Consulting Group, Inc. and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Referenced Agreement

This letter proposal is part of the Agreement for Professional Services ("Agreement") by and between the City and Consultant, dated August 3, 2018, including all amendments ("Addendums"), the terms of which are incorporated herein by reference.

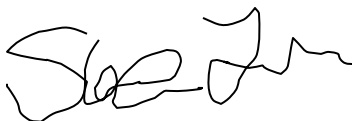
Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is sfalkers@srfconsulting.com.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Stephanie Falkers, AICP
Associate



Beth Bartz, AICP
Principal

SF/BB/cw

Attachment A – Standard Terms and Conditions

Attachment B – Cost Proposal

Attachment C – Draft Schedule

Approved

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

S:\Marketing\Proposals\2018 Letter Proposals\P11925Shakopee AUAR\P11925 2018 08 02 Shakopee AUAR Letter Proposal .docx

ATTACHMENT A
STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty (30) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

- a. To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.
- b. To the fullest extent permitted by law, the CLIENT agrees to indemnify and hold harmless SRF, their officers, directors and employees against all damages, liabilities or costs to the extent caused by the CLIENT's negligent acts under this Agreement and anyone for whom the CLIENT is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

If negotiation in good faith fails to resolve a dispute within the thirty (30) days of notice of the dispute, or time period specified by applicable law, then the parties agree that each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

16. CONTROLLING LAW

This Agreement is to be governed by the law of the principal place of business of SRF.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

SRF Consulting Group, Inc.
Client: City of Shakopee
Project: Jackson Township AUAR

Attachment B
Work Tasks and Person-Hour Estimates



P11925

Subconsultants:

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	Project Management
2.0	AUAR Preparation
3.0	AUAR Publication and Distribution

Project Overview:
Preparation of an AUAR for the area of Shakopee roughly defined by 169 to the north and west, County 15 or Marystown Road to the east, and County Road 78 or 130th Street W to the south.

SRF Consulting Group, Inc.

Client: City of Shakopee
Project: Jackson Township AUAR

Work Tasks and Person-Hour Estimates



TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	TOTALS	EST. FEE
1.0	Project Management <u>Assumptions:</u> Assume a nine-month schedule from initiation to completion. <u>Client Deliverables:</u>								
1.1	Bi-weekly check-in meetings via phone with the SRF and City of Shakopee project managers. Subject-matter experts from SRF and the City may be asked to join the call as needed	4	0	30	0	0	0	34	\$4,852
1.2	Four (4) in-person meetings with SRF and city staff (regarding land use, natural resources, traffic, and results) to be held at Shakopee City Hall	8	0	20	3	0	0	31	\$4,837
1.3	One (1) in-person meeting with the Lower Minnesota River Watershed District and the Scott County Watershed Management Organization	0	3	0	3	0	0	0	\$780
1.4	Review budgets and invoices, provide monthly progress reports <u>SRF Deliverables:</u>	2	0	12	0	0	0	14	\$2,036
	SUBTOTAL - TASK 1	14	3	62	6	0	0	79	\$12,505
2.0	AUAR Preparation <u>Assumptions:</u> Preparation of an AUAR for the approximately 1,473-acre Jackson Township/West End area bounded by US 169 and County Roads 15 and 78. <u>Client Deliverables:</u>								
2.1	Development Scenarios: This section will include preparation of two development scenarios: One consistent with the current version of the City's comprehensive plan, and a second scenario with 2040 land use.	4	0	24	0	52	0	80	\$8,752
2.2	Land Use: This section will include a description of existing land use, zoning and other ordinances, as well as applicable plans for the area. Potential conflicts between development projects and land use plans and regulatory measures will be identified and mitigation measures identified if needed.	4	0	4	0	24	0	32	\$3,632
2.3	Cover Types: This section will include estimates of the acres of land cover in the current condition and for each development scenario, as well as an overlay map showing anticipated development in relation to land cover.	0	0	2	0	16	0	18	\$1,700
2.4	Fish, Wildlife, and Ecologically-Sensitive Resources: This section will include a description of wildlife and fish resources and any differences in development scenario impacts. SRF will coordinate consultation with the DNR regarding rare plants and animal species, including submittal of a DNR Natural Heritage Inventory (NHI) database review request and early coordination with the DNR area ecologist.	0	0	2	10	0	0	12	\$1,370
2.5	Water Resources: This section will include a full description of all surface water, groundwater, and wetland features in the AUAR area, as well as any "impaired" receiving waters within one mile of the project. A Level 1 wetland delineation (desktop review), including a field verification, will be completed for the AUAR area.	0	4	0	24	4	0	32	\$3,620

SRF Consulting Group, Inc.

Client: City of Shakopee

Project: Jackson Township AUAR

Work Tasks and Person-Hour Estimates



P11925

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>SR. PROF.</u>	<u>PROF.</u>	<u>TECHNICAL</u>	<u>TOTALS</u>	<u>EST. FEE</u>
2.6	Water-Related Land Use Management Districts: This section will include mapping of water-related land use management districts and applicable land use restrictions. Any variances or deviation from these restrictions as a result of implementation of the development scenarios would be included.	0	2	0	0	6	0	8	\$838
2.7	Water Use: This section will disclose whether new water supply wells would be required as a result of the development scenarios, and potential impacts on groundwater levels and further impacts on other resources.	4	0	32	0	0	8	44	\$5,896
2.8	Erosion and Sedimentation: This section will include a general discussion of the likely earthmoving needs for the development scenarios, with an emphasis on unusual or problem areas. In discussing mitigation measures, both the standard requirements of the local ordinances and any special measures that would be added for AUAR purposes will be included.	0	2	0	4	6	0	12	\$1,282
2.9	Water Quality - Stormwater Runoff: This section will include: a detailed analysis of stormwater issues; a map of the proposed stormwater management system and of the water bodies that will receive stormwater for each development scenario; a description of the stormwater systems that identifies on-site and "regional" detention ponding, and notes whether ponds will be new or converted/expanded existing ponds or wetlands.	2	8	0	12	32	0	54	\$5,880
2.10	Water Quality - Wastewater: This section will include: domestic wastewater flows estimates by land use subareas of the AUAR area; a map of major sewer system features that identifies expected flows; the expected staging of the sewer system construction; the relationship of the sewer system extension to the City's comprehensive sewer plan and to Metropolitan Council regional systems plans, including MUSA expansions, and any necessary improvements.	4	0	32	0	0	8	44	\$5,896
2.11	Geologic Hazards and Soil Conditions: This section will include a map of any groundwater hazards and a standard soils map for the AUAR area.	0	2	0	0	4	0	6	\$658
2.12	Solid Wastes and Storage Tanks: This section will include the estimated total quantity of municipal solid waste generated by each development scenario and information about recycling or source separation programs of the City of Shakopee. Potential locations of storage tanks associated with commercial uses will be identified for each scenario.	0	2	0	4	4	0	10	\$1,102
2.13	Traffic: This section will include a traffic generation/trip analysis to compare trips generated by existing land uses and the two development scenarios. This section will also include a description of the traffic studies previously completed and how they satisfy the requirements of the AUAR.	12	0	0	44	0	0	56	\$7,740
2.14	Sensitive Resources: This section will include contact with the State Historic Preservation Office and State Archeologist that is required to determine whether there are areas of potential impacts to archeological, historic, and architectural resources	8	0	12	0	40	0	60	\$7,064
	This section will disclose whether development of the AUAR will interfere or change the use of any existing designated parks, recreation areas, or trails.	0	0	4	0	20	0	24	\$2,320

SRF Consulting Group, Inc.

Client: City of Shakopee

Project: Jackson Township AUAR

Work Tasks and Person-Hour Estimates



TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	TOTALS	EST. FEE
	This section will discuss any impacts to scenic views and vistas in the AUAR. This would include both direct physical impacts and impacts on visual quality or integrity.	0	0	2	0	20	0	22	\$2,060
	This section will review and discuss the impacts to existing farmland from proposed development.	0	0	2	0	6	0	8	\$800
2.15	Visual Impacts: This section will include discussion and mitigation of any non-routine visual impacts that would occur from the development scenarios.	0	0	2	0	12	0	14	\$1,340
2.16	Plan Compatibility: This section will include a statement of certification from the RGU that its comprehensive plan complies with the requirements set out at 4410.3610, subpart 1, and will discuss the proposed AUAR development scenarios in the context of the comprehensive plan. Necessary amendments to comprehensive plan elements to allow for any of the development scenarios will be noted, along with any management plans of any other local, state, or federal agencies applicable to the AUAR area. The section will document any compatibility of the plan with the various development scenarios studied, with emphasis on any incompatible elements.	2	0	8	0	36	0	46	\$4,756
2.17	Infrastructure and Public Services: This section will include a summary of physical infrastructure presented under other items, and will also describe other major infrastructure or public services and major social services such as schools, police, fire, etc. This section will explicitly include project-associated infrastructure in order to exempt future projects from project-specific review.	12	0	0	0	0	0	12	\$2,856
2.18	Vehicle Related Air Emissions: Coordinate with MnDOT and MPCA to verify no quantitative air quality analysis is required (i.e., no intersection "hot spot" analysis). Prepare text for inclusion in the AUAR of criteria pollutants following standard language developed by MnDOT. Prepare qualitative Mobile Source Air Toxics (MSATs) text for inclusion in the AUAR following MnDOT and FHWA guidance.	2	0	2	12	0	0	16	\$2,068
2.19	Traffic Noise Analysis: The purpose of this task is to review site plans/design concepts and identify setback distances from US 169 in compliance with Minnesota Rules 7030. The traffic noise analysis does not evaluate noise from City and County roadways that would be exempt from State noise standards. Traffic noise analysis will be prepared following 2017 MnDOT Highway Noise Policy Update. Assumes no other sources of noise would be generated by development within the AUAR area. Two daytime field measurements will be collected within the AUAR area. One adjacent to US 169. Vehicle mix data for US 169 will be used to determine the loudest (i.e., worst) noise hour. Representative receptor locations will be identified within the AUAR area along US 169. Traffic noise levels will be modeled at these receptor locations for existing and future (2040) conditions using TNM version 2.5. Noise model results will be used to identify setback distances from US 169 corresponding to Federal noise abatement criteria for applicable land uses. Identify other site plan/design features to minimize traffic noise impacts on future land uses. Assumes no modeling of noise barriers along US 169. Prepare text for inclusion in the AUAR documenting the results of the traffic noise analysis.	0	12	0	16	24	0	52	\$5,724

SRF Consulting Group, Inc.

Client: City of Shakopee
Project: Jackson Township AUAR

Work Tasks and Person-Hour Estimates



TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	TOTALS	EST. FEE
2.20	Cumulative Potential Effects: This section will include a brief description of the total impact of past, present, and reasonably foreseeable future projects outside of the AUAR area. The cumulative potential effect descriptions of the development scenarios will be provided as part of the responses to other appropriate items.	0	0	4	0	24	0	28	\$2,680
2.22	Other Impacts: If needed, this section will include disclosure of other environmental issues and effects from the development scenarios which are not specifically discussed under any other items in the AUAR. The pre-project resources, the project-related environmental effects, and any proposed mitigation measures would be described.	4	0	2	0	24	0	30	\$3,372
2.23	Mitigation Plan: This section will provide an explicit mitigation plan meant to prevent potentially significant impacts from occurring from specific projects. It will include information about how the mitigation will be applied and assurance that it will be applied. A cost allocation summary will be prepared within the study area to assess the impacts of the development on the transportation system and the need for additional improvements. This will include the identification of strategies for financing improvements.	16	0	36	0	72	0	124	\$14,968
2.24	Executive Summary: SRF will prepare an executive summary that emphasizes potentially significant impacts, the differences in impacts between major development scenarios, and the proposed mitigation.	0	0	2	0	24	0	26	\$2,420
2.25	Quality review of all deliverables	12	0	40	0	0	0	0	\$8,056
SRF Deliverables:									
Potential Additional Tasks:									
2.4.1	AUAR area is located adjacent to high potential zone and within a low potential zone for rusty patched bumble bee (<i>Bombus affinis</i>) (as of May 5, 2017), a federally endangered species. SRF will coordinate with the DNR and USFWS regarding surveys for rusty patched bumble bee. If required, SRF will assist the City to identify a qualified subconsultant to complete the surveys. Rusty patched bumble bee surveys are not included in this scope of work and would be considered extra services.	0	4	4	4	0	0	0	\$1,560
2.14.1	If any archeological, historic, and architectural resources exist, SRF will assist the City to identify a qualified subconsultant to complete the surveys. The surveys are not included in this scope of work and would be considered extra services.	2	0	6	0	0	0	0	\$1,256
SUBTOTAL - TASK 2		88	36	222	130	450	16	870	\$111,666
3.0	AUAR Publication and Distribution								
Assumptions:									
Client Deliverables:									
3.1	Publishing the intent to prepare an AUAR in the EQB Monitor	0	0	2	0	4	0	6	\$620

SRF Consulting Group, Inc.

Client: City of Shakopee

Project: Jackson Township AUAR

Work Tasks and Person-Hour Estimates



P11925

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>SR. PROF.</u>	<u>PROF.</u>	<u>TECHNICAL</u>	<u>TOTALS</u>	<u>EST. FEE</u>
3.2	Distributing the draft AUAR to state agencies and stakeholders as determined by the City and EQB requirements	0	0	1	0	8	0	9	\$850
3.3	Publishing the AUAR in the EQB Monitor	0	0	2	0	4	0	6	\$620
3.4	Preparing a section for the final AUAR that specifically responds to each timely and substantive comment on the draft that indicates the way in which the comment has been addressed. Similar comments may be combined for purposes of responding. A modest number of comments are assumed for the purposes of this task (fewer than twenty comments).	4	0	16	0	30	0	50	\$5,732
3.5	Revising the AUAR based on comments	2	0	4	0	40	0	46	\$4,596
3.6	Distributing the final AUAR to state agencies and stakeholders	0	0	1	0	8	0	9	\$850
3.7	Staffing one City Council workshop and one City Council meeting where the AUAR is discussed/acted upon. SRF will provide any presentation materials needed for this meeting.	2	0	8	0	12	0	22	\$2,596
3.8	Publishing the final AUAR and mitigation plan in the EQB monitor	0	0	2	0	8	0	10	\$980
<u>SRF Deliverables:</u>									
SUBTOTAL - TASK 3		8	0	36	0	114	0	158	\$16,844
TOTAL ESTIMATED PERSON-HOURS		110	39	320	136	564	16	1107	
AVERAGE HOURLY BILLING RATES		\$238	\$149	\$130	\$111	\$90	\$98		
ESTIMATED LABOR AND OVERHEAD		\$26,180	\$5,811	\$41,600	\$15,096	\$50,760	\$1,568		\$141,015
ESTIMATED DIRECT NON-SALARY EXPENSES									\$1,545
TOTAL ESTIMATED FEE									\$142,560

SRF Consulting Group, Inc.

Client: City of Shakopee
Project: Jackson Township AUAR

Work Tasks and Person-Hour Estimates



P11925

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>SR. PROF</u>	<u>PROF.</u>	<u>TECHNICAL</u>	<u>TOTALS</u>	<u>EST. FEE</u>
ESTIMATE OF DIRECT NON-SALARY EXPENSES:									
	MILEAGE:	Personal Vehicles		1000	Miles @	\$0.545			\$545
	REPRODUCTION:								\$500
	MISCELLANEOUS								\$500
									\$0
									\$0
	SUBCONSULTANTS:								\$0
	ESTIMATED DIRECT NON-SALARY EXPENSES								<u>\$1,545</u>

SUMMARY OF COSTS:

	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>SR. PROF</u>	<u>PROF.</u>	<u>TECHNICAL</u>	<u>TOTALS</u>
1.0 Project Management	\$ 3,332	\$ 447	\$ 8,060	\$ 666	\$ -	\$ -	\$ 12,505
2.0 AUAR Preparation	\$ 20,944	\$ 5,364	\$ 28,860	\$ 14,430	\$ 40,500	\$ 1,568	\$ 111,666
3.0 AUAR Publication and Distribution	\$ 1,904	\$ -	\$ 4,680	\$ -	\$ 10,260	\$ -	\$ 16,844
							<u>\$141,015</u>

Attachment C
City of Shakopee AUAR Proposed Schedule

	Month 1	Month 2	Month3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Task 1: Project Management									
Bi-weekly phone check-ins	* *	* *	* *	* *	* *	* *	* *	* *	* *
City/SRF in-person meetings	**		*						
Watershed meeting		*							
Traffic meeting		*							
Budget and invoice review		*	*	*	*	*	*	*	*
Task 2: AUAR Preparation									
Issue Agency Coordination Letters	*								
Agency Response		*							
Process Agency Response Information									
Conduct evaluation and draft AUAR document*									
City review AUAR									
SRF revise AUAR									
Task 3: Document Publication and Distribution									
Order the AUAR (City Council action)									
Release the draft AUAR and Mitigation Plan									
Comment Period									
Respond to Comments									
Release the final AUAR and Mitigation Plan									
Adopt the AUAR (City Council action)									

* Note: Field work addressing wetlands, habitat, archeology, etc may need to be conducted during the growing season and/or without snow cover. Depending on timing of these tasks, this could potentially delay the schedule.