REPORT / RECOMMENDATION

To: MAYOR AND CITY COUNCIL

Agenda Item #: IV. F.

From: Chad A. Millner, PE, Director of Engineering

Action ☒
Discussion ☐
Information ☐

Date: May 20, 2014

Subject: Authorize Engineering Services for Arden Park Neighborhood – Preliminary Engineering

Action Requested:

Authorize City Manager to sign attached proposal for Engineering Services with SEH, Inc.

Information / Background:

The Arden Park Neighborhood is scheduled for reconstruction in 2015 as part of our local bituminous street reconstruction program. As discussed at the April 1 City Council work session, the project will incorporate many elements of our draft Living Streets plan. These elements include installation of sidewalks with boulevards on at least one side of the roadway, narrowing the roadway to 24-ft face-to-face of curb, restricting parking to one side of the street, and identify opportunities for storm water infiltration.

The project involves reconstruction of approximately 12,000-ft or just over 2-miles of streets with the potential of extensive utility replacements. The existing watermain is a combination of cast iron and ductile iron pipe. The neighborhood has a history of water service leaks. To determine the condition of the watermain pipe, staff will be conducting non-destruction testing of the watermain pipes to determine the cost effectiveness of replacement.

Please recall staff recently completed a storm water management plan for this area. That report will guide staff while we look for opportunities for storm water infiltration. We are also trying to partner with the Minnehaha Creek Watershed District on education and implementation of storm water treatment. Topographic survey of the project is included in the proposal; however, if City staff workload allows, we will complete this work item.

Stakeholder input will include mailed questionnaires and stakeholder input meetings as detailed in the proposal.

The project will be funded by a combination of special assessments, utility and PACS funds.

Attachments:

- Engineering Proposal for Preliminary Engineering Services for Arden Park Neighborhood, May 14, 2014

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Building a Better World
for All of Us®

SUPPLEMENTAL LETTER AGREEMENT

May 14, 2014

RE: City of Edina
Arden Park D Neighborhood Roadway
Reconstruction BA-412
SEH No. EDINA128032 10.00

Mr. Chad Millner, PE
Director of Engineering
City of Edina
Engineering and Public Works Facility
7450 Metro Boulevard
Edina, MN 55439

Dear Chad:

Short Elliott Hendrickson Inc. (SEH®) thanks you for the opportunity to assist the City of Edina (City) with feasibility study services up to the public hearing for the referenced project and as shown in Figure 1. We will provide these services in accordance with our Agreement for Professional Engineering Services dated June 4, 2013, herein called the Agreement.

We understand this project will incorporate elements from the City's Draft Living Streets Plan. The elements will likely include narrowing existing street widths, incorporating sidewalks where feasible, restricting parking to one side of the street and incorporating stormwater infiltration and storage where feasible.

We understand the importance of including neighborhood stakeholders throughout the design process. Based on discussions with staff, we have tailored our proposal to provide a Consult Level of public engagement based on the International Association for Public Participation (IAP2) spectrum as shown in Exhibit 1. Residents will have the opportunity to provide feedback through project specific questionnaires and two (2) separate neighborhood meetings where at least 30% complete design elements and their associated impacts will be presented.

We have enclosed a Task Hour Budget (THB) that describes the project scope and key assumptions made for a not-to-exceed fee of $296,086.00. For your reference, if we bill the City for this work and the estimated fees included with bid document and construction phase services, our total fees would be approximately 21.6% of the estimated construction cost of $5.5 million.

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.

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	May 21, 2014
2	Contact CenterPoint Energy about Reconstructing their Gas Main Trunk and Service Pipes in the Project Area	May 22, 2014
3	Neighborhood Meeting No. 1	August 7, 2014
4	Neighborhood Meeting No. 2	August 7, 2014
5	Deliver the Draft Report to City Staff for Review	September 26, 2014
6	Edina Park Board Meeting – Present Draft Study	October 14, 2014
7	Edina Transportation Commission Meeting – Present Draft Study	October 16, 2014
8	Public Improvement Hearing	December 2014

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

Thank you again for considering SEH for this project. Please contact me at 952.912.2616 or tmuse@sehinc.com with questions regarding this proposal.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Toby Muse, PE
Project Manager

Enclosures
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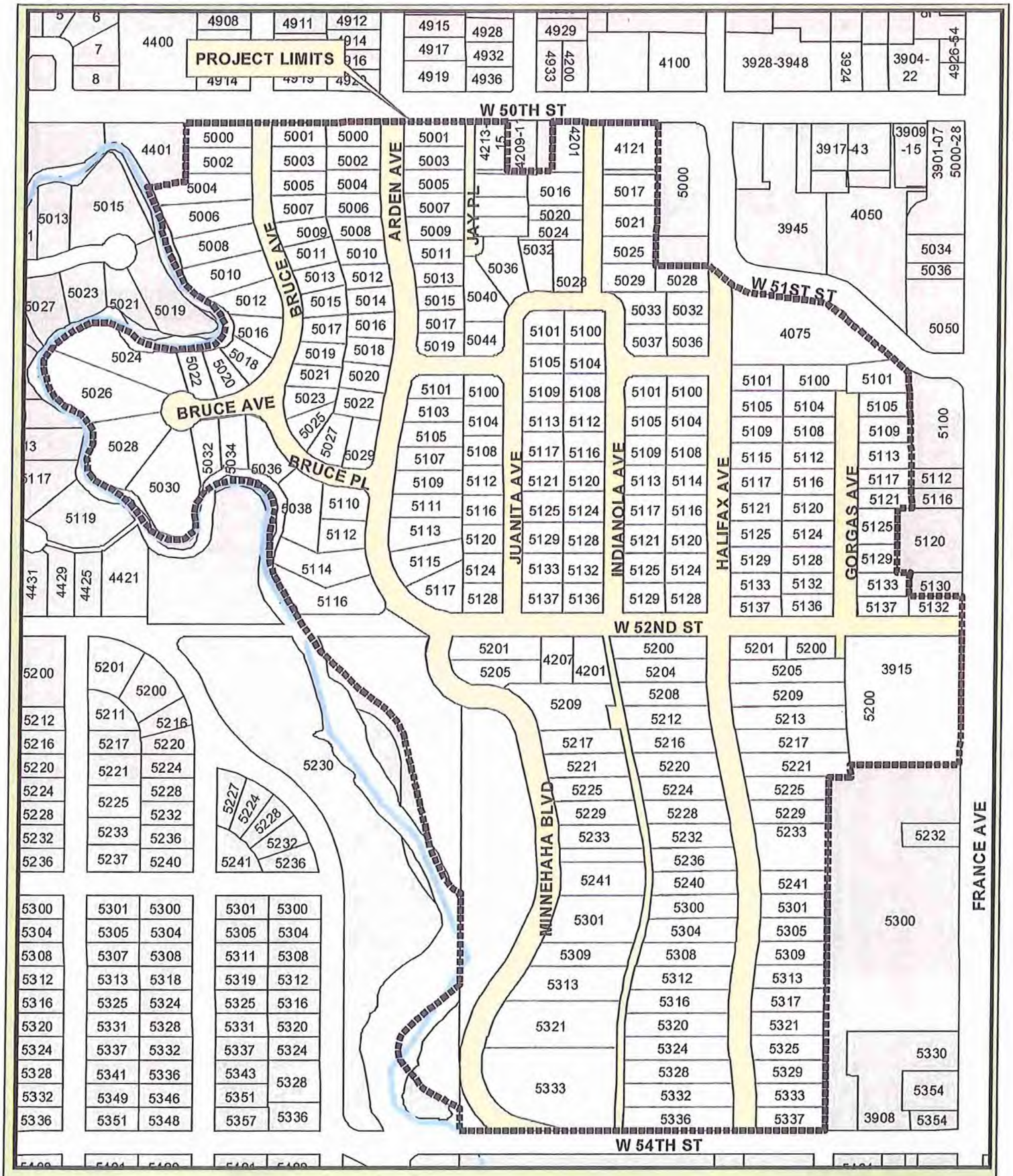
Accepted on this ___day of_____, 2014

City of Edina, Minnesota

By:_____
Name



2015 Project Area
Arden Park D Neighborhood Roadway Reconstruction
Improvement No: BA-412

N W E S

Engineering Dept
June, 2013

FIGURE 1

IAP2 Spectrum of Public Participation

Increasing Level of Public Impact

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example techniques	▪ Fact sheets ▪ Web sites ▪ Open houses	▪ Public comment ▪ Focus groups ▪ Surveys ▪ Public meetings	▪ Workshops ▪ Deliberative polling	▪ Citizen advisory committees ▪ Consensus-building ▪ Participatory decision-making	▪ Citizen juries ▪ Ballots ▪ Delegated decision

© 2007 International Association for Public Participation

EXHIBIT 1

Task Hour Budget
City of Edina
Arden Park D Neighborhood Roadway Reconstruction
Improvement No: BA-412
May 14, 2014

				PROJECT TASKS	ESTIMATED COST
FEASIBILITY STUDY PHASE					
1.0				**Data Collection**	
	1.1			Collect 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	
		1.1.3		Digital parcel mapping from City	
		1.1.4		List of working water main gate valves (2)	
		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 (3)	
		1.1.7		Locations of sanitary sewer blockages	
		1.1.8		Sanitary sewer manhole structure survey data (4)	
		1.1.9		Previous soil boring logs and/or test results	
		1.1.10		Trunk water main pipe repair type and locations (5)	
		1.1.11		Topographic survey completed by City staff (6)	
			1.1.11.1	3D base drawing file	
			1.1.11.2	3D topographic survey point files	
		1.1.12		Traffic and pedestrian counts (7)	
		1.1.13		Aerial mapping from City (8)	
			1.1.13.1	Photograph	
			1.1.13.2	Contours (9)	
		1.1.14		Existing driveway photographs	
	1.2			Gopher State One Call	
		1.2.1		Obtain Ticket No. for Gopher State One Call	
		1.2.2		Collect atlases from private utility companies in the project area	
	1.3			Supplemental Topographic Survey (10)	
				Subtotal Labor Cost	**$6,867**
2.0				**Geotechnical Investigation (11)**	

				PROJECT TASKS	ESTIMATED COST
	2.1			Coordinate Subsurface Investigation (12)	
	2.2			Provide geotechnical recommendations (13)	
	2.3			Provide Geotechnical Memorandum	
				Subtotal Labor Cost	**$15,395**
3.0				**Kick-off Newsletter & Questionnaire**	
	3.1			Prepare kickoff newsletter text and map (15) (16)	
	3.2			Print newsletter, questionnaire and mailing labels (17) (70)	
	3.3			Prepare draft questionnaires text (16) (18) (19)	
	3.4			Tabulate Kick-off Questionnaire Results (26)	
				Subtotal Labor Cost	**$3,613**
4.0				**Field Inspection (20)**	
	4.1			Inspect storm sewer manholes and storm sewer catch basins (21) (22)	
	4.2			Inspect existing curb and gutter for reincorporation into the project (23)	
	4.3			Inspect existing pavement for limits of alligator cracking to indicate presence of subgrade soils needing repair (24)	
	4.4			Observe storm water runoff during a rain event	
	4.5			Inspect potential stormwater BMP locations, roadway and Arden Park	
				Subtotal Labor Cost	**$5,289**
5.0				**Street / Pavement Design (25) (28)**	
	5.1			Develop street pavement sections (29)(30)	
	5.2			Evaluate narrowing of roadways (31)	
	5.3			Determine the locations and depths of subgrade repairs (29)(24)	
	5.4			Investigate adding a sidewalk along misc streets within the neighborhood. Includes an analysis of a 8 foot wide sidewalk along Minnehaha Boulevard. (32)	
	5.5			Prepare 30% complete tabulation of removals and miscellaneous restoration	
				Subtotal Labor Cost	**$26,265**
6.0				**Drainage / Storm Sewer Design (34)(35)**	
	6.1			Prepare layout of proposed storm sewer extensions/new systems (36)	
	6.2			Identify tributary areas (37)	
	6.3			Calculate runoff coefficient "C" factor (37)	
	6.4			Determine time of concentration "Tc" for tributary areas	
	6.5			Size proposed storm sewer pipes (38)	
	6.6			Prepare approximate layout for proposed sump pump drain pipe network (39) (40)(41)	
	6.7			Design layout of drain tile network based on recommended subcuts	

				PROJECT TASKS	ESTIMATED COST
	6.8			Size storm water runoff treatment manholes (42)	
	6.9			Identify existing manholes, trunk pipes, and catch basins needing reconstruction in the project area (43)	
	6.10			Investigate adjustments to the street profile in select locations to improve the flow of storm water runoff to existing and proposed catch basins	
	6.11			Treatment system preliminary design (35)	
		6.11.1		Baseline System	
		6.11.2		Level 1 System	
		6.11.3		Level 2 System	
				Subtotal Labor Cost	**$23,335**
7.0				**Sanitary Sewer Design (44)**	
	7.1			Study location of reported blockages in the trunk pipe network (45)	
		7.1.1		Based on study, identify location of trunk pipe repairs by open cut methods (46)	
		7.1.2		Based on study, identify location of trunk pipe repairs by trenchless methods	
	7.2			Service Pipe	
		7.2.1		Reconstruction Plan (47)	
	7.3			Identify existing manholes needing reconstruction in the project area (48)	
				Subtotal Labor Cost	**$5,299**
8.0				**Water Main Design (49)**	
	8.1			Develop Suggested Staging Plan (50)	
		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 (51)	
	8.2			Trunk Pipe	
		8.2.1		Reconstruction Plan (52)	
		8.2.2		Relocate Fire Hydrant (53)	
	8.3			Service Pipe	
		8.3.1		Reconstruction Plan (54)	
				Subtotal Labor Cost	**$23,931**
9.0				**Street Lighting (55)**	
				Subtotal Labor Cost	
10.0				**Calculate Quantities**	
	10.1			Streets	
	10.2			Storm Sewer	
	10.3			Sanitary sewer	
	10.4			Water Main	
				Subtotal Labor Cost	**$6,228**

				PROJECT TASKS	ESTIMATED COST
11.0				**Prepare Engineer's Opinion of Probable Cost (56)**	
	11.1			Prepare Engineer's Opinion of Probable Cost (58) (59)	
				Subtotal Labor Cost	**$7,207**
12.0				**Preliminary Assessment Roll (60) (61) (62)**	
	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	**$5,166**
13.0				**Prepare Feasibility Study**	
	13.1			Write draft feasibility study (63)	
	13.2			Prepare project area location map figure	
	13.3			Prepare preliminary assessment roll figure	
	13.4			Review draft study with City staff (64)	
	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	**$22,712**
14.0				**Meetings**	
	14.1			Kick-off meeting with City staff (65)	
	14.2			Letter to CenterPoint Energy (66)	
	14.3			Letter to other Private Utilities (67)	
	14.4			Review results of soils borings and draft geotechnical memo with City staff by conference call	
	14.5			Water Main Analysis (68)	
	14.6			Neighborhood Meetings (69)	
		14.6.1		Prepare invitation to Neighborhood Meetings (17) (70)	
		14.6.2		Prepare preliminary assessment roll graphic (71)	
		14.6.3		Prepare hard copy of 30% complete tabulation of removals and miscellaneous restoration (72)	
		14.6.4		Prepare plots summarizing improvements for use at the meeting (73)	
		14.6.5		Prepare attendance roster sheets and attend Neighborhood Meetings (74)	
	14.7			City Staff, City Boards and Commission Meetings, and other Agency Meetings	
		14.7.1		Meeting with City Staff (75) (76)	
		14.7.2		Park Board Meeting (77)	

				PROJECT TASKS	ESTIMATED COST
		14.7.3		Transportation Commission Meeting (78)	
		14.7.4		Minnehaha Creek Watershed District Meeting (79)	
	14.8			Public Improvement Hearing	
		14.8.1		Prepare invitations for Public Improvement Hearing and send via US Mail and place ad in Newspaper (17) (70)	
		14.8.2		Prepare for Public Improvement Hearing (80)	
		14.8.3		Attend Public Improvement Hearing (81)(82)	
				Subtotal Labor Cost	**$41,452**

		ESTIMATED COST
PROJECT COST SUMMARY		
FEASIBILITY STUDY PHASE		
	Subtotal Labor Cost	**$192,757.57**
	Braun Intertec Soil Investigation (83)	**$13,000.00**
	Pipe Integrity Testing (84)	**$61,225.00**
	Additional Topographic Survey (85)	**$24,576.00**
	SEH Expenses (86)	**$4,527.43**
	Subtotal Project Expenses	**$103,328.43**
TOTAL COST ASSOCIATED WITH THIS PROPOSAL:		**$296,086.00**

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NOTES

1 City to supply by 6-1-2014. Data will assist in evaluating the condition of the trunk sanitary sewer pipes in the project area.

2 We will use this list during preparation of the suggested staging plan.

3 List will be an XLSX file containing at a minimum property address, property owner name, property owner address, and PID number.

4 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.

5 Data provided by 6-1-2014 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.

6 City to complete by 6-1-2014. If City cannot complete the topographic survey, SEH will complete as described in Note 85.

7 City to complete by 6-1-2014. If City cannot complete, SEH can provide these counts as an additional service as a separate Supplemental Agreement.

8 City/Hennepin County will supply SEH the latest aerial photograph of the project area.

9 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.

10 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.

11 SEH will contract directly with Braun Intertec for subsurface investigations and laboratory testing.

12 Task includes developing drilling / testing scope and coordination with Braun proposal, staking borings, coordinate drilling & surveying, review draft boring logs, review soil samples, assign laboratory tests, and coordination of final boring locations and final boring report.

13 Includes a evaluation of roadway subgrades, analysis of soil corrections and R-values, recommendation for pavement section based on traffic loads and GE requirements, evaluation of utility excavations, evaluation of drainage including pavement drainage, underground storage basin, and site drainage.

14 Not used.

15 Two (2) newsletters will be created - one for the roadway project and one for potential alley improvements. Newsletter is a booklet created from 8.5x11 paper that contains four (4) pages of newsletter text, a four (4) page questionnaire and a map of the project area.

16 Includes submitting draft copies to the City and effecting City edits.

17 Task includes preparation of an invitation/letter/questionnaire; printing, folding, and delivering invitations to Public Works; and the preparation of mailing labels.

18 Questionnaires will be 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. The alley questionnaire will include options for the surface such as pavement or turf.

19 Questionnaires will be on an 8.5x11 sheet of paper.

20 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.

21 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.

22 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.

23 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.

24 We will visually field inspect the cracked conditions of the existing streets to estimate the amount of subgrade repair needed.

25 Corridor design to follow City of Edina's Draft Living Streets Plan.

26 XLSX spreadsheet containing tabulated results and comments of the questionnaire sent by the City to SEH.

27 Not used.

28 Assumes all existing curb and gutter will be replaced. The street width will likely be 24-feet wide face of curb to face of curb, with parking on one side, 5 foot wide desired (4 foot wide minimum) boulevard and 5 foot wide sidewalk (located on parking side).

29 Typical sections and subcut locations will be per the geotechnical memorandum prepared for the feasibility study.

30 Includes evaluating the feasibility of producing reclaim aggregate base and reincorporating it into the proposed street section.

31 This tasks analyzes the impacts to the boulevard areas by narrowing the roadway. 30% design level will be established.

32 Investigation includes a feasibility design of sidewalk alignments based on the fewest conflicts with existing infrastructure and input from property owners. Task assumes any sidewalk alignments created will be shared with property owners at the Neighborhood Meetings. No additional meetings will be held with individual property owners from the neighborhood to review sidewalk design.

33 Not used.

34 Assumes no storm sewer design review by BARR will be required as part of this project.

35 Storm sewer system design will include analysis of three different levels: Baseline - pipe sizes and treatment BMPs to meet minimum City standards; Level 1 - Options to reduce sizes or eliminate pipes and review storage options including porous pavements, tree trenches and other infiltration BMPs; Level 2 - Level 1 plus review of underground "vault" storage options. The analysis will focus on control of volume, total phosphorous and chlorides. Options may include regional treatment options above and below ground in Arden Park at selected locations.

36 Scope of this task includes the layout and preliminary sizing of storm sewer trunk line and special structure locations (e.g., treatment manholes, diversion structures to BMPs, etc.)

37 Consult Comprehensive Water Resource Management Plan dated 7/03 for the City of Edina prepared by BARR Engineering. Back check against existing air flown contour mapping of the project area.

38 Based on a 10-year design storm.

39 Where there is no existing curb and gutter, 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.

40 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.

41 Sump pump drain pipe and sump pump drain service pipe design and quantities will be tabulated under the storm sewer improvement number.

42 Involves evaluation and design of City approved style of storm water treatment structures at locations to be determined during feasibility study. Assumes SAFL Baffle design with sumps.

43 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.

44 Reconstruction of private sanitary sewer service pipes between the right-of-way line and the wye is included in the scope of this project. 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.

45 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.

46 Type of rehabilitation will be a "spot" repair(s).

47 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.

48 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.

49 Based on preliminary discussions with the City, we understand the trunk water main system will require pipe integrity testing. SEH will evaluate the condition of the water main pipe utilizing this information, and will consult with City staff to determine rehabilitation options and a refined scope of work. Watermain and service design will be required along Minnehaha Boulevard between 54th Street and 52nd Street.

50 If the trunk watermain system is replaced, we will evaluate water main reconstruction and its staging plan since this will likely drive the overall phasing of the project.

51 Plan assumes that each house contains an operable shut-off valve just upstream of the water meter.

52 If the trunk watermain system is replaced, 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 recommend a preferred method to the City.

53 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.

54 Includes removing and replacing existing water service pipes from the trunk water main pipe up to and including the existing curb stop.

55 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.

56 Includes unit price estimates during development of engineer's opinion of probable cost.

57 Not used.

58 Costs will feature a 15% contingency factor.

59 Costs will be computed in 2015 dollars.

60 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.

61 Utility reconstruction costs will not be assessed to residents in the project area.

62 The assessable lot is based on a detached single family home or REU.

63 Study's scope and format will follow the example set by the Feasibility Study for the 54th Street Roadway Reconstruction project.

64 SEH will collect City's review comments via conference call after SEH sends the draft study via PDF file attached to an email. Includes draft study submittal to appropriate Edina Boards and Commissions.

65 This task was partially completed on 4/25/14 with SEH's Pasko, Muse, and Leaf, the City's Millner, Wrase, Bintner, and Nolan, and Minnehaha Creek Watershed District's Houdek in attendance.

66 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. CenterPoint Energy will be notified of the project during the feasibility phase of this project and instructed to plan for existing facility re-locations.

67 Task will notify Xcel Energy, Comcast, and Qwest 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.

68 Meet with City staff to discuss results of water main integrity testing and analysis. Outcome of this meeting is the decision on which rehabilitation method(s) to use.

69 Two meetings will be scheduled for late July or early August and also in September. Minnehaha Creek Watershed District Master Water Stewards will be invited to these meetings.

70 City staff will insert letters/invitations/questionnaires into envelopes, apply postage and mail the letters/invitations from Public Works.

71 SEH will provide three (3) plots of the assessment roll graphic taped to the wall next to one (1) 1"=30' plot outlining proposed improvements. The assessment roll 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.

72 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.

73 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 sidewalks, 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.

74 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.

75 Meet with Parks Director prior to Park Board Meeting to determine which stormwater treatment system options are viable for consideration at Arden Park.

76 Meet with Public Works staff to determine which stormwater treatment system options are viable for consideration on the City's streets and boulevards.

77 Present to Park Board at October 2014 meeting.

78 Present to Transportation Commission at October 2014 meeting.

79 Update Minnehaha Creek Watershed Board on stormwater treatment system options prior to neighborhood meetings.

80 Preparations include creating a 10-minute long PPT file for presentation to the Council and residents.

81 SEH will present a 10-minute long PPT file to the Council describing the project and answer resident and Council questions.

82 Tentatively scheduled for 12-9-2014.

83 Soil investigation to include the following: 13 soil borings drilled through existing pavement to 15 ft depth, 3 soil borings drilled off-road within adjacent Arden Park to 25 ft depth, 1 double-ring infiltrometer field test within adjacent Arden Park, SPT sampling at 2.5 ft intervals in soil borings, Assumes up to 3 thin wall samples in off-road borings (if organic soils are encountered), Assumed lab budget based on: 16 moisture content, 12 sieves, 15 P200s, 3 Atterbergs, 3 dry density, 1 consolidation.

84 Per the City's request, this task includes the cost to non-invasively assess the condition of trunk water main pipes in the neighborhood using an acousitc-based leak detection system. SEH will partner with Echologics, a division of Muller Company to provide this service. Cost includes mobilization, preliminary site investigations, pipe condition assessment analysis, remaining pipe life analysis, report writing, and incorporation of data obtained into the City's GIS geodatabase.

85 If City staff is unable to complete, we will provide topographic survey services that include 200 hours of staff time to provide topographic survey data that meets City standards and $4,500 of reimbursable expenses for survey equipment and mileage.

86 Reimbursable expenses during study includes mileage and printing costs for meetings, and draft and final study submittals.