



Nine Mile Creek Discovery Point

12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

ninemilecreek.org

MEMO

TO: Nine Mile Creek Board of Managers
FROM: Erica Sniegowski
DATE: May 6, 2019
RE: Scope of Work for Nonprofit Planning Grant Project

Background

The proposed scope of work from Barr is for final design, contractor solicitation, and construction administration at the three nonprofit sites where BMPs will be installed this year (Good Samaritan Church in Edina, St. Edwards Catholic Church in Bloomington, and Oak Grove Presbyterian Church in Bloomington).

Recommendation

Approve the scope of work from Barr Engineering with an amount not to exceed \$24,600.

May 03, 2019

Erica Sniegowski
Program and Project Manager
Nine Mile Creek Watershed District
12800 Gerard Drive
Eden Prairie, MN 55346

Re: Proposal for Professional Services – Non-Profit Sites BMP Retrofits - Final Design, Contractor Solicitation Assistance, and Construction Administration

Ms. Sniegowski:

In 2016, Nine Mile Creek Watershed District (District) received grant funding to identify nonprofits sites within the District for the implementation of stormwater best management practices (BMPs). This project led to the identification and preliminary design of six BMPs on properties throughout the District. As a continuation of the on-going Nonprofit Sites BMP Retrofits project the following scope of work has been developed.

This proposed scope of work includes final design, contractor solicitation assistance, and construction administration for three sites. Sites to be constructed under this scope of work include Good Samaritan Church in Edina, and St. Edwards Catholic Church and Oak Grove Church, both in Bloomington. The additional sites identified by the previous grant will be further developed under a separate scope of work in the future. Currently, all site designs are approximately 50-75% complete, with preliminary volume and pollutant reduction estimates calculated, and planning-level opinion of cost prepared.

Scope of Work

Task 1 – Development of Final Plans, Specifications, and Opinions of Cost

Budget: \$12,000

The work to be completed under this task includes:

1. Creating a 95% plan set to be delivered to property owners including but not limited to:
 - a. Cover sheet
 - b. Erosion control plans
 - c. Removals and demolition plans
 - d. Stormwater utility plan and profile drawings
 - e. Utility details sheet
 - f. Rain garden grading plans, including sections
 - g. Rain garden planting plans
 - h. Rain garden details, including plantings
 - i. Site restoration plans
 - j. Planting details sheet
2. Develop draft technical specifications. Provide to District staff for review.
3. Update Opinion of Cost based on the 95% plan set.

4. Update existing volume and pollutant reduction benefits analysis using MIDS calculator.
5. Receive one round of comments from property owners and update plans, specifications, and opinion of cost to create final bidding documents. Provide to District staff for final review and comment.

Task 2 – Permitting Assistance

Budget: \$2,000

The work to be completed under this task includes:

1. Submitting application and supporting information for a grading and land alteration permit from NMCWD.
2. Coordination with NMCWD permitting staff and providing additional information and documentation, as needed.

Task 3 – Contractor Solicitation Assistance

Budget: \$3,000

The work to be completed under this task includes:

3. Coordinate solicitation of quotes. It is assumed that the District will issue a request for quotes, which will be sent to a minimum of six prequalified contractors.
4. Respond to potential contractor inquiries.
5. Coordinate and participate in pre-bid meeting at District office.
6. Attend private bid opening at District offices.
7. Review submitted quotes, create bid tabulation, and provide recommendation of contractor.

Task 4 – Construction Administration

Budget: \$6,000

The work to be completed under this task includes:

1. Coordinate pre-construction meetings at each site prior to construction. Pre-construction meetings to include Barr and District staff, contractors, and property owner.
2. Review all required submittals.
3. Perform on-site observation over the entire project timeframe. Assist contractor in interpreting plans and specifications as necessary.
4. Review, comment, and tabulate contractor pay applications. Provide payment recommendations.
5. Develop punch-list and the drafting of acceptance forms.
6. Assist with project close-out.

Task 5 – Meetings with Property Owners

Budget: \$1,600

The work to be completed under this task includes:

1. Attend meetings with property owners as necessary to communicate design intention and help assist in outreach and education. Assumes three meetings.

Project Deliverables:

Project deliverables will include:

- 95% plans and specifications and preliminary opinion of cost for District and property owner review

- Final volume and pollutant reduction benefits summary (using MIDS calculator)
- Final Opinion of Cost
- Final contract documents, plans and specifications for solicitation of quotes

Assumptions

- No additional geotechnical investigations are required.
- Three meetings with property owners are assumed. Additional meetings will be charged on a time and expenses basis.

Schedule

Work shall commence immediately upon District approval. It is Barr's understanding that the 95% designs will go to property owners for review no later May 28, 2019. The request for quotes will be issued on June 11, 2019, with responses due on June, 25 2019. Construction substantial completion will take place fall of 2019 with plant warranties extending until fall 2020.

Budget

The proposed cost of the services will be billed on a time and expenses basis not to exceed \$24,600 without prior approval by you.

Thank you for the opportunity to continue working on this exciting project!

Sincerely,



Janna Kieffer, PE
Vice President



Matthew Kumka, PLA
Landscape Architect, Project Manager