

In accordance with the GENERAL AGREEMENT between the City of Lake Elmo (“CITY”) and TKDA (“ENGINEER”), dated February 8, 1988 (“AGREEMENT”), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

## LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS I-94 TO 30TH STREET PROJECT FORCEMAIN ONLY

**PROJECT OVERVIEW:** The Project includes Engineering Services for the installation of a sanitary sewer system including a lift station, forcemain and gravity sewer, to convey wastewater flow along Lake Elmo Avenue from Reid Park located on 30th Street to the MCES connection located on Hudson Boulevard.

Services include revising the current 2011 set of construction documents for the purpose of re-bidding the Project. The revised documents will remove the current alternate bid and retain the forcemain only.

**SERVICES TO BE PROVIDED BY ENGINEER:** TKDA shall provide the following Professional Engineering Services:

### 1. DESIGN PHASE

- a. Project Management.
- b. Conduct a kickoff meeting with City Staff and Project Team.
- c. Request information through Gopher State One Call and update utility information for the corridor.
- d. Review site conditions in the field to identify any conditions changed since the original plan was prepared.
- e. Modify the existing construction plans and specifications to eliminate the alternate bid.
- f. Review and revise construction plans and specifications for updated standards and materials.
- g. Design rain garden and plantings at lift station.
- h. Provide an estimate of probable construction cost.
- i. Provide necessary permit applications for City signature and submittal.
- j. Provide QA/QC.
- k. Assemble and submit final Contract Documents to CLIENT.
- l. Prepare a Stormwater Pollution Prevention Plan.

2. BIDDING PHASE

- a. Submit the advertisement for bid.
- b. Distribute contract documents and maintain plan holders list.
- c. Respond to bidders questions; issue addenda.
- d. Tabulate bids.
- e. Review bids and make an award recommendation.
- f. Prepare and send out contract documents after award.

3. CONSTRUCTION PHASE

- a. Project Management.
- b. Construction Staking.
- c. Attend preconstruction meeting.
- d. Provide 80 hours of technical support during construction.
- e. Prepare record plans.

DELIVERABLES:

- Plans and Specifications in electronic format (PDF) and hard copy format (4 full size and 4 half size).
- Opinion of Total Probable Project Costs.
- Identification of easements on the plans, if needed for the construction of the project.

**CITY RESPONSIBILITIES:** The City (or its consultants) will provide the following:

- 1. Provide TKDA with access to the site as required to perform services listed herein.
- 2. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so that the Project schedule can be maintained.
- 3. Submittal of permit applications provided and payment of permit fees.
- 4. Acquire easements.
- 5. Provide wetland delineations if previous delineations have expired.
- 6. Coordinate with City Council and residents.
- 7. Provide construction administration and observation, except as provided above.
- 8. Provide Warranty Inspections.

**ADDITIONAL SERVICES:** If authorized by the City, TKDA shall furnish or obtain from others Additional Services which are not considered under this Authorization, including:

- 1. Prepare and present presentations to the City Council and/or meet with property owners.
- 2. Provide construction observation.

Such services shall be compensated for on an Hourly Rate basis in an amount approved by the City prior to any services being started or as otherwise mutually agreed.

**TIMES FOR RENDERING SERVICES:** ENGINEER shall perform its services and complete design by May 1, 2013.

ENGINEER's construction phase services shall be provided in accordance with the Contractor's schedule for the work.

**CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION:** The CITY's representative with respect to services rendered by ENGINEER under this AUTHORIZATION shall be the City Engineer. Project correspondence must be addressed to:

Jack Griffin, P.E., City Engineer  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
651.300.4264  
Email: [Jack.griffin@focusengineeringinc.com](mailto:Jack.griffin@focusengineeringinc.com)

**COMPENSATION:** Compensation to ENGINEER for Design Phase, Bidding Phase, and Construction Phase Services shall be on an hourly rate basis in a not to exceed amount of \$45,400, per the attached fee estimate.

**ATTACHMENTS:** The following documents are incorporated by reference:


ENGINEER's Fee Estimate

**APPROVAL AND ACCEPTANCE:** Approval and Acceptance of this Authorization, including the attachment(s) listed above, shall incorporate this document as part of the AGREEMENT. ENGINEER is authorized to begin performance of services upon receipt of this Authorization signed by the City.

The Effective Date of this Authorization is **March 20, 2013**.

TKDA

CITY OF LAKE ELMO, MINNESOTA

By   
\_\_\_\_\_  
(Authorized Representative of the Firm)  
Larry D. Bohrer, PE  
Vice President, Municipal Services

By \_\_\_\_\_  
City Administrator



## Project Fee Estimate

<b>Client:</b>		City of Lake Elmo					<b>Date:</b>		3/14/2013	
<b>Project:</b>		Lake Elmo Avenue Sanitary Sewer I-94 to 30th <b>Forcemain Only</b>					<b>Prepared By:</b>		RSQ	
Task	Task Description	Estimated Person Hours Required							Totals	
		Quanbeck	Klocker	Pageler	Wassman	Snyder	Survey Crew	Caple		
		Sr Reg Eng/PM	Reg Eng	Spec I	Reg Eng	Spec II		Tech II		
<b>Billing Rate/Hr x Multiplier</b>		<b>\$ 147</b>	<b>\$ 83</b>	<b>\$ 91</b>	<b>\$ 121</b>	<b>\$ 154</b>	<b>\$ 155</b>	<b>\$ 57</b>		
<b>A</b>	<b>Plans, Specifications and Contract Documents</b>									
1	Project Management	6							6	
2	Kickoff Meeting with City Staff	3	3						6	
3	Internal Kickoff Meeting	1	1	1					3	
4	Gopher One Call & Update Utility Locations		4	2					6	
5	Field Review to Identify Changed Conditions		8						8	
6	Eliminate Alternate Bid from Plans and Specs	2	4	8				4	18	
7	Review & Update Plans and Specs	8	16	14		4		1	43	
8	Quantity Take-off and Estimate of Construction Cost		4	2					6	
9	Prepare Permit Applications	4	8	2	8				22	
10	QA/QC	4							4	
11	Assemble Contract Documents	1	4	2				4	11	
12	Prepare SWPPP				9				9	
SUBTOTAL HOURS		29	52	31	17	4	-	9	142	
SUBTOTAL LABOR COST		\$ 4,263	\$ 4,316	\$ 2,821	\$ 2,057	\$ 616	\$ -	\$ 513	\$ 14,586	
<b>Expenses:</b>										
<b>Travel &amp; Subsistence (TS)</b>									\$ 50	
<b>Reproduction &amp; Reprographics (RR)</b>									\$ 250	
<b>SUBTOTAL</b>									<b>\$ 14,886</b>	
<b>B</b>	<b>Bidding Phase Services</b>									
1	Submit Advertisement for Bids							1	1	
2	Distribute Plans and Specifications to Bidders; Maintain Plan Holder List							3	3	
3	Respond to Bidder's Questions; Issue Addenda	8		2		2		1	13	
4	Tabulate Bids							2	2	
5	Review Bids/Award Recommendation	1						1	2	
6	Prepare and Send Out Contract Documents			1				2	3	
SUBTOTAL HOURS		9	-	3	-	2	-	10	24	
SUBTOTAL LABOR COST		\$ 1,323	\$ -	\$ 273	\$ -	\$ 308	\$ -	\$ 570	\$ 2,474	
<b>Expenses:</b>										
<b>Reproduction &amp; Reprographics (RR)</b>									\$ 50	
<b>SUBTOTAL</b>									<b>\$ 2,524</b>	
<b>C</b>	<b>Construction Phase Services</b>									
1	Project Management	12							12	
2	Construction Staking						84		84	
3	Preconstruction Meeting	3				3			6	
4	Technical Support to City during Construction (Assumed 80 hrs)	40	30			10			80	
5	Record Plans	2	2	4			8		16	
SUBTOTAL HOURS		57	32	4	-	13	92	-	198	
SUBTOTAL LABOR COST		\$ 8,379	\$ 2,656	\$ 364	\$ -	\$ 2,002	\$ 14,260	\$ -	\$ 27,661	
<b>Expenses:</b>										
<b>Travel &amp; Subsistence (TS)</b>									\$ 250	
<b>Reproduction &amp; Reprographics (RR)</b>									\$ 50	
<b>SUBTOTAL</b>									<b>\$ 27,961</b>	
<b>TOTAL PROJECT</b>									<b>\$ 45,371</b>	
<b>ROUNDED</b>									<b>\$ 45,400</b>	