



December 14, 2023

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

Re: Reconstruction of 7th Avenue N/ CSAH 4
Final Design Services
WSB Project No. 021542

Dear Mayor and Council Members:

WSB is pleased to provide you with the following proposal for engineering services to complete final design for the reconstruction of 7th Avenue N (CSAH 4) in Princeton from 12th Street to Rum River Drive. The scope of services for this project is based on discussions with City staff.

PROJECT UNDERSTANDING

The reconstruction of 7th Avenue N/County Road 4 in Princeton has been identified as a priority project for both the City and Mille Lacs County. The project limits extend from Rum River Drive north to 12th Street. A cooperative agreement has previously been signed by both Mille Lacs County and the City of Princeton which have determined the funding breakdown between the two agencies.

Existing utilities along 7th Avenue include sanitary sewer and watermain. All utilities are nearing the end of their life cycles and are in need of replacement. The sanitary sewer is currently undersized to service full development to the north. Since the utilities need to be replaced, the City has been delaying the County from completing any improvements to 7th Avenue with the intent that the pavement would be replaced when the utilities were reconstructed.

PROPOSED SERVICES

Survey and Base Mapping (\$5,640)

- Survey was previously completed in 2022; however additional survey will be needed where additional improvements were identified as needed in the feasibility study.
- Survey shall include all surface features within the right of way, elevations at high and low points, and other areas sufficient to generate cross sections and profiles.
- Contact the private utility companies and request updated mapping information and marking of all utilities.
- Update base map with completed with line work for all streets and utilities.

Right Of Way Services (\$20,941)

WSB will provide acquisition services for the properties impacted by the project in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies act of 1790, as amended, and other applicable state and federal laws and rules. The scope of services for this task will include:

- **Project Management**
 - Faye Gillespie will be WSB's project manager for the right of way tasks needed. She will coordinate all work tasks, establish and monitor budgets, and participate in weekly conference call meetings. Faye will be the point of contact for all correspondence with the city. Status updates on the acquisition will be submitted monthly.
- **Title Work – to be provided by the City**
 - The City of Princeton will obtain an O & E title report on the parcel to verify the correct ownership information. Title work will be obtained on the two parcels needed for easement acquisitions (PID 24-028-1300 and PID 24-040-3550) and on a parcel owned by MnDOT (PID 24-040-1840).
- **Valuation Services:**
 - WSB will contract with Valbridge Property Advisors to complete two Appraisal reports.
- **Survey**
 - WSB will prepare the legal descriptions, parcel exhibits and stake easement areas.
- **Acquisition Services**
 - Early Notification Letter will be sent to the owners to introduce our staff and inform them of the upcoming project. We will include a contact information form so they can respond with the best contact numbers and times they are available to meet. The required Guidebook for Property Owners will also be included.
 - Field Title Report will include an on-site visit with the owners, if they are available to meet verifying ownership and the improvements impacted by the project. Property owner issues, concerns or questions will be shared with the City and addressed. Tax information will be obtained from the County assessor's office.
 - Offer letter and supporting documents will be presented to the owners by Certified Mail so they have adequate time to review the information. The offer and any impacts will be explained to the owners.
 - Negotiations will be conducted in good faith with the property owners to reach an agreement fair to the owner and the City.
 - Counteroffers from the owner(s) will be shared with City staff and upon approval an administrative settlement will be prepared and executed by the City.
- **Assumptions:**
 - *Two parcels will need permanent easements and possibly temporary easements.*
 - *Title work will be obtained on three parcels (PID 24-028-1300, PID 24-040-3550 and PID 24-040-1840).*
 - *Acquisition will continue until the title and possession date. Any services requested beyond that date would be billed at our standard hourly rates.*
 - *City will provide the following:*
 - *Timely review and approval documents*
 - *City attorney will provide conveyance document templates and approve all conveyance documents.*

Final Design (\$281,503)

WSB will design and prepare plans and specifications consistent with State Aid and City Specifications, Details, and Engineering Guidelines. At least two review comment periods are anticipated with City Staff and Public Utilities Commission. WSB will prepare the project design including, but not limited to:

- Plans and Specifications including the following:
 - Roundabout design
 - WSB will develop a staff approved geometric layout, in MnDOT style. This layout will be used to aid in the approval by Mille Lacs County and the city of Princeton. The layouts will include geometrics, traffic turning movement counts, profiles topography, utilities, profiles, right-of-way, typical sections and roundabout performance checks.
 - WSB will generate construction limits based on the typical sections and the design alternatives, the construction limits will aid in determining costs, impacts to utilities, and right-of-way.
 - Street design
 - Hybrid design includes rural section on west side of roadway and curb and gutter and sidewalk on east side.
 - WSB will facilitate a utility information and design meeting with the private utilities. At the meeting, the utilities will be asked to ensure the locations of the existing utilities, whether they have their own easement for their utility, and the timing and complexity of possible relocations of their facilities. The design meetings will identify conflicts, determine a schedule for relocations and document ordinance requirements for relocations.
 - Develop typical sections, alignments, profiles and construction limits.
 - Storm sewer design
 - Includes storm design to meet State Aid spread criteria, including the production and submission of a State Aid Hydraulic Report
 - Natural Resources permitting for new outlet to the Rum River
 - Includes wetland delineation.
 - Sanitary sewer and watermain design
 - Sidewalk design
 - Cost estimate
 - Review 60% and 90% plans with City staff and Public Utilities Commission and address comments
 - Review plans with MnDOT State Aid staff and address any comments received by State Aid staff.
 - Permit applications will be prepared and submitted to the permitting agencies. This task includes time for follow up with the agencies to obtain the permits. It is assumed the following permits will be needed for the project:
 - NPDES Stormwater Permit (MPCA)
 - Mille Lacs County Right of Way Permit
 - Minnesota Department of Health Watermain Extension Permit
 - MPCA Sewer Extension Permit
 - Department of Natural Resources
 - Army Corps of Engineers
 - Wetland Conservation Act
 - Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Lift Station Final Design (\$39,578)

- Plans and Specifications including the following:
 - Geotechnical Soil borings
 - Lift Station Site Plan
 - Forcemain Design
 - Process Sectional Plan
 - Process Section and Details
 - Electrical Plan
 - Electrical One-Line Diagram
 - Electrical Details
 - Technical specifications
 - *Depending on coordination, the lift station design may be considered as a separate bid package
 - ** Easements may be required for construction. Obtaining easements is not included in this scope and if needed, will be brought back to the City Council for approval as additional scope.

Bidding (\$5,412)

WSB will complete all necessary work to bid the project electronically, including:

- Prepare and upload bidding documents to QuestCDN.
- Respond to bidder's questions, issue any addenda and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for award of the project.

ENGINEERING SERVICES FEE

We are proposing to complete the work on a cost-reimbursable basis in accordance with our current fee schedule of \$353,074. We are available to begin work immediately upon authorization.

If this proposal is acceptable, please execute the signature block below and return as our authorization to proceed. Please feel free to contact me with any questions.

Sincerely,



Jennifer Edison
City Engineer
WSB

ACCEPTED BY:

City of Princeton, Minnesota

Name _____

Title _____

Date _____