



REPORT/RECOMMENDATION

To: MAYOR AND COUNCIL	Agenda Item # <u>IV. C.</u>
From: Wayne D. Houle, PE Director of Engineering	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Discussion <input type="checkbox"/> Information
Date: August 6, 2012	
Subject: Engineering Services For Normandale Neighborhood Roadway Reconstruction Project	

Recommendation:

Authorize City Manager to approve attached agreement with Short Elliott Hendrickson Inc. for the Feasibility Study and Bid Documents for the Normandale Neighborhood Roadway Reconstruction project.

Info/Background:

The agreement is for the feasibility study and bid documents for the Normandale Neighborhood Roadway Reconstruction project. Normandale Neighborhood is bounded by TH100 on the west, TH62 on the north, West Shore Drive on the east, and West 66th Street on the south and includes West 64th Street, West 65th Street, Sherwood Avenue, Ryan Avenue, Parnell Avenue, and West Shore drive.

The estimated fee for this work is \$241,806, which is approximately 6.9% of the estimated reconstruction cost. SEH has successfully conducted engineering services for many Edina neighborhood roadway reconstruction projects.

ATTACHMENTS:

Engineering Agreement for Normandale Neighborhood Roadway Reconstruction, July 30, 2012



SUPPLEMENTAL LETTER AGREEMENT

July 30, 2012

RE: City of Edina
Normandale Neighborhood Roadway
Improvements
SEH No. EDINA 121105 10.00

Mr. Wayne Houle, PE
City Engineer
City of Edina
7450 Metro Boulevard
Edina MN 55439-3037

Dear Wayne:

Short Elliott Hendrickson Inc.[®] (SEH) sincerely thanks you for the opportunity to assist the City of Edina (City) with the Normandale Neighborhood Roadway Improvements Project (Project). We will provide our services as described by our task hour budget (THB) enclosed with this Supplemental Letter Agreement to our Agreement for Professional Engineering Services dated July 25, 1988, herein called the Agreement.

Based on bid tabs for similar projects adjusted to 2013 dollars, the estimated reconstruction cost is \$3.5 million. Our proposed not to exceed fee of \$241,806 reported by our THB is approximately 6.9% of the estimated reconstruction cost.

Our not-to-exceed fee includes reimbursable expenses. If the City accepts this Supplemental Letter Agreement, we will bill the City monthly on an hourly basis for services, expenses, and equipment to complete our work in the project area described by the enclosed map labeled Figure 1.

Our anticipated project production schedule is given in the table below.

Work Item		
Work Item No.	Work Item Description	Work Item Key Milestone Date
1	Begin work on the Feasibility Study	August 7, 2012
2	Contact CenterPoint Energy about Reconstructing their Gas Main Trunk and Service Pipes in the Project Area	August 15, 2012
3	Neighborhood Meeting	September 5, 2012
4	Deliver the Draft Report to City Staff for Review	September 14, 2012
5	Edina Transportation Commission Meeting – Present Draft Study	September 20, 2012
6	Edina Transportation Commission Meeting – Recommend Study for Approval by the Council	October 18, 2012

Mr. Wayne Houle, PE
July 30, 2012
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Work Item		
Work Item No.	Work Item Description	Work Item Key Milestone Date
7	Public Improvement Hearing	December 11, 2012
8	Begin Advertising for Bids	January 31, 2013
9	Open Bids	February 19, 2013
10	CenterPoint Energy Begins Field Work to Reconstruct Gas Main Trunk and Service Pipes in the Project Area	April 8, 2013
11	Begin Construction	May 6, 2013

This Supplemental Letter Agreement, Figure 1, the THB, and the Agreement represent the entire understanding between the City and SEH in respect to the project and may only be modified in writing if signed by both parties.

Thanks again for considering using SEH for this project. As always, please contact me with questions or comments at 952.912.2611 or ppasko@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Paul J. Pasko III, PE
Project Manager

tm

Enclosures

- c: Toby Muse, SEH (without Enclosures by e-mail only)
- Brent Theroux, SEH (without Enclosures by e-mail only)
- Justin Klabo, SEH (without Enclosures by e-mail only)

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Accepted on this ___ day of _____, 2012

City of Edina, Minnesota

By: _____
Name



City of Edina
Normandale Neighborhood Roadway Improvements (63)
July 30, 2012

				ESTIMATED COST
PROJECT TASKS				
FEASIBILITY STUDY PHASE				
1.0			Data Collection	
	1.1		Collect & Verify Data from the City	
		1.1.1	Closed Circuit Television (CCTV) Tapes/Disks and Logs (1)	
		1.1.2	Verify Utility as-builts from City (98)	
		1.1.3	Digital parcel mapping from the City	
		1.1.4	List of working water main gate valves (88)	
		1.1.5	Comprehensive Water Resource Management Plan dated 7/03 prepared by BARR Engineering for the project area.	
		1.1.6	List of property owner information (5)	
		1.1.7	Locations of sanitary sewer blockages	
		1.1.8	Sanitary sewer manhole structure survey data (91)	
		1.1.9	Previous soil boring logs and/or test results	
		1.1.10	Trunk water main pipe repair type and locations (90)	
		1.1.11	Topographic survey completed by City staff	
			1.1.11.1 3D base drawing file	
			1.1.11.2 3D topographic survey point files	
		1.1.12	Investigate with City staff available sites for a contractor storage yard (6)	
		1.1.13	Aerial mapping	
			1.1.13.1 Photograph (61)	
			1.1.13.2 Contours (62)	
		1.1.14	Latest versions of proposal form, instructions to bidders, general conditions, special conditions, City of Edina standard specifications and standard plates for inclusion in the project manual	
		1.1.15	Existing driveway photographs	

				ESTIMATED COST
PROJECT TASKS				
	1.2		Gopher State One Call	
		1.2.1	Obtain Ticket No.	
		1.2.2	Collect atlases from private utility companies in the project area	
	1.3		Supplemental Topographic Survey (92)	
			Subtotal Labor Cost	\$5,871
2.0			Geotechnical Investigation (4)	
	2.1		Review City Subsurface Investigation Program (3)	
	2.2		Assist Geotechnical Drilling/Testing Services (19)	
	2.3		Develop soil stratigraphy/profile	
	2.4		Assess trench excavation and backfill	
	2.5		Assess road subgrade (including intermixing of trench backfill soils)	
	2.6		Assess feasibility of HDD for installation of storm sewer and drainage features	
	2.7		Evaluate proposed roadway typical section	
	2.8		Evaluate the feasibility of utilizing existing pavement section as a reclaimed aggregate base product into the proposed street section	
	2.9		Prepare Draft Geotechnical Technical Memorandum	
	2.10		Prepare Final Geotechnical Technical Memorandum	
	2.11		Comment on final geotechnical details during bid document preparation (103)	
			Subtotal Labor Cost	\$9,821
3.0			Kick-off Newsletter & Questionnaire (7)(94)(95)	
			Subtotal Labor Cost	
4.0			Field Inspection (69)	
	4.1		Inspect storm sewer manholes and storm sewer catch basins (8) (9)	
	4.2		Inspect existing curb and gutter for reincorporation into the project (57)(96)	
	4.3		Inspect existing pavement for limits of alligator cracking to indicate presence of subgrade soils needing repair (58)	
	4.4		Observe storm water runoff during a rain event	
			Subtotal Labor Cost	\$2,192
5.0			Street / Pavement Design (64)(65)(66)(84)	
	5.1		Develop street pavement sections (2)(60)	
	5.2		Evaluate raising Ryan Ave cul-de-sac and associated driveway impacts (55)	

				ESTIMATED COST
PROJECT TASKS				
	5.3		Determine the locations and depths of subgrade repairs (2)(58)	
	5.4		Neighborhood Sidewalk Investigation (93)	
	5.5		Prepare 30% complete tabulation of removals and miscellaneous restoration	
			Subtotal Labor Cost	\$8,273
6.0			Drainage / Storm Sewer Design (14)(45)(97)	
	6.1		Prepare layout of proposed storm sewer extensions/new systems (11)	
	6.2		Identify tributary areas (12)	
	6.3		Calculate runoff coefficient "C" factor (12)	
	6.4		Determine time of concentration "Tc" for tributary areas	
	6.5		Size proposed storm sewer pipes (13)	
	6.6		Evaluate West Shore Drive outlet pipes (29)	
	6.7		Prepare approximate layout for proposed sump pump drain pipe network (15) (59)(110)	
	6.8		Design layout of draintile network based on recommended subcuts	
	6.9		Size storm water runoff treatment manholes (10)	
	6.10		Identify existing manholes, trunk pipes, and catch basins needing reconstruction in the project area (33)	
	6.11		Investigate adjustments to the street profile in select locations to improve the flow of storm water runoff to existing and proposed catch basins	
			Subtotal Labor Cost	\$8,479
7.0			Sanitary Sewer Design (70)	
	7.1		Study location of reported blockages in the trunk pipe network (36)	
		7.1.1	Based on study, identify location of trunk pipe repairs by open cut methods (68)	
		7.1.2	Based on study, identify location of trunk pipe repairs by trenchless methods	
	7.2		Service Pipe	
		7.2.1	Reconstruction Plan (39)	
	7.3		Identify existing manholes needing reconstruction in the project area (37)	
			Subtotal Labor Cost	\$2,928
8.0			Water Main Design (67)	
	8.1		Develop Suggested Staging Plan (51)	

				ESTIMATED COST
PROJECT TASKS				
		8.1.1	Evaluate Locations of Existing and Proposed Valves and Fire Hydrants	
		8.1.2	Evaluate Layout of Temporary Water Main and Water Services (50)	
	8.2		Trunk Pipe	
		8.2.1	Reconstruction Plan (52)	
		8.2.2	Relocate Fire Hydrant (38)	
	8.3		Service Pipe	
		8.3.1	Reconstruction Plan (99)	
			Subtotal Labor Cost	\$15,939
9.0			Street Lighting (16)	
			Subtotal Labor Cost	
10.0			Calculate Quantities (78)	
	10.1		Streets	
	10.2		Storm Sewer	
	10.3		Sanitary sewer	
	10.4		Water Main	
			Subtotal Labor Cost	\$5,719
11.0			Prepare Engineer's Opinion of Probable Cost	
	11.1		Prepare Engineer's Opinion of Probable Cost (17) (18)	
			Subtotal Labor Cost	\$4,167
12.0			Preliminary Assessment Roll (20) (21) (22)	
	12.1		Count single family parcels	
	12.2		Input parcel information data into XLSX spreadsheet	
	12.3		Prepare preliminary roll	
	12.4		Account for special corner lots that received 1/3 or 2/3 rate assessments as part of a previous or future reconstruction project	
	12.5		Review preliminary roll with City staff	
	12.6		Use roll to generate public improvement hearing notices	
			Subtotal Labor Cost	\$3,504
13.0			Prepare Feasibility Study	
	13.1		Write draft feasibility study (23)	
	13.2		Prepare project area location map figure	
	13.3		Prepare preliminary assessment role figure	
	13.4		Review draft study with City staff (86)	
	13.5		Prepare final study	
	13.6		Prepare and submit hard copies of the study	
	13.7		Prepare and submit PDF file of the study	
			Subtotal Labor Cost	\$14,124

				ESTIMATED COST
PROJECT TASKS				
14.0			Meetings	
	14.1		Kick-off meeting with City staff (56)	
	14.2		Letter to CenterPoint Energy (24)	
	14.3		Letter to other Private Utilities (106)	
	14.4		Review results of soils borings and draft geotechnical memo with City staff by conference call	
	14.5		Water Main Analysis (100)	
	14.6		Edina Transportation Commission (ETC) Meeting (108)	
		14.6.1	Prepare for and attend the ETC meeting (109)	
	14.7		Neighborhood Meeting (81)	
		14.7.1	Prepare invitation to Neighborhood Meeting (25) (26)	
		14.7.2	Prepare preliminary assessment role graphic (72)	
		14.7.3	Prepare hard copy of 30% complete tabulation of removals and miscellaneous restoration (87)	
		14.7.4	Prepare plots summarizing improvements for use at the meeting (27)	
		14.7.5	Prepare attendance roster sheets and attend Neighborhood Meeting (71)	
	14.8		Public Improvement Hearing	
		14.8.1	Prepare invitations for Public Improvement Hearing and send via US Mail and place ad in Newspaper (25) (26)	
		14.8.2	Prepare for Public Improvement Hearing	
		14.8.3	Attend Public Improvement Hearing (28)(82)	
	14.9		Private Licensed Plumber Informational Meeting (107)	
	14.10		Private Sanitary Sewer Service Pipe Reconstruction Meeting for Property Owners (107)	
			Subtotal Labor Cost	\$15,481
BID DOCUMENTS PHASE				
15.0			Finalize Street / Pavement Design	
	15.1		Finalize design (30) (31) (73) (74) (75)	
			Subtotal Labor Cost	\$16,886
16.0			Finalize Drainage / Storm Sewer Design	
	16.1		Storm Sewer Extensions and New System Design (32) (33) (35) (101)	
			Subtotal Labor Cost	\$9,154

				ESTIMATED COST
PROJECT TASKS				
17.0			Finalize Sanitary Sewer Design	
	17.1		Finalize Design (102)	
			Subtotal Labor Cost	\$4,952
18.0			Finalize Water Main Design	
	18.1		Finalize Design (104)	
			Subtotal Labor Cost	\$11,716
19.0			Bid Document Preparation	
	19.1		Plan sheets	
		19.1.1	Title Sheet	
		19.1.2	General Layout	
		19.1.3	Suggested Water Main Staging Plan (105)	
		19.1.4	Tabulation of earthwork	
		19.1.5	Tabulation of existing sanitary and storm sewer structure reconstruction or adjustment	
		19.1.6	Tabulation of existing sanitary sewer trunk pipe joint or spot repairs	
		19.1.7	Tabulation of removals and miscellaneous restoration	
		19.1.8	Typical pavement sections & List of Standard Plates	
		19.1.9	Stormwater Pollution Prevention Plan (46)	
		19.1.10	Plan and Profile sheets (40)(76)(77)	
		19.1.11	Cross Section sheets (42)	
	19.2		Project Manual	
		19.2.1	Front End (43)	
		19.2.2	Bidding Requirements (79)	
		19.2.3	Conditions of Contract (85)	
		19.2.4	Specifications	
		19.2.5	Special Provisions	
		19.2.6	Appendix (44)	
			Subtotal Labor Cost	\$70,476
20.0			Quantities and Opinion of Probable Cost	
	20.1		Refine Opinion of Probable Cost and Proposal Form from Feasibility Study (41)	
		20.1.1	Streets	
		20.1.2	Storm Sewer	
		20.1.3	Sanitary sewer	
		20.1.4	Water Main	
			Subtotal Labor Cost	\$7,985
21.0			Agency Review / Submittals (111)	
	21.1		City of Edina (48)	

				ESTIMATED COST
PROJECT TASKS				
	21.2		Minnehaha Creek Watershed District (47)(89)	
		21.2.1	Grading and Earthmoving Permit (80)	
	21.3		Private Utility Companies	
	21.4		MPCA	
		21.4.1	NPDES Permit/SWPPP (34)	
			Subtotal Labor Cost	\$6,935
22.0			Meetings	
	22.1		With City Staff	
		22.1.1	Review 90% Plan set Meeting	
	22.2		Letter to CenterPoint Energy (24)	
			Subtotal Labor Cost	\$2,575
23.0			Bidding Assistance (54)	
	23.1		Prepare Ad for Bids	
	23.2		Prepare Electronic Bid Documents (83)	
		23.2.1	Plans	
		23.2.2	Project Manual	
	23.3		Respond to Bid Inquires	
	23.4		Prepare necessary Addenda	
	23.5		Attend Bid Opening	
	23.6		Prepare Tabulation of Bids	
	23.7		Print paper copies of plans and project manual (49)	
			Subtotal Labor Cost	\$10,594

			ESTIMATED COST
PROJECT COST SUMMARY			
FEASIBILITY STUDY PHASE			
	Subtotal Hours		774
	Subtotal Labor Cost		\$96,497.18
	Subtotal SEH Expenses (53)		\$ 1,500.82
	Subtotal		\$97,998.00
BID DOCUMENTS PHASE			
	Subtotal Hours		1,161
	Subtotal Labor Cost		\$141,272.37
	Subtotal SEH Expenses (53)		\$ 2,535.63
	Subtotal		\$143,808.00
TOTAL COST ASSOCIATED WITH THIS PROPOSAL:			\$241,806.00

NOTES

- 1 For the inspection of the trunk sanitary sewer pipes in the project area.
- 2 Typical sections and subcut locations will be per the geotechnical memorandum prepared for the feasibility study.
- 3 Task includes reviewing City's Request For Proposal (RFP) for geotechnical drilling and testing services. RFP, including final boring locations, to be developed by City with input from SEH. Official RFP to be distributed by the City to contract geotechnical services.
- 4 Task assumes that a materials testing firm will enter into a contract directly with the City for the geotechnical field work and testing.
- 5 List will be an XLSX file containing at a minimum property address, property owner name, property owner address, and PID number.
- 6 Includes investigating sites to stock pile pipe and reclaimed aggregate base materials produced on-site.
- 7 We assume the City will coordinate preparation of the newsletter text, map, questionnaire and mailing labels and send to residents.
- 8 We will inspect only structures with insufficient data gathered from the City's storm sewer structure survey project. We will only inspect structures within the street rights-of-ways.
- 9 If additional inspection is needed, inspection results will be compiled on paper structure survey forms. Whenever possible, City supplied manhole and catch basin numbers will be used for identification purposes.
- 10 Based on a field visit, a storm water runoff treatment manhole is likely not feasible along West Shore Drive due to the existing water elevation of the pond east of the project area. This task involves evaluation and design of City approved style of storm water treatment structures at the intersection(s) of either or both Parnell Avenue and 65th Street and/or Parnall Avenue and 64th Street.
- 11 Scope of this task includes the evaluating the existing storm sewer system and determining if storm sewer extensions along Sherwood Avenue, Ryan Avenue, and Parnell Avenue are necessary. Includes upsizing the existing system if deemed necessary. The scope of the extensions will be determined based on resident questionnaires and a field visit during a rain event.
- 12 Consult Comprehensive Water Resource Management Plan dated 12/11 for the City of Edina prepared by BARR Engineering. Back check against existing air flown contour mapping of the project area.
- 13 Based on a 10-year design storm.
- 14 As was the case for the Richmond Hills Park Neighborhood Roadway Improvements Project, no storm sewer design review by BARR will be required as part of this project.
- 15 Where existing curb and gutter is removed and replaced, the sump pump drain pipe will be trenched into place behind the proposed curb and gutter. Where there is existing curb and gutter, the sump pump drain pipe may be horizontal directional drilled (HDD) into place behind the existing curb and gutter.
- 16 Residents will be asked about the desire to install a street lighting network in the questionnaire. We assume street lighting will not be included in the scope of this project. If the neighborhood does request this system, SEH and the City will negotiate a Supplemental Agreement for these services.

- 17 Costs will feature a 15% contingency factor.
- 18 Costs will be computed in 2013 dollars.
- 19 Includes a site visit to observe existing conditions, assistance with questions during drilling and testing, a review of collected soil samples, and recommendations for laboratory testing. Does not include staking borings in field.
- 20 Justification for assessments is attributed to properties receiving benefit from the new roadway and is established in accordance with the City's Special Assessment Policy. City staff will review the assessment graphic to ensure accuracy with the City's Special Assessment Policy.
- 21 Utility reconstruction costs will not be assessed to residents in the project area.
- 22 The assessable lot is based on a detached single family home or REU.
- 23 Study's scope and format will follow the example set by the Feasibility Study for the Richmond Hills Park Neighborhood Roadway Improvements project dated January 3, 2012.
- 24 Identify with CenterPoint Energy gas main and service pipe reconstruction work within the project area that needs to be done prior to beginning street reconstruction activities. No meeting needed at this time. CenterPoint Energy will be notified of the project during the feasibility phase of this project and instructed to plan for existing facility re-locations. During the design phase, 90% complete plansheets will be submitted to assist CenterPoint Energy in their re-location planning.

- 25 Task includes preparation of an invitation/letter/questionnaire; printing, folding, and delivering invitations to Public Works; and the preparation of mailing labels.
- 26 City staff will insert letters/invitations/questionnaires into envelopes, apply postage and mail the letters/invitations from Public Works.
- 27 SEH will provide three (3) plots at a scale of 1"=30'. Each plot will have as a base the aerial photo of the project area with 1. existing sanitary and storm sewer trunk pipes line work 2. existing watermain trunk pipe line work 3. topographic survey line work 4. property and right-of-way lines 5. street names and addresses, and 6. 30% complete proposed improvements for curb and gutter, storm sewer, drain tile, sanitary sewer, water main and fire hydrant relocations and replacements. The plots will be taped to the wall during the meeting. These plots will become the basis for the bidding document plan set.

- 28 SEH will present a 10-minute long PPT file to the Council describing the project and answer resident and Council questions.
- 29 Includes determining if upsizing is required and what impacts will occur on the Lake Cornelia Nature Trail if storm sewer work is required, including development of a trail detour route, if necessary.

- 30 Horizontal centerline alignments and stationing will be assigned to all streets in the project area utilizing the existing concrete curb and gutter alignments where feasible.
- 31 Vertical alignments will be assigned to all streets in the project area. Wherever possible, the profile of the existing pavement seam will be held constant.
- 32 Complete the detailed design of both storm sewer extensions and/or new systems shown in the feasibility study.
- 33 Repairs or replacements of existing storm sewer structures and pipes are based on recommendations from City staff and the structure condition surveys completed by SEH staff during its field inspection operations.

- 34 Includes having SEH water resources staff review the SWPPP for any recent rule changes prior to submitting to the MPCA.
- 35 Complete the detailed design of the sump pump drain pipe shown in the feasibility study. Place the sump pump drain pipe behind the concrete curb and gutter using open cut or HDD methods. Sump pump drain pipe may need to be proposed in a position in front of the curb and gutter at select locations.
- 36 Study is based on recommendations from City staff, results of the City supplied map showing recent blockage locations, and SEH's review of the CCTV inspection of the trunk pipes in the project area.
- 37 Sanitary sewer manhole reconstruction will be based on recommendations from City and SEH staff. Recommendations will be based on information gathered from the manhole inspection program.
- 38 All existing fire hydrants in the project area will be removed and replaced. Hydrants in front of residences will be relocated within the boulevard to be adjacent to the nearest common side-yard property line. Fire hydrants will be inserted to keep the spacing between fire hydrants under 400-feet.
- 39 Includes determining the type of sanitary sewer service reconstruction technique used between the right-of-way line and the wye. Techniques will include open cut, CIPP lining, or pipe bursting. Techniques will be chosen to minimize impacts to existing landscaping features.
- 40 Task includes adding the private utility line work to the base mapping.
- 41 We will use the same applicable cost splits shown in the Feasibility Study.
- 42 Cross section plan sheets will be created for streets where curb and gutter is proposed or existing curb and gutter slopes need modification to improve drainage.
- 43 Contains title sheet, certification sheet, table of contents, contact sheet, instructions to bidders, and advertisement for bids.
- 44 Contains soil boring data, City standard plates, and SEH construction details.
- 45 We assume no storm water modeling of the ponds east of West Shore Drive will be required due to the existing water level elevation of the pond relative to the existing elevations of the storm sewer outlet pipes. It is anticipated that no new storm water will be introduced to the ponds. Task assumes we will evaluate outlet configurations for upsizing and/or erosion control since the proposed storm sewer extensions will likely increase the volume and velocity of the storm water.
- 46 Contains information similar to that shown on the plan for Richmond Hills Park Neighborhood Roadway Improvement Project dated 3/5/12.
- 47 Assumes no wetland permitting or stormwater management relative to the pond east of West Shore Drive will be required since the project's outlet pipe will not be extended or introduce any additional flow.
- 48 Includes one (1) submittal of draft final bidding documents to the City in 11x17 format.
- 49 Print only enough copies for appropriate City and SEH staff.
- 50 Plan assumes that each house contains an operable shut-off valve just upstream of the water meter.
- 51 We will evaluate water main reconstruction and its staging plan since this will likely drive the overall phasing of the project.

- 52 We will evaluate water main rehabilitation techniques including open cut vs. cured in place pipe (CIPP) lining vs. pipe bursting as part of the feasibility report and suggest a preferred method or methods to the City.
- 53 Reimbursable expenses during study and bid document bidding assistance phase includes mileage, permit fees and printing costs.
- 54 Does not include a pre-bid meeting.
- 55 Task will evaluate raising the elevation of the Ryan Avenue cul-de-sac to improve existing driveway grades and drainage. The proposed change, if deemed feasible, will be presented to the property owners at the Neighborhood Meeting.
- 56 This task was already completed on 6/12/12 with Pasko, Muse, Houle and Millner in attendance.

- 57 Using City supplied inspection criteria, we will visually field inspect the condition of the existing curb and gutter to quantify existing curb and gutter removal and reconstruction incorporated into the project.

- 58 We will visually field inspect the cracked conditions of the existing streets to estimate the amount of subgrade repair needed.
- 59 Sump pump drain pipe network will be a combination of HDPE, PVC, and C900 PVC sump drain pipe that contain service pipe stubs at each home for existing or future sump pump discharge connections.

- 60 Includes evaluating the feasibility of producing reclaim aggregate base and reincorporating it into the proposed street section.
- 61 City/Hennepin County will supply SEH the latest aerial photograph of the project area.
- 62 The City will supply SEH with the latest airflown contours. We understand that the contours are not to be exclusively trusted. Contours will be checked for accuracy against the City supplied topographic survey.
- 63 Tree removal shall only become necessary in extreme circumstances of reconstruction where no other feasible option exists to mitigate damage caused by reconstruction activities.
- 64 Residential area safety improvements are not included in the scope of this project.
- 65 Addressing and accommodating bicycle traffic within the neighborhood is not included in the scope of this project.
- 66 We assume street name signage is included in the scope of this project. SEH recommends City staff review the condition of the street sign poles to determine if replacement should be included.
- 67 Based on preliminary discussions with the City, we understand the entire existing water main trunk and service pipe network (up to and including existing curb stops) should be replaced in the project area. SEH will evaluate the extent of water main repair locations utilizing existing water main break information, further discussion with City staff and review of existing water main as-built drawings.
- 68 Type of rehabilitation will be a "spot" repair(s).
- 69 SEH assumes we will not inspect sanitary sewer manholes because the City has already done this work as part of their on-going sanitary sewer manhole inspection program.

- 70 Assumes reconstruction of private sanitary sewer service pipes between the right-of-way line and the wye is included in the scope of this project. Assumes homeowners will be given the opportunity to reconstruct their sanitary sewer service pipe from the right-of-way line to the wye prior to street reconstruction activities at their own cost. If necessary, we assume development of a new City policy relative to sanitary sewer service reconstruction will be completed by City staff. If the City does request SEH's assistance, the City can define SEH's role and scope of work. The City and SEH will negotiate a Supplemental Agreement for these services.
- 71 Preparations include creating a 10-minute long PPT file for presentation to the residents made by SEH staff. Homeowner comments will be recorded on the 1"=30' summary plots. A hard copy of the XLSX file summarizing resident responses to the kick-off questionnaire will be brought to this meeting as a reference document.
- 72 SEH will provide three (3) plots of the assessment role graphic taped to the wall next to one (1) 1"=30' plot outlining proposed improvements. See footnote 27. The assessment role graphic will be a parcel map with addresses and street names and each parcel shaded in a color explaining the amount of their estimated assessment.
- 73 Create intersection grading plans. These plans will not appear in the bid document plan set. Instead they will be utilized in the field by SEH surveyors staking the reconstruction.
- 74 Tabulation of removals and miscellaneous restoration arranged and sorted in order of ascending house number and street name. Subtotaled per street name. Totaled by neighborhood. Tabulation includes sawcutting; boulevard removal and replacement; sanitary sewer wye repairs; tree removal; pet containment, irrigation, any special driveway system repairs; and hand forming curb and gutter near sensitive boulevard feature quantities. Notes for these items will not appear in the plan and profile sheets.
- 75 Tabulation of earthwork for insertion into the bid documents. Includes information on a per street basis regarding gross common excavation, reclaim aggregate base production and placement, imported class 5 aggregate base, subgrade repairs, paving, topsoil borrow, and sodding.
- 76 Include street centerline profiles for all streets where existing curb and gutter will be replaced due to utility work. In areas where curb and gutter will remain, plan/plan sheets may be used. Include profiles of existing public utilities only when proposed public utility work can interfere with the existing utilities. This may result in some sheets being plan/plan view rather than plan/profile view.
- 77 Plan view base mapping is based on line work from City topographic surveying. No aerial photos will be included on the bidding documents.
- 78 Quantity calculations will be captured in a XLSX file that will be incorporated into the proposal form as part of the bidding document project manual and monthly pay applications utilized during reconstruction to track quantities and costs for each City funding source allocated for the project.
- 79 Includes proposal form, instructions to bidders, and advertisement for bids
- 80 SEH will prepare one (1) submittal letter transmitting review documents to Minnehaha Creek Watershed District.
- 81 Tentatively scheduled for 9/5/12.
- 82 Tentatively scheduled for 12/11/12.

- 83 Bid documents will be available for purchase via Quest CDN on the City's web site.
- 84 Where existing curb and gutter is present and can be reincorporated into the project, the street width will not change.
- 85 Contains a Contractor Questionnaire similar to that shown on the bid documents for Richmond Hills Park Neighborhood Roadway Improvement Project dated 3/5/12.
- 86 SEH will collect City's review comments via conference call after SEH sends the draft study via PDF file attached to an email.
- 87 Hard copy tabulation shall be 3 copies on 11x17 paper for resident reference while they look at the plot summarizing the improvements to be undertaken.
- 88 We will use this list during preparation of the suggested staging plan.
- 89 We assume the entire project area is located in the Nine Mile Creek Watershed District and that the project will not require stormwater management or treatment facilities.
- 90 Data provided in a tabular format as either a XLSX or DOCX file. Repairs located by address and arranged on a per street basis. If necessary, this information will appear in the Appendix of the project manual to assist bid preparation of pipe bursting or CIPP lining contractors, if determined a viable water main rehabilitation technique.
- 91 City will provide data as either a XLSX or DOCX file. If SEH determines the data to be insufficient, the scope of the additional surveys needed will be negotiated between the City and SEH and added as a Supplemental Agreement.
- 92 During the course of the feasibility study and bid document preparation, additional topographic survey may be needed to supplement the City supplied survey. This task serves as a placeholder to collect additional survey data that may include driveways and boulevards. Assuming the City cannot do this supplemental surveying itself, actual hours based on the scope of the supplemental survey will be negotiated between the City and SEH and added as a Supplemental Agreement.
- 93 We assume no sidewalk investigations will be included during the feasibility or bidding document phase of the project.
- 94 XLSX spreadsheet containing tabulated results of the questionnaire sent by the City to SEH.
- 95 Questionnaires for residents to complete and return to City for tabulation of results. Questionnaire will be sent to all residents of the project area and will cover presence of local drainage problems, pet containment systems and the interest in street lighting.
- 96 We will account for the existing concrete curb and gutter present throughout the project area and will attempt to salvage as much as possible during design of the project, where feasible.
- 97 Assumes no storm sewer lift station improvements are necessary at the intersection of West Shore Drive and 65th Street.
- 98 Includes verification of storm sewer lift station as-builts at the intersection of West Shore Drive and 65th Street and the sanitary sewer lift station located mid-block on 65th Street between Parnall Avenue and West Shore Drive.
- 99 Includes removing and replacing existing water service pipes from the trunk water main pipe up to and including the existing curb stop.
- 100 Meet with City staff to discuss water main repair techniques including open cut vs. CIPP vs. pipe bursting. Outcome of this meeting is the decision on which reconstruction method(s) to use.

- 101 Tabulate existing manhole or catch basin reconstruction or adjustment for inclusion in the bid document plan set.
- 102 Tabulate trunk pipe joint or spot repairs and manhole reconstruction/adjustments for insertion in bid document plan set.
- 103 Includes unit price estimates during development of engineer's opinion of probable cost.
- 104 Includes incorporation of recommended trunk water main rehabilitation techniques including open-cut, pipe bursting, and CIPP or combination thereof.
- 105 While the plan will consider sanitary sewer; storm sewer; flatwork; grading and base; and topsoil and sodding operations; we anticipate water main reconstruction to be the work element that drives the plan.
- 106 Task will notify Xcel Energy, Comcast, and CenturyLink of the potential project to inquire whether or not they have any facilities in need of updating. If so, the private utility companies will be instructed to coordinate with the City the timing of this work prior to the start of the improvement project.

- 107 Assumes this meeting will not be necessary consistent with the Richmond Hills Park Neighborhood Roadway Improvement project.
- 108 Tentatively scheduled for 9/20/12.
- 109 Preparations include creating a 10-minute long PPT file for presentation to the ETC made by SEH staff. ETC comments will be recorded and included into the project's feasibility study, if approved by City staff.
- 110 Sump pump drain pipe and sump pump drain service pipe design and quantities will be tabulated under the storm sewer improvement number.
- 111 Assumes the construction limits of this project will remain within the City's right of way adjacent to the State of Minnesota's Highway 62 and Highway 100 and that no permitting or coordination with MNDOT will be required.