

August 13, 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 for Six Sites – 2020 Construction

Ms. Sniegowski:

In 2016, the Nine Mile Creek Watershed District (NMCWD) received grant funding to identify nonprofit sites within the Nine Mile Creek watershed 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 watershed.

The letter presents a scope of work to complete design and provide construction support for the six retrofit BMPs. Under a scope of work approved by the NMCWD Board at their May 15, 2019, Barr created the final designs for three sites including Good Samaritan Church in Edina, and St. Edwards Catholic Church and Oak Grove Church in Bloomington. Construction on these sites has been delayed and the remaining construction administration work associated with those three sites is now included in this scope of work. The additional three sites identified by the previous grant include Bethlehem Lutheran Church in Minnetonka, Chapel Hills United Church of Christ in Edina, and St. Luke's Lutheran Church in Bloomington. Currently, these site designs are approximately 25-50% complete, with preliminary volume and pollutant reduction estimates calculated, and planning-level opinions of cost prepared.

The budget under the scope of work approved on May 15, 2019 is \$24,600. As of August 14, 2019, \$20,902.27 of that budget remains unspent. This remaining budget has been factored into the final budget proposal. See below for more detail.

Scope of Work

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

Budget: \$22,000

The work to be completed under this task includes:

1. Creating a 95% plan set to be delivered to property owners for Bethlehem Lutheran Church, Chapel Hills United Church of Christ, and St. Luke's Lutheran Church, including:
 - 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. Developing draft technical specifications to be provided to NMCWD staff and legal counsel for review.
 3. Updating opinions of cost based on the 95% plan set.
 4. Updating existing stormwater volume and pollutant reduction benefits analysis using MIDS calculator.
 5. Receiving one round of comments from property owners and updating plans, specifications, and opinions of cost to create final bidding documents. Provide to District staff and legal counsel for final review and comment.

Task 2 – Permitting Assistance

Budget: \$3,000

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. Coordinating with NMCWD permitting staff and providing additional information and documentation, as needed.

Task 3 – Bidding Assistance

Budget: \$3,000

The work to be completed under this task includes:

1. Coordinating solicitation of bids, utilizing Quest CDN for a public bid process.
2. Responding to potential contractor inquiries during the open bidding period.
3. Coordinating and participating in pre-bid meeting at District office.
4. Coordinating public bid opening at NMCWD office.
5. Reviewing submitted bids, creating bid tabulation, and providing recommendation of contractor.

Task 4 – Construction Administration

Budget: \$12,000

The work to be completed under this task includes:

1. Coordinating pre-construction meetings at each site prior to construction. Pre-construction meetings to include Barr and NMCWD staff, contractors, and property owners.
2. Reviewing all required submittals.
3. Performing on-site observation over the entire project timeframe and assisting contractor in interpreting plans and specifications as necessary.
4. Reviewing contractor pay applications and providing payment recommendations.
5. Developing construction punch-list and the drafting of acceptance forms.
6. Assisting with project close-out.

Task 5 – Meetings with Property Owners and Other Stakeholders

Budget: \$4,000

The work to be completed under this task includes:

1. Attending meetings with property owners and other stake holders including county and city staff as necessary to communicate design intention and help assist in outreach and education. This cost estimate assumes up to five meetings.

Project Deliverables:

Project deliverables will include:

- 95% plans and specifications and preliminary opinions of cost for NMCWD and property owner review
- Final volume and pollutant reduction benefits summary (using MIDS calculator)
- Final opinions of cost
- Final contract documents (plans and specifications) for solicitation of quotes

Assumptions

- No additional geotechnical investigations are required.
- Five meetings with property owners and other stake holders 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 in the fall of 2019. We anticipate that the request for bids will be issued after the January 2020 Board meeting, with contracting occurring in February. Construction substantial completion will take place fall of 2020 with plant warranties extending until fall 2021.

Budget

The proposed cost of the services will be billed on a time and expenses basis not to exceed \$45,000 without prior approval by you. As mentioned above, \$20,902.27 of the budget from the scope approved on May 15, 2019 remains unspent. Therefore, this scope of work would require an additional \$23,097.73 to provide design and construction oversight for all six of the project sites.

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