



July 23, 2024

Honorable Mayor and Council Members  
City of Princeton, MN  
705 N 2<sup>nd</sup> Street  
Princeton, MN 55371

Re: Utility Extension to Pontious Property

Dear Mayor and Council Members:

WSB is pleased to provide you with the following proposal for engineering services to complete preliminary design and feasibility study for the utility extension to service developing property currently undergoing annexation in Princeton (Pontious Property). The scope of services for this project is based on discussions with City staff.

### **PROJECT UNDERSTANDING**

Developable property located in Princeton Township is currently undergoing annexation into the City of Princeton. City staff recently met with the developer of the property on how the property could be served by public utilities. City staff have an interest in determining the most efficient way to serve this property that will provide service to additional surrounding developable properties in accordance with the City's Comprehensive Plan. In addition, City staff would like to investigate funding methods to extend trunk sewer and water to a non-contiguous property.

### **Preliminary Study**

The preliminary study will include:

- Identify the area to be served by gravity trunk sanitary sewer and water as determined by existing record plans and the use of LiDAR.
- Determine whether the developing area will be best served by a lift station.
- Preliminary project concept utility extension figures.
- Address necessary permits for construction.
- Preliminary cost estimate.
- Introduction to potential funding sources.
  - Compare trunk system expenditures with current trunk system assumptions.
  - Evaluate available developable land area and determine a square footage price for sewer and water that will account for additional trunk costs for non-contiguous development.
  - Consider deferred assessments as a potential funding source.
- Project schedule

### **ENGINEERING SERVICES FEE**

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of \$23,842. If additional work outside of the

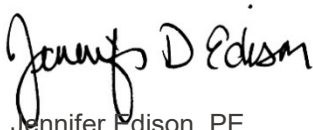
above-described scope is determined to be necessary, it will proceed only after the City approval. This additional work would be billed on an hourly basis in accordance with the WSB 2024 Fee Schedule.

This represents our complete understanding and scope of the project. All work will be completed in accordance with our Professional Services Agreement dated February 11, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one (1) copy to our office. We are available to begin work immediately based on your authorization.

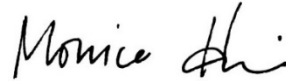
We appreciate the opportunity to provide you with this proposal and we are again looking forward to working with you and your staff toward the completion of these projects. Please feel free to contact me directly with any questions or concerns you may have.

Sincerely,

WSB



Jennifer Edison, PE  
Senior Project Manager



Monica Heil, PE  
Vice President of Municipal Services

**ACCEPTED BY:  
City of Princeton, Minnesota**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**Estimate of Cost**  
**City of Princeton, Minnesota**  
**Professional Engineering Services - Preliminary Design**  
**Utility Extension - Pontious Property**



Task Description	Senior Project Manager	Graduate Engineer	Water/Wastewater	Admin	GIS Technician	Total Hours	Cost
	<i>Jenn Edison</i>	<i>Hannah Delker</i>	<i>Jon Christensen</i>	<i>Sue Buckley</i>	<i>Mike Phillippi</i>		
	<b>1 Preliminary Design</b>						
1.1 Feasibility Report							
1.1.1 Project Management	12					12	\$2,640.00
1.1.2 Data Collection			24			24	\$4,296.00
1.1.4 Report	12	12	20	8	12	64	\$10,460.00
1.1.5 Quantity Tabulations and Cost Estimate Funding Sources/Assessment Roll and		6				6	\$726.00
1.1.6 Calculations	22					22	\$4,840.00
1.1.7 QA / QC	4					4	\$880.00
<b>Task 1 Total Estimated Hours and Fee</b>	<b>50</b>	<b>18</b>	<b>44</b>	<b>8</b>	<b>12</b>	<b>132</b>	<b>\$23,842.00</b>
<b>Total Estimated Hours</b>	<b>50</b>	<b>18</b>	<b>44</b>	<b>8</b>	<b>12</b>	<b>132</b>	
<b>Average Hourly Billing Rate</b>	220.00	121.00	179.00	140.00	139.00		
<b>Total Fee by Labor Classification</b>	<b>\$11,000.00</b>	<b>\$2,178.00</b>	<b>\$7,876.00</b>	<b>\$1,120.00</b>	<b>\$1,668.00</b>		<b>\$23,842.00</b>
<b>TOTAL PROJECT COST</b>							<b>\$23,842.00</b>