



October 1, 2020

Mr. Ryan Stempki, P.E.  
Project Manager  
14008 90<sup>th</sup> Street  
Denmark Township, MN 55033

Re: Proposal to Provide Professional Engineering Services for 2021 Street Improvements

Dear Mr Stempki:

Denmark Township has initiated Street Improvements Project throughout the Township. The project area and assumed scope of improvements were outlined Request for Proposal (RFP) received September 18, 2020; WSB further clarified the scope of the work in our phone conversation on September 24, 2020. WSB has a proven track record of delivering similar projects in neighboring communities and throughout the Twin Cities and will be a valuable partner with Denmark Township with this Street Improvements Project.

As a Senior Project Manager with WSB, I will be leading this project and will work closely with FOCUS Township team to develop a successful project. Key components of WSB's proposed work include topographic survey of specific areas, development of a bid package, administration of the bidding process, and technical and construction administration support throughout the project as requested by the Township's Project Manager. Our team will include a Project Engineer familiar with similarly scoped projects, and a survey team to complete the topographic survey and construction staking needs.

We appreciate the opportunity to provide this proposal to Denmark Township and for your consideration. We are available to discuss the contents of this proposal at your request.

Sincerely,

**WSB & Associates, Inc.**

Alyson Fauske, PE  
Senior Project Manager

Monica Heil, PE  
Vice President of Municipal Services

Enclosures

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

**DENMARK TOWNSHIP  
2021 STREET IMPROVEMENTS PROJECT  
SCOPE OF SERVICES FOR PROFESSIONAL  
ENGINEERING SERVICES**

**PROJECT TEAM**

**Firm:**

WSB & Associates, Inc.  
701 Xenia Avenue South; Suite 300  
Minneapolis, MN 55416  
763.541.4800

**Main Contact:**

Alyson Fauske, PE, Senior Project Manager: [afauske@wsbeng.com](mailto:afauske@wsbeng.com), 763.512.5244  
701 Xenia Avenue, Suite 300  
Minneapolis, MN 55416

**Key Team Members:**

Alyson Fauske, PE	Project Manager & Engineer-of-Record
Chris Bunders, PE	Roadway Design
Amy Rein	Specifications and Bidding

*Resumes can be made available upon request.*

**UNDERSTANDING OF THE PROJECT**

Denmark Township has identified a need to rehabilitate approximately 7.2 miles roads within the community. The Township intends to bond for the majority of project costs therefore the final scope of the 2021 project will be determined this fall. As stated in the Request for Proposal (RFP) the scope and fee identified herein assumes all 7.2 miles will be included in the project. WSB will work with Township staff to adjust the scope and fee based on the Township's final determination for work to be completed in 2021.

Roadway improvements generally consist of reclamation of the existing roadway, placement of new base course and wear course, and shouldering. Street widths and horizontal and vertical alignments are proposed to remain unchanged. Unless otherwise specified in this proposal the graphics to be included in the bid package will consist of a map showing the project locations and scope of work for each road segment. The Township has authorized another firm to perform a geotechnical evaluation of the project area and subgrade corrections may be necessary based on the findings.

Municipal sanitary sewer and watermain are not within the project area. Culverts that convey drainage under the roadways are proposed to be replaced in-kind. The scope for project design does not include verification that the storm sewer meets a 10-year design storm. It is assumed that 25% of driveway culverts will be removed and replaced in-kind with this project.

Ditch sections within Priority Rank Area 2 are proposed to be regraded to facilitate positive drainage away from the street section. WSB's fee assumes 100 linear feet of ditch will be regraded to a

standard ditch section. Driveways within this area were installed prior to installation of the wear course, therefore the resulting drainage issues are proposed to be addressed with this project. The eastern 1,000 feet of 120<sup>th</sup> Street is urbanized and it is assumed that several panels of curb and gutter near the Highway 61 intersection will be replaced with this project. Topographic survey within the right-of-way (ROW) corridor will be necessary in order to provide design plan and profile sheets for this area.

The RFP states that topographic survey will be necessary for sideslope redesign along Neal Avenue (Priority Rank Area 3) however, based on our conversation with the FOCUS Township team on September 24, 2020, this work is no longer necessary. The crown of Neal Avenue needs to be restored with the street reclamation.

Priority Rank Area 9 includes 66<sup>th</sup> Street, 67<sup>th</sup> Street and 68<sup>th</sup> Street which are urban roadway sections with bituminous curb and a storm sewer system. Topographic survey within the ROW of these streets will be necessary to provide design plan and profile sheets. The scope of work for the remaining street within this area, 104<sup>th</sup> Street will be included on a map showing the project locations.

Immediately following the Township's authorization of the design for the project, the WSB' project manager will meet with FOCUS Township staff to:

1. Develop critical success criteria for the project,
2. Obtain project information,
3. Formalize the budget and schedule, and
4. Visit the site with the FOCUS Project Manager to review existing conditions and finalize the scope for topographic survey.

WSB will coordinate the Gopher State One call for utility locates necessary for the topographic survey. Based on the final project scope as directed by the FOCUS Township team the topographic survey will include the following:

1. Existing street centerline,
2. Edge of bituminous,
3. Bottom of ditch,
4. Culverts, and
5. Driveways.

Project documents will be developed using the topographic survey, existing drawings/GIS files obtained from Denmark Township, Washington County and private utility companies serving the area, and the Township's Standard Specifications. WSB will communicate any anticipated small utility conflicts to the Township's Project Manager so that the Township can coordinate any necessary relocation. During this process WSB will provide the City with 60% and 90% plans and specifications to the Township for review; a design criteria and assumptions memorandum will accompany these submittals.

Final plans and specifications will be submitted based on the Township's comments along with an opinion of probable cost based on the final plans. The final plans will include the construction limits of the proposed improvements and will identify areas where temporary easements will be required. WSB can provide assistance with obtaining any necessary easements under a separate proposal. WSB will prepare and submit any necessary permits to perform the work. Watershed permitting is not anticipated to be applicable to this project since the streets will remain the same width and no additional impervious surface will be added.

WSB will perform project bidding and 30 hours of technical and construction administration as outlined in the RFP. WSB will also provide record drawings in the format requested in the RFP.

We understand that Denmark Township, or its consultants, will obtain and provide a copy of geotechnical investigations, provide the Township's standard contract documents and specifications, coordinate with the public, conduct public meetings, present to the Town Board, negotiate and acquire easements as needed, review the 60% and 90% plans and specifications, coordinate with small utility companies if conflicts are identified, perform construction administration of the contract, perform construction observation, and will also complete the one-year warranty inspection of the improvements.

Finally, WSB understands that communication with the City is critical to project success. Through design, bidding and construction the City will receive a weekly project update form, including a job-to-date budget, directly from Project Manager, Alyson Fauske. Alyson will also be available through construction to provide technical support as requested by the Township's Project Manager.

We acknowledge and understand the project scope, deliverables, Township responsibilities and project schedule as outlined in detail in the RFP.

**CONSULTANT FEE**

WSB will complete the scope of work and deliverables described in the RFP and our proposal, on an hourly basis for the total proposed fee summarized below:

Final Design Phase .....	\$ 38,722.00
Bidding Phase.....	\$ 1,148.00
<u>Construction Phase .....</u>	<u>\$ 29,192.00</u>
<b>Total Estimate for Engineering Services</b>	<b>\$ 69,062.00</b>

We will bill for our services on a monthly basis in accordance with our proposed Client-Engineer Professional Services Agreement with the City.

*A detailed spreadsheet of the proposed consultant fees is included on the following page.*

**EXCEPTIONS AND DEVIATIONS**

There are no foreseen exceptions or deviations concerning this project.



**Estimate of Fees  
Denmark Township  
Professional Engineering Services  
2021 Street Reclamation Project**

Task	Description	Estimated Hours					Total Hours	Cost
		Senior Project Engineer	Project Engineer	Administrative Assistant	Survey Technician	Survey Crew		
		<i>Alyson Fauske</i>	<i>Chris Bunders</i>	<i>Amy Rein</i>	<i>Cooper Forbrook</i>	<i>2 person crew</i>		
<b>1 Preparation of Plans and Specifications</b>								
1.1	Project Management	24					24	\$4,128.00
1.2	Project Kickoff Meeting	4					4	\$688.00
1.3	GSOC Utility Location Coordination				6		6	\$750.00
1.4	Topographic Survey					66	66	\$12,936.00
1.5	Process Field Data				10		10	\$1,250.00
1.6	Design		100				100	\$12,000.00
1.7	Street Culvert Replacement		8				8	\$960.00
1.8	Specifications		16	2			18	\$2,108.00
1.9	QA / QC	2					2	\$344.00
1.10	Opinion of Total Probable Project Costs		16				16	\$1,920.00
1.11	60% and 90% Design Memos	2	2	1			5	\$678.00
1.12	Permit Application		8				8	\$960.00
<b>Task 1 Total Estimated Hours and Fee</b>		<b>32</b>	<b>150</b>	<b>3</b>	<b>16</b>	<b>66</b>	<b>267</b>	<b>\$38,722.00</b>
<b>2 Bidding Phase Services</b>								
2.1	Project Management	1					1	\$172.00
2.2	Submit Ad for Bid			1			1	\$94.00
2.3	Respond to Bidders Questions		3				3	\$360.00
2.4	Bid Tabulation		1	2			3	\$308.00
2.5	Letter of Recommendation		1	1			2	\$214.00
<b>Task 2 Total Estimated Hours and Fee</b>		<b>1</b>	<b>5</b>	<b>4</b>			<b>10</b>	<b>\$1,148.00</b>
<b>3 Construction Phase Services</b>								
3.1	Project Management	5					5	\$860.00
3.2	Preconstruction Meeting Attendance	3					3	\$516.00
3.3	Technical and Construction Administration Support	30					30	\$5,160.00
3.4	Construction Staking					80	80	\$15,680.00
3.5	As-Builts		32			16	48	\$6,976.00
<b>Task 3 Total Estimated Hours and Fee</b>		<b>38</b>	<b>32</b>			<b>96</b>	<b>166</b>	<b>\$29,192.00</b>
<b>Total Estimated Hours</b>		<b>71</b>	<b>187</b>	<b>7</b>	<b>16</b>	<b>162</b>	<b>443</b>	
<b>Average Hourly Billing Rate</b>		172.00	120.00	94.00	125.00	196.00		
<b>Total Base Fee by Labor Classification</b>		<b>\$12,212.00</b>	<b>\$22,440.00</b>	<b>\$658.00</b>	<b>\$2,000.00</b>	<b>\$31,752.00</b>		
<b>TOTAL PROJECT FEE</b>							<b>\$69,062.00</b>	