



May 21, 2024

Honorable Mayor and City Council
705 2nd Street N
Princeton, MN 55371

Re: Proposal for Construction Services
CSAH 4 (7th Avenue N) Reconstruction
City of Princeton, MN
WSB Project No. 021542-000

Dear Mayor and Council Members:

WSB is pleased to provide you with the following proposal for construction services relating to the CSAH 4 (7th Avenue N) Reconstruction Project and the reconstruction of the North Lift Station.

- Construction Administration and Staking
- Public Engagement
- Materials Testing

PROJECT UNDERSTANDING

The reconstruction of the North Lift Station and the reconstruction of CSAH 4 (7th Ave N) were recently bid as two separate bid packages and a low bid was received for each project.

The North Lift Station only has 9% capacity remaining, and its controls are outdated therefore a complete reconstruction is necessary. The project includes constructing a new forcemain under the river to connect to the existing gravity sewer.

CSAH 4 (7th Ave N) reconstruction includes the full reconstruction of the roadway to a hybrid street section, with curb and gutter, parking, and sidewalk on the east side, and a rural street section on the west side. Full sanitary sewer and watermain replacement will be part of the project, as well as improvements at two different intersections. A mini roundabout will be constructed at the intersection of 7th Avenue N / 12th Street to improve traffic safety and operations during peak hour. Additional intersection improvements include re-aligning 7th Avenue at Rum River Drive to remove the skewed intersection.

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.

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.
- Completing and submitting all City and Mn/DOT State Aid project documentation required.

It is assumed that the main construction observer will be on site part time an average of 60 hours per week for approximately 20 weeks to meet the estimated completion dates set for the project.

The construction schedule is expected to span over the course of twenty weeks, with some construction carrying over into spring of 2025, depending on the schedule of the contractor. 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.

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.

Task 6: Public Engagement

WSB will develop construction communications materials as described below to inform impacted residents and stakeholders of upcoming construction. WSB will assist with and attend a preconstruction meeting to answer questions about the upcoming work.

- Communications materials will include a construction newsletter, refrigerator magnet with construction hotline and email contact information, and social media content and graphics for the City's communication channels.
- Construction Communications: WSB will conduct construction communications. Communications will include managing, tracking, and responding to the construction information hotline voicemail box and email box. All hotline and email inquiries will be responded to in a timely manner; as soon as possible for urgent concerns (unplanned change in access, utility outage, ongoing potential damage, etc.) or within 1 business day for routine requests (schedule updates, general information, potential damage). WSB will direct inquiries to the City's Construction Manager as the first point of contact. WSB will log both the call/email and the response.
- It is understood that the City's Construction Manager will provide City staff weekly project update posts for the City's website and Facebook page. It is also understood that the City's Construction Manager will provide WSB with daily construction updates by 7:00am in order for WSB staff to send daily updates to the email subscription list.

PROPOSED FEE

Based on the above scope of work, we estimate our fee for the construction to be **\$391,416**.

The hours and cost are based on our best estimation of the project at this time. The estimated cost is based on our 2024 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 763-219-3500 if you have any questions. Thank you.

Sincerely,

WSB



Jennifer D. Edison, PE
City Engineer

PROPOSAL FOR:

Construction Services – CSAH 4 (7th Avenue) Reconstruction Project/ North Lift Station Reconstruction

ACCEPTED BY:

City of Princeton, MN

Name _____

Title _____

Date _____