

PROFESSIONAL SERVICES AGREEMENT

This Agreement is made and entered into on the 28st day of August 2019, between the **CITY OF SHAKOPEE**, 485 Gorman Street, Shakopee, MN 55379 ("City") and **WSB & ASSOCIATES, INC. dba WSB**, 701 Xenia Ave. S., Ste. 300, Minneapolis, MN 55416 ("Consultant").

Preliminary Statement

The purpose of this Agreement is to set forth terms and conditions for the provision of professional services by the Consultant for the City for the following described Project:

Reroute Stormwater to Protect Historic Sites along Highway 101 – Proposal to Complete Design, Bidding, and Construction Management Services

The City and Consultant agree as follows:

1. **Consultant's Services.** The Consultant agrees to provide professional services as described in Exhibit A, Scope of Work and any addenda thereto. The Consultant shall serve as the City's professional consultant in the specified work and shall provide consultation and advice to the City during the performance of its services. The Consultant agrees to use the City's standard specifications in any bidding documents prepared under this Agreement. The requirements of this section may be waived by the City if the City Engineer determines that they are not necessary for the successful completion of the project. A Consultant requesting a requirement to be waived must have written authorization from the City Engineer and must be incorporated into this agreement.
2. **Time for Performance of Services.** The Consultant will endeavor to perform the services outlined in the work program within the prescribed days from the date of the contract award. Any changes in this schedule must be approved in writing by the City.
3. **Term.** The term of this Agreement will be from August 28, 2019, through December 31, 2021, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
4. **Compensation for Services.** City agrees to pay the Consultant for services as described in Exhibit A, attached and made a part of this Agreement, which may be

amended from time to time by mutual agreement by City and Consultant. The Consultant's hourly rates must be based on the hourly rates approved by the City.

The Agreement amount shall include all services to be rendered by the Consultant as part of this Agreement (including all travel, living and overhead expenses incurred by the Consultant in connection with performing the services herein) except for special services authorized in writing by the City. The amount stipulated shall be considered a "Not to Exceed" cost to the City.

The Consultant must keep track of the costs billable under this contract at all times; any work in excess of the negotiated amount shall not be eligible for payment unless preapproved. The Consultant must notify the City if the Consultant anticipates that the negotiated amount might be exceeded, in order to determine whether or not the City is prepared to increase the compensation. This notification and approval must occur in advance of the work occurring to be considered for compensation.

5. **Payment of Fees.** The Consultant must submit itemized bills for services provided to the City on a monthly basis. The monthly billing must summarize the progress of the project as certified by the Consultant. For work reimbursed on an hourly basis, the Consultant must indicate for each employee, his or her classification, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, the total amount due, the original contracted amount, the current requested amount, and the total amount. Consultant must verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.931. For reimbursable expenses, the Consultant must provide such documentation as reasonably required by the City. Consultant bills submitted will be paid in the same manner as other claims made to the City.
6. **Audit Disclosure.** The Consultant must allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to all services provided under this Agreement.

Any reports, information, data, etc. given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential must not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant will become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided and may reuse standard portions of such documents in the normal course of its business.

7. **Termination.** Termination for Cause. This Agreement may be terminated by City by seven day's written notice to Consultant delivered to the address written above. Upon termination under this provision, the Consultant will be paid for services rendered and reimbursable expenses until the effective date of termination.

If, through any cause (except those reasonably beyond Consultant's control), the Consultant shall fail to fulfill in timely and proper manner its obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulation of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) days before the effective date of termination. In that event the Consultant shall have sixty (60) days to furnish all finished or unfinished documents, computer programs, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Consultant under this Contract, which shall, at the option of the City, become its property, and the Consultant shall be entitled to receive just, equitable compensation for any satisfactory work completed on such documents and other materials prior to the effective date of termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Contract by the Consultant, and the City may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the City from the Consultant is determined.

In the event this Contract is terminated for cause, then the City may take over and complete the work, by contract or otherwise, and the Consultant and its sureties shall be liable to the City for any costs over the amount of this contract thereby occasioned by the City. In any such case the City may take possession of, and utilize in completing the work, such materials, appliances and structures as may be on the work site and are necessary for completion of the work. The foregoing provisions are in addition to, and not in limitation of, any other rights which the City may have.

Termination Not For Cause. The City may terminate this Contract at any time, with or without cause, by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. In that event, the Consultant shall have sixty (60) days to furnish all finished or unfinished documents, computer programs, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Consultant under this Contract, which shall, at the option of the City, become its property. If the Contract is terminated by the City as provided in this paragraph, the Consultant will be paid an amount which bears the same ratio

to the total compensation as the services actually performed bear to the total services of the Consultant covered by this Contract, less payments or compensation previously made.

8. **Subcontractor.** The Consultant must not enter into subcontracts for any of the services provided for in this Agreement without the express written consent of the City.
9. **Independent Contractor.** At all times and for all purposes hereunder, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
10. **Assignment.** Neither party will assign this Agreement, nor any interest arising herein, without the written consent of the other party.
11. **Services not Provided for.** No claim for services furnished by the Consultant not specifically provided for herein will be honored by the City.
12. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.
13. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by the parties unless otherwise provided herein.
14. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant must abide by all statutes, ordinances, rules and regulations pertaining to the provision of services to be provided. Any violation will constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
15. **Equal Opportunity.** During the performance of this contract, the Consultant must not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Consultant must post in places

available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant must incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
17. **Liability and Indemnity.** The Consultant must indemnify and hold harmless the City, its employees and agents, for all claims, damages, losses, and expenses, including, but not limited to, attorney's fees, which they may suffer or for which they may be held liable, as a result of, and to the extent of, the negligent or wrongful acts of the Consultant, his employees, or anyone else for whom he is legally responsible in the performance of this Agreement.

The Consultant assumes full responsibility for relations with its subcontractors, and must hold the City harmless and must defend and indemnify the City, its employees and agents, for any claims, damages, losses, and expenses in any manner caused by such subcontractors, arising out of or connected with this contract.

18. **Insurance.** During the term of this Agreement, Consultant must procure and maintain during the life of this Contract, and provide the City with a certificate of insurance showing, the following coverage for each occurrence and in aggregate:

A. Comprehensive General Liability Insurance, including Broad Form Property Damage, Completed Operations and Contractual Liability for limits not less than \$1,500,000 each occurrence for damages of bodily injury or death to one or more persons and \$1,500,000 each occurrence for damage to or destruction of property.

B. Insurance coverage for Special Hazards, including but not limited to explosion hazard, collapse hazard, underground property damage hazard, (commonly known as XCU).

C. Comprehensive Automobile Liability Insurance, in an amount not less than \$1,500,000 for each occurrence. Coverage shall include all owned autos, non-owned autos, and hired autos.

D. Errors and Omissions Insurance against errors and omissions resulting from the performance of Consultant's work under this Agreement. Said coverage shall be in an amount not less than \$2,000,000.

E. Workmen's Compensation insurance for all its employees as required by the Minnesota Worker's Compensation Act.

F. The City of Shakopee must be named as "ADDITIONALLY INSURED" on the insurance described in paragraphs A, B, and C, and must receive notice ten (10) days prior to the cancellation or expiration any of the specified insurance. If the deductible provisions of the Consultant's coverage or any subcontractor's coverage is questioned by the City, the Consultant shall provide the City, upon request, "Proof of Assets".

This policy must provide, as between the City and the Consultant, that the Consultant's coverage shall be the primary coverage in the event of a loss. If the Consultant is providing either architectural or engineering services, the Consultant must also maintain during the term of this Agreement a professional liability insurance policy with the same limits as for general liability. A certificate of insurance on the City's approved form which verifies the existence of these insurance coverages must be provided to the City before work under this Agreement is begun.

19. **Governing Law.** This Agreement will be controlled by the laws of the State of Minnesota.
20. **Whole Agreement.** This Agreement embodies the entire agreement between the parties including all prior understanding and agreements, and may not be modified except in writing signed by all parties.

Executed as of the day and year first written above.

CITY OF SHAKOPEE

By: _____
Bill Mars, Mayor

Date: _____

By: _____
William H. Reynolds, City Administrator

Date: _____

WSB & ASSOCIATES, INC.

By: *[Signature]*

Its: VP Environmental

Date: 8/28/19



August 27, 2019

Mr. Kirby Templin
Water Resource – Environmental Engineer
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Re: Reroute Stormwater to Protect Historic Sites along Highway 101
Proposal to Complete Design, Bidding, and Construction Management Services

Dear Kirby:

We appreciate the opportunity to present a proposal for professional services for the above-referenced project. This proposal will define WSB's scope of work and provide you with an estimated cost for the project services requested.

Project Understanding

You have indicated that the city and stakeholders are in agreement to pursue the final design and construction of "Option 3" as outlined in the August 2018 Feasibility Study prepared by WSB. This option redirects flows from the Amazon site through a new network of pipes within the County ROW for TH 101 and discharges to a natural ravine that will also be improved as a part of this project. It is our understanding that the City of Shakopee is seeking services of WSB to provide a "Turn Key" project requiring general project management and preliminary/ final design, agency coordination/ permitting, construction plans and specifications, easement acquisition assistance, bidding coordination and assistance, construction administration, construction survey and staking, and construction inspection /observation. You have also provided us with documentation on the Minnesota Historical and Cultural Heritage Grant that was secured through the Clean Water Land and Legacy Program. The project will need to adhere to all requirements of that grant program to receive the full benefit of funds earmarked for this project.

Proposed Services

Project Management and Grant Coordination

I have partnered with the city and the other project stakeholders since 2014 to assist in seeing this project through to completion. Due to this involvement, I have a unique knowledge of the issues, the project area, and the complexity of the overall project. I will be intimately involved in all aspects of the project to ensure its successful completion. Additionally, I have experience in facilitating and following the requirements of similar grant funds such as was awarded to this project and have an understanding of the documentation and coordination required to fulfill the grant program requirements. I will assist in project documentation and preparing pay requests for reimbursement through the grant program, and the project design and schedule will be modified as necessary to fit within the grant program constraints.

Stakeholder and Agency Coordination and Permitting

WSB will coordinate and attend up to 2 coordination meetings with the various stakeholders as the design phase progresses. WSB will involve Three Rivers Parks, SMSC, Scott County, LMRWD, Office of State Archaeologist, MN Indian Affairs Council, and others as required for coordination and permitting. WSB will prepare plans and applications for all permits required for the project, including Three Rivers Parks Access Permit, Scott County permit(s), LMRWD, and NPDES permit. If other permits are deemed required, WSB will work with the city to determine

additional fees for application preparation and submittal. In addition to a county permit, WSB understands that a separate agreement will likely be required between the city and Scott county. WSB will assist the city and their attorney in developing that agreement.

Archaeological Investigation and National Register Nomination of Mound Groups

WSB will team with Blondo Consulting, Inc. to conduct an archaeological investigation and nomination to the National Register for two mound groups (Steele Mounds 215C24; Pond Mounds 215C22). Steven Blondo has intimate knowledge of the archaeologically significant areas within Shakopee historic district and has worked with many of the area stakeholders in the identification and protection of these resources. He has a wealth of experience working with SHPPO and in nominating resources to the National Register.

Easement Acquisition Assistance

WSB will determine easements to be acquired to facilitate construction of the preferred alternative. We will prepare easement descriptions and exhibits and will assist the city in securing easements with Three Rivers Park District. WSB will attend up to 2 meetings with the affected property owner for easement acquisition. We have included pricing in our estimate for full acquisition of easements on one parcel. Additional fees may apply for additional meetings or additional parcels.

Design Survey

We estimate 3 days of 2-person survey plus ½ day of office time will be needed for final design to supplement survey that has previously been completed for the project. Additional fees may apply for additional survey that may be required.

Geotechnical Exploration

While some preliminary exploration has been completed along the proposed alignment (mostly to identify depth to bedrock), we have budgeted 3 days for additional geotechnical exploration to be completed to facilitate final design for the project. This would include additional augers/ probes to determine depth to bedrock, and taking additional samples and coring where pipes are proposed to cross the County Road by jacking or coring. Traffic control will be required for this work within the County ROW and is included in our estimate.

Construction Plans and Specifications

WSB will prepare construction plans and specifications for Option 3 from the Feasibility Study. The plan set will include detailed traffic control plans as well as the project SWPPP. Plans will be reviewed with city staff at 60%, 90%, and 100% completion levels. Engineer's estimates of cost will be provided and refined for each level of completion described above.

Underground Utility Coordination

We have completed numerous projects for the city along the TH 101 corridor. From that past experience, we know that there are numerous underground utilities in the road right-of-way. Locating those utilities and coordinating with the owners will be critical to the project success. We hold a utility coordination meeting and discuss preliminary alignments with the affected utilities and coordinate relocations and design changes as needed.

Bidding Coordination and Assistance

Bid documents will be created and WSB will work with city staff to advertise the project for bid. WSB will prepare any required addendums and will answer contractor questions in addendums as required. WSB will attend the project bid opening, and work with the city to determine the best contractor suited for the project price, reputation, and past project experience.

Construction Administration

WSB will manage the contractor/ construction of the project as well as coordinate all construction survey and staking and construction observation. WSB will answer RFI's and involve the city in any change order requests before processing any change orders. WSB will process all contractor pay requests in accordance with the contractor's contract with the city.

Construction Survey and Staking

WSB will provide all construction survey and staking required for the project. Stakes will be set up to two times at the contractor's request, additional requests for staking will warrant additional fees to be negotiated with the contractor and the city.

Construction Observation and Oversight

WSB will provide all construction observation and oversight necessary for the project. WSB will have at least one qualified experienced inspector on the site full time, or as required. WSB will coordinate any material and density testing as required. Additional Geotechnical services can be provided at an additional fee.

Proposed Project Schedule

Award Design Contract	September 3, 2019
Design Survey	September 15, 2019
Easement Acquisition	October 2019 – April 2020
Geotechnical work	October 2019 – November 2019
Construction Plans and Specifications 60%	November 4, 2019
Apply for permits	December 1, 2019
Construction Plans and Specifications 90%	December 31, 2019
Construction Plans and Specifications 100%	January 31, 2020
Advertise for Bid	February 14, 2020
Bid Opening	March 16, 2020
Award Bid	March 17, 2020
Start Construction	May 15, 2020
Complete Construction	August 1, 2020

Proposed Fees

We propose the following design, permitting, construction management, and related fees:

Project Management and Grant Requirements Coordination – Fee to be **\$10,560**

Design of Construction Plans and Specifications – Fee to be **\$63,980**.

Storm Water Pollution and Prevention Plan (SWPPP) – Fee to be **\$4,621**.

Meetings/ Stakeholder Coordination – Fee to be **\$2,112**, to include agendas and meeting minutes (assuming 3 meetings).

Underground Utilities Coordination - Fee to be **\$2,495**

Coordination of Blondo Consulting work – Fee to be **\$2,434**

Design Survey – Fee to be **\$5,320**

Geotechnical Exploration – Fee to be **\$21,382**

Permitting – Fee to be **\$8,652** for Scott County, LMRWD, and Three Rivers Parks; additional permits will be secured for an agreed upon additional cost.

Bidding Coordination and Assistance – Fee to be **\$3,025**.

Construction Survey and Staking – Fee to be **\$7,980**

Construction Administration – Fee to be **\$12,726**

Construction Observation and Oversight – Fee to be **\$54,560** – Assumes full time inspection for 9 weeks – additional fees will apply for additional inspection time required.

Material Testing – *Fee to be \$7,940.*

As-builts – *Fee to be \$3,420.*

Easement Acquisition – *Fee to be \$12,892 per parcel, includes appraisals, title descriptions, survey work required.*

Archaeological Investigation and National Register Nomination – Fee as outlined by Blondo and Associates, dated August 23, 2019, attached.

We propose to complete the project tasks as outlined above for a not to exceed fee of **\$224,099**, as outlined above and in the attached Work Plan; plus the Archaeological fees as outlined in Blondo and Associates proposal. We have included resumes of our project team for your information and use.

We greatly appreciate the opportunity to partner with you on this project. Please call me if you would like to discuss this proposal or need additional information.

Sincerely,

WSB



Jeffrey S. Sandberg, PE
Senior Project Manager

w/ Attachments

ACCEPTED BY:

City of Shakopee

By: _____

Title: _____

Date: _____

Cost Estimate

As detailed above, the outlined Scope of Work described within the RFP lists two main tasks. These tasks are fully described in the above Scope of Work section and have been broken into subtasks to better understand the steps involved in each main task. The cost estimate table below breaks each task/subtask into labor and expenses and utilizes Blondo Consulting Hourly Rates of \$50 to \$125. Blondo Consulting has also included Optional or Additional Tasks which may be required as the project progresses. If requested or required, a more detailed estimate will be provided and can be approved as an addendum to this proposal.

Task 1. Archaeological Survey of Proposed Construction Areas.....\$18,963.00

Task 2. National Register of Historic Places Nomination..\$41,320.00

Base Total Cost Estimate.....\$60,283.00

Task 1. Archaeological Survey of the Stormwater Diversion Project Area			
Task 1a. Archaeological Fieldwork			
Labor	Hourly Rate	Hours	Labor Total
Principal Investigator/Project Manager	\$ 125	10	\$ 1,250
Principal Investigator/Field Supervisor	\$ 100	30	\$ 3,000
Archaeological Field Technician	\$ 50	60	\$ 3,000
Labor Subtotal			\$ 7,250
Expenses	Cost	Quantity	Expenses Total
Per Diem Lodging	\$ 94	10	\$ 940
Per Diem M&IE	\$ 55	10	\$ 550
Mileage (per mile)	\$ 0.58	500	\$ 290
Expenses Subtotal			\$ 1,780
Task 1a Subtotal			\$ 9,030
Task 1b. Artifact Analysis and Curation			
Labor	Hourly Rate	Hours	Labor Total
Principal Investigator/Project Manager	\$ 125	5	\$ 625
Principal Investigator/Field Supervisor	\$ 100	10	\$ 1,000
Archaeological Field Technician	\$ 50	40	\$ 2,000
Labor Subtotal			\$ 3,625
Expenses	Cost	Quantity	Expenses Total
Per Diem Lodging	\$ 94	0	\$ 0
Per Diem M&IE	\$ 55	0	\$ 0
Mileage (per mile)	\$ 0.58	100	\$ 58

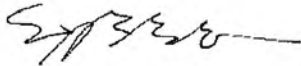
MHS Curation Fees	\$	500	1	\$	500
Expenses Subtotal				\$	558
Task 1b Subtotal				\$	4,183
Task 1c. Completion of Archaeological Site Forms and Compliance Report					
Labor		Hourly Rate	Hours		Labor Total
Principal Investigator/Project Manager	\$	125	10	\$	1,250
Principal Investigator/Field Supervisor	\$	100	40	\$	4,000
Archaeological Field Technician	\$	50	10	\$	500
Labor Subtotal				\$	5,750
Expenses		Cost	Quantity		Expenses Total
Per Diem Lodging	\$	94	0	\$	0
Per Diem M&IE	\$	55	0	\$	0
Mileage (per mile)	\$	0.58	0	\$	0
Expenses Subtotal				\$	0
Task 1c Subtotal				\$	5,750
Task 1. Totals				\$	18,963
Task 2. Completion of NRHP Nomination					
Task 2a. LIDAR and Geophysical Study					
Labor		Hourly Rate	Hours		Labor Total
Principal Investigator/Project Manager	\$	125	0	\$	0
Principal Investigator/Field Supervisor	\$	100	10	\$	1,000
Archaeological Field Technician	\$	50	0	\$	0
Labor Subtotal				\$	1,000
Expenses		Cost	Quantity		Expenses Total
Per Diem Lodging	\$	94	0	\$	0
Per Diem M&IE	\$	55	0	\$	0
Mileage (per mile)	\$	0.58	100	\$	58
LIDAR/Geophysics Subconsultant	\$	15,000	1	\$	15,000
Expenses Subtotal				\$	15,058
Task 2a Subtotal				\$	16,058

Task 2b. National Register of Historic Places (NRHP) Listing			
Labor	Hourly Rate	Hours	Labor Total
Principal Investigator/Project Manager	\$ 125	40	\$ 5,000
Principal Investigator/Field Supervisor	\$ 100	120	\$ 12,000
Archaeological Field Technician	\$ 50	60	\$ 3,000
Labor Subtotal			\$ 20,000
Expenses	Cost	Quantity	Expenses Total
Per Diem Lodging	\$ 94	2	\$ 188
Per Diem M&IE	\$ 55	2	\$ 110
Mileage (per mile)	\$ 0.58	500	\$ 290
Expenses Subtotal			\$ 588
Task 2b Subtotal			\$ 20,588
Task 2c. Meetings, Project Management, and Coordination			
Labor	Hourly Rate	Hours	Labor Total
Principal Investigator/Project Manager	\$ 125	20	\$ 2,500
Principal Investigator/Field Supervisor	\$ 100	20	\$ 2,000
Archaeological Field Technician	\$ 50	0	\$ 0
Labor Subtotal			\$ 4,500
Expenses	Cost	Quantity	Expenses Total
Per Diem Lodging	\$ 94	0	\$ 0
Per Diem M&IE	\$ 55	0	\$ 0
Mileage (per mile)	\$ 0.58	300	\$ 174
Expenses Subtotal			\$ 174
Task 2c Subtotal			\$ 4,674
Task 2. Totals			\$ 41,320
OVERALL PROJECT COST ESTIMATE TOTALS			
Task 1. Total Labor			\$ 16,625
Task 1. Total Expenses			\$ 2,338
Task 2. Total Labor			\$ 25,500

Task 2. Total Expenses		\$ 15,820
Project Total		\$ 60,283
Optional/Additional Tasks		
Optional Task 1. Completion of an Unanticipated Discovery Plan		
Cost Estimate Range		\$5,000 to \$8,000
Optional Task 2. Archaeological Monitoring During Excavation and Construction		
Cost Estimate (hourly +expenses)		
Principal Investigator/Project Manager		\$125/hour
Principal Investigator/Field Supervisor		\$100/hour
Tribal Monitor (subcontractor)		\$50/hour

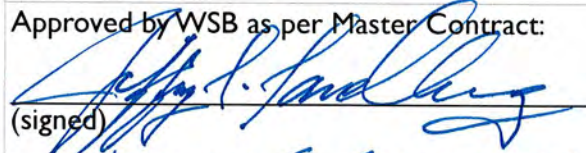
A signed and returned copy of this proposal will serve as our authorization to proceed. Fees estimated in this proposal are based on our assumptions that you will authorize this work by September 15, 2019. Please let me know if you have any questions or comments regarding this proposal.

Sincerely,



Steven J. Blondo MA
Blondo Consulting, LLC

Approved by WSB as per Master Contract:


(signed)

JEFFERY S. SANDBERG
(name)

Senior Project Manager
(title)