

September 7, 2021

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

Re: Proposal for Construction Services  
19<sup>th</sup> Avenue Extension  
City of Princeton, MN  
WSB Project No. 017246

Dear Mayor and Council Members:

WSB is pleased to provide you with the following proposal for construction services relating to the 19<sup>th</sup> Avenue Extension Project.

### **PROJECT UNDERSTANDING**

A low bid has been received for the 19<sup>th</sup> Avenue Extension Project. Improvements include a 3,600-ft extension with curb and gutter and storm sewer to connect the existing 19<sup>th</sup> Avenue to existing 21<sup>st</sup> Avenue. The project includes the construction of a bituminous trail and street lighting.

### **PROJECT WORK PLAN/SCOPE OF SERVICES**

WSB's project scope and proposed work plan are based on our design of the project, and experience on similar projects.

#### **Task 1 – Project Management**

This task includes coordination of all construction activities with the on-site construction observer and contractor on behalf of the City. This will include:

- Conducting the preconstruction meeting and weekly on-site construction meetings.
- Preparing and distributing meeting minutes.
- Addressing project design and contractor questions.
- Providing the City with weekly updates on the construction status.
- Meetings with City staff and property owners as necessary.
- Coordination with the ongoing airport project that will be occurring concurrent to this project.

## **Task 2 – Construction Inspection Services**

WSB will provide the day-to-day construction observation, coordination, and project documentation. This will include:

- Completing a pre-condition review of the project and coordinating with the contractor prior to construction commencing.
- Ensuring that all aspects of the project meet the requirements in the plans and specifications.
- Coordinating the construction activities with the property owners affected by construction and ensuring they are informed on any issues related to their specific property.
- Keeping the City and Project Manager informed on the status of construction on a daily or weekly basis.

It is assumed that the main construction observer will be on site part time an average of 60 hours per week for approximately 10 weeks to meet the estimated completion dates set for the project.

The construction schedule is expected to span over the course of six to ten weeks. These hours are estimates and could be increased or decreased, depending on the timeframe of construction (contractor working hours) and contractor performance. If more observation time is determined necessary than we have estimated, WSB will not exceed this amount without the City's prior approval. It is assumed that construction will continue into spring and summer of 2022.

## **Task 3 – Contract Administration**

WSB will provide overall construction contract management for the project. This will include:

- Preparation, submittal, and securing approval for any change orders through the City.
- Shop Drawing review and approval.
- Material testing coordination and documentation review.
- Preparation and submission of monthly pay requests.
- Coordinating the final project closeout including final pay voucher and ensuring that all punchlist items and warranty items have been addressed.
- As-built drawings.

## **Task 4 – Survey**

WSB will provide surveying services during construction. WSB's survey crew will be available as needed to locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the on-site construction observer.

## **Task 5 – Material Testing**

WSB will provide material testing during construction. WSB's testing staff will be available as needed to provide all required material testing for the project. Material testing staff will be scheduled through the on-site construction observer.

**PROPOSED FEE**

Based on the above scope of work, we estimate our fee for the construction to be **\$135,817**.

The hours and cost are based on our best estimation of the project at this time. The estimated cost is based on our 2021 fee schedule. These rates will, therefore, be used for the duration of the project.

If you are in agreement with the project understanding, scope of services, and fee as outlined, please have the City signature block of this letter signed and return one copy to WSB. Should the City request additional services outside of the outlined scope of services, we will work with you to revise the scope and fee accordingly.

Please give me a call at 763-287-8529 if you have any questions. Thank you.

Sincerely,

**WSB**

A handwritten signature in black ink that reads "Jennifer D. Edison". The signature is fluid and cursive, with the first name being the most prominent.

Jennifer D. Edison, PE  
City Engineer

**PROPOSAL FOR:  
Construction Services – 19<sup>th</sup> Avenue Extension Project**

**ACCEPTED BY:**

**City of Princeton, MN**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_