



January 20, 2021

Michael Kerski
Director of Planning and Development
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Subject: Proposal for Professional Services for preparation of an Environmental Assessment Worksheet (EAW) for an entertainment use at Canterbury Event District
Revised 01-20-2021

Dear Michael Kerski:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for preparation of an EAW for an entertainment use at Canterbury Event District. SRF will lead an outstanding team of subconsultants to assist with portions of the EAW development.

Scope of Services

We propose to carry out the work ("Scope of Services"), set forth in Attachment A, attached hereto and incorporated into this Agreement.

Assumptions

Specific design assumptions for the design are included in the Scope of Services, Attachment A, attached hereto and incorporated into this Agreement. Specific deliverables and items needed from the developer are included in that Scope of Services. Several of these key items are as follows:

- CADD files of development plans for entire site, including planned future development.
- Plan drawings of site development, one with existing conditions and one with post-construction conditions, and including adequate detail to demonstrate construction footprint, site access and egress during construction, site drainage, lighting, fencing, security, roads, infrastructure, laydown areas, temporary use areas, trailers and parking areas.
- Project description, including project components and structures (temporary and permanent) and demolition/removal/remodeling of existing structures.
- Construction schedule, methods and timing and duration of construction activities.
- Dimensions for any structures including gross floor space, structure heights above or below ground.
- Grading plans (estimated volume and acreage of soil excavation and/or grading).
- Stormwater management plans, including existing permits, drawings and details.

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- Groundwater management plans, including any temporary and/or permanent dewatering.
- Anticipated water use including potable water, dust control or other water use. Provide any existing permits, details and drawings.
- Waste management plan, including construction/demolition waste, hazardous materials, waste disposal, and solid waste management during operations. Provide a copy of existing permits for use, storage and disposal of wastes and hazardous materials.
- Results of any previous investigations into rare or endangered plant or animal species and associated habitat.
- Management plans for dust, noise or other disturbances during construction as available.
- Details of any mitigation plans or completed activities as part of previous site developments.

The timely delivery of these items will be important to meet the schedule identified below.

Schedule

We will complete this work within a mutually agreed-upon time schedule. We currently understand the approximate schedule to be as follows:

- | | |
|--|----------------------------------|
| • City Council approval of SRF's proposal | February 2, 2021 |
| • Notice to Proceed with the EAW | February 15, 2021 |
| • Development of Draft EAW | February 15, 2021 – May 14, 2021 |
| • Draft EAW to City (RGU) for comment | May 17, 2021 |
| • Address City comments and prepare Final EAW | May 24, 2021 |
| • City approval of Final EAW
at staff level and does not require City Council action) | May 31, 2021 (assumes signature) |
| • Submit approved EAW and notice to EQB | June 1, 2021 (by 4:00 p.m.) |
| • Distribution of approved EAW and notices of availability | June 2, 2021 |
| • EAW notice published in EQB <i>Monitor</i> | June 8, 2021 |
| • 30-day EAW Agency and Public Review Period | June 8, 2021 – July 8, 2021 |
| • Prepare Findings of Fact & Conclusion (FOFC)
and responses to comments | July 9, 2021 |
| • City review of FOFC | July 15, 2021 |
| • EIS need decision by City Council | August 2, 2021 |
| • EIS need decision to EQB
Council resolution is available) | August 3, 2021 (assumes signed) |
| • EIS need decision published in EQB <i>Monitor</i> | August 10, 2021 |

This schedule assumes that the EAW team receives information and responses to questions posed to the developer in a timely manner during the development of the EAW.

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. Subconsultants may be billed either as hourly or as lump sum depending on sub-contract terms. Invoices are submitted monthly 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 \$144,968 which includes both time and expenses.

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.

Terms and Conditions

We propose to perform this work consistent with the terms of a Professional Services Agreement with the City. We understand the terms of the Professional Services Agreement will contain terms consistent with recent agreements executed for Unbridled Avenue reconstruction project.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to Mike Turner in our office, will serve as acceptance of this proposal and our notice to proceed. The email address is mturner@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.



Michael Turner, PE (MN SD TX)
Principal

MT/MR/ko

Attachment A – Scope of Services



Mitch Rasmussen, PE (MN)
Vice President

Approved (City of Shakopee)

(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.

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Work Tasks and Person-Hour Estimates

ATTACHMENT - A

(REVISED 01-20-2021)



13915.PP

Subconsultants:

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	Project Management & Meetings
2.0	Environmental Assessment Worksheet (EAW)
3.0	Findings of Fact and Conclusions (FOF&C)
4.0	Transportation/Traffic Analysis

Project Overview:

The project will consist of the development of an Environmental Assessment Worksheet (EAW) for an entertainment use within the Canterbury Event District. The EAW will be prepared and distributed for public review and comment. Responses to comments received will be provided.

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Shakopee
Project: Canterbury Event District EAW



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TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
1.0	Project Management & Meetings									
	<u>Assumptions:</u>									
	PMT meetings will be virtual and approximately 30 minutes long.									
	The EAW public meeting will be a virtual meeting.									
	Assumes no attendance at Planning Commission meetings for EAW or EIS need decision. Attendance at Planning Commission meetings for transportation analysis included under Task 4.									
	Assumes no attendance at City Council meetings for approval of EAW or EIS need decision.									
	All materials requested from the developer will be available in digital format at the kickoff meeting (see Task 2).									
	Developer to provide current construction schedule at the kickoff meeting.									
	Client to ensure input for the EAW arrives in a timely manner in the format requested from client staff and contractors working directly for them.									
	<u>Client Deliverables:</u>									
	The City will attend virtual PMT meetings and the virtual public meeting during the EAW comment period.									
	The City will host the virtual public meeting during the EAW comment period.									
1.1	Prepare for and lead up to 16 Project Management Team (PMT) meetings. Meetings will be held on a weekly basis through the development of the EAW.	0	16	16	0	0	0	0	32	\$5,456
1.2	Prepare for and attend one virtual public meeting during the EAW comment period to receive public comments on the EAW.	0	8	8	0	0	4	4	24	\$3,288
1.3	Perform project management tasks including invoicing, project team coordination, schedule updating, etc.	8	2	4	0	0	0	6	20	\$3,230
1.4	Perform quality control reviews of the EAW and other items developed for distribution to the City and public.	6	14	0	0	0	0	0	20	\$4,162
1.5	16 internal team meetings to coordinate prior to PMTs and to meet aggressive schedule.	0	16	16	0	0	0	0	32	\$5,456
1.6	Attendance at Planning Commission meetings included under Task 4.24.	0	0	0	0	0	0	0	0	\$0
	<u>SRF Deliverables:</u>									
	Project meeting schedule									
	PMT meeting summaries									
	SUBTOTAL - TASK 1	14	56	44	0	0	4	10	128	\$21,592
2.0	Environmental Assessment Worksheet (EAW)									
	<u>Assumptions:</u>									
	Hours below are for SRF staff exclusive of subs, time needed for coordination and review of input from the subs for consistency in the team approach, level of details, etc.									
	DNR to provide results from Natural Heritage Information System (NHIS) results. Assumes no impacts to protected species and/or critical habitat and no additional investigation required.									
	No new studies are required to cover cultural and historic resources, results of previous studies will apply.									
	Assumes no alternatives evaluated. EAW based on No Build and Build conditions.									
	Assumes no development/construction in the previous three years at Canterbury site not reviewed under a previously completed EAW.									
	Assumes wastewater managed through existing City of Shakopee services. Separate wastewater management plan for development site not required.									
	Assumes no Level 2 (field) wetland delineation required.									
	Assumes no archaeological and cultural resources investigations required. EAW to rely on cultural resources from previous Doran EAW.									
	Assumes one virtual public meeting during 30-day EAW comment period. Court reporting services not required.									
	Assumes no legal advertisement announcing availability of EAW prior to start of 30-day public comment period.									

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Work Tasks and Person-Hour Estimates

Client: City of Shakopee
 Project: Canterbury Event District EAW



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TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	SR_PROF	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
	Assumes distribution of EAW in electronic (Adobe PDF) format. Limited hard copies for distribution required. Assumes the developer provides the following information in support of the EAW: - Details of any agency coordination or discussions to date. - CADD files of development plans for entire site, including planned future development. - Plan drawings of site development, one with existing conditions and one with post-construction conditions, and including adequate detail to demonstrate construction footprint, site access and egress during construction, site drainage, lighting, fencing, security, roads, infrastructure, laydown areas, temporary use areas, trailers and parking areas. - Project description, including project components and structures (temporary and permanent) and demolition/removal/remodeling of existing structures. - Construction schedule, methods and timing and duration of construction activities. - Dimensions for any structures including gross floor space, structure heights above or below ground. - Details of any permits received or applied for, or any current permits for the site which could be modified. - Grading plans (estimated volume and acreage of soil excavation and/or grading). - Stormwater management plans, including existing permits, drawings and details. - Groundwater management plans, including any temporary and/or permanent dewatering. - Anticipated water use including potable water, dust control or other water use. Provide any existing permits, details and drawings. - Waste management plan, including construction/demolition waste, hazardous materials, waste disposal, and solid waste management during operations. Provide a copy of existing permits for use, storage and disposal of wastes and hazardous materials. - Results of any previous investigations into rare or endangered plant or animal species and associated habitat. - Management plans for dust, noise or other disturbances during construction as available. - Details of any mitigation plans or completed activities as part of previous site developments. <u>Client Deliverables:</u> Background information regarding associated infrastructure including new or expanded public utility services or public works necessary to serve the project such as sewers, storm sewers, streets, water mains, power lines and/or gas lines. Existing environmental or community commitments that could be applied to this project. Review and comment on draft EAW. Approve (sign) final EAW prior to distribution to EQB. City to publish approved EAW to City webpage during 30-day public comment period. Distribute EAW notice of availability press release to local media and publish notice of availability to City webpage. Publication of legal advertisement not required. Host virtual public meeting during 30-day EAW comment period.									
2.1	Agency Coordination DNR Natural Heritage Information System (NHIS) review request SHPO database review request Others as identified in consultation with City	0	6	6	0	8	0	0	20	\$2,918
2.2	EAW Item 1-4 (EAW Information) These items include project name, location and project contact information.	0	0	2	0	2	0	0	4	\$500
2.3	EAW Item 5 (Project Location) This section describes the project location and adjacent areas, details of the watershed in which the project falls, and environmental features on or near the site, including figures.	0	0	2	0	8	0	0	10	\$1,154
2.4	EAW Item 6 (Project Description)	0	1	4	0	0	0	0	5	\$764

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Work Tasks and Person-Hour Estimates

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TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
	The Project Description covers details of the proposed development with a particular focus on those activities which could affect environmental resources, including descriptions of existing infrastructure and proposed changes, project layout and components, construction methods, site clearing, equipment to be used during construction, operational features and activities, information about connected actions, and project schedule. Loucks will complete this section, contracted directly with Canterbury, with SRF providing coordination and oversight.									
2.5	EAW Item 7 (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. Loucks will complete this section, contracted directly with Canterbury, with SRF providing coordination and oversight.	0	1	4	0	0	0	0	5	\$764
2.6	EAW Item 8 (Permits and Approvals Required) This section will include a description of federal, state and local permits, consultations and approvals required for the project. This will also include permits previously issued for activities on or near the project site that are relevant to the review of the project, including any permits which could be modified to cover aspects of this project.	0	2	8	0	0	0	0	10	\$1,528
2.7	EAW Item 9 (Land Use) This section will include a description of existing land use, zoning and other ordinances, as well as applicable plans for the area, with supporting figures. Potential conflicts between development projects and land use plans and regulatory measures will be identified. Land Use section to be completed by Loucks, contracted directly with Canterbury, with coordination provided by SRF	0	1	2	2	0	0	0	5	\$746
2.8	EAW Item 10 (Geology, Soils, and Topography/Land Forms) This section will include information and figures about existing soil and topography as well as geologic conditions and any geologic hazards or soil conditions which could be affected by the project, as well as suitability as it relates to project features such as erosion, stability, and strength. Geotechnical investigations will be completed by Braun contracted directly with Canterbury. Loucks will complete the evaluation of geology, soils and topography, contracted directly with Canterbury, SRF will coordinate.	0	1	4	0	4	0	0	9	\$1,200
2.9	EAW Item 11 (Water Resources) This section will include a description of all surface water, groundwater, and wetland features in the project 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 project area. A Level 2 (field) wetland delineation is not included and would be considered extra services. This section will identify and discuss potential environmental effects on surface water and groundwater features identified and mitigation of those effects, including effects related to management of stormwater generated by the project, and water use.	0	8	16	0	0	8	0	32	\$4,376
2.10	Wenck/Stantec, AE2S, and SPUC/SHE will complete this task with SRF coordination. EAW Item 12 (Contamination/Hazardous Materials/Wastes) SRF/Wenck This section covers existing contamination, solid waste, hazardous materials, and hazardous wastes. A Phase I ESA will be completed. The generation, storage and disposal of solid waste and hazardous materials will be evaluated, including how these wastes are currently managed and any anticipated changes in waste generation and management during construction and operations. Wenck will contribute to this section, coordinating with SRF for completion of the section.	0	2	4	0	4	0	0	10	\$1,400

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2.11	EAW Item 13 (Fish, Wildlife, Plant Communities, and Rare Features) This section will include a description of wildlife and fish resources and any differences in development scenario impacts. SRF will rely on the previous findings of NHIS for the project area for evaluation of potential to affect rare plants and animal species. No additional submittal of a NHI database review request is anticipated.	0	0	2	0	4	0	0	6	\$718
2.12	EAW Item 14 (Historic Properties) This section will describe potential historic or cultural resources which could be affected by the project, results of the previous reports of potential cultural and historic resources, and signoff by SHPO of these reports, will be used. No additional consultation is anticipated.	0	0	2	0	4	0	0	6	\$718
2.13	EAW Item 15 (Visual) This section will include discussion and mitigation of any non-routine visual impacts, including impacts from light, that would occur from the project from construction or operations. Loucks will complete this section, contracted directly with Canterbury, with coordination and oversight by SRF.	0	0	2	0	0	0	0	2	\$282
2.14	EAW Item 16 (Air) This section covers effects on stationary source emissions, vehicle emissions, and dust/odors during construction and operations, as well as mitigation of these effects.	0	1	2	0	4	4	0	11	\$1,178
2.15	EAW Item 17 (Noise) This section will describe noise generated by the project during construction or operations, including information on their levels (dBA) and hours of duration. Noise receptors will be identified, and potential project effects on these receptors will be modeled. The Noise section will be completed by Braslau, contracted directly with Canterbury. Coordination provided by SRF.	0	2	2	0	0	0	0	4	\$682
2.16	EAW Item 18 (Transportation) This section will be completed using the results of the transportation assessment included in Task 4.	0	0	0	0	0	0	0	0	\$0
2.17	EAW Item 19 (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 project area. The cumulative potential effect descriptions of the development scenarios will be provided as part of the responses to other appropriate items. All team members will contribute to this section as applicable, with SRF coordinating and completing the section.	0	2	8	0	0	4	0	14	\$1,788
2.18	EAW Item 20 (Other Potential Environmental Effects) If needed, this section will include disclosure of other environmental issues and effects from the project not specifically discussed under any other items. The pre-project resources, the project-related environmental effects, and any proposed mitigation measures would be described.	0	1	4	0	0	0	0	5	\$764
2.19	Assemble Draft and Final EAW SRF will assemble a cohesive document meeting EAW requirements, including attachments, and submit digital copies of the draft EAW for City review and comment. SRF will address City comments and prepare a final EAW for City signature.	0	8	40	0	40	8	0	96	\$12,120
2.20	Report Printing and Distribution SRF will prepare the EAW distribution list based on the EQB distribution list and distribute in accordance with EQB rules. Distribute the approved EAW to EQB on behalf of the City (electronic file by email).	0	0	4	0	4	0	4	12	\$1,300
2.21	EAW Notice of Availability and Comment Period SRF will coordinate with the client to prepare a press release for local media announcing the availability of the EAW for public review. SRF will prepare news release for City to publish to City website.	0	0	4	0	4	0	0	8	\$1,000

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Work Tasks and Person-Hour Estimates

Client: City of Shakopee
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	<u>SRF Deliverables:</u> Draft and Final EAW and associated attachments, figures, etc. EAW distribution list EAW notice of availability and press release									
	SUBTOTAL - TASK 2	0	36	122	2	86	24	4	274	\$35,900
3.0	Findings of Fact and Conclusions (FOF&C)									
	<u>Assumptions:</u> Assumes limited agency and public comments on EAW. Assumes a negative declaration determination regarding need for an EIS by Shakopee City Council. FOF&C document published to City webpage. Hard copy distribution to EQB distribution list and others not required. <u>Client Deliverables:</u> Review and approve FOF&C. Include FOF&C with City Council packet in support of EIS need decision. Provide approved EIS need decision resolution from City Council. City to publish FOF&C and EIS need decision resolution to City webpage.									
3.1	Address Comments on EAW SRF will prepare response to comments received on EAW. Responses to comments to be incorporated into FOF&C.	0	4	12	0	0	0	0	16	\$2,492
3.2	Prepare draft FOF&C Prepare draft FOF&C, including all attachments, and submit for City review.	0	4	16	0	12	0	4	36	\$4,664
3.3	Revise the FOF&C and Submit for Negative Declaration Determination (assumed outcome). Revise the FOF&C per City comments and submit final FOF&C for City Council packet. Prepare draft resolution for EIS need decision. City staff to finalize resolution. Assumes negative declaration decision by City Council.	0	1	8	0	0	0	2	11	\$1,478
3.4	Distribute FOF&C and EIS need decision Coordinate with the client regarding distribution of the negative declaration decision (online posting of approved FOF&C) announcing negative declaration determination, with direction to the project website for the approved FOF&C. Distribute transmittal letter to EQB distribution list as well as those that commented on the EAW on behalf of City. Distribute FOF&C and EIS need decision to the EQB for publication in the EQB Monitor on behalf of the City.	0	0	3	0	3	0	2	8	\$900
	<u>SRF Deliverables:</u> Draft and Final FOF&C Distribution of EIS need decision to EQB on behalf of City Distribution of EIS need decision to EQB distribution list on behalf of City									
	SUBTOTAL - TASK 3	0	9	39	0	15	0	8	71	\$9,534

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Work Tasks and Person-Hour Estimates



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4.0	Transportation/Traffic Analysis									
	<u>Assumptions:</u> No new traffic data will be collected. Traffic volumes developed as part of the <i>Canterbury Commons Areawide Transportation Assessment/Canterbury Park Event Traffic Analysis</i> will be utilized. Off-peak traffic volumes will be developed based on previous ass									
	It is assumed that all other development parcels are consistent with the Canterbury Commons Transportation Assessment/SW Area Addendum. Development will be updated for the proposed development parcel only, and not the entire Canterbury Commons development									
	<u>Client Deliverables:</u> City/County will provide the most current CR 83 preliminary layout/construction plans. Canterbury Park/City will provide historical/future attendance projections, schedule and timing of events, and existing/future parking plans									
Transportation Assessment Update										
4.1	Review the Canterbury Commons Areawide Transportation Assessment, Canterbury Commons Areawide Transportation Assessment - SW Area Addendum, and the Canterbury Commons Southwest Area Trip Generation Review with respect to assumptions, land use, trip generation, and infrastructure improvements.	0	0	0	6	0	0	0	6	\$792
4.2	Estimate the number of trip generated by the proposed development for the weekday a.m. and p.m. peak hours and on a daily basis using current ITE Trip Generation Rates.	0	0	0	2	2	0	0	4	\$482
4.3	Compare the current development proposal to the previous assumptions to determine any differences with respect to land use, access, and circulation.	0	0	0	2	2	0	0	4	\$482
4.4	Assess the differences between the proposed development and previous study assumptions to determine if the previous study infrastructure improvements remain valid or if changes are necessary to facilitate the proposed development. This task will include a review of the previous 2025 and 2040 operations analysis with an emphasis on proposed access locations.	1	0	0	8	6	0	0	15	\$1,937
Event Travel Demand Management Plan - Data Collection/Review										
4.6	Review the Canterbury Commons Areawide Transportation Assessment and The Canterbury Park Event Traffic Analysis with respect to event assumptions, trip generation, routing, directional distribution, parking, wayfinding signage, and infrastructure.	0	0	0	8	0	0	0	8	\$1,056
4.7	Coordinate with stakeholders to: -Identify existing parking, traffic, transit, and pedestrian/bicycle accommodations. -Review current/future Canterbury Park event schedules, attendance projections, event travel patterns, parking plans, and modal split information -Confirm the year of analysis as well as what infrastructure improvements should be assumed -Determine current and proposed rideshare opportunities and assumptions -Ensure all necessary traffic, development, and activity/event information required to develop mitigation strategies for the ETDMP have been provided. If necessary, assumptions will be developed for completion of the required tasks.	4	0	2	12	0	0	0	18	\$2,774
4.8	Review MnDOT All Detector Reports (ADR) to understand volume profiles during pre-event and post-event conditions to adjust adjacent peak hour volumes for each day/time of the week as needed.	0	0	0	8	6	2	0	16	\$1,840

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Event Travel Demand Management Plan - Issues Identification										
4.9	Work with project staff to identify up to four (4) event scenarios to evaluate as part of the operations and parking analysis. Event scenarios will be based on day of week, time period, event attendance, and the correspondence to Canterbury Park Events.	2	0	2	6	0	0	0	10	\$1,528
4.10	Coordinate with project staff to identify acceptable measures of effectiveness/thresholds to maintain or exceed throughout each event condition	2	0	0	4	0	0	0	6	\$982
4.11	Develop parking demand estimates for up to four (4) event conditions. This will include a review of the parking demand at Canterbury Park (based on event schedule/attendance projects), to determine overflow options. Other development parcels are assumed not to be available for event parking.	2	0	4	20	6	0	0	32	\$4,312
4.12	Develop event trip generation estimates for pre-event and post-event conditions for the four (4) event scenarios identified.	2	0	2	12	4	0	0	20	\$2,756
4.13	Expand the Synchro Model developed for the Areawide Transportation Assessment to include key internal intersections and driveways, where management strategies may be most likely needed.	0	0	0	6	4	0	0	10	\$1,228
4.14	Assess intersection and roadway operations, parking demand, and site circulation to identify any issues or trouble areas for the four (4) scenarios under event conditions. This task will include a parking demand analysis and a high-level capacity analysis. Note the high-level capacity analysis will include a review of the study intersections from the Areawide Transportation Assessment and key internal intersections to parking/drop-off areas.	6	0	6	40	8	2	0	62	\$8,490
4.15	Review existing and proposed pedestrian and bicyclist facilities to identify connections between the event location and parking areas. Pedestrian crossing treatments will be recommended as needed.	2	0	2	8	0	0	0	12	\$1,792
Event Travel Demand Management Plan - Mitigation Strategies										
4.16	Develop potential event management mitigation strategies for up to four (4) event peak hour scenarios. This includes ways to improve ingress/egress, limit internal circulation/conflicts, reduce overall demand, and locate overflow parking.	8	0	6	45	12	4	0	75	\$10,170
4.17	Qualitatively assess the overall effectiveness of the agreed upon mitigation strategies	2	0	4	6	0	0	0	12	\$1,810
4.18	Qualitatively review existing and planned wayfinding within the area and identify if additional wayfinding improvements or strategies are necessary.	2	0	2	8	0	0	0	12	\$1,792
Documentation and Project Management										
4.19	Prepare a draft technical memorandum documenting the transportation assessment update findings and recommendations. Make revisions as appropriate based on City review and prepare a final memorandum.	2	0	0	12	2	0	0	16	\$2,256
4.20	Prepare a draft event traffic management plan documenting findings and recommendation, which will include a summer of event conditions/mitigation measures and a TMP matrix. Make revisions as appropriate based on City review and prepare a final memorandum.	4	0	2	40	16	4	0	66	\$8,474
4.21	Prepare draft text to be incorporated into the draft Environmental Assessment Worksheet (EAW). Make revisions based on stakeholder input and finalize the EAW text.	2	0	0	4	0	0	0	6	\$982
4.22	Provide day-to-day project management, administration, and quality control, as well as project coordination with City staff.	8	0	4	20	0	0	0	32	\$5,020

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Shakopee
 Project: Canterbury Event District EAW



13915.PP

TASK NO.	TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	SR. PROF.	PROF.	TECHNICAL	CLERICAL	TOTALS	EST. FEE
Meetings										
4.23	Coordinate and meet with the Shakopee Police Department to discuss/gather input on previous event management strategies and/or potential areas of improvement	0	0	0	4	0	0	0	4	\$528
4.23	Coordinate with project staff (City, County, MnDOT, development team, etc.) to confirm assumptions and discuss preliminary findings and recommendations. Up to four (4) project team meetings are included as part of this task, which are expected to occur every two to three weeks throughout the study duration.	4	0	4	25	4	0	0	37	\$5,208
4.24	Prepare for and attend up to two (2) meetings to present findings and recommendations. These meetings are intended to be for Planning Commission and/or City Council. Assumes 10 hours per meeting, including two (2) attendees, three (3) hours per meeting, and four (4) hours preparation per meeting.	5	0	2	5	6	0	0	18	\$2,731
SUBTOTAL - TASK 4		58	0	42	311	78	12	0	501	\$69,422
TOTAL ESTIMATED PERSON-HOURS		72	101	247	313	179	40	22	974	
AVERAGE HOURLY BILLING RATES		\$227	\$200	\$141	\$132	\$109	\$65	\$75		
ESTIMATED LABOR AND OVERHEAD		\$16,344	\$20,200	\$34,827	\$41,316	\$19,511	\$2,600	\$1,650		\$136,448
ESTIMATED DIRECT NON-SALARY EXPENSES										\$8,520
TOTAL ESTIMATED FEE										\$144,968

ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:	Personal Vehicles	750	Miles @	\$0.560	\$420
REPRODUCTION:	Copy Duplication	3000	Copies @	\$0.10	\$300
	Color Copies	0	Copies @	\$0.35	\$0
	Bond Prints	0	Prints @	\$6.00	\$0
	Mylar Prints	0	Prints @	\$12.00	\$0
COURTHOUSE COPIES:		0	Copies @	\$1.00	\$0
PRINTING:					\$0
SUPPLIES:					\$0
COMMUNICATIONS:	Mail, Express, Etc.				\$250
EAW PUBLIC MEETING:	Cell Phone Charges	0	Minutes @	\$0.30	\$0
Court Reporter					\$0
Legal ad publication in local newspaper					\$0
DNR Natural Heritage Information System (NHIS) Review					
State Threatened and Endangered Species Review					\$150
PERMITS/APPLICATION FEES					\$0
SUBCONSULTANTS:					
Loucks - Contracted directly with Canterbury.					\$0
Braun Intertec - Contracted directly with Canterbury.					\$0
David Braslau Associates - Contracted directly with Canterbury.					\$0
Wenck/Stantec					\$4,400
AE2S					\$3,000

SRF Consulting Group, Inc.

Client: City of Shakopee

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Work Tasks and Person-Hour Estimates



13915.PP

<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>CLERICAL</u>	<u>TOTALS</u>	<u>EST. FEE</u>
	ESTIMATED DIRECT NON-SALARY EXPENSES									<u>\$8,520</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>CLERICAL</u>	<u>TOTALS</u>
1.0 Project Management & Meetings	\$ 3,178	\$ 11,200	\$ 6,204	\$ -	\$ -	\$ 260	\$ 750	\$ 21,592
2.0 Environmental Assessment Worksheet (EAW)	\$ -	\$ 7,200	\$ 17,202	\$ 264	\$ 9,374	\$ 1,560	\$ 300	\$ 35,900
3.0 Findings of Fact and Conclusions (FOF&C)	\$ -	\$ 1,800	\$ 5,499	\$ -	\$ 1,635	\$ -	\$ 600	\$ 9,534
4.0 Transportation/Traffic Analysis	\$ 13,166	\$ -	\$ 5,922	\$ 41,052	\$ 8,502	\$ 780	\$ -	\$ 69,422

\$136,448