

CITY OF LAKE ELMO, MINNESOTA

AUTHORIZATION FOR PROFESSIONAL SERVICES

TO: Toltz, King, Duvall, Anderson
and Associates, Incorporated
444 Cedar Street, Suite 1500
St. Paul, Minnesota 55101

Pursuant to our Agreement dated February 2, 1988, you are hereby authorized to proceed with the professional services described as follows.

SURFACE WATER MANAGEMENT PLAN

I. PROJECT DESCRIPTION

The Metropolitan Council requires communities to have a local Surface Water Management Plan (SWMP) as part of the updates to the City's 2030 Comprehensive Plan. The SWMP needs to be consistent with the requirements in the Metropolitan Land Planning Act, Metro Council's Water Resources Management Policy Plan, Minnesota Statute 103B, and with local watershed management plans. The local watershed districts have additional requirements for the City's plan. The City needs to develop its local SWMP to meet these requirements, and has requested that TKDA develop a scope and cost estimate to complete the SWMP.

II. SERVICES TO BE PROVIDED BY TKDA

TKDA is requested to provide the following services:

A. PREPARE PLAN

1. Review and summarize relevant local regulatory agency requirements which will affect the content of the SWMP.
2. Review and summarize studies completed by local regulatory agencies and their requirements for the City's SWMP, and incorporate the findings into the SWMP.
3. Prepare a SWMP that contains each of the following sections as required by the Metropolitan Land Planning Act, Minnesota Statute 103B, and local watershed management plans:
 - a. Metro Council and MN Statute 103B Requirements:
 - Executive Summary
 - Purpose of Plan

- Water Resource Management Related Agreements
 - Land and Water Resources Inventory
 - Establishment of Policies and Goals
 - Assessment of Problems and Corrective Actions for Problems Identified
 - Financial Considerations
 - Implementation Priorities and Program
 - Amendment Procedures and Updates
 - Review Storm Water Improvements for Old Village
- b. Watershed District Requirements--Local Watershed District requirements in addition to the Metro Council and State requirements
- Description of Physical Requirements and Land Use
 - Local Surface Water System Maintenance Issues and Policies
 - Detailed Assessment of Selected Local Problem Areas and Actions
 - Integrate City SWPPP into Plan
4. Prepare necessary mapping and figures needed for the SWMP.

B. MEETINGS

1. Attend four meetings with City staff and two meetings with the City Council to discuss the SWMP.
2. Attend two meetings with the Valley Branch Watershed District, two meetings with Brown's Creek Watershed District, and two meetings with South Washington Watershed District to develop the SWMP.

C. DELIVERABLES

1. Provide two separate submittals of the Draft SWMP to the City (two copies in each submittal) for review and comment. Incorporate any revisions after review.
2. Submit one electronic copy each of the Draft SWMP to: Valley Branch Watershed District, Brown's Creek Watershed District, and South Washington Watershed District, for review and comment. Incorporate any revisions after review.
3. Submit ten copies of the Final SWMP to the City. Submit two copies to the Metropolitan Council. Submit one copy each to: Valley Branch Watershed District, Brown's Creek Watershed District, and South Washington Watershed District.
4. Provide two full-size copies of the Overall Condition Index to graphically represent the street conditions to the City.

5. Submit electronic version of the Final SWMP in Adobe PDF file format to the City.

III. ADDITIONAL SERVICES

If the need for Additional Services is determined, and the fee for the additional work is agreeable and the OWNER authorizes such services in writing, TKDA shall furnish or obtain from others services of the types listed below which are not considered as normal or customary services. These Additional Services shall be compensated for on an Hourly Rate basis as defined in the General Agreement, a part hereof, and such compensation shall be over and above any maximums or lump sum amounts set forth in this Authorization.

- A. Meetings beyond those provided in SECTION II.
- B. Non-degradation study to modify the Plan in anticipation of required conformance with the non-degradation requirements of the Minnesota Pollution Control Agency (MPCA) Municipal Separated Storm Sewer System (MS4) permit.
- C. Review and update City ordinances based on goals and policies that are developed in the SWMP.
- D. Additional services in connection with the Project, including services not normally furnished by the CITY and services not otherwise provided for in this Authorization and our Agreement, a part hereof.

IV. OWNER'S RESPONSIBILITIES

The OWNER'S responsibilities shall be as set forth in the Agreement and as further described or clarified hereinbelow:

- A. Designate one individual to act as the OWNER'S representative with respect to the work to be performed, and such person shall have complete authority to transmit instructions, receive information, interpret and define policies, and make decisions with respect to critical elements pertinent to the Project.
- B. Provide TKDA with access to the site as required to perform services listed in SECTION II above.

V. PERIOD OF SERVICE

TKDA shall start services promptly upon receipt of this executed Authorization and complete services by May 29, 2009. A preliminary schedule is as follows:

Authorization to Proceed from City	December, 2008
Submit Draft SWMP to City	February, 2008

Submit Draft SWMP to Watershed Districts and Adjacent Communities	March, 2009
Submit Final SWMP to City and Metropolitan Council	May 29, 2009

VI. COMPENSATION

Compensation to TKDA for services provided under SECTION II of this Authorization shall be on an Hourly Rate basis as defined in the Agreement Article 3, in an amount estimated to be \$39,300.

Approved at a _____ meeting of the _____ on _____, 2008.

By _____ Attest _____

Consultant Acceptance by _____, _____, 2008.
Authorized TKDA Representative