

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo (“CITY”) and Bolton and Menk, Inc. (“ENGINEER”), dated _____, 2013 (“AGREEMENT”), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

SECTION 34 (LENNAR AREA) TRUNK WATER AND SANITARY SEWER UTILITY EXTENSION IMPROVEMENTS

PROJECT OVERVIEW: The Project includes Engineering Services for the preparation of a Feasibility Report pursuant to MN State Statutes 429 and the preparation of Plans and Specifications and Contract Documents for the extension of the trunk water and trunk sanitary sewer facilities for the Lennar development proposal and the surrounding land located in the south half of Section 34, Township 29 North, Range 21 West in the City of Lake Elmo.

SERVICES TO BE PROVIDED BY ENGINEER: Bolton and Menk, Inc. shall provide the following Professional Engineering Services:

1. Preparation of a Feasibility Report pursuant to MN State Statutes 429 to define the necessary trunk improvements to be extended from the existing sewer and water mains located in the Eagle Point Business Park to serve the subject property. The report is needed to make recommendations in regards to required Improvements and the following issues:
 - Project Kick-off meeting with City staff and petitioning property owners.
 - Prepare and submit Gopher State One Call (GSOC) locate ticket to coordinate private utility locates along Hudson Boulevard corridor.
 - Site visit(s) to review existing conditions.
 - Perform topographic survey of existing conditions within project limits for the purposes of preparing design documents, most notably along the Hudson Boulevard right-of-way. Lennar will provide existing contours, a preliminary grading plan with proposed building pad elevations.
 - To work with the benefitting property owners and surrounding properties to identify the required deliver points for water and sewer service as petitioned through a 429 Improvement.
 - Identify the feasible locations for the sanitary lift station to serve the area; to define the sanitary lift station service area; make recommendations regarding the lift station

capacity requirements both initially and ultimately; and to recommend the most suitable location.

- Make recommendations for the alignment and size for the connecting forcemain.
- Make recommendations for the alignment and size for any trunk or lateral gravity mains to be incorporated into the project.
- Make recommendations for the alignment for a 12-inch diameter trunk watermain to be incorporated into the project.
- Prepare Estimated Project Costs for the recommended Improvements and potential alternatives to assist in recommending a preferred alternative.
- Identify easements and right-of-way needed to be acquired to make the recommended Improvements.
- Identify all permits and approvals needed to be acquired to make the recommended Improvements.
- Identify all benefitting properties for the recommended improvements and make recommendations in regards to the equitable apportionment of the total project costs.
- Prepare preliminary assessment roll.
- Prepare an implementation schedule for the recommended improvements through the construction and assessment of the project.
- Prepare Feasibility Report, including improvement recommendations, exhibits, opinions of cost, identification of easements/right-of-way needs, identification of permits and approvals required, recommended assessment methodology, preliminary assessment roll, and proposed project schedule.

2. Preparation of Plans and Specifications, and Contract Documents

- Prepare Construction Plans and Specifications, and Contract Documents for bidding purposes. The Plans and Specifications shall incorporate the master Specifications, Contract Documents and Standard Details from the Lake Elmo Engineering Design and Construction Manual, dated March 2013.
- Perform final design of Lift Station, including coordination for 3-phase electrical service to the lift station, and lift station site plan.
- Perform final design of Forcemain, trunk gravity sewer to Phase 1 development connection point, and trunk water main to Phase 1 development point.
- Provide 60% plans and specifications to City for review.
- Provide 90% plans and specifications to City for review.
- Revise and final plans and specifications based on City comments.
- Prepare updated Opinion of Probable Cost based on final plans.
- Prepare any necessary permit applications and supporting materials for submission by the City.

DELIVERABLES:

- Plans and Specifications in electronic and hard copy format (4 full size and 4 half size).

- Opinion of Total Probable Project Costs.
- Design Memo highlighting unique and special project issues/considerations.
- Identification of easements on the plans, if needed for the construction of the project.

3. Bidding Phase Services

- Prepare and submit the advertisement for bids to Oakdale-Lake Elmo Review, Finance and Commerce, and Quest CDN. Maintain planholders list.
- Respond to questions from potential bidders and issue addenda as necessary.
- Prepare a certified tabulation of the bids received, and transmit the bid tabulation to the City along with a report on the bid results.

DELIVERABLES:

- Advertisement for Bids.
- Issue Project Addendum, if required.
- Tabulation of Contractor Bids in electronic format.
- Contract Award Recommendation.

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

1. Coordination with the public and conduct public meetings.
2. All City Council Presentation(s).
3. Easement negotiations and acquisition, if needed.
4. Review of 60% and 90% Plans and Specifications.
5. Submittal of completed permit applications and payment of permit fees.

TIMES FOR RENDERING SERVICES: ENGINEER shall perform its services and provide deliverables in accordance with the following schedule:

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|-------------------|--|
| 1. March 21, 2013 | Project kick-off meeting. |
| 2. May 3, 2013 | ENGINEER submits preliminary assessment role. |
| 3. May 14, 2013 | ENGINEER submits Final Report document for May 21 council meeting. |
| 4. May 21, 2013 | City Engineer presents Feasibility Report for Council approval. |
| 5. June 11, 2013 | ENGINEER submits signed Final set of plans and specifications to CITY. |
| 6. June 18, 2013 | City Engineer presents Plans and Specifications for Council approval. |
| 7. July 23, 2013 | Accept Contractors Bids |

CITY’S REPRESENTATIVE AND CONTRACT ADMINISTRATION: The CITY’s representative with respect to services rendered by ENGINEER under this TASK ORDER 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

COMPENSATION: Compensation to ENGINEER shall be based on the hourly billing rates for each staff as assigned and provided in the ENGINEER's Proposal for the work. Invoices may be submitted once each month and should be sent to the attention of the City Engineer.

Compensation to ENGINEER for the Feasibility Report, including topographic survey, shall be on an hourly rate basis in a not to exceed amount of **\$39,226**.

Compensation to ENGINEER for the Preparation of Plans and Specifications, Contract Documents, and Bidding Phase Services shall be on an hourly rate basis in a not to exceed amount of **\$48,040**.

ATTACHMENTS: This agreement supercedes and replaces all previous understandings, agreements or contracts, written or verbal, between ENGINEER and City. The following documents are attached for reference:

1. ENGINEER's Proposal to the CITY dated, March 11, 2013.

APPROVAL AND ACCEPTANCE: Approval and Acceptance of this Task Order, 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 a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is _____, 2013.

BOLTON AND MENK, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____

By _____

(Authorized Principal of the Firm)

City Administrator