



February 15, 2017

Ms. Samantha DiMaggio  
Economic Development Coordinator  
City of Shakopee  
129 Holmes Street S.  
Shakopee, MN 55379

Re: Professional Services Proposal  
Shakopee Downtown Improvements - Design through Bidding Services

Dear Samantha:

WSB & Associates, Inc. (WSB) is pleased to present this proposal for professional services related to the Downtown Improvements Project. The scope of services presented in this proposal is based on discussions / email correspondence, a site visit with City staff, and our understanding of your needs. WSB will coordinate all work in accordance with the master services contract for professional services between WSB and the City of Shakopee (the City/Owner).

#### **PROJECT UNDERSTANDING:**

WSB understands that the project has been conceptually planned and the City wishes to proceed with final design and bidding. The project includes three specific areas of downtown including:

1. The River City Plaza
  - a. The water feature identified in the master plan is excluded from the project per the request of the Owner
2. The Gateway Plaza
3. Parking Lot Enhancements (north of 2<sup>nd</sup> Avenue, east of Lewis Street)

The established budget for the improvements is just over \$1.9 million. Of this total budget, \$400,000 of this is dedicated for statues/artwork which the City will commission separately. This leaves approximately \$1.5 million for the Downtown Improvements to be designed and constructed. The project will be funded completely with city dollars (no county, state, federal, or grant funding is included that may trigger special project design or construction requirements).

The following information and data has been, or will be, completed by others. The Owner will provide this data to WSB for incorporation into the final construction plans and bid documents.

1. Detailed cost estimates prepared during the master planning
2. Soil borings / geotechnical data
3. Detailed topographical survey (in AutoCAD \*.dwg format)
4. Specific site amenities / products desired to be incorporated into the project
5. Coordination with County and permits for any adjustments within County ROW
6. Coordination with Artist(s) for artwork foundation requirements
7. Coordination with SPUC for lighting/electrical design
  - a. Information prepared/provided by others will be incorporated into bid documents

#### **BASE SCOPE OF SERVICES**

1. **Project Kickoff Meeting:** The general purpose of this meeting with the Owner is to confirm key individuals, staff members, and others who will be involved in the project or have information that will affect the project and general review and discussion about the issues and concerns related to this project. WSB will include team representatives with various areas of expertise to bring everyone up to speed efficiently.

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2. **Data incorporation:** WSB will:
  - a. Incorporate the Owner provided survey data into WSB design software and incorporate into a final base map.
  - b. Create line work based on .pdf based master plan information and incorporate into WSB design software.
  - c. Review the Owner provided soil borings / geotechnical data to gain a full understanding of the capabilities and limitations of the subsurface conditions.
3. **Design / Construction Documents:** WSB will prepare final Construction Documents for the improvements based on the Owner provided master plan and established budget. These documents shall include plans, details, and specifications in sufficient detail for the Owner to pursue competitive bids for the construction of the improvements. Specific scope of work for this task will include:
  - a. Construction Plans including:
    1. Title Sheet
    2. Site Removals Plan
    3. Site Layout Plan
    4. Site Grading Plan
    5. Site Utility Plans (stormwater, hydrant relocation, manhole adjustments)
    6. Site Restoration / Planting Plan (irrigation plan is not desired by Owner and is not included in WSB scope)
    7. Enlargement Plans
    8. Construction Details
      - a. Typical pavements
      - b. Custom features
        - i. 'City of Shakopee' monument sign at River City Plaza
        - ii. Monument foundation for base of and product recommendation for 'Reader Board' sign at Gateway Plaza
        - iii. Foundation and wall core for brick 'art history' walls at Gateway Plaza
        - iv. Silva Cells
    9. Traffic Control Plan (for Highway 101)
  - b. Technical Specifications
  - c. Final Cost Estimate
4. **Permits:**
  - a. It is understood that the Owner will coordinate all required ROW and County related permits for the project. WSB will provide graphics as requested with notification of at least five working days, including a traffic control plan.
  - b. It is currently assumed that an NPDES Phase II stormwater permit will be required for this project due to the level of disturbance. WSB will coordinate the inclusion of a SWPPP in the plan set and submit for the NPDES permit. The City will be responsible for the fee.
  - c. WSB has assumed that the City (LGU) will coordinate the necessary review and permitting with City staff or other regulatory entity.
5. **Bidding Assistance** – It is understood that the project will be bid as one single package by prospective bidders. WSB will provide services for bidding assistance associated with the project including the following:
  - a. Advertisement for bids
  - b. Coordinate online plan set availability to contractors as necessary
  - c. Collect and respond to questions from prospective bidders
  - d. Issue addenda as necessary
  - e. Administer/attend the bid opening
  - f. Prepare tabulation of bids
  - g. Prepare letter of recommendation for contract award

6. **Deliverables:**
  - a. Meeting summary notes (Kickoff Meeting, 50% Design Review Meeting)
  - b. One complete paper and digital set of plans; specifications and final estimate of probable construction costs at 50% completion and 100% final completion.
  - c. Addenda during bidding
  - d. Bid tabulation
  - e. Letter of recommendation to award contract
7. **Project Schedule:** Based on past projects of similar size and scope, the following schedule outlines key deadlines and time necessary to complete the work. Although, the schedule is very aggressive, WSB's team will work as efficiently as possible to achieve a bid opening scheduled for early June. It is understood that this project will not include public involvement and that WSB will coordinate with the Owner, directly through the City's identified project manager, Samantha DiMaggio.

|                                                                                                             |                          |
|-------------------------------------------------------------------------------------------------------------|--------------------------|
| Consultant Contract Authorization                                                                           | February 22, 2017        |
| Anticipated receipt of topographic survey from Owner<br>(required to proceed with design and meet schedule) | February 24, 2017        |
| Project Startup / Kickoff Meeting                                                                           | February 28, 2017        |
| 50% Design Review Meeting                                                                                   | April 3, 2017            |
| 95% Design Review                                                                                           | May 2, 2017              |
| Final Comments Received from Owner                                                                          | May 8, 2017              |
| Publish Advertisement for Bid                                                                               | May 15, 2017 (or sooner) |
| Bid Opening                                                                                                 | June 6, 2017             |
| Anticipated Council Award of Bid                                                                            | June 13, 2017            |

**MEETINGS TO BE HELD AT THE CLIENT'S OFFICE OR SITE:**

- 1 – Project Startup / Kickoff Meeting
- 1 – Design Review Meeting (50%)
- 1 – Bid Opening Attendance

**FEES FOR PROFESSIONAL SERVICES**

Fees for the services outlined in the proposal above will be billed on an hourly basis with a not-to-exceed total of **\$97,860.00**. Below is a breakdown of the various components of this work:

**A. REIMBURSABLE EXPENSES**

The following list includes the anticipated reimbursable expenses that will be billed in addition to consulting fees.

- Courier / delivery costs
- Ad for bid publication fees
- Permit or Agency application fees

**B. ADDITIONAL SERVICES**

1. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB's general services contract with the City of Shakopee. This could include expanded design or coordination services, as well as involvement during construction to answer questions.

**C. CONDITIONS AND EXCLUSIONS**

1. We will provide all of the professional design services required to complete the plans and specifications as required for bidding the improvements for this project except the following:
  - a. Hazardous waste engineering and remediation
  - b. Archeological services
  - c. Wetland delineations and permitting
  - d. Ecological design services
  - e. Irrigation Design

- f. Geotechnical Investigation and recommendations  
WSB can add these items to our scope at additional fee if they become required.
2. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB's general services contract with the Owner.
3. Owner may terminate project with written notice, but shall be responsible for fees incurred to date.

The proposed scope and fee presented herein represents our complete understanding of the project based on available information. If you have any questions or need additional information, please feel free to contact me at (763) 231-4841. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

**WSB & Associates, Inc.**



Jason L. Amberg, RLA, ASLA  
Principal / Landscape Architecture Group Manager

**ACCEPTED BY:**

**City of Shakopee, MN**

By \_\_\_\_\_  
*signature*

\_\_\_\_\_  
*printed*

Date \_\_\_\_\_