A PROPOSAL FOR

Buschmann Road and Intersection of Ranchette Drive Engineering and Project Management Services

FOR THE CITY OF BREEZY POINT

November 10, 2022

Mr. Joe Zierden
Public Works Supervisor
8319 County Road 11
Breezy Point, MN 56472

Re: Proposal for Buschmann Road and Ranchette Drive Engineering Services, Project Coordination, and Project Management

Dear Mr. Zierden,

On behalf of WSB, thank you for this opportunity to submit our qualifications for the Buschmann Road and Ranchette Drive project. WSB has assembled a robust team of project managers, construction staff, designers, and support staff that can deliver on the diverse needs of this project and has developed strategies revolved around use of cutting-edge technology, a robust public engagement plan, and local project management expertise. We offer the following keys for a successful project:

Local Project Management | A local perspective on project management equates to an inherent ownership over design and construction outcomes by the project team. The project management team, led by Paul Sandy, PE, spans diverse backgrounds of civil engineering related to municipal, construction and transportation infrastructure projects. These different and diverse backgrounds provide added value to the project and the City, leaving no stone unturned from a design, safety, and constructibility perspective.

Roadway Context - "Reality Mesh" | Understanding how a new, reconstructed roadway fits with adjacent properties and varying land uses is critical to a project's success. WSB's approach to layout uses a technology application we call "Reality Mesh" or visualization as an additional service. "Reality Mesh" creates a 3-D model of the project to make certain that variations in the design concepts are fully realized. This visualization tool will aid in painting a clear picture of how the final corridor will look so stakeholders can stay informed on how this project will tie into adjacent properties. The City of Breezy Point will benefit from this technology application through public engagement and concept layout discovery.

Robust Public Engagement and Involvement | Public Engagement is more than just open houses and comment cards. At WSB, we take public engagement to the next level with intentional and informative small group meetings or 1:1's with property owners and stakeholders, integration of technology to support design alternatives, and modifying "engineering speak" to plain text that is easily understandable to the public. WSB's baseline scope of services can be modified and negotiated with additional services presented to fit the needs of the project, as public support of this large and transformational infrastructure improvement will be a key to this successful project.

Please contact me at 320.630.4657 or psandy@wsbeng.com with any questions about our qualifications or availability.

Sincerely, WSB

Paul Sandy
Project Manager

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Firm Overview

Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

650+	30+	15	5
STAFF	SERVICE AREAS	OFFICES	STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind

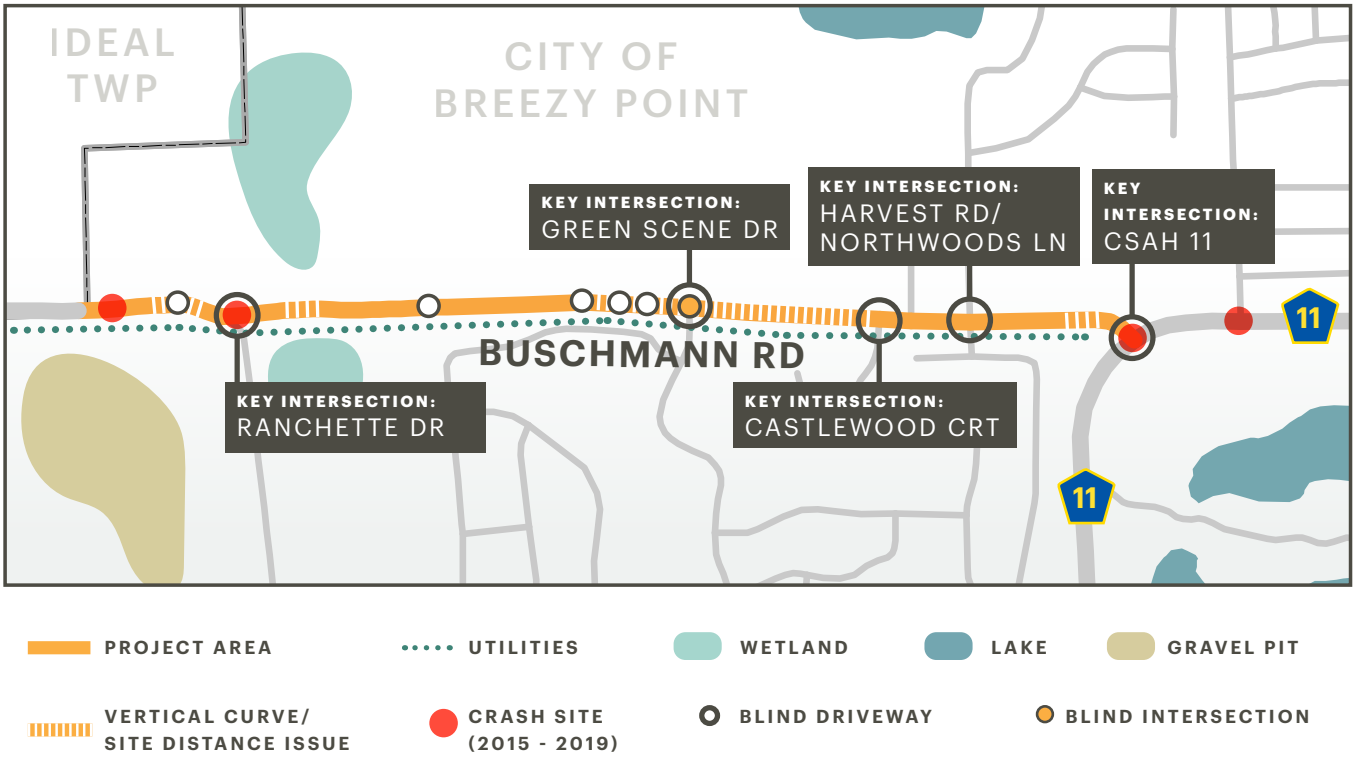
Project Understanding

The City of Breezy Point is requesting a proposal for project management, design, and construction engineering services to reconstruct Buschmann Road and its intersection with Ranchette Drive within the Breezy Point city limits. After years of discussions and studies between jurisdictions, business owners, and residents, this previously envisioned large, multi-jurisdictional project has changed scope to become a City of Breezy Point driven project to improve safety and mobility of this high traffic volume corridor.

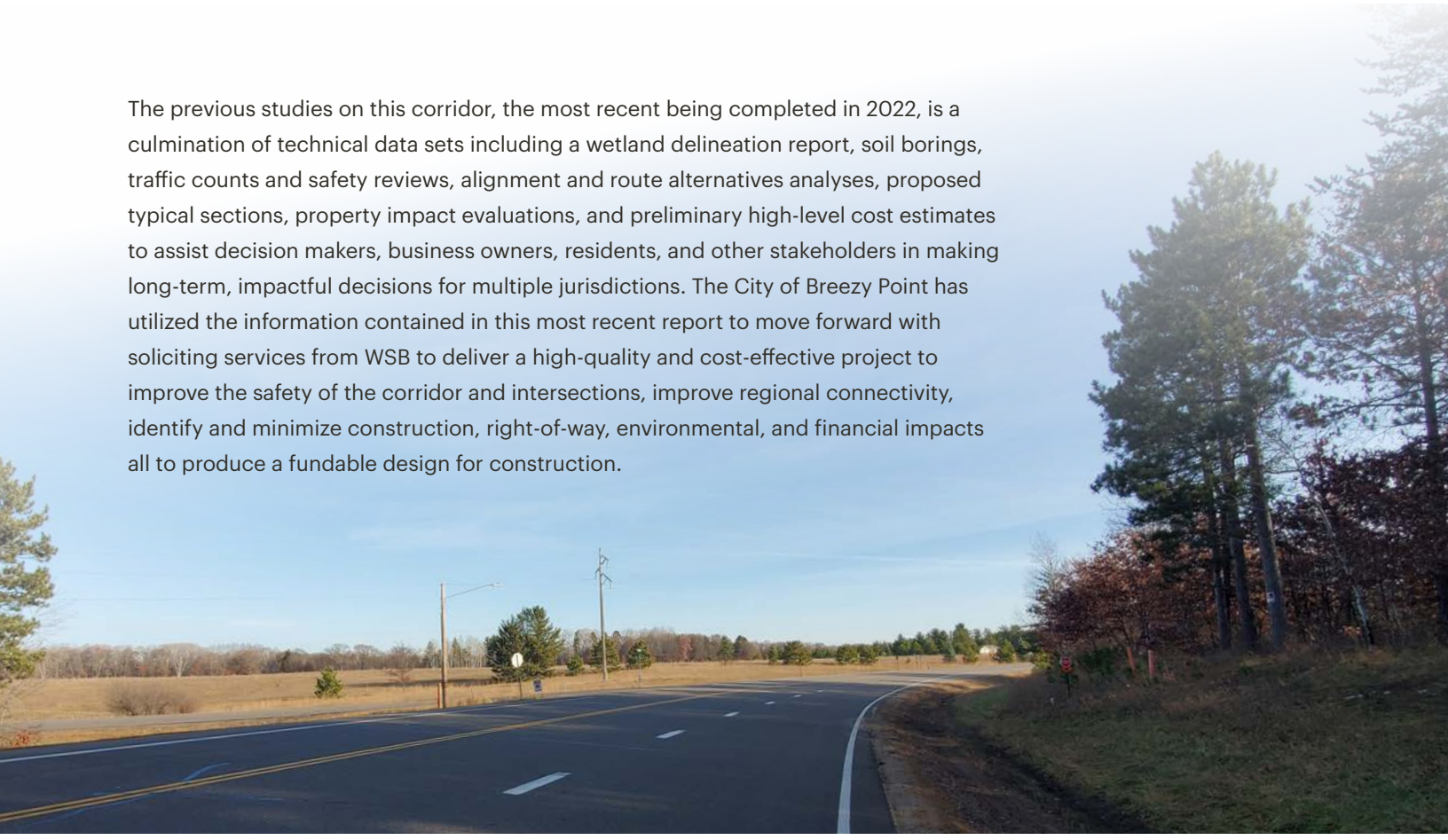
It is the intent of the City of Breezy Point to reconstruct Buschmann Road and its intersection with Ranchette Drive to a supported local standard, as identified in the Cooperative Community Enhancement Project report. Project goals and objectives, as identified in the Request for Proposals (RFP) clearly define the successful outcomes for this project.

Buschmann Road serves as an important east/west travel connector from the City of Breezy Point to the City of Pequot Lakes. When originally constructed, Buschmann Road provided an adequate means of transportation for residents, weekend cabin-goers, and resort patrons. Over time, however, Buschmann Road has borne a substantial increased role in the overall transportation system due to population growth and a significant increase in truck traffic due to the presence of local mining operations nearby. Buschmann Road has become widely known as a “shortcut” to Trunk Highway 371 instead of traveling further south to County State Aid Highway 11. The substandard roadway width, tight curves, steep hills, and atypical intersection geometrics along Buschman Road have created safety concerns, sight distance issues, and numerous intersection crashes. Poor drainage and nearby wetlands have also resulted in subgrade issues in specific locations along the route.

Issues Map



The previous studies on this corridor, the most recent being completed in 2022, is a culmination of technical data sets including a wetland delineation report, soil borings, traffic counts and safety reviews, alignment and route alternatives analyses, proposed typical sections, property impact evaluations, and preliminary high-level cost estimates to assist decision makers, business owners, residents, and other stakeholders in making long-term, impactful decisions for multiple jurisdictions. The City of Breezy Point has utilized the information contained in this most recent report to move forward with soliciting services from WSB to deliver a high-quality and cost-effective project to improve the safety of the corridor and intersections, improve regional connectivity, identify and minimize construction, right-of-way, environmental, and financial impacts all to produce a fundable design for construction.



Public Engagement

WSB's proposal and approach to scope of services represents a baseline scope of services to deliver the project effectively and efficiently for the City and in concurrence with RFP requirements. WSB's proposed alternative option section of the proposal is meant to supplement the baseline scope of services with innovative technologies and techniques to assist in public engagement.

WSB excels at the use of this 3D technology working with video/photos and AutoCAD Civil 3D technology. WSB is a licensed and insured commercial drone service provider capable of delivering this service in a responsible and professional manner in accordance with MnDOT and FAA Part 107 rules. Using this technology with the proposed design has been an effective tool in visualizing the proposed improvements and impacts to both the design team, the owner, and the public. This tool is also valuable to use in adjusting the design both in a horizontal and vertical analysis of the proposed geometrics, as it is tied to the 3D alignment in its production. WSB has seen this tool provide additional value in project development and is most valuable in providing the public the information they need to make a positive decision on this improvement.

Design Standard

This project will have many challenges throughout project development and construction due to severe grade challenges and site distance issues spread across the project limits. Project time and schedule is always at the forefront of discussion during large projects of this nature. WSB has arranged its scope of services and fees to outline a critical path for project completion and is outlined in the Approach to Scope of Services section of this proposal. While a local design standard has been selected and vetted for this project through the study, there may be instances where constraints (both horizontal and vertical in nature) along the corridor may not allow for the standard to be adhered to. This alternatives analysis process will take careful vetting of the standard and deviations there to produce options that adhere to the project goals and increase safety on the corridor. There will need to be considerations made during design development and construction to ensure future traffic patterns are maintained as closely as possible to existing conditions.

Drainage and Water Quality

Drainage design and water quality review will play an important role along the Buschmann Road corridor, given the likelihood that the increased impervious surface on site will require on site stormwater features to capture and treat stormwater. As areas of poor drainage are examined through design, along with areas for potential stormwater storage needed for the treatment of surface runoff, an evaluation of the use of curb in gutter in strategic locations may be necessary to divert flows into more appropriate locations. WSB performed these types of tasks and analyses on the County State Aid Highway (CSAH) 4 project south of Breezy Point, and more recently on the CSAH 77 corridor project in Cass County. Both corridors accomplished a substantial improvement in water quality objectives. The key in this process is to inventory the existing naturally occurring ponding areas and enhance these to better accommodate future conditions. With these types of improvements, there are generally a plethora of features that can be enhanced to improve water quality and drainage around the corridor.

Context Sensitivity

Character and context sensitive design will be an important priority in the design of this improvement. Our survey will identify all trees that are sentinel in value and/or contribute to canopy preservation. Enhancing this effort is the in-house expertise of our landscape architecture specialists who assist our engineering staff in the tree impact analysis. WSB continues to excel in working with the public on this aspect of the project, assuring them that environmental considerations and care are at the top of the design list. This process brought a lot of added value for design mitigation efforts seen on both County State Aid Highway 71 and 77 design projects in Cass County.

Approach to Scope of Services

WSB has reviewed the full RFP and Cooperative Community Enhancement Project Corridor Study Report and has assembled a strong, experienced, and local project management team and supporting cast to deliver this vital project to the City. WSB has a history in the Crow Wing County of delivering high-profile and technically challenging projects of this nature for other jurisdictions and will utilize innovative public engagement strategies and other project management/design technologies to achieve the most desirable outcomes for the City of Breezy Point.

WSB's Approach to Project Management

The purpose of a dedicated project manager is to provide the City and other stakeholders with oversight of the project and provide the guidance and direction needed to ensure a successful project completion. Good project management is key to keeping the project on time, on budget, and identifying or addressing roadblocks before they occur.

WSB's approach to the following scope of services requires a strong and attentive project manager to coordinate and facilitate all phases and tasks. Paul Sandy, PE, will serve as a single point of contact for the project process from the initial kickoff meeting to project completion. Paul has over 10 years of experience in the public and private sector delivering similar types of challenging corridor projects and is well versed in different areas of civil engineering. Many of the tasks and deliverables outlined in WSB's scope of services require on-site meetings between project management, city officials, property owners, stakeholders, contractors, and other personnel. WSB's local presence in Baxter allows for quick response times to the site by a WSB representative. This quick response time is another mitigation measure that helps to keep the project on schedule through prompt and responsive decision making at critical points throughout project development and construction.

PROJECT MANAGEMENT TEAM

A dedicated Project Management Team (PMT) consisting of the project manager, design staff, technical support staff, city staff, and other stakeholders can provide for the essential combination of experience, local knowledge, and accessibility during project development. WSB proposes this project management technique be used from the onset of the project and that the project team meet monthly to ensure project alignment and goals are being met, the project is on schedule, and deliverables are reviewed and executed in a timely manner. These meetings can be held with other project-related meetings. As project manager, Paul will report monthly on project development progress with a project progress report to the PMT. These summaries will be included and submitted with the monthly invoices prepared for the City.

QUALITY MANAGEMENT PLAN (QMP)

WSB will prepare a Quality Management Plan (QMP) at the beginning of the project that will identify specific quality control (QC) measures that will be implemented during project development. The plan will contain procedures governing all information developed for the project including communications, reports, layouts, data collection, and design surveys.

WSB's baseline scope of services is provided below in phases 1 through 3 and provides the City with a comprehensive approach to completing a successful project. WSB has also provided an additional services section to the proposal that can be selected in an a la carte fashion by the City if budget allows. These a la carte services are meant to supplement the baseline scope of services for the project and will provide the City with additional value if elected to move forward.

WSB's scope of services, as identified in the RFP, comes in a 3-phase approach:

PHASE 1:
Reconnaissance, Exploration, and Preliminary Design

PHASE 2:
Final Design, Construction Cost Estimates, Right-of-Way Acquisition and Project Bidding

PHASE 3:
Construction Administration and Project Close-Out

ALTERNATIVE OPTIONS

Phase 1 – Reconnaissance, Exploration, and Preliminary Design

WSB's Phase 1 Scope of Services includes reconnaissance of existing conditions and reports, exploration of wetlands, soils, and existing topography, and moving through existing geometric design to move through a staff and community approved layout.

PHASE 1.1

Existing Data Collection

WSB will hold a preliminary data collection meeting with the City to discuss data collection needs and determine what data can be provided by the City utilizing existing data sets. This approach will first utilize existing data sources and information to the maximum extent practicable, identify additional data and analysis that needs to be conducted, use the City and its partners for additional data collection and information gathering (where feasible), and then perform additional collection and analysis for any critical gaps. This approach will reduce costs and has added value to the City in verifying the existing data the City controls is accurate from a third part perspective. Data that will be valuable to the preliminary design process includes, but is not limited to:

- County/State LiDAR
- Current aerial photographs
- County GIS parcel mapping and shape files
- City Land Use and Comprehensive Plan
- Crow Wing County Soils survey
- MnDNR Protected Waters and Wetland Maps
- National Wetland Inventory
- MPCA contaminated property database
- Existing and forecasted travel demands (if available)
- Existing pavement data, right-of-way widths, and as-built plans
- Previous corridor studies (besides those provided)
- Historic traffic counts (besides those provided)
- Historic speed studies
- Other GIS data sets and associated shape files
- Existing alignments and access points
- Existing site conditions, obstacles, obstructions, land use and building permits
- Streetlight origin-destination data
- City design standards
- Existing topography
- Existing environmental features
- Location of existing culverts
- Location of any known water/sewer pipes or other utilities

+ PHASE 1.1 DELIVERABLES

- Memo outlining existing conditions and usability of existing studies
- Meeting agenda and minutes from data collection meeting with the City
- Quality management plan

PHASE 1.2

Full Topographic Survey of Project Site, Utilities, and Right-of-Way

Obtaining pertinent survey data within the corridor is necessary to complete many of the other tasks involved in this project. With the knowledge collected from Phase 1.1 related to existing data, studies, and reports, along with WSB's extensive knowledge of the local area, this process is ensured to move along smoothly effectively without recreating information or gathering data that is unnecessary.

WSB proposes to establish a comprehensive set of survey control points and preparing a detailed topographic base map using MnDOT's Geodetic Monument Database within a 75-foot buffer (either side) of existing centerline alignments and potential re-alignment areas. A design locate ticket will be issued through Gopher State One-Call (GSOC) to locate existing utilities throughout the corridor. If locate marks are not presented by the utility company, WSB will utilize maps sent by the utility company to reference private utilities in the public right-of-way. The topographic survey will include but is not limited to the following:

- Mapping of existing right-of-way
- All existing private utility infrastructure
- Trees of significance (4" or greater in diameter)
- Survey of any significant features or fixed objects potentially impacted by construction in the corridor
- Survey of all drainage features (wetlands, lakes, streams, rivers, etc.)
- Collection of dwelling and outbuilding structures near existing right-of-way for future potential right-of-way impacts

Through use of existing information, many features such as wetlands, pre-identified right-of-way impacts, and potential roadway realignment areas will be known prior to collection of topographic data. These datasets will be provided to survey staff accordingly so that the collection process can be as efficient as possible.

+ PHASE 1.2 DELIVERABLES

- Full topographic survey and mapping
- AutoCAD base map drawing
- Photographs

PHASE 1.3

Existing Right-of-Way Determination and Mapping

It is likely that existing monumentation along the corridor has been disturbed at some point in the past, or the monumentation does not exist due to past disturbances. WSB's Survey Group has in-depth experience handling complicated right-of-way determinations along state and county corridors and will use this experience to recover and tie in all property corners and PLS monuments in the specified County Datums and tolerances as the foundation of the property base mapping file. All evidence of occupation lines (use lines) will be tied in for right-of-way determination in non-platted areas. We believe that this project will need extra care in right-of-way determination due to the potential for large cut and fill sections plus the need for potential realignments. WSB office technicians will develop an existing centerline alignment based on field observations and compute and draw in all sub-division plats based on found monuments. All land survey corners and boundary corners will be processed in AutoCAD so that they are identified with the standard symbols and can be clearly identified.

We will coordinate with Crow Wing County Survey Planning Coordinator and the City on right-of-way concerns and come to the table with professional solutions to assure all party's property rights are maintained. All County supplied parcel data will be included and labeled in the property base map as specified in the RFP including owner name, parcel identification, subdivision plat names, etc. along with clearly described property monumentation. All property work will be supervised by a Land Surveyor licensed by the State of Minnesota. With this task WSB will develop a property base mapping file based on field located monumentation to allow accurate assessment of right-of-way impacts.

+ PHASE 1.3 DELIVERABLES

- Finalized existing right-of-way mapping
- AutoCAD base map drawing
- Photographs

PHASE 1.4

Environmental Reconnaissance and Wetland Delineation

Phase 1.4 of WSB's scope of services contains environmental reconnaissance and review based on previously completed reports. As a part of the Cooperative Community Enhancement Project study completed in 2022, a full Level 2 (onsite) wetland delineation and report was prepared. By utilizing this existing information, WSB will review the wetland boundaries and types as outlined in the report and verify that the delineation was completed in conformance with the US Army Corps of Engineers (USACE) Wetlands Delineation Manual (US Army Corps of Engineers 1987) and the Northcentral/Northeast Regional Supplement. WSB's scope of services does not include an additional wetland delineation report based on this report being completed in 2021.

This reviewed report will be submitted to the City, the Local Government Unit (LGU), and USACE for their review and approval. WSB will accompany the Technical Evaluation Panel (TEP) in the field for the verification review and, if required, alter the report through an amendment based on TEP recommendations. The approved boundaries will be depicted in the final wetland delineation report and displayed on the topographic base map drawing.

+ PHASE 1.4 DELIVERABLES

- Final wetland notice of decision (wetland boundary and type)
- TEP meeting minutes

PHASE 1.5

Geotechnical Exploration

WSB's scope of services includes a full geotechnical exploration of the project area. This exploration, along with the data collected in the Cooperative Community Enhancement project study, will give the project team a comprehensive view of the geotechnical features and soils that exist within the project limits. Geotechnical services are provided to perform subsurface soil borings, classify, and analyze the soil samples, and prepare a report discussing the findings, provide an estimated R-value, and provide recommendations for subgrade preparation and pavement section thicknesses. Based on a thorough review of on-line aerial imagery, it appears that the corridor can be accessed with our CME-55 truck mounted auger drill. We have assumed that the borings will be placed such that traffic control will not be necessary. The drilling team will utilize road work ahead signs, traffic cones, and flashing lights on vehicles to allow traffic to self-regulate safely around the work zone.

Following a completed Gopher State One Call (GSOC) ticket, we propose to complete 23 flight auger soil borings to supplement the soil borings that were completed in the Cooperative Community Enhancement Project study. This number equates to a soil boring at approximate 500-foot intervals. The borings will be completed along the existing roadway to a depth of about 10-feet. The borings will sample soils and record the apparent transition depths along with documenting any groundwater conditions encountered.

If unsuitable soils, such as organics, are encountered at the proposed boring termination depth, it may be necessary to extend the borings into more suitable materials. This is done to ensure the project team knows the full extent of the unsuitable material so that the recommendations within the geotechnical report are accurate. These recommendations are used to better understand potential construction and constructability issues. An additional charge of $20/foot will be assessed for borings extended beyond their proposed termination depths. This information will be relayed as soon as possible to the City.

In Minnesota, a boring that is deeper than 15-feet and sealed within 72-hours is considered a temporary boring/environmental well and required well sealing records will be submitted to the Minnesota Department of Health. If the temporary boring/environmental well is extended to a depth of more than 25-feet, a Construction Notification form and fee are required. Although not anticipated based on our scope of services, WSB will fill out the Minnesota Department of Health notification and sealing record forms and sign on behalf of the owner unless directed otherwise.

Information gathered during the geotechnical evaluation, along with the information gathered during the Cooperative Community Enhancement Project study, will be used to prepare a final geotechnical report. The report will summarize our findings and provide a discussion of subsurface soil and groundwater conditions encountered in the borings and how they may affect the proposed construction. The report will also provide recommendations for pavement subgrade preparation based on the findings of the borings, along with estimates of groundwater depths, elevations, and discussion of soils to use as structural fill and site fill. An estimated R-value and recommended pavement thickness will be recommended in the report.

+ PHASE 1.5 DELIVERABLES

- Geotechnical report and recommendations (based on 23 borings at 10-feet deep)

PHASE 1.6

Preliminary Design, Preferred Geometric Layout, and Preliminary Right-of-Way Impacts

Preliminary Design/ Preferred Geometric Layout

Based on the findings as identified in phases 1.1 through 1.5, WSB proposes to move into preliminary design to determine the preferred geometric layout. The overall objective of this task is to develop and select a preferred alternative alignment and typical section that meets the geometric safety and traffic standards selected for the corridor to improve overall safety and mobility along Buschmann Road and intersecting streets. This geometric layout will be created with the priority to reduce impacts to the surrounding properties to the greatest extent possible. A comprehensive analysis of existing drainage issues, proposed drainage system, and stormwater treatment will also be performed as a part of this stage, as the geometrics of the proposed corridor effect the overall stormwater design and treatment along the corridor. WSB proposes to use members of its transportation team who are familiar with geometric layouts, safety considerations, and safety analyses to perform the geometric layout while working with members of the water resources team that are working to design stormwater infrastructure needed along the corridor. Based on the final preliminary design/preferred geometric layout, WSB will perform an initial right-of-way impact analysis.

Preliminary Right-of-Way Impact Analysis

Determining the right-of-way and potential impacts based on the preferred alignment and geometric layout will be imperative in finalizing final preliminary project costs. WSB will determine the anticipated right-of-way and easement needed to construct the preferred geometric layout. Considerations for aesthetic surroundings and maintaining the corridor character will be of the utmost importance during this process to reduce easement and right-of-way impacts along the corridor. Drainage and flow patterns will be reviewed and determined for the need for any potential drainage easements. Proposed easements and right-of-way will be reviewed by Jeremy Honga, a licensed Minnesota Land Surveyor. All work will be supervised by Jeremy, and all unresolved conflicts will be discussed with the Crow Wing County Survey Planning Coordinator. Based on the construction limits from the preferred geometric layout, potential right-of-way impacts, easements, property impacts, and utility concerns will be shown on the layout so they can be clearly identified and presented to the City and the public. If the additional service is selected regarding use of visualizations, the preferred alternative alignment and layout can be imported onto drone footage so that the City and public can view, in a 3D rendering, the project corridor and how the proposed alignment and layout affects the neighboring properties near the project corridor.

+ PHASE 1.6 DELIVERABLES

- Geometric layout and preliminary drawings
- Stormwater modeling and design results
- Preliminary easements need mapping and summaries (with quantified areas)
- Design memo
- Proposed drainage/stormwater plan

PHASE 1.7

Utility Coordination

Utility conflicts within the Buschmann Road and Ranchette Drive corridors are apparent and documented in many previous studies, and it will be imperative for the selected consultant to coordinate design and construction activities with affected utility providers early and often during project development and construction. From the preliminary findings and research, reconstruction of the roadway may impact the following high-risk utilities:

1. **Great River Energy** overhead power in the vicinity of Buschmann Road and County Road 11.

2. **Crow Wing Power Cooperative** and **Minnesota Power** overhead power along Buschmann Road.

3. **Xcel Energy** buried gas along Buschmann Road.

4. Various overhead and underground communication and fiber optic cables owned by **Charter, TDS Telecom**, and **CenturyLink**.

The survey team will submit an initial Gopher State One-Call ticket and follow up with each listed utility owner to ensure maps of all facilities are acquired. This information will be utilized to create a utility layout and AutoCAD file. WSB will assemble utility contact information, track correspondence with utility companies, organize and run one preliminary utility coordination meeting as required by Minnesota Statute 216D, and complete meeting minutes.

+ PHASE 1.7 DELIVERABLES

- Meeting agenda and minutes from meeting with utility owners
- Two-dimensional layout of all utility facilities

PHASE 1.8

Public Engagement

The WSB team recognizes the vital role that public engagement will play in facilitating communication and building project support amongst community members. We offer a dedicated team of public engagement experts to assist the City of Breezy Point with their public engagement and strategic communications needs throughout the duration of the project.

OUR APPROACH

Our approach to public and stakeholder engagement is collaborative. Early and often, the team at WSB will seek opportunities to collaborate and refine our strategic approach with project staff, ensuring that goals are met in an efficient and effective manner.

Our approach is innovative. We leverage technology and digital stakeholder engagement tools that inspire participation and meet stakeholders where they are.

Our approach is inclusive. We work to ensure that a diverse set of voices are heard and considered throughout the engagement process. Inclusivity serves as a guide throughout the WSB stakeholder engagement process – from planning to completion.

We have organized the City of Breezy Point's baseline scope of public engagement deliverables in Phase 1.8 of the project as follows:

Options to supplement the baseline scope of services with innovative technologies and techniques are included in the additional options section of the proposal.

+ PHASE 1.8 DELIVERABLES

- Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary)
- Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination)
- Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations)

Stakeholder Identification and Engagement Plan

Stakeholder identification involves confirming the various stakeholder groups, community members, and property owners impacted directly or indirectly by the project that should be involved in the engagement process. The WSB project team will work collaboratively with the City of Breezy Point project staff to identify gaps or opportunities to involve additional stakeholders including the possibility of business groups, economic development groups, community organizations, non-profit organizations, and other community groups that may be impacted or have a vested interest in improving safety and capacity for all Buschmann Road users. This proposed stakeholder identification process will help to ensure that we reach a broad set of community participants.

From there, the WSB team will map out the strategies and tactics of engagement in an engagement plan. Prior to any execution taking place, these strategies and tactics will be shared with project staff for alignment and input. The stakeholder engagement plan WSB creates in partnership and collaboration with the City of Breezy Point would be built in a way that supports the following core engagement values:

BUILD TRUST:

Trust is the foundation for effective stakeholder engagement. Establishing trust with stakeholders requires listening, understanding, and respect. Doing so opens the door to a clearer understanding of stakeholder priorities, needs, and interests, helps to broaden the available solutions, and inspires long-term participation.

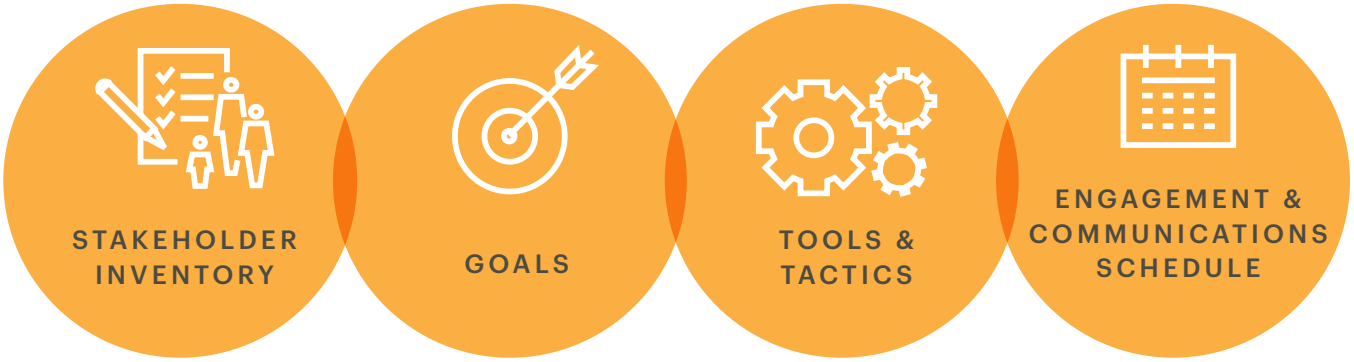
STRENGTHEN RELATIONSHIPS & CULTIVATE COMMUNITY OWNERSHIP:

When people come together and share their stories, listen to others, and work together, they develop a greater sense of personal connection, and a clearer vision and solutions emerge.

EMBRACE EQUITY AND DIVERSITY:

A stakeholder engagement planning process should also be looked at through a lens of equity and diversity. This requires the utilization of engagement tools and techniques that reduce barriers to participation and reach segments of the population who are underrepresented or have been underserved by community engagement projects in the past.

The proposed public engagement plan will serve as a playbook throughout the project and will be updated as the process and findings require. The plan will include:



While effective public outreach and engagement plans ensure opportunities exist to set and manage expectations of stakeholders and community members, they also ensure that project communications are effectively delivered in a timely manner and are effective in sharing information and building project support.

We envision that the project kick-off meeting be used to coordinate the stakeholder identification process and align the project team on elements associated with the stakeholder engagement plan for execution.

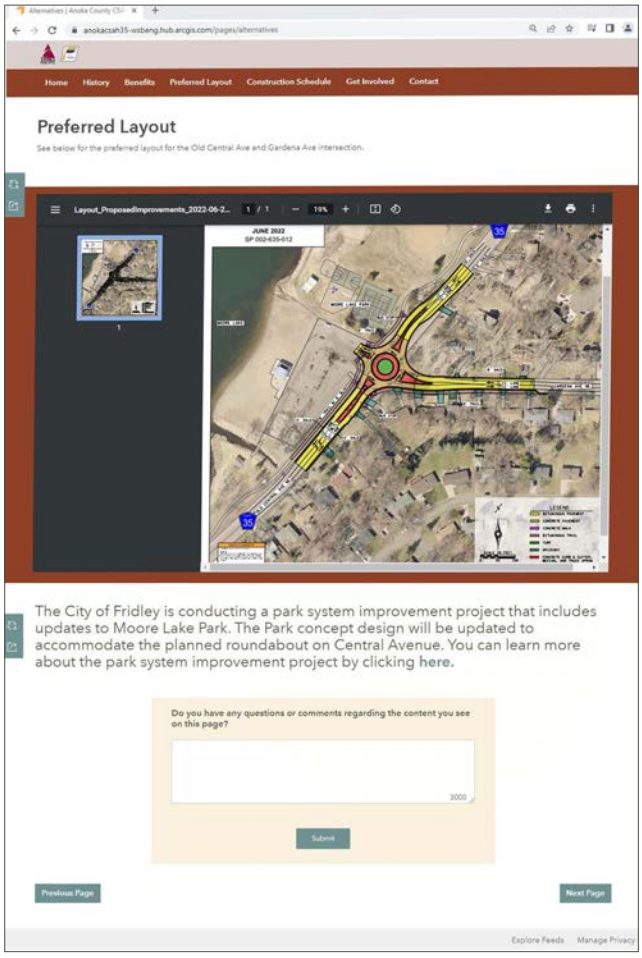
Information Sharing and Stakeholder Communications

In the section below, we detail the baseline scope of public engagement and communication services that will set the City of Breezy Point up for success. Information collected during the engagement process will be used to inform project and communication needs. We outline below how these tactics play a role in managing risk and building project support.

1. PROJECT WEBSITE

WSB will provide the City of Breezy Point a customized project website that will serve as a resource for community residents and stakeholders to learn more about the project, offers an outlet to connect with project team members and/or to provide feedback, and would serve as a place to direct community members and other stakeholders to get the most up to date information throughout the project. In addition to hosting and monthly management of the project website, WSB will provide content and graphics support – including a project fact sheet, and project Q&A. It is anticipated that website content, graphics, as well as the project fact sheet and Q&A digital documents, will be updated 2 times throughout the course of the project.

Our suite of digital products is powered by ArcGIS and Esri, both of which allow for a great deal of flexibility and customization and are proven tools in disseminating project communications effectively and efficiently. All engagement features listed above are fully customizable, branded, and serve as an easy and low-barrier way to increase awareness, engagement, and participation. Other digital engagement tools including an online survey, interactive comment map, and an Esri StoryMap are outlined in greater detail in the optional services section of this proposal.



EXAMPLE OF PROJECT WEBSITE USING ARCGIS/ESRI

2. PRELIMINARY OPEN HOUSE

We recommend holding a community open house early in the project timeline to communicate project details, provide an overview of current considerations, and gather feedback from community members and stakeholders. We also propose that two additional open houses take place in conjunction and in support of the project's final design (see Phase 2.3).

The community meetings would be open to residents and promoted via mailed postcard invitations designed by WSB. WSB also proposes design and placement of local newspaper advertisements to help promote the meetings. WSB will coordinate with the City of Breezy Point to post meeting information via Facebook and other social media channels.

For each open house, WSB will be responsible for designing visual aids and up to six poster boards. All communications and engagement materials developed will be visually appealing, plain language, and engaging. Our WSB public engagement team partners with internal marketing resources and GIS analysts to design and create project materials that assist project staff to communicate project details in a visually appealing and engaging way.

Feedback and comments received via comment cards designed by WSB for each open house will be incorporated into an event summary report used by the project team to consider alternatives and address community and stakeholder issues.

Finally, WSB proposes custom communication and outreach to affected property owners. This includes a letter outlining the project, as well as an invitation to attend a separate gathering for property owners before each open house meeting.

3. PROJECT COMMUNICATIONS AND OUTREACH SUPPORT

Finally, throughout phase one and phase two of the project, WSB offers additional project communications and outreach support. Our public engagement team will assist the City of Breezy Point with social media content and posts at three different project milestones. Our engagement team also will support or advise on communication efforts with local agencies, property owners, and other stakeholders as needed. We have proposed the development of a powerpoint presentation to assist with outreach meetings and have included two strategic counsel meetings with project staff to assist with communications needs and strategy. The stakeholder identification and engagement planning deliverables will help to further define scope and address future needs.

Engagement Analysis and Summary: Throughout the engagement process and project, WSB will collect community and stakeholder feedback and coordinate with members of the project team as needed. As noted above, WSB will provide an event summary report following each open house. In addition, WSB will manage an engagement log that tracks individual and stakeholder engagement, feedback, and issues relevant to the project. This information will be used to inform project recommendations and identify additional engagement needs or opportunities. An engagement summary will be provided at the conclusion of the project (see section 2.3).

PHASE 1.9

Preliminary Cost Estimates

Understanding the project costs prior to moving into Phase 2 of the project is critical to the City and project stakeholders. Decisions on whether to proceed with the improvements will be heavily influenced by total expenditure to deliver and construct the project. In Phase 1, preliminary design cost estimating will be used to set a baseline of costs before moving into Phase 2 - Final Design, Construction Cost Estimates, and Project Bidding. The project team will use project costs and estimates from recently completed projects to establish preliminary construction costs. Right-of-way estimates will utilize current property assessments/ taxing information and a factoring based upon the amount of the impact. Factors will be different based upon land use (commercial, residential, etc.). Mineral rights will be an additional factor that will be reviewed near gravel pits. Preliminary costs will include proposed costs of services as outlined in Phase 2 and Phase 3 of this proposal.

Cost estimates, if desired by the City, can be broken down by any partner agency responsibility if desired. Should any grant funding be obtained prior to Phase 2 being authorized, it will be applied to the project and identified as a grant.

+ PHASE 1.8 DELIVERABLES

- Preliminary Cost Estimate

Phase 1 Schedule

PHASE NO. | DESCRIPTION		2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
1.1	EXISTING DATA COLLECTION	D							
1.2	TOPOGRAPHIC SURVEY								
1.3	EXISTING RIGHT OF WAY DETERMINATION AND MAPPING								
1.4	ENVIRONMENTAL RECONNAISSANCE AND WETLAND DELINEATION	LGU							
1.5	GEOTECHNICAL EXPLORATION					CD			
1.6	PRELIMINARY DESIGN/PREFERRED GEOMETRIC LAYOUT/PRELIMINARY RIGHT OF WAY IMPACTS								
1.7	UTILITY COORDINATION						G		
1.8	PUBLIC ENGAGEMENT				PK	CC	CC	CC OS	CC
1.9	PRELIMINARY COST ESTIMATE								

MEETINGS

- D — DATA COLLECTION
- G — GSOC
- CC — CITY COUNCIL
- PK — PUBLIC ENGAGEMENT KICKOFF
- OS — PROPERTY OWNER/ STAKEHOLDER

OTHER MILESTONE DATES

- LGU — SUBMISSION OF BOLTON AND MENK DELINEATION REPORT TO LGU: 1/16/2023
- CD — CORE DRILLING; MAY 1, 2023 - MAY 2, 2023

Phase 1 Fee

PHASE/TASK DESCRIPTION	ESTIMATED HOURS																										TOTAL FEE
	PRINCIPAL RON BRAY	SENIOR PM PAUL SANDY	SENIOR PM - CONST. MATT INDIHAR	CONST. INSPECTOR BROCK LEINO	PUBLIC ENGMT. PM RYAN EARP	PUBLIC ENGMT. LEAD JOHNNY WARE	MARKETING GRAPHICS YENG MUOA	GIS STEVE GAZDIK	GRAD. ENG. ISAIAH ESCOBEDO	TRANS. DESIGN LEAD KHALIL MUALIN	TRANS. DESIGN LEAD NIC HENTGES	TRANS. DESIGN TECH. CHUCK KOCHMANN	MUNI. DESIGN LEAD JERRY SCHIMMEL	WR DESIGN LAURA PIETILA	WR DESIGN LAURA RESCORLA	SWPPP DESIGN THOMAS HOFFMAN	ENVIRON. RECON. CHALDELIA BROWNE	ENVIRON. PERMITTING ROXY ROBERTSON	GEOTECH. ENGINEER MARK OSBORN	2-PERSON DRILLING CREW	ROW PM FAYE GILLESPIE	ROW QA/QC AGENT BEN BARKER	ROW AGENT BRENT ROLF	REGISTERED LAND SURVEYOR JEREMY HONGA	OFFICE SURVEY RYAN RAUSCH	1-PERSON SURVEY CREW RYAN RAUSCH	TOTAL HOURS	
PHASE 1																											
1.1 EXISTING DATA COLLECTION																											
1.1.0 **Project Management**		4																								4	$780
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											
1.1.1 **Preliminary Data Collection Meeting with City (assumed 1)**		3																								3	$585
1.1.2 **Review of Existing Studies, Reports, and Data**		20																								20	$3,900
Collect and review prior project info | Collect and review historic traffic counts and speed studies | Collect and review previous studies																											
DELIVERABLES: Memo outlining existing conditions and useability of existing studies | Meeting agenda and minutes from data collection meeting with the City | Quality management plan																											
SUBTOTAL TASK 1.1		27																								27	$5,265
1.2 DETAILED TOPOGRAPHIC SURVEY AND MAPPING																											
1.2.0 **Project Management**		4																								4	$780
General coordination, Progress reports, invoices, and billing, Quality control/quality assurance																											
1.2.1 **Full Topo.c Survey of Project Site, Utilities, & Right of Way**		4																					8	20	100	132	$23,164
Establishment of survey control points | Prepare detailed topographic base map using MnDOT's Geodetic Monument Database within a 75-foot buffer, either side, of the existing centerline alignment and areas of realignment | Perform Gopher State One-Call (GSOC) design locate ticket | Survey of all existing utility infrastructure within right of way | Survey of significant trees 4 inches in diameter or greater | Survey of any other significant features or fixed objects in corridor potentially impacted by construction | Survey of all drainage features (wetland, lakes, streams, rivers, etc.), Collection of dwelling and outbuilding structures near right of way for future potential right of way damages																											
DELIVERABLES: Full topographic survey and mapping | AutoCAD base map drawing | Photographs																											
SUBTOTAL TASK 1.2		8																					8	20	100	136	$23,944
1.3 EXISTING RIGHT-OF-WAY DETERMINATION AND MAPPING																											
1.3.0 **Project Management**		4																								4	$780
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											
1.3.1 **Office Research and Mapping**		2																					80		60	142	$24,730
Locate public land survey corners and boundary corners | Prepare AutoCAD drawing of all parcels and right of way lines affected by the project | Mapping of existing right-of-way, including existing monumentation | Existing right of way determination																											
DELIVERABLES: Finalized existing right of way mapping | AutoCAD base map drawing | Photographs																											
SUBTOTAL TASK 1.3		6																					80		60	146	$25,510
1.4 ENVIRONMENTAL RECONNAISSANCE AND WETLAND DELINEATION																											
1.4.0 **Project Management**		4															5									9	$1,390
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											
1.4.1 **Environmental Reconnaissance**		2															8									10	$1,134
Review project for potential permits needed for construction																											
1.4.2 **Wetland Delineation and Report**		4															17									21	$2,361
Review of existing wetland delineation report from Bolton and Menk Study., Submission and coordination with LGU/Crow Wing County., Attend Technical Evaluation Panel (TEP) meeting to discuss project.																											
DELIVERABLES: Final wetland notice of decision (wetland boundary and type) | TEP meeting minutes																											
SUBTOTAL TASK 1.4		10															25	5								40	$4,885
1.5 GEOTECHNICAL EXPLORATION																											
1.5.0 **Project Management**		4																	11							15	$2,606
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											

PHASE/TASK DESCRIPTION	ESTIMATED HOURS																													TOTAL FEE
	PRINCIPAL RON BRAY	SENIOR PM PAUL SANDY	SENIOR PM - CONST. MATT INDIHAR	CONST. INSPECTOR BROCK LEINO	PUBLIC ENGMT. PM RYAN EARP	PUBLIC ENGMT. LEAD JOHNNY WARE	MARKETING GRAPHICS YENG MUOA	GIS STEVE GAZDIK	GRAD. ENG. ISAIAH ESCOBEDO	TRANS. DESIGN LEAD KHALIL MUALIN	TRANS. DESIGN LEAD NIC HENTGES	TRANS. DESIGN TECH. CHUCK KOCHMANN	MUNI. DESIGN LEAD JERRY SCHIMMEL	WR DESIGN LAURA PIETILA	WR DESIGN LAURA RESCORLA	SWPPP DESIGN THOMAS HOFFMAN	ENVIRON. RECON. CHALDELIA BROWNE	ENVIRON. PERMITTING ROXY ROBERTSON	GEOTECH. ENGINEER MARK OSBORN	2-PERSON DRILLING CREW	ROW PM FAYE GILLESPIE	ROW QA/QC AGENT BEN BARKER	ROW AGENT BRENT ROLF	REGISTERED LAND SURVEYOR JEREMY HONGA	OFFICE SURVEY RYAN RAUSCH	1-PERSON SURVEY CREW RYAN RAUSCH	TOTAL HOURS	
1.5.1 Geotechnical Reconnaissance and Soil Borings																			20	24							44	$8,960
23 soil borings at select locations through project site (approximately every 500 feet)																												
1.5.2 Geotechnical Report		4																	15								19	$3,270
Prepare detailed geotechnical evaluation and report, including pavement recommendation																												
DELIVERABLES: Geotechnical report and recommendations																												
SUBTOTAL TASK 1.5		8																	46	24							78	$14,836
1.6 PRELIMINARY DESIGN/PREFERRED GEOMETRIC LAYOUT/PRELIMINARY RIGHT OF WAY IMPACTS																												
1.6.0 Project Management		16								8	12		10														46	$8,178
General coordination, Progress reports, invoices, and billing, Quality control/quality assurance																												
1.6.1 Preliminary Geometric Layout		8								120	20	30		90	40												308	$43,210
Prepare local agency design standard 3-D model geometric layout, profile, and typical section | Conduct analysis of alternative impacts and screening to formulate preferred alternative | Design Memo | Stormwater modeling and design calculations																												
1.6.2 Preliminary Right of Way Impacts		8																									8	$1,560
Develop anticipated right of way and construction limits for preferred alternative																												
DELIVERABLES: Geometric layout and preliminary drawings | Stormwater modeling and design results | Preliminary easements need mapping and summaries (with quantified areas) | Design memo | Proposed drainage/stormwater plan																												
SUBTOTAL TASK 1.6		32								128	32	30	10	90	40												362	$52,948
1.7 UTILITY COORDINATION																												
1.7.0 Project Management		2																									2	$390
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																												
1.7.1 Preliminary Meeting with Affected Private Utility Owners (assumed 1)		4											10														14	$2,250
Contact Gopher State One Call (GSOC) | Prepare two-dimensional layout of all utility facilities | Utility meeting to discuss potential impacts.																												
DELIVERABLES: Meeting agenda and minutes from meeting with utility owners | Two dimensional layout of all utility facilities																												
SUBTOTAL TASK 1.7		6											10														16	$2,640
1.8 PUBLIC ENGAGEMENT																												
1.8.0 Project Management		3			3	14																					20	$2,718
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																												
1.8.1 Public and Agency Involvement/ Agency Coordination	6	16			20	68	26	8		6	6																156	$21,894
Stakeholder ID and Engagement Plan update | Maintain Project Website and Update | Project Fact Sheet and Q&A Update | In-Person Property Owner Communications and Meeting (assumes two meetings, invitation/outreach) | Open House (assumed 2), City Council Meetings (assumed 4)																												
DELIVERABLES: Two Open House meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary) | Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination) | Final Engagement Analysis and Summary Report (includes engagement log, issues/feedback, and future communications recommendations)																												
SUBTOTAL TASK 1.8	6	19			23	82	26	8		6	6																176	$24,612
1.9 PRELIMINARY COST ESTIMATE																												
1.9.0 Project Management		4																									4	$780
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																												
1.9.1 Preliminary Cost Estimate		6								4	8		8	8	4												38	$6,282
Preliminary estimate based on preferred geometric layout																												
DELIVERABLES: Preliminary cost estimate																												
SUBTOTAL TASK 1.9		10								4	8		8	8	4												42	$7,062
SUBTOTAL PHASE 1	6	126			23	82	26	8		138	46	30	28	98	44		25	5	46	24				88	20	160	1023	$161,702

Phase 2 -
Final Design, Construction Cost Estimates, Right-of-Way Acquisition and Project Bidding

WSB's Phase 2 scope of services includes all services needed to complete a final set of construction drawings and specifications for construction including additional private utility owner coordination and meetings, creation of final construction drawings, plans, specifications, and project manual, design meetings, QA/QC plan reviews, constructability reviews, obtaining permits, comprehensive public engagement, final construction cost estimates, and project bidding. A detailed description of these tasks is included in the following pages.

PHASE 2.1

Final Design, Plans, and Specifications and Utility Coordination

Utility Coordination

WSB's design team will utilize utility mapping prepared in preliminary design and coordinate with each utility owner as well as WSB's survey team to acquire a two-dimensional survey of all subsurface utilities at Quality Level C according to the guidelines of CI/ASCE 38-2. The WSB team will identify, minimize, and document all utility conflicts and relocations in a utility tabulation included in the plans. As an added value, utility conflict sheets will be included in the final plans in which will describe each conflict from the plan view perspective and improve the clarity of conflicts to the utility and roadway owners. Two additional utility coordination meetings during Phase 2 will be held with utility owners.

+ PHASE 2.1 DELIVERABLES - UTILITIES

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities
- Utility conflict plans
- Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2)

Final Plan Design, Plans, and Specifications

WSB will complete 30/60/90 percent and final design plans based on MnDOT state aid standard sample plan. The plan set will be based on the preferred geometric layout prepared in Phase 1. The plan set will be reviewed by the City, in addition to other agencies if required for permitting purposes. The final plans will be accompanied by construction cost estimates and quality management checklists including a QA/QC review checklist and a constructibility review memo. All comments received will be entered into spreadsheet noting specific comments, who made the comment, and how the comment was addressed in the final drawings. This spreadsheet will accompany subsequent plan submittals for easy back-checking. WSB will compile all documents to be included in the final project manual needed for bidding including all project specifications, general and special provisions to the contract, contractual documents such as the agreement, performance and payment bonds, and insurance requirements. Any other documents requested by the City for inclusion into the will be added accordingly.

+ PHASE 2.1 DELIVERABLES - FINAL PLAN DESIGNS

- Construction drawings (30/60/90/100%)
- Draft and final project manual and specifications
- Meeting agendas, meeting minutes, and summary memos for design meetings
- Constructability review memo
- QA/QC plan review checklist

Permitting

Predicting environmental impacts and the required documentation needed in a situation such as this project is difficult. Funding is unknown at this point, and funding influences at least part of the environmental process. If the agencies obtain federal funding, a federal environmental document is required.

Based on the local standard being the preferred alternative, and the roadway generally following the existing alignment, if federal funding is awarded for this project, a Categorical Exclusion document (project memo in State Aid language) would mostly likely be the document required. The corridor would also likely have to meet State Aid standards and follow state and federal construction requirements.

When there is not federal funding, a full federal document is not needed; however, if a federal permit is needed, such as an Army Corps of Engineer permit, there may be certain environmental investigations required regarding historic and archaeological resources and federal threatened and endangered species. Some of the investigations are dependent upon permit type.

For purposes of this RFP, the WSB team presumes federal funding will not be obtained. If it is, permitting requirements and documentation, along with project design, will need to be re-addressed.

Like the previously mentioned environmental document, permitting for the proposed corridor is dependent on impacts to resources along the corridor. It is likely, given the wetland delineation report that was completed with the Cooperative Community Enhancement study, the natural resources in the corridor will be impacted in some way by construction. The Wetland Conservation Act (WCA), US Army Corps of Engineers (USACE), and Minnesota Department of Natural Resources (MnDNR) may all have jurisdiction over the water resources in this area. Required permits will be dependent upon whom ends up with jurisdiction and the acreage of impacts. For the purposes of this proposal, WSB is presuming that the following water resources permits will be needed:

- US Army Corps of Engineers Section 404 Permit – Transportation Regional General Permit
- Wetland Conservation Act Replacement Plan

This scope assumes that no public water or public water wetland permits will be needed from the MnDNR. Should their permit be required, the scope of the work would be determined at that time.

+ PHASE 2.1 DELIVERABLES - PERMITTING

- Permits – USACE Section 404 and Wetland Conservation Act
- TEP meeting minutes

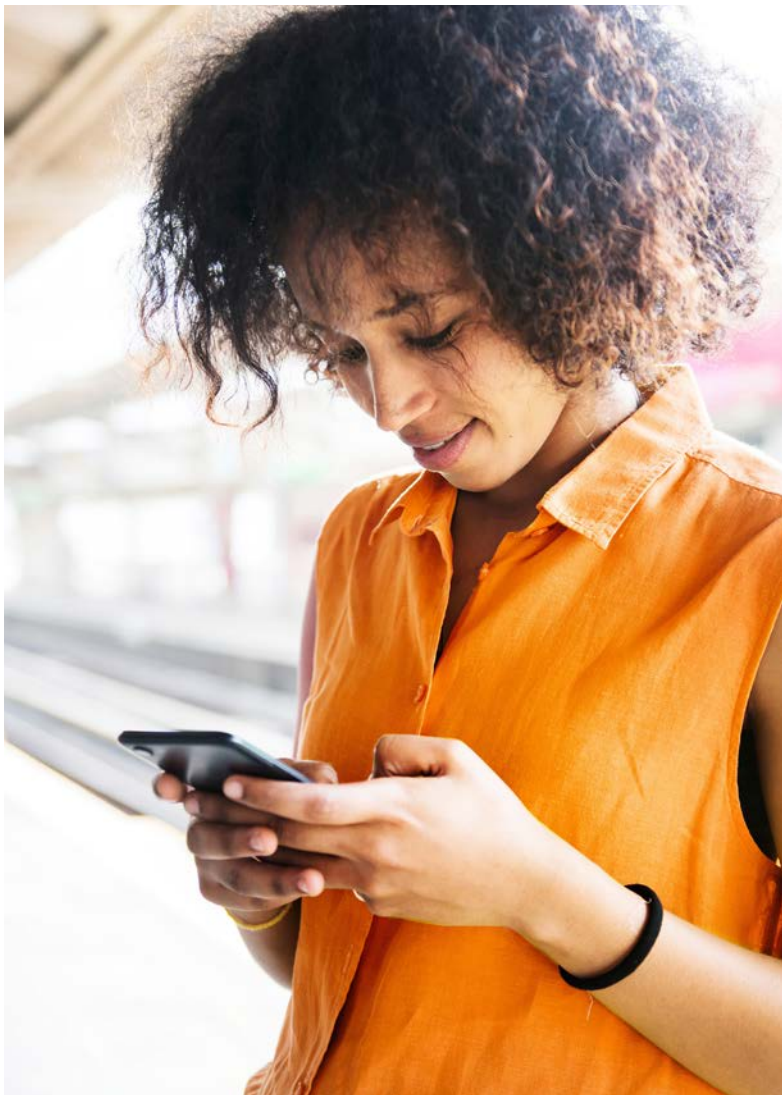
PHASE 2.2

Final Construction Cost Estimate

The objective of this task is to provide an accurate construction cost estimate for the project broken down by any segments and funding sources as requested by the City. WSB will establish the necessary pay items in accordance with MnDOT's Transport system utilizing the latest cost data available and previous area project experiences. WSB will prepare an engineer's opinion of probable cost for construction, based on the quantities generated as part of the preparation of the preferred geometric layout and final construction drawings. Construction cost estimates will be submitted for review at the 60 percent, 95 percent, and final completion stages, along with an associated risk factor analysis for that level of design. The project quantities will be used to generate a bid form that is included in the project manual for contractor bidding.

+ PHASE 2.2 DELIVERABLES

- Engineer's opinion of probable cost in Excel format with funding groups



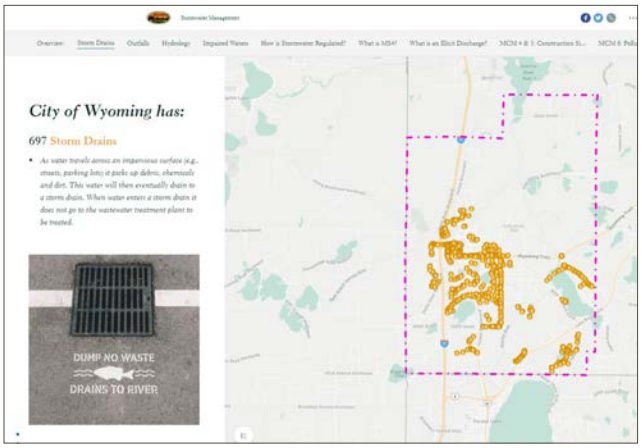
PHASE 2.3

Public Engagement

Phase two of public engagement serves as a support mechanism for the second half of the project and a continuation of the engagement and communication work performed in phase one.

INFORMATION SHARING AND STAKEHOLDER COMMUNICATIONS

As outlined above, the following information sharing and stakeholder communications tasks would continue into phase two.



PROJECT WEBSITE

WSB will continue to provide the City of Breezy Point a customized project website. This includes monthly management of the project website, content and graphics, maintenance of the project fact sheet, and project Q&A. As detailed in Phase 1.8, it is anticipated that website content, graphics, and the project fact sheet will be updated 2 times throughout the course of the project.

OPEN HOUSES

We recommend holding a second community open house at approximately 60% drawing completion, and the final open house just after 90% of drawings. Both open houses would again provide an overview of the project, and gather feedback from community members and stakeholders, but would also serve as key project updates as the project continues the path to construction.

Again, the community meetings would be open to residents and promoted via mailed postcard invitations designed by WSB. WSB also proposes placement of advertising and social media support as detailed in Phase 1.8. WSB will be responsible for designing visual aids and poster boards. All communications and engagement materials for the events will be visually appealing and engaging. Feedback and comments received from each open house will be incorporated into an event summary report. Finally, WSB proposes custom communication and outreach to affected property owners for two open houses occurring in Phase 2.3. See Phase 1.8 for details.

PROJECT COMMUNICATIONS AND OUTREACH SUPPORT

Finally, WSB offers additional project communications and outreach support and counsel. Details associated with this scope of work are outlined in Phase 1.8.

Engagement Analysis and Summary: At the conclusion of the open houses, WSB will collect all community and stakeholder feedback and attendance records and will prepare a report to help inform the final phases of the project and serve as a record of engagement associated with the project. The final report will also provide a communications guide that will advise the City up through the construction phase. It will provide tactics and strategies to consider, as well as communications best practices based on the community feedback and sentiment collected during phase one and two engagement.

+ PHASE 2.3 DELIVERABLES

- Two open house meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary)
- Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination)
- Final engagement analysis and summary report (includes engagement log, issues/feedback, and future communications recommendations)

PHASE 2.4

Final Right-of-Way Impacts, Parcel Research, and Easement Acquisition

The purpose of this phase is to determine the necessary permanent right-of-way, drainage, and temporary easements needed to construct the project. For purposes of this phase, it is assumed that any impacts associated with the project will be obtained through easement of record rather than fee-title acquisition.

For this task, WSB will obtain detailed ownership information for parcels along the corridor. WSB will compile county parcel data for all parcels along the project corridor which will be incorporated into the property base mapping file. WSB will acquire Owners and Encumbrance reports from a local company to perform detailed property research for parcels where construction limits encroach onto private property and acquisition is needed. WSB will coordinate with Crow Wing County, townships, and the City to obtain unrecorded documents that may exist to help determine property boundaries and rights.

Utilizing the final geometric layout, the permanent right-of-way, drainage easements, and temporary construction easement areas will be determined. At that time, WSB staff will prepare a tabulation sheet to document the ownership information, easement and/or right-of-way areas with their estimated acreage values, along with any damages or cost to cure compensation due each impacted parcel on the project. Easement or right-of-way sketch and description documents will be prepared based on the parcel research, boundary files, and proposed easement areas as identified through the design of the corridor. For the purposes of this proposal, it is assumed and budgeted the 8 sketch and description document will need to be prepared for the City. This information will be forwarded to the City for approval. Upon approval, early notification letters will be sent to the owners, the acquisition areas will be staked, and WSB staff along with an appraiser will meet the owners on site to view the site to determine impacts on

the property. After that visit is completed, valuations from the appraiser will be prepared and submitted to a review appraiser for certification. These valuations will be used as the basis for the offers to the owners and will be provided to the City for approval. Upon approval of the valuations, WSB right-of-way staff will mail the offer packages to the owners via certified mail or deliver them in person, when possible. WSB will work with the owners to obtain signed conveyance documents and prepare payment requests to get the settled parcel information to the City for recording and payment. For those parcels that require condemnation, our staff will provide a summary of the parcel information to the City to have their attorney start the steps for a condemnation hearing.

Based on review of the study area map, it appears there would be 8 impacted parcels within the project limits. The proposed project assumes 8 parcels will be impacted. If less acquisition is necessary, WSB will only bill for those Ownership and Encumbrance reports, sketch and descriptions, and other documents needed during the acquisition process.

+ PHASE 2.4 DELIVERABLES

- Ownership and Encumbrance reports
- AutoCAD files with proposed easements/right-of-way
- Tabulation for right-of-way process
- Easement and right-of-way sketch and descriptions
- Early notification letters
- Valuation reports and reviews
- Offer packages
- Executed conveyance documents
- Payment requests
- Summary information for condemnation parcels

PHASE 2.5

Project Bidding

The scope of work presented in this phase presents everything necessary to lead the City through the bidding phase of the project process. WSB will compile all documents needed for bidding including the specifications, agreements, bond forms, and other documents contained within the project manual.

WSB will work with the City to schedule a bid opening time and date. Once this date and time is known, the project team will prepare the notices and publications on behalf of the City.

WSB will hold the bid opening at the date and time selected at city hall. WSB proposes to utilize electronic bidding using RtVision OneOffice.

Once bids have been received and opened, WSB will prepare bid tabulations and prepare an award recommendation to be submitted to the City for approval.

Once the contract is awarded, WSB will assist in facilitating the agreement between the City and selected contractor, executing project contractor bonds, and verifying the contractor's insurance meets contractual requirements.

+ PHASE 2.5 DELIVERABLES

- Notices and publications
- Summary of Q & A during bidding
- Bid tabulations
- Award recommendation
- Executed contracts, bonds, and insurance

PHASE 2.6

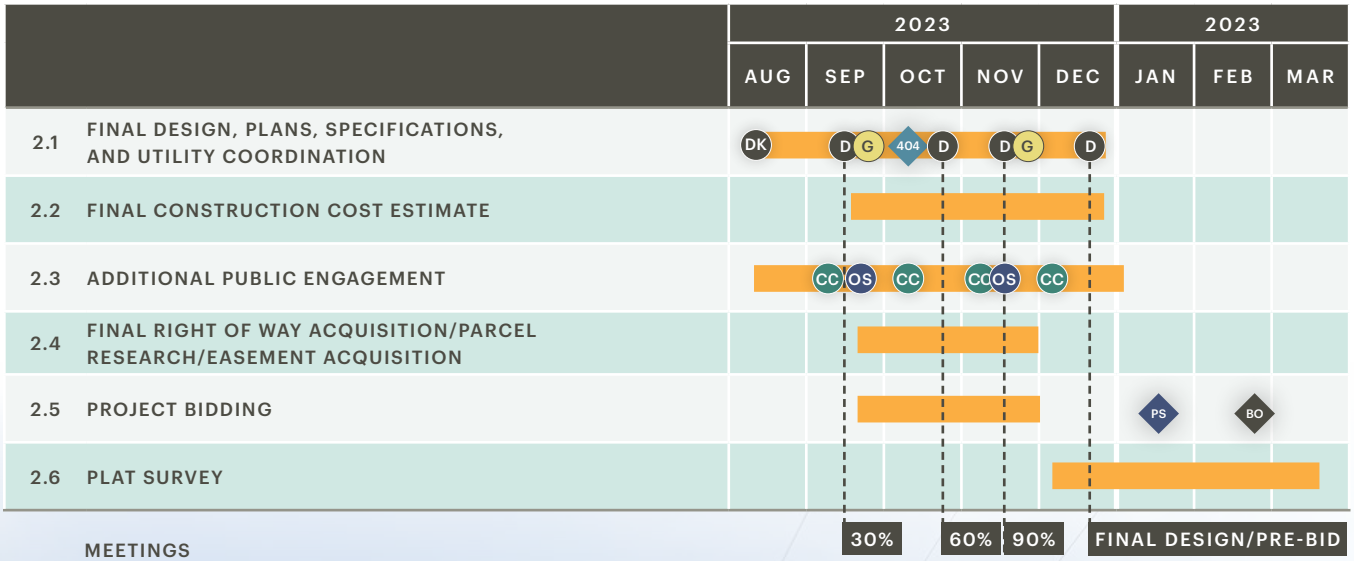
Plat Survey

The objective of this task will be to deliver a high-quality highway plat to define new and existing right-of-way along the preferred corridor. WSB survey group has delivered numerous right-of-way plats for state, county and municipal projects including Crow Wing County Highway right-of-way plat number 7 along CSAH 4. Our Plats conform to County standards and style for efficient review and interpretation. WSB realizes that platting this corridor will require sheet scales from 50 to 100 depending on acquisition locations and the detail needed to clearly define parcels. Our standard procedures tie our plats to all section lines and quarter lines depending on scale so individual sheets can be verified and used by the public efficiently. WSB's land surveyor will work closely with the Crow Wing County Survey and Planning Coordinator to discuss any platting issues that may arise or any reason to deviate from standard procedures. All right-of-way monuments (B-points) will be placed using 18" capped iron pipe and be placed by a local survey crew.

+ PHASE 2.6 DELIVERABLES

- Final Plat Survey

Phase 2 Schedule



MEETINGS

- G GSOC
- CC CITY COUNCIL
- OS PROPERTY OWNER/STAKEHOLDER
- DK DESIGN KICKOFF
- D DESIGN

OTHER MILESTONE DATES

- 404 SECTION 404 AND WCA PERMIT APPLICATION SUBMISSION: 9/18/2023
- PS PLANS AND SPECIFICATIONS PUBLISHED: 1/15/2024
- BO BID OPENING DATE: 2/16/2024

Phase 2 Fee

PHASE/TASK DESCRIPTION	ESTIMATED HOURS																										TOTAL HOURS	TOTAL FEE
	PRINCIPAL RON BRAY	SENIOR PM PAUL SANDY	SENIOR PM - CONST. MATT INDIHAR	CONST. INSPECTOR BROCK LEINO	PUBLIC ENGMT. PM RYAN EARP	PUBLIC ENGMT. LEAD JOHNNY WARE	MARKETING GRAPHICS YENG MUOA	GIS STEVE GAZDIK	GRAD. ENG. ISAIAH ESCOBEDO	TRANS. DESIGN LEAD KHALIL MUALIN	TRANS. DESIGN LEAD NIC HENTGES	TRANS. DESIGN TECH. CHUCK KOCHMANN	MUNI. DESIGN LEAD JERRY SCHIMMEL	WR DESIGN LAURA PIETILA	WR DESIGN LAURA RESCORLA	SWPPP DESIGN THOMAS HOFFMAN	ENVIRON. RECON. CHALDELIA BROWNE	ENVIRON. PERMITTING ROXY ROBERTSON	GEOTECH. ENGINEER MARK OSBORN	2-PERSON DRILLING CREW	ROW PM FAYE GILLESPIE	ROW QA/QC AGENT BEN BARKER	ROW AGENT BRENT ROLF	REGISTERED LAND SURVEYOR JEREMY HONGA	OFFICE SURVEY RYAN RAUSCH	1-PERSON SURVEY CREW RYAN RAUSCH		
PHASE 2																												
2.1 FINAL DESIGN, PLANS AND SPECIFICATIONS AND UTILITY COORDINATION																												
2.1.0 **Project Management**		24																									24	$4,680
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																												
2.1.1 **Additional Private Utility Owner (GSOC) Coordination**		10											30														40	$6,360
Coordination with onsite general contractor and utility contractor on relocations | Two-dimensional surface features survey in ACAD format of all subsurface utilities | Determine conflict points between planned construction and existing/planned public utilities																												
2.1.2 **GSOC Meeting (2)**		8											4														12	$2,148
2.1.3 **Plans**		40							250				300	40	30	6											666	$91,132
Title sheet | General layout | Statement of quantities/notes | Construction details | Standard drawings | Miscellaneous details | Construction plans (removals, plan and profile, utility, traffic control, ADA) | Stormwater Pollution and Prevention Plan (SWPPP) | Cross Sections																												
2.1.4 **Project Manual (specifications, general and special provisions, contract doc, etc.)**		16	4										32	10	5												67	$10,676
2.1.5 **Design Meetings with City Staff**																												$-
Design meeting 1 (Design kick-off)		2											2	2													6	$956
Design Meeting 2 (30% Design)		2											2	2													6	$956
Design meeting 3 (60 % Design)		2											2	2													6	$956
Design meeting 4 (90% design)		2											2	2													6	$956
Design meeting 5 (Final Design/ Pre-Bid)		2											2	2													6	$956
2.1.6 **QA/QC Plan Reviews**	4	16											8														28	$5,236
2.1.7 **Constructability Review**		4	8																								12	$2,244
2.1.8 **Permits**		4							4									32									40	$5,140
Apply and obtain necessary federal, state, and local permits | Technical Advisory Panel (TEP) meeting																												
DELIVERABLES: Two-dimensional survey, layout, and AutoCAD file of subsurface utilities | Utility conflict plans | Meeting agenda, meeting minutes, and summary memos for GSOC meetings (assumed 2) | Construction drawings (30%, 60%, 90%, 100%) | Draft and final project manual and specifications | Meeting agenda, meeting minutes, and summary memos for design meetings | Constructability review memo | QA/QC plan review checklist | TEP meeting minutes | Permits – USACE Section 404 and Wetland Conservation Act																												
SUBTOTAL TASK 2.1	4	132	12						254				384	60	35	6		32									919	$132,396
2.2 FINAL CONSTRUCTION COST ESTIMATE																												
2.2.0 **Project Management**		4																									4	$780
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																												
2.2.1 **Engineer's Opinion of Probable Cost**		10											24	10	6												50	$7,750
DELIVERABLES: Engineer's opinion of probable cost in excel format with funding groups																												
SUBTOTAL TASK 2.2		14											24	10	6												54	$8,530
2.3 ADDITIONAL PUBLIC ENGAGEMENT																												
2.3.0 **Project Management**		3			3	14																					20	$2,718
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																												

Phase 2 Fee (continued)

PHASE/TASK DESCRIPTION	ESTIMATED HOURS																									TOTAL FEE
	PRINCIPAL RON BRAY	SENIOR PM PAUL SANDY	SENIOR PM - CONST. MATT INDIHAR	CONST. INSPECTOR BROCK LEINO	PUBLIC ENGMT. PM RYAN EARP	PUBLIC ENGMT. LEAD JOHNNY WARE	MARKETING GRAPHICS YENG MUOA	GIS STEVE GAZDIK	GRAD. ENG. ISAIAH ESCOBEDO	TRANS. DESIGN LEAD KHALIL MUALIN	TRANS. DESIGN LEAD NIC HENTGES	TRANS. DESIGN TECH. CHUCK KOCHMANN	MUNI. DESIGN LEAD JERRY SCHIMMEL	WR DESIGN LAURA PIETILA	WR DESIGN LAURA RESCORLA	SWPPP DESIGN THOMAS HOFFMAN	ENVIRON. RECON. CHALDELIA BROWNE	ENVIRON. PERMITTING ROXY ROBERTSON	GEOTECH. ENGINEER MARK OSBORN	2-PERSON DRILLING CREW	ROW PM FAYE GILLESPIE	ROW QA/QC AGENT BEN BARKER	ROW AGENT BRENT ROLF	REGISTERED LAND SURVEYOR JEREMY HONGA	OFFICE SURVEY RYAN RAUSCH	1-PERSON SURVEY CREW RYAN RAUSCH	TOTAL HOURS	
2.3.1 **Property Owner & Stakeholder Meetings (assumed 2 in phase 2)**	6	20			14	60	38	8																		146	$19,710
City Council meetings (assumed 5) | Stakeholder ID and engagement plan update | Maintain project website and update | Project fact sheet and Q&A update | In-person property owner communications and meeting (assumes two meetings, invitation/outreach), Open House (Two, 3-hr meeting, drive and prep)																											
DELIVERABLES: Two open house meetings with meeting materials each time (up to 6 poster boards, informational handouts, other visual aids, advertising creation and placement, social media coordination, comment cards and collection, event summary) | Additional communications and outreach support (social media content/posts 2x, Strategic Counsel 1x, and other coordination) | Final engagement analysis and summary report (includes engagement log, issues/feedback, and future communications recommendations)																											
SUBTOTAL TASK 2.3	6	23			17	74	38	8																		166	$22,428
2.4.0 **Project Management**		8																		12	2	2				24	$3,890
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											
2.4.1 **Additional Survey and Staking of Easements**																								4	50	54	$9,450
2.4.2 **Final Right of Way Determination and Acquisition**		8																		12	4	120	25			169	$23,529
Prepare final right of way determination (assumed up to 8 parcels) | Prepare final right of way cost estimate (assumed up to 8 parcels) | Acquire necessary right of way and easements (assumed up to 8 parcels) | Prepare easement sketch and description documents (assumed up to 8 parcels)																											
DELIVERABLES: Ownership and encumbrance reports | AutoCAD files with proposed easements/right of way | Tabulation for right of way process | Easement and right of way sketch and descriptions | Early notification letters | Valuation reports and reviews | Offer packages | Executed conveyance documents | Payment requests | Summary information for condemnation parcels																											
SUBTOTAL TASK 2.4		16																		24	6	122	25	4	50	247	$36,869
2.5 PROJECT BIDDING																											
2.5.0 **Project Management**		4										10														14	$2,250
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											
2.5.1 **Project Bidding and Award**		12										6														18	$3,222
Schedule bid opening time, date, and location | Prepare notices and publications | Answer questions during bid phase | Prepare bid tabulations | Prepare award recommendation, City Council Meeting (award recommendation) | Contracts, bonds, and insurance																											
DELIVERABLES: Notices and publications | Summary of Q & A during bidding | Bid tabulations | Award recommendation | Executed contracts, bonds, and insurance																											
SUBTOTAL TASK 2.5		16										16														32	$5,472
2.6 PLAT SURVEY																											
2.6.0 **Project Management**		2																								2	$390
General coordination | Progress reports, invoices, and billing | Quality control/quality assurance																											
2.6.1 **Prepare Final Right of Way Plan and Legal Descriptions**																							120		40	160	$27,760
DELIVERABLES: Final Plan Survey																											
SUBTOTAL TASK 2.6		2																					120		40	162	$28,150
SUBTOTAL PHASE 2	10	203	12		17	74	38	8	254			424	70	41	6		32			24	6	122	145	4	90	1580	$233,845

Phase 3:
Construction Administration and Project Close-Out

WSB has a proven track record with numerous agencies of providing the necessary expertise to provide services necessary to meet all documentation requirements as part of contract administration. WSB will verify the project is constructed according to the plans and specifications.

PHASE 3.1

Construction Administration

WSB's construction manager, Matt Indihar, PE will work alongside the project manager to conduct the preconstruction meeting and all weekly field meetings. Matt's role will be to supervise the inspectors and surveyors to troubleshoot any questions regarding design and constructability. During project design, Matt will be tasked with providing a constructability review, which is a value-add service WSB provides all its clients. This review looks at the project design and plans from the standpoint of a construction management engineer to ensure that the project is indeed constructable as detailed in the plans. During this review, Matt looks for any efficiencies that may exist in the design that a contractor may realize to reduce construction costs.

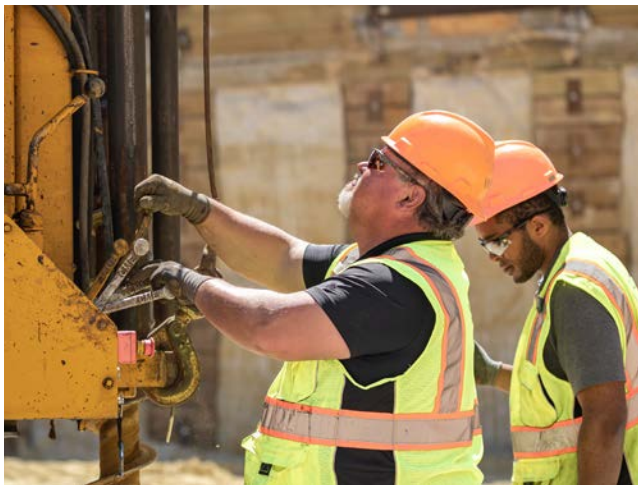
During construction, Matt will also oversee monitoring contractor progress, and if appropriate, issue a notice should the contractor fall behind. Matt will review and sign the monthly pay vouchers and perform all other general contract administration required. WSB's goal is to work collaboratively with the contractor on site, build trust, and provide honest, up-front communication. This collaborative effort and team building minimizes the opportunity for the project to have cost overruns, contractor claims, or construction delays.

CONSTRUCTION STAKING

WSB will provide construction staking for the entirety of the project utilizing Ryan Rausch as the survey crew leader. Ryan has been the lead surveyor on numerous major grading projects including the Trunk Highway 371 four-lane expansion. Ryan oversees all line and grade stakes for all aspects of the roadway project as identified in the plans. WSB would also collect surveys during the project for use in the as-built plans. If property corners are lost in construction, WSB will ensure their prompt replacement.

CONSTRUCTION INSPECTION

WSB will provide full time construction inspection on the project. WSB has several construction observers in the Baxter office with varying experiences that will pertain to this project. Based on the work type being performed inspectors on site with the most experience in that work type will be available for construction observation at that time. All WSB inspection staff have the necessary MnDOT certifications required for this type of construction project. To provide, verify, and record project quantities, WSB utilizes RtVision OneOffice software as our contract administration tool. This allows project quantities, diaries, project photos, and any other project documentation to seamlessly transition to pay applications, weekly progress reports, and project closeout documentation.



The lead observer on the project will serve as the liaison between the City and property owners/ businesses within the project area and will be available to answer any questions during the project construction. WSB's construction observers will also keep neighboring stakeholders aware of project progress and schedule to inform them of when and what the impacts to their property may be.

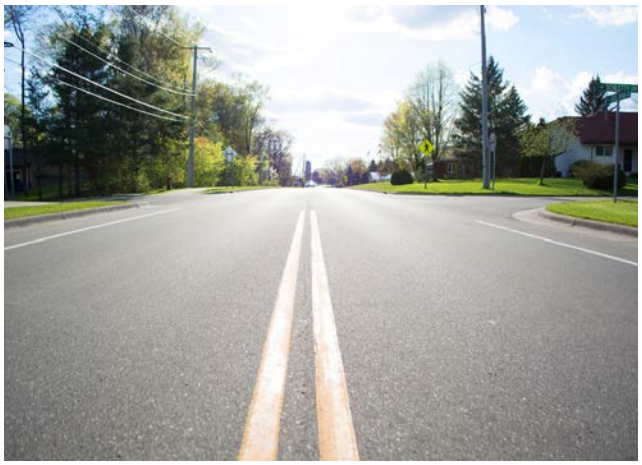
Once the project nears completion, a final walkthrough with the contractor will be completed and a final close-out punchlist will be generated for the contractor to complete.

MATERIALS TESTING

WSB will test all materials incorporated into the project utilizing MnDOT's Schedule of Materials Control. This document guides WSB inspection staff on testing needs, specifications, and the minimum number of tests performed in the field based on the contractor's operations. Materials testing is provided to the City to ensure that materials brought on the site meet the specifications outlined in the project manual, and that construction techniques performed by the contractor are adequate to meet plan intent and specification. A project specific schedule of materials testing can be created during design if the City wishes to modify test rates. This would be done by modifying the specifications prior to bidding.

PROJECT COMPLETION

The key activities in project close-out and completion are gathering project records, disseminating information to formalize acceptance of the products and project and relaying finalized information to the City. WSB starts the project close-out process at the beginning of construction by clearly documenting construction, keeping accurate and concise daily diaries, and keeping communication organized so that when substantial completion comes around a punchlist is generated, all the parties are aware of what work tasks are left. This allows the City, WSB, and the contractor to work collectively and purposefully together to move towards final acceptance of the project. Additionally, ensuring documentation is current through the duration of the project ensures quick turnaround of documentation at project closeout once a final review has been completed. All funding and environmental permit requirements are verified and finalized by administrative staff. Once verification has taken place, the final contractor payment will be issued for approval by the City. WSB's final deliverable will be delivering as-built plans and a close-out project documentation report to the City for the project.



+ PHASE 3.1 DELIVERABLES

- Preconstruction agenda, meeting invites, meeting minutes
- Site progress meeting agenda and minutes
- Approved submittals and shop drawings
- Daily inspection logs and weekly reports
- Draft and final contractor pay applications for Council approval
- Project punchlists
- Project closeout documentation report and as-built drawings

Phase 3 Schedule

PHASE NO. | DESCRIPTION	2023							
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3.1 CONSTRUCTION ADMINISTRATION	PC							
MEETINGS								
PC PRECONSTRUCTION MEETING								

Phase 3 Fee

PHASE/TASK DESCRIPTION	ESTIMATED HOURS																									TOTAL FEE
	PRINCIPAL RON BRAY	SENIOR PM PAUL SANDY	SENIOR PM - CONST. MATT INDIHAR	CONST. INSPECTOR BROCK LEINO	PUBLIC ENGMT. PM RYAN EARP	PUBLIC ENGMT. LEAD JOHNNY WARE	MARKETING GRAPHICS YENG MUOA	GIS STEVE GAZDIK	GRAD. ENG. ISAIAH ESCOBEDO	TRANS. DESIGN LEAD KHALIL MUALIN	TRANS. DESIGN LEAD NIC HENTGES	TRANS. DESIGN TECH. CHUCK KOCHMANN	MUNI. DESIGN LEAD JERRY SCHIMMEL	WR DESIGN LAURA PIETILA	WR DESIGN LAURA RESCORLA	SWPPP DESIGN THOMAS HOFFMAN	ENVIRON. RECON. CHALDELIA BROWNE	ENVIRON. PERMITTING ROXY ROBERTSON	GEOTECH. ENGINEER MARK OSBORN	2-PERSON DRILLING CREW	ROW PM FAYE GILLESPIE	ROW QA/QC AGENT BEN BARKER	ROW AGENT BRENT ROLF	REGISTERED LAND SURVEYOR JEREMY HONGA	OFFICE SURVEY RYAN RAUSCH	1-PERSON SURVEY CREW RYAN RAUSCH	TOTAL HOURS	
PHASE 3																										
3.1 CONSTRUCTION ADMINISTRATION																										
3.1.0 Project Management		30	250																						280	$51,600
General coordination | Progress reports, invoices, and billing | City Council meetings (assumed 4) meetings | Quality control/quality assurance																										
3.1.1 On-Site Construction Survey, Inspection and Materials Testing			60	880																				300	1240	$148,840
Property Owner Coordination Meeting (assumed 1 meeting) | Preconstruction conference | Daily inspection | Construction staking | Site progress meetings | Submittals and shop drawings | Contractor questions/answers | Pay applications																										
3.1.2 Final Close-out			40	60																					100	$13,140
Project Closeout and As-Built Plans | Punchlist | Ensure that the project is completed consistent with approved plans and all required documents are filed																										
DELIVERABLES: Preconstruction agenda, meeting invites, meeting minutes | Site progress meeting agenda and minutes | Approved submittals and shop drawings | Daily inspection logs and weekly reports | Draft and final contractor pay applications for Council approval, Project punchlists, Project closeout documentation report and as-built drawings																										
SUBTOTAL TASK 3.1		30	350	940																				300	1620	$213,580
SUBTOTAL PHASE 3		30	350	940																				300	1620	$213,580

Grand Total Fee

PHASE/TASK DESCRIPTION	PRINCIPAL RON BRAY	SENIOR PM PAUL SANDY	SENIOR PM - CONST. MATT INDIHAR	CONST. INSPECTOR BROCK LEINO	PUBLIC ENGMT. PM RYAN EARP	PUBLIC ENGMT. LEAD JOHNNY WARE	MARKETING GRAPHICS YENG MUOA	GIS STEVE GAZDIK	GRAD. ENG. ISAIAH ESCOBEDO	TRANS. DESIGN LEAD KHALIL MUALIN	TRANS. DESIGN LEAD NIC HENTGES	TRANS. DESIGN TECH. CHUCK KOCHMANN	MUNI. DESIGN LEAD JERRY SCHIMMEL	WR DESIGN LAURA PIETILA	WR DESIGN LAURA RESCORLA	SWPPP DESIGN THOMAS HOFFMAN	ENVIRON. RECON. CHALDELIA BROWNE	ENVIRON. PERMITTING ROXY ROBERTSON	GEOTECH. ENGINEER MARK OSBORN	2-PERSON DRILLING CREW	ROW PM FAYE GILLESPIE	ROW QA/QC AGENT BEN BARKER	ROW AGENT BRENT ROLF	REGISTERED LAND SURVEYOR JEREMY HONGA	OFFICE SURVEY RYAN RAUSCH	1-PERSON SURVEY CREW RYAN RAUSCH	TOTAL HOURS	TOTAL FEE
GRAND TOTAL HOURS	16	359	362	940	40	156	64	16	254	138	46	30	452	168	85	6	25	37	46	24	24	6	122	233	24	550	4223	
HOURLY RATE	$235	$195	$183	$97	$207	$108	$97	$167	$114	$114	$223	$173	$147	$136	$152	$122	$93	$122	$166	$235	$136	$223	$126	$173	$175	$175		
GRAND TOTAL DIRECT LABOR COSTS	$3,760	$70,005	$66,246	$91,180	$8,280	$16,848	$6,208	$2,672	$28,956	$15,732	$10,258	$5,190	$66,444	$22,848	$12,920	$732	$2,325	$4,514	$7,636	$5,640	$3,264	$1,338	$15,372	$40,309	$4,200	$96,250		$609,127
REIMBURSABLE EXPENSES																												
Permit Fees: NPDES																												$400
Highway Title Commitments (50 parcels @ assumed $200/parcel)																												$10,000
Owners and Encumbrance Reports (8 parcels @ $250.00)																												$2,000
Appraisals - Subconsultant - Valbridge Property Advisors (8 parcels @ $2,500/parcel)																												$20,000
Appraisal Reviews - Subconsultant - John Foster Appraisal (8 parcels @ $550.00/parcel)																												$4,400
Materials Testing																												$15,000
Postage																												$250
Mileage/Meals for Right of Way Agents																												$1,065
SUBTOTAL EXPENSES																												$58,115
TOTAL FEE (HOURLY ESTIMATED FEE)																												$662,242

PHASE 1.1 - EXISTING DATA COLLECTION

Assumes 1 meeting with City staff.

PHASE 1.4 - WETLAND DELINEATION

Assumes Bolton and Menk report dated August 25, 2021 will be available for submission to LGU and approved.

PHASE 1.5 - GEOTECHNICAL EXPLORATION -

Assumes site can be accessed with CME-55 truck mounted auger drill and that full traffic control will not be necessary. Traffic control consists of road work ahead signs, flashing lights, and cones.

PHASE 1.8 - PUBLIC ENGAGEMENT

Assumes 1 kickoff meeting and 1 public open house and travel time. Assumes weekly updates to project website. Assumes attendance at 4 City Council meetings.

PHASE 2.1 - FINAL DESIGN, PLANS, SPECIFICATIONS, AND UTILITY COORDINATION

Assumes permits needed will be Section 404/WCA Wetland Permits and NPDES permit. Assumes 2 utility coordination meetings during design. Assumes 5 design meetings with City staff.

PHASE 2.3 - ADDITIONAL PUBLIC ENGAGEMENT

Assumes two public open houses around 60% and 90% plans. Assumes attendance at 5 City Council meetings.

PHASE 2.4 - FINAL RIGHT OF WAY IMPACTS, PARCEL RESEARCH, AND EASEMENT ACQUISITION

Assumed a maximum of 8 parcels for required temportary or permanent construction easements. Eminent Domain assistance is not included. If requested, it would be provided at the hourly rates shown. If less than 8 parcels require appraisal, due to economies of scale, the price per parcel for initial appraisal may increase but will not exceed $20,000 total.

PHASE 2.5 - PROJECT BIDDING

Assumes attendance at 1 City Council meeting.

PHASE 3.1 - CONSTRUCTION ADMINISTRATION

Assumes on-site full-time construction inspection for 22 weeks @ 40 hours per week during active construction.

Additional Options

The alternative options identified below are listed to supplement certain tasks relating to public engagement, design, and construction. These services can be tailored and negotiated to the City's wishes dependent on the goals and outcomes that the City desires.

Additional Public Engagement

DIGITAL ENGAGEMENT TOOLS WITH INTEGRATION ON PROJECT WEBSITE:

Three additional tools that bolster public engagement outcomes are the online survey, interactive comment map, and the Esri StoryMap – all of which can be integrated into the project website.

Online Survey: WSB assist clients in the development, data-collection, and analysis of easy-to-use online surveys via Survey123. Online surveys can be implemented in numerous settings, including open houses, where attendees could access the survey from their mobile device and QR Code. We propose that an online survey for the project be developed and integrated within the project website for the duration of the public engagement phases highlighted in our proposal. Online surveys are an easy way to collect community and stakeholder feedback and concerns, and often provide community members, who might not be able to attend an open house, the opportunity to engage with the City and project.

Interactive Comment Map: WSB utilizes Esri's Crowdsource Reporter to offer clients a configurable public-facing application that allows residents and stakeholders to submit ideas, observations, and comments. The application has been optimized for smartphones but is responsively designed to be used on smartphones, tablets, and desktop computers.

Esri StoryMap: WSB utilizes ArcGIS StoryMaps to build inspiring, immersive stories and multimedia online experiences that share project information in an engaging digital experience. StoryMaps arrange project photos, videos, and/or written content in a spatial context, creating a visual story of the information as it relates to the project for the public and stakeholders. As an educational tool, StoryMaps can provide an overview of the current system, illustrate current issues, and demonstrate available solutions - all while meeting community members and stakeholders where they are.

CLICK OR SCAN THE QR CODE TO VIEW EXAMPLE:

Williams County Parks Story Map

The survey, comment map, and StoryMap are fully customizable, branded, and are proven engagement tools that increase participation and meet stakeholders. These additional digital engagement tools can be fully integrated in the ArcGIS project website proposed in Phase 1.8. All feedback collected would be captured and included in the engagement analysis and summary report.

Media Outreach

Letters to The Editor and/or Opinion Editorials: WSB would work with the City of Breezy Point to identify relevant stakeholders and community leaders that could add their voice of support to the project and/or provide important information and project updates. Public opinion can be influenced, and project support can be bolstered when utilizing a trusted, third-party voice to share information or opinions. Alternatively, strategically placed Letters to the Editor in local papers can help to amplify the information sharing process – whether it be in front of an open house or in front of the construction bidding process. Media outreach and management can also be used to protect reputation and manage project risk.

Drone Flight and Photos

WSB will conduct a drone flight capturing still photo footage of the study area focusing on Buschmann Road and Ranchette Drive. These aerial still photos will be used to communicate existing conditions along these roadways and the study area to the public and other interested project stakeholders. WSB can perform this additional service for $4,500.

Reality Mesh/Realization

WSB will prepare an animated 3D video and/or 3D still photos illustrating the preferred geometric alternative from the preliminary design process. These visualizations will be used to assist in communicating to the public and other interested project stakeholders what the final project will look like and how the project will be integrated into the existing landscape. This additional service can be negotiated and scoped upon approval by the City.

Anticipated Involvement

Continual and active involvement from the City and staff will be vital to keep the project on track. Successful projects are developed with the community through intentional and inclusive engagement. In general, the involvement from city staff includes:

- Attendance at public engagement kick off meetings and events
- Attendance at design meetings (30/60/90/100 percent)
- Attendance at scheduled Project Management Team meetings

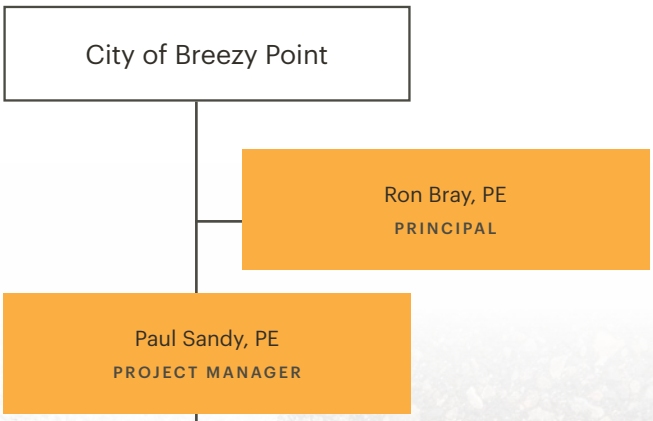
WSB understands the importance of maintaining open dialogue through project development, design, and construction while also realizing that city staff and other stakeholders maintain busy schedules.

WSB, acting as the sole administrator to complete the project objectives, will solicit feedback from the City at critical junctures in project development through email, phone calls, in-person scheduled meetings, or other communications with the City. Thorough review and comments on project deliverables will also be an important task to maintain project schedule. The Quality Management Plan (QMP) submitted to the City will outline the deliverable review process in detail. It is anticipated that the City will be an active participant in the Quality Management process.

Firm Experience

KEY PERSONNEL

We have organized our team to maximize efficient use of skilled project staff with the technical expertise to deliver the Buschmann Road and Ranchette Drive Engineering Services. Paul Sandy will serve as our proposed project manager and he will be responsible for managing communication between our team and City Staff. He will be supported by a deep bench of staff that has experience working in Crow Wing County and surrounding communities.



DESIGN

Isaiah Escobedo, EIT
GRADUATE ENGINEER

Jerry Schimmel, PE
MUNICIPAL DESIGN ENGINEER

Laura Pietila
WATER RESOURCES ENGINEER

Laura Rescorla, PE
WATER RESOURCES ENGINEER

Tom Hoffman
SWPPP SPECIALIST

Kahlil Mualin, EIT
TRANSPORTATION DESIGN LEAD

Nic Hentges, PE
TRANSPORTATION DESIGN / QAQC

Chuck Kochmann, PE
TRANSPORTATION DESIGN TECHNICIAN

CONSTRUCTION

Matt Indihar, PE
SENIOR PROJECT MANAGER - CONSTRUCTION

Brock Leino
INSPECTOR

PUBLIC ENGAGEMENT

Ryan Earp
PUBLIC ENGAGEMENT PROJECT MANAGER

Johnny Ware
PUBLIC ENGAGEMENT LEAD

Steve Gazdik, MGIS
GIS

ENVIRONMENTAL PERMITTING

Chaldelia Browne
WETLAND DELINEATION

Roxy Robertson, CAE
WETLAND DELINEATION / PERMITTING

GEOTECHNICAL

Mark Osborn, PE
SR. GEOTECHNICAL ENGINEER

RIGHT OF WAY

Faye Gillespie
RIGHT OF WAY PROJECT MANAGER

Ben Barker, SR/WA, R/W-NAC, R/W-RAC
RIGHT OF WAY QAQC

Brent Rolf
RIGHT OF WAY AGENT

SURVEY

Jeremy Honga, PLS
REGISTERED LAND SURVEYOR

Ryan Rausch
SURVEY

Ron Bray, PE

PRINCIPAL

Ron has over 37 years in transportation and construction services as a project manager/ principal. He has experience with roadways and bridges, complete streets and trail design, along with planning, traffic analysis, geometric layout, design of roadways and bridges, constructions services, and nine years of service at MnDOT. He has extensive experience with public hearings and the public involvement process. Ron is well versed with current design standards, the Highway Project Development Process established by MnDOT, and state and federal regulations. He has completed numerous federally funded projects for MnDOT, counties, and municipalities in both project development and construction. He is an avid recreationalist involving both snowmobiling and ATV/UTV trail riding and has previously spent hours riding ATV's in the Foothills State Forest. The projects highlighted below all included a Complete Streets Approach to the final design and construction.

SERVICE GROUP:
Transportation

REGISTRATION:
Professional Engineer

MN #18327

EDUCATION:
Bachelor of Science in Civil Engineering, University of Minnesota

CERTIFICATIONS:
Systematic Development of Informed Consent

MnDOT Hear Every Voice

OSHA 10-Hour Construction Safety & Health

CSAH 77 Reconstruction | Lake Shore, MN

CLIENT: CASS COUNTY
PROJECT DURATION: NOV 2014 - JUL 2019

Ron was the project manager on this $5.5 million four-mile reconstruction project along Gull Lake in a highly-developed context-sensitive corridor. The design of CSAH 77 included new pavement, curb and gutter areas, a review of drainage improvements along the corridor, and improvements to pedestrian access along the corridor by coordinating with the trail project team. The area located on the west side of Gull Lake in the City of Lake Shore is highly developed, with numerous small lots both on Gull Lake and on the west side of CSAH 77. The project required a complete streets solution for a mix of recreationalists and motorists in a summer tourist environment.

CSAH 3 (Second Street North) | Sauk Rapids, MN

CLIENT: BENTON COUNTY
PROJECT DURATION: 2016 - 2017

Ron served as the project manager and led the public involvement efforts on this project that included $6 million in construction cost and was the 2017 Minnesota County Engineers Association (MCEA) Project of the Year. The project involved the reconstruction of a one-mile expansion that included four lanes with roundabouts, trails, sidewalks providing a complete streets approach. Ron oversaw the project from concept to construction. It included the relocation of 19 homes along the corridor and nearly $5 million of right of way acquisition cost.

CSAH 14 Turn-Back Project | Coon Rapids, MN

CLIENT: ANOKA COUNTY
PROJECT DURATION: 2013

Ron was the project engineer for this $11 million improvement project on the TH 242 Turnback. The project included a land bridge over a deep peat area near Coon Creek.

Paul Sandy, PE

SENIOR PROJECT MANAGER

Paul has 11 years of experience delivering complex and diverse transportation and municipal infrastructure projects while keeping things efficient and operating in a cost effective manner. Paul worked as the City Engineer/Public Works Director for the City of Brainerd for five years prior to joining WSB, and has worked both in the public and private sector. Paul understands that every city and client has a unique set of needs and priorities, and uses his knowledge of working in the public and private sector to advance projects for those clients he serves. Paul has extensive knowledge in municipal infrastructure and equipment asset management, capital improvement planning for streets and utility infrastructure, and pavement management best practices and techniques.

SERVICE GROUP:
Municipal

REGISTRATION:
Professional Engineer
Minnesota #53635

EDUCATION:
Bachelor of Science in Civil Engineering, North Dakota State University, 2011

MEMBERSHIPS:
American Public Works Association (APWA)

City Engineers Association of Minnesota (CEAM) - Past President

Minnesota Society of Engineers and Surveyors

Brainerd Airport Utility Extension Project | Brainerd, MN

CLIENT: CITY OF BRAINERD

PROJECT DURATION: MAY 2016 - OCT2017

Paul was the assistant city engineer that managed a team of consultants through preliminary design, final design, and construction of a 2-mile extension of city water and sewer to the Brainerd Lakes Regional Airport. The project included design and installation of 10 - 16 inch ductile iron water main pipe and 12 inch HDPE sanitary sewer pipe utilizing open cut and directionally drilled installation methods. To promote future development, the project also included installation of service stubs under TH 210. The project worked in and around many environmentally sensitive areas, including a trout stream. A water booster station was designed and installed to maintain water pressures for fire suppression at the airport, along with the install of two deep sanitary sewer lift station.

Buffalo Hills Lane Reconstruction | Brainerd, MN

CLIENT: CITY OF BRAINERD

PROJECT DURATION: MAT 2019 - OCT 2019

Paul was the City Engineer/Public Works Director in Brainerd and engineer in charge of this of this $2.5 million, 2/3 mile reconstruction. Buffalo Hills Lane, prior to the reconstruction, was an unimproved city street. The project consisted of placement of curb and gutter, separated bituminous bike trail, storm sewer, landscaping, and stormwater treatment facilities. Due to the unimproved nature of the existing roadway and Buffalo Hills Lane being a collector street that serves multiple neighborhoods, Paul led the City through an area-wide assessment process that assessed over 250 properties near the roadway. This process included multiple stakeholder engagement meetings and leading the City Council through the Minnesota Statute 429 assessment process.

Mississippi Landing Trailhead Park | Brainerd, MN

CLIENT: CITY OF BRAINERD

PROJECT DURATION: OCT 2021 - NOV 2022

This project consisted of a $2.85 million city park development on East River Road that utilized LCCMR funds. Paul was the City Engineer and Public Works Director leading a project management team of Park Board, Riverfront Committee, City Council, consultant, and staff members in the development of park amenities approved as part of the work plan submitted to the LCCMR Commission. The park includes a promenade, loop sidewalks and trails, canoe/kayak launch, river overlook structure, amphitheater, and restroom facilities. Located on the banks of the Mississippi River, the park had sensitive environmental considerations to consider during plan development.

Matt Indihar, PE

SR. PROJECT MANAGER - CONSTRUCTION

Matt is a Project Manager in WSB's Construction and Design-Build Service Group with ten years of industry experience in the construction field. Prior to WSB, Matt worked at MnDOT's District 3 where he served as a Graduated Engineer, Senior Engineer, and Resident Engineer. Over his career Matt has gained significant experience in project management, construction oversight, and contract administration. Additionally, Matt has been responsible for the development, management, and oversight of Construction Field Staff, he was involved in public engagement and outreach, as well as the development of project scopes, schedules, budgets, and documentation. Matt is proficient with process improvement and optimization, project planning and management, and softwares used for project documentation such as AASHTOWare and Oneoffice. He has an in-depth understanding for project specifications, reporting and documentation and is comfortable with public communication and outreach.

SERVICE GROUP:
Construction Services

REGISTRATION:
Professional Engineer

MN #54276

EDUCATION:
Bachelor of Science, Civil Engineering, North Dakota State University, 2012

CERTIFICATIONS:
Construction Site Management

Landscape Specialist

ADA Construction Inspection

Aggregate Production

Bituminous Street I &2

Concrete Field 1 & 2

Grading and Base 1 & 2

Troxler Nuclear Gauge

MEMBERSHIPS + RECOGNITIONS:
2019 Work Zone Safety Award

Mississippi Trailhead Landing Park | Brainerd, MN

CLIENT: CITY OF BRAINERD
PROJECT DURATION: MAY 2022 - CURRENT

Mississippi Trailhead Park was a park design to connect the city to the Mississippi River and had may detailed architectural and aesthetical design aspects. Matt managed the construction of this project on behalf of the city. Ensuring that the details that were incorporated in the design were carried through into construction. Along with executing the contract and specifications, Matt lead the materials testing and inspections on this project. Matt held weekly construction meetings and communicated the project progress with the Brainerd Park Board and City Staff.

TH 371 Four-Lane Expansion Design-Build | Nisswa to Jenkins, MN

CLIENT: MNDOT
PROJECT DURATION: 2016 - 2017

Matt was the Deputy Construction Manager for this $50M project, reporting directly to the Contractor's Executive Committee. He was responsible for the overall construction oversight and managing the MnDOT's quality control team as they monitored and approved testing. Matt was also responsible for approving Critical Activity Points before work could progress to the next phase. This project consisted of 4 bridge structures, and a new interchange between TH 371 and CSAH 11. Funding was provided with Corridors of Commerce funds. Due to the road re-alignment, two miles of the Paul Bunyan Trail needed to be relocated and reconstructed on a new alignment. The re-alignment area included the construction of two trail bridges, one a precast concrete beam bridge and one being a prefabricated steel thru-truss. The aesthetics of the trail and were important to the local community due to the lakes and woods in the area. Careful consideration was given to the alignments and profiles to minimize tree removal and maintain the through-the-woods experience desired along this trail.

Brock Leino

CONSTRUCTION INSPECTOR

Brock is an Inspector in WSB's Construction and Design-Build Division with experience providing contract administration, inspection, and material testing on roadway improvement projects with state and federal funding. This experience includes the replacement of box culverts while working as an intern with MnDOT in District 2. As an Inspector on these projects, Brock gained an in-depth understanding for MnDOT Standard Specifications, standards plans, and the Schedule of Materials Control (SMC). Brock excels with developing working relationship to effectively resolve issues that arise in the field so the schedule and budget are maintained, in addition to coordinating with the contractor to provide detailed inspections, testing, and sampling.

SERVICE GROUP:
Construction

EDUCATION:
Bachelor of Science in Construction Management, North Dakota State University, 2022

Minor in Business Administration, North Dakota State University, 2022

*Work done at a previous firm

Lake Andrew Reconstruction | Sauk Rapids, MN

CLIENT: WATAB TOWNSHIP

PROJECT DURATION: AUG 2022 - SEPT 2022

Brock was an Inspector and material testing technician on this township funded project where he provided oversight of the contractors work to ensure compliance with project plans and specifications. Brock was responsible for verifying proper procedures were followed during the reconstruction of the roadway. This included compaction verification using DCPs for material compliance, concrete testing, as well as inspections of BMPs for erosion control. Other responsibilities were completing daily inspection reports in OneOffice to document daily construction activities and the measurement and tracking of project quantities. Features of this project included 4,650 feet of roadway improvements in this residential area with full depth reclamation, subgrade excavation, and concrete curb and gutter. Other work included drainage improvements, adjustment of gate valves, sump pump connections and bituminous paving.

TH71 Double Box Culvert Replacements | Browerville, MN

CLIENT: MNDOT D3

PROJECT DURATION: JUN 2022 - JUL 2022

Brock served as an Inspector and material tester on this $1.4M box culvert replacement, in Browerville at Harris and Drayer creek. In this position, Brock contributed inspection services to ensure the contractor's compliance with MnDOT plans and specifications. Some items Brock was responsible for included takings DCPs during backfill operations, measuring and entering quantities into AASHTOWARE while completing DWRs (Daily Work Report), and collecting proper documentation of materials. Other responsibilities were inspections of BMPs using the app SWPPPTrack and checking proper elevations of grade with a transit. Features of this project were the installation of two double boxes measuring 10' x 8' at Harris and Drayer creek. Other activities included the installation of cable barrier, drainage improvements, ditch excavation and soil stabilization

Johnny Ware

PUBLIC ENGAGEMENT LEAD

Johnny comes from a versatile background of over 10 years in marketing, graphic design, relationship building, and facilitation. He also possesses an extensive background in leadership and community engagement. At Johnny's previous firm, he incorporated and led the company's volunteer program as the Volunteer Coordinator for 3 years. He has an innate ability building relationships and sustaining genuine and lasting rapport among communities and clients. Since becoming a Public Engagement Coordinator with WSB, Johnny has managed engagement and community outreach on several road, park, and highway projects in the Metro and Greater Minnesota.

SERVICE GROUP:
Public Engagement

EDUCATION:
Bachelor of Arts in Graphic Design, Southwest Minnesota State University, 2016

Al Flynn Park Redevelopment | Coon Rapids, MN

CLIENT: CITY OF COON RAPIDS

PROJECT DURATION: FEB 2022 - CURRENT

The City of Coon Rapids is redesigning one of their oldest parks. Improvements include active areas, new playground equipment, and other amenities. Johnny has supported the project by facilitating alternative conceptual design presentations to the community, utilizing both in person and interactive online methods. He has supported this engagement effort for the project by developing appealing visual materials detailing the restructure to further analyze the community's feedback for what they would like to have included in the park redesign. In addition to this, Johnny has served the City by synthesizing feedback provided by participants through feedback opportunities designed by him, the WSB engagement team, and the City of Coon Rapids to maximize the community's input.

Highway 19 | Hanover, MN

CLIENT: CITY OF HANOVER

PROJECT DURATION: OCT 2021 - CURRENT

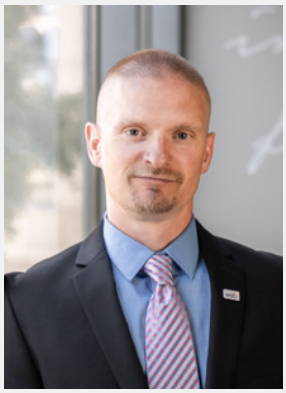
Highway 19 serves as a key regional corridor and an alternative connection to I-94 and Highway 55. Johnny, along with the WSB team, serve as primary community engagement leaders on this project. In 2020, with cooperation from the City of Hanover, a study was completed that determined existing and future issues within the corridor. Improvements to create a corridor that will be safe, efficient, multi-modal, and accessible for businesses and properties within the City will be the result of this project. Johnny led a web-based engagement, designing a comprehensive and interactive site outlining the projects details with live updates and feedback. In addition, his extended engagement support on this project has consisted of developing quarterly newsletters and postcards to sustain community engagement throughout the duration of the Hanover 19 project.

Galpin Boulevard Roadway | Chanhassen, MN

CLIENT: CITY OF CHANHASSEN

PROJECT DURATION: AUG 2018 - CURRENT

Johnny, and WSB's Public Engagement team, has assisted Carver County and the City of Chanhassen in community outreach. Johnny bolstered communications as the lead designer of graphics for presentation materials for both in-person events and online engagement efforts. He developed a web-based engagement the City and county have adopted onto their respective web pages. Johnny continues ongoing support for the Galpin Boulevard project providing requested updates to the webpage in addition to updating live feedback from survey participants.



Nic Hentges, PE

TRANSPORTATION DESIGN / QAQC

Nic has been a project manager, quality manager, and lead designer for over 21 years. He has worked closely with numerous cities, counties, MnDOT State Aid, MnDOT Metro, and MnDOT Districts to deliver projects from the planning stage through construction. His primary responsibilities include project schedule and budget management, feasibility reports, preliminary and final utility and roadway design, public engagement, agency coordination and permitting, and construction management.

SERVICE GROUP:
Transportation

REGISTRATION:
Professional Engineer

MN #44620

EDUCATION:
Bachelor of Science in Civil Engineering, University of Minnesota, 2001

TH 47 and CSAH 116 Intersection Improvements | Anoka County, MN

CLIENT: ANOKA COUNTY
PROJECT DURATION: SEPT 2019 - NOV 2021

Served as project manager. Contributions included management of the complete final design and plan preparation for the project, which also included preparation of the approved level 2 layout for the intersection of TH 47 and CSAH 116. The project involved the reconstruction of the intersection of TH 47 and CSAH 116 to add turn lanes to increase the operations of the intersection, as well as the rehabilitation of an adjacent bridge. The project involved close coordination with multiple agencies including the City of Anoka, the City of Ramsey, Anoka County, MnDOT State Aid, and MnDOT Metro.

Blake Road (CSAH 20) Reconstruction | Hopkins, MN

CLIENT: CITY OF HOPKINS AND HENNEPIN COUNTY
PROJECT DURATION: JAN 2017 - NOV 2019

Served as project manager through final design. Contributions included management of the complete final design and plan preparation for the project, which also included preparation of the approved level 2 layout for the intersection of Blake Road with TH 7. The project involved the reconstruction of Blake Road between Spruce Road and TH 7. It also included storm sewer system reconstruction, sanitary sewer system reconstruction, and reconstruction of portions of the watermain system. It also included adding pedestrian facilities and streetscaping along the corridor. The project involved close coordination with the City of Hopkins, Hennepin County, MnDOT State Aid, and MnDOT Metro.

CSAH 101 Reconstruction | Minnetonka, MN

CLIENT: HENNEPIN COUNTY
PROJECT DURATION: OCT 2013 - OCT 2017

Nic served as project manager on the project from the start of final design through construction. Contributions included management of the complete final design of the project. Contributions also included managing the complete preparation of the construction plans. Contributions also included managing the administration of construction. The design included all utility coordination, local agency coordination, and MnDOT coordination. The project involved reconstructing CSAH 101 from a two-lane undivided roadway to a three lane divided and undivided roadway with walks and trails along each side of the roadway from CSAH 62 to Hutchins Drive.

Jerry Schimmel, PE

MUNICIPAL DESIGN ENGINEER

Jerry has 7 years of experience as a project engineer and manager delivering complex projects in municipalities, small and large. He has a breadth of knowledge and understanding of full reconstruction projects, and can identify and solve risks and problems throughout the design process, delivering projects on time and on budget.

SERVICE GROUP:
Municipal

REGISTRATION:
Professional Engineer:
MN #57117
IA #25410

EDUCATION:
Bachelor of Science Civil Engineering, Minnesota State University - Mankato 2015

MEMBERSHIPS:
American Public Works Association (APWA)

City Engineer Association of Minnesota (CEAM)

American Society of Civil Engineers

*Work performed while with another firm

Bryant Avenue Reconstruction | Minneapolis, MN*

CLIENT: CITY OF MINNEAPOLIS

PROJECT DURATION: AUG 2021 - NOV 2023

Jerry managed the design team and subconsultants for this 2.5 mile reconstruction project in Minneapolis along Bryant Avenue from 50th Street to Lake Street. Bryant Avenue was a multi-modal corridor providing buses, pedestrians, bikes, and local traffic through a constrained right-of-way. While moving buses off of the corridor, Bryant would change to a one way design, converging at 46th Street, while incorporating a 10' wide two way bike path, as well as 6' sidewalks throughout the majority of the corridor, while adding green space to the boulevard. Parking was optimized in areas with commercial nodes.

8th Street Reconstruction and Rehabilitation | Cedar Rapids, IA*

CLIENT: CITY OF CEDAR RAPIDS

PROJECT DURATION: FEB 2017 - APR 2020

Jerry was design lead on the reconstruction of this residential corridor adjacent to two schools and a minor league baseball stadium. The City of Cedar Rapids was interested in innovative storm water management practices for the project. Permeable pavers, tree wells, infiltration basin, and underground storage were all considered and researched. A unique infiltration basin was chosen which required a redesign of the eastern portion of the corridor where a triangle island existed. Input from schools, the minor league baseball stadium as well as residents along the corridor was influential and important for this projects success.

Lake Street Reconstuction | Emmetsburg, IA*

CLIENT: CITY OF EMMETSBURG

PROJECT DURATION: MAY 2015- NOV 2015

This project consisted of 8 blocks of full residential reconstruction with unique soil conditions. Jerry was responsible for the construction observation and documentation as well as field engineering. This soils in this project ranged from good clay to saturated silt. The project was adjacent to a lake and the development was built on top of the dredgings of the lake. Jerry used his past experience as a soils technician to monitor the soils and provide solutions to changing conditions to ensure the longevity of the street.

Laura Pietila

WATER RESOURCES ENGINEER

Laura has over three years of experience as an engineer in training in WSB's water resources group. She has been involved in a variety of projects including detailed flood studies, expansive City-wide stormwater models, FEMA floodplain analyses, urban storm sewer design, stormwater management plans for developments and Cities, roadway reconstruction projects, and reviewing development plans for stormwater management requirement compliance. She has HydroCAD, HEC-RAS, XPSWMM, SMS SRH-2D, MIDS, P8, AutoCAD Civil3D, and ArcGIS Pro software knowledge. Laura is passionate about providing communities with comprehensive tools to solve stormwater issues, providing insight to help reach future stormwater management goals, and determining a clear path to stormwater regulation compliance.

SERVICE GROUP:
Water Resources

REGISTRATION:
Engineer in Training

EDUCATION:
Bachelor of Science in Environmental Engineering, University of Minnesota, 2019

Dahlia Street Improvement Project | Mahtomedi, MN

CLIENT: CITY OF MAHTOMEDI

PROJECT DURATION: NOV 2019 - JAN 2020

Laura worked closely with a project team to analyze the stormwater management components of the street improvement project and develop a solution to a rate control concern at the outlet of an existing stormwater pond. Laura utilized stormwater modeling to design an outlet control structure to meet existing runoff rates from the site. She articulated the project details in State Aid and local watershed reports.

2020 Street Reconstruction Project | Lakeville, MN

CLIENT: CITY OF LAKEVILLE

PROJECT DURATION: JUL 2019 - JAN 2020

Laura performed a widescale capacity analysis of the existing storm sewer infrastructure and subsequently worked with the project team and the City to propose solutions to existing drainage concerns. She designed the proposed storm sewer and worked to satisfy governing agency requirements.

Hackamore Road Reconstruction Project | Medina and Corcoran, MN

CLIENT: CITIES OF MEDINA AND CORCORAN

PROJECT DURATION: APR 2021 - CURRENT

The Hackamore Road Reconstruction Project consisted of roadway expansion, increased impervious surface, sections of the existing rural road converted to urban sections, and other safety and traffic modifications. Laura worked with the project team to ensure the project would meet stormwater management requirements of the Cities and local watershed district. She designed the urban storm sewer to meet State Aid requirements, roadside ditches to provide adequate conveyance, and culvert crossings to meet capacity requirements

Brent Rolf

RIGHT OF WAY AGENT

Brent is a Minnesota licensed Real Estate Salesperson and comes to right of way with a broad sales and customer service based background. He is highly experience with document preparation, obtaining ownership information, field title investigations, and evaluating documents, plans, plats, and maps. Brent is a member of the International Right of Way Association and is experienced in working with REALMS as part of his work on MnDOT projects. His experience includes research ownership and contact information and right of way services including field title reports, market data reports, review of title work and ownership issues, document preparation and project status reports. Brent has provided right of way acquisition on projects involving commercial, industrial, residential, and airport properties. He has negotiated complex acquisition and relocation issues to the satisfaction of the property owners, tenants and the clients and has provided relocation assistance on residential and commercial relocations.

SERVICE GROUP:
Right of Way

REGISTRATION:
Real Estate Salesperson
MN #40413078

Notary License - MN

EDUCATION:
University of Minnesota

IRWA: Multiple Acquisition and Relocation Courses

MEMBERSHIPS:
International Right of Way Association

TH 15 Improvement Project | New Ulm, MN

CLIENT: MNDOT – DISTRICT 7

The project includes the closure or redesign of driveway of some accesses onto TH 15 as well as the reconstruction of the sidewalk along TH 15 to meet ADA compliance. This project required permanent or temporary easements on 34 parcels (14 commercial properties, one school parcel and 19 residential parcels). Specific responsibilities include minimum damage valuations on 30 parcels, preparation of field title reports, and the negotiations and acquisition of right of way.

Highway Safety Project | St. Anthony Village, MN

CLIENT: CITY OF ST. ANTHONY VILLAGE

The Highway Safety Improvement Project included the construction of a sidewalk along 37th Avenue NE. This project required permanent and temporary easements on 47 parcels (seven commercial properties, one railroad parcel and thirty-nine residential parcels). Specific responsibilities include title research, preparation of field title reports, and the negotiations and acquisition of right of way. All 47 parcels settled with no condemnation.

TH 13/TH 65 – ADA and Sidewalk Project | Albert Lea, MN

CLIENT: MNDOT – DISTRICT 6

The project included the reconstruction of the sidewalk along TH 11 to meet ADA compliance. Services provided on this project include project management, field title investigations and easement acquisitions on 83 residential and commercial properties.

Ryan Rausch

SURVEY

Ryan is a National Society of Professional Surveyors Level III Certified Survey Crew Chief, Survey Technician, and licensed Part 107 UAS Pilot with 13 years of experience. He manages multiple projects and performs a variety of tasks including; horizontal and vertical control surveys, preliminary design surveys, construction staking, as-built surveys, UAS data capture and processing, and plan interpretation. Ryan has excellent problem solving abilities and has successfully managed and completed all surveying aspects of numerous city, county, and state projects with many diverse surveying situations. Ryan possesses great time management skills and effectively communicates with clients and contractors to build excellent working relationships.

SERVICE GROUP:
Construction Services

EDUCATION:
Honors Graduate, Land Surveying and Civil Engineering Technology Program, St. Cloud Technical and Community College, 2009

MNDOT CERTIFICATIONS:
Aggregate production, Bituminous Plant I, Bituminous Street I & II, Concrete Field I & II, Concrete Plant I , Grading & Base I & II

Split Rock Campground | Two Harbors, MN

CLIENT: MNDNR AND LAKE COUNTY
PROJECT DURATION: JUN 2019 - NOV 2020

Ryan is currently serving as the Survey Crew Chief for the construction of multiple trails, roads, drainage features and campsites within the Split Rock Lighthouse State Park. Ryan's primary responsibilities for this project include, setting and maintaining the horizontal and vertical control network, staking clearing and grubbing, verification of existing features and topographic information provided by others to ensure design specifications were met, key stakes for the construction of new grade for the trails and roads, grade checks and verification, storm sewer and culvert staking, on- the-fly design and staking for culverts and grades to ensure minimal environmental impacts while ensuring compliance with design standards , drone flights for documentation of rock blasting quantities and multiple video flights to document progression of construction activities.

Cuyuna Lakes Trail | Deerwood to Crosby, MN

CLIENT: MNDNR
PROJECT DURATION: JUN 2018 - NOV 2019

This project included design and construction of a multi-use bituminous path from Deerwood to just outside of Crosby. Ryan's primary responsibilities for this project included staking boring locations for the preliminary design, verification of existing features and topographic information provided by others, key stakes for the construction of new grade for the trail, grade checks and verification, storm sewer and culvert staking, right-of-way staking, edge of bituminous stakes for paving, on- the-fly design and staking for pedestrian ramps and crossings to ensure ADA compliance, and final as-built surveys to verify quantities and compliance with plans and specs.

Ryan Earp

PUBLIC ENGAGEMENT LEAD

Ryan is a creative and collaborative strategist with nearly 20 years of professional experience in the fields of public engagement, public affairs, and strategic communications. Ryan's experience includes developing strategic communications and public engagement programs, managing and executing stakeholder and community engagement, and applying emerging tools and technologies to more efficiently and effectively meet public engagement objectives. Ryan has extensive public engagement experience in energy and sustainability.

Steve Gazdik, MGIS

GIS

Steve is proficient with all products under the ESRI ArcGIS Platform including Spatial Analyst, 3D Analyst, and Geostatistical Analyst extensions and has 11 years of experience in the Geographic Information System (GIS) field. He has vast experience working with local, municipal, state, and government agencies which includes adhering to each of their data and metadata standards, data accuracy, practices, and innovating new solutions to their ongoing projects. Steve has experience with enterprise geodatabase design, creation, and manipulation along with developing and converting data from various sources. He has expertise updating and standardizing GIS databases which were used for publishing maps and figures as well as feature/map services to be used within Web AppBuilder for ArcGIS, ArcGIS Online, and ArcGIS API for JavaScript. He has extensive background of digitizing spatial data from aerial imagery and georeferencing historical maps and as-builts. Steve has also created 10 ArcGIS Hub sites that allow effective communication, direct public engagement, and data transfers between agencies.

Isaiah Escobedo, EIT

GRADUATE ENGINEER

Isaiah has five years of field experience working as an engineering intern in the public sector. Isaiah has experiences in construction inspection, construction staking, topographic data collection, and other field duties while working for the City of Brainerd. Isaiah also has experience in administering the City of Brainerd's MS4 permit by providing the required inspections of stormwater BMPs and also administering and performing the City of Brainerd's pavement management inspections.

Khalil Mualin, EIT

TRANSPORTATION DESIGN LEAD

Khalil has been working as a graduate engineer for the past 2 years. He has designed many types of roadway projects, including modeling, design, and construction. His primary responsibilities include preliminary and final roadway design, cost estimates, ADA design and plan production.

Laura Rescorla, PE

WATER RESOURCES ENGINEER

Laura is a Project Engineer in WSB's Water Resources Group. She has over six years of engineering experience collaborating across technical groups to deliver quality products to clients in a variety of water resource project areas. Her experience includes planning, hydraulic and hydrologic modeling, design, permitting, and construction management. Laura's engineering computer skills include XPSWMM, HyrdoCAD, HY-8, ArcGIS, MircoStation, and P-8 and MIDS.

Tom Hoffman

SWPPP SPECIALIST

Tom has worked with municipalities to provide project management, stormwater inspections, administering the Wetland Conservation Act (WCA), and completing NPDES inspections and reporting. As the Public Works Project Coordinator for the City of Farmington, he was responsible with overseeing all public works projects and completing inspections. He also administered the WCA on behalf of the City. He has vast experience managing the NPDES permit and overall city MS4 program. This includes completing inspections, coordinating maintenance, reporting, updating City code, and updating SOP's and ERP's.

Chaldelia Browne

WETLAND DELINEATION AND PERMITTING

Chaldelia is a Graduate Environmental Scientist with WSB. Chaldelia is proficient in on-site and desktop wetland delineations, permitting through federal, state and local agencies as well as conducting primary research for her team. Chaldelia has worked with clients to complete a variety of permits required by US Army Corps of Engineers Section 404, Wetland Conservation Act (WCA), DNR Public Waters, and Watershed District. Chaldelia has also assisted in the preparation of many federal review documents including NEPA checklist, Environmental Assessment and Categorical Exclusion.

Roxy Robertson, CAE

WETLAND DELINEATION AND PERMITTING

Roxy is educated with a master's degree in ecology and is a Certified Associate Ecologist with over nine years of experience. Roxy is proficient in water resources permitting, environmental documentation, and wetland delineation. She has completed DNR river health and restoration workshops, including stream survey training. Her permitting experience includes Wetland Conservation Act Decisions, Army Corps of Engineer's Section 404 and Section 10 Permits including individual permits, Department of Natural Resources (DNR) Public Waters Work Permit, DNR Utility Crossing Licenses, Section 401 CWA individual certification, the National Pollutant Discharge Elimination System Construction Stormwater Permit, and Watershed District Permits. She also has experience is construction observation, habitat restoration, and environmental review.

Mark Osborn, PE

SENIOR GEOTECHNICAL ENGINEER

Mark is a registered professional engineer with over 20 years of experience in geotechnical engineering. He is primarily responsible for project management, preparing geotechnical proposals and client development, reviewing soils for recommendations, geotechnical design reports, and scheduling the drill rig crews. Mark is a registered monitoring well contractor with the Minnesota Department of Health. Mark has provided geotechnical engineering and project management oversight for both private and public sector clients. His experience includes both shallow and deep foundation design, pavement design, and slope stability analysis.

Faye Gillespie

RIGHT OF WAY PROJECT MANAGER

Faye is a Right of Way Specialist with more than 25 years-experience in the real estate industry, with the past nince years concentrated in acquisition and relocation projects. Faye offers a unique blend of technical expertise with valuable behind the scenes experience. Her specialty is relationship management, including the provision of superior client service, building trust and rapport with landowners, and maintaining open lines of communication with all parties to ensure a timely and efficient process. Faye is experienced in land rights for local and state governments, as well as public and private utilities, and other entities in Minnesota, Iowa, Wisconsin, and South Dakota. She is a member of the International Right of Way Association.

Ben Barker, SR/WA, R/W-NAC, R/W-RAC

DIRECTOR OF RIGHT OF WAY, QAQC

Ben has over 15 years of real estate experience and has been in acquisitions and relocations for over ten years. He is experienced in land rights for government entities, renewable energy companies, and utility companies. He manages multiple complex projects and initiatives to meet business and clients' needs. Ben is a successful project manager with experience on a variety of project types and sizes. He is an effective negotiator and works closely with the clients, design staff, and landowners to address parcel specific concerns and reach settlements fair to all parties. He is a member of the International Right of Way Association and served on the Executive Board for Chapter 20 from July 2016 to June 2021.

Jeremy Honga, PLS

REGISTERED LAND SURVEYOR

Jeremy is a Professional Land Surveyor with over 16 years of experience in the construction and survey industry. He has extensive office and field experience on many municipal, transportation, commercial and residential projects. He has experience with Boundary and Topographic surveys, ALTA/ACSM Land Title Surveys, Control Surveys, ROW platting, Subdivision platting, easements, survey description writing and analysis, as well as survey computations and staking for construction projects. Jeremy also has experience with linear route surveys, including Highway and Light Rail Projects. He has a Bachelor of Science Degree in Land Surveying and Mapping Sciences and is knowledgeable in the United States Public Land Survey System (PLSS). Jeremy is experienced with up to date surveying technology including AutoCAD Civil 3d, Trimble GPS, and Robotic Total Stations.

TH 371 Four-Lane Expansion (Nisswa to Jenkins, MN)

CLIENT: MINNESOTA DEPARTMENT OF TRANSPORTATION DISTRICT 3
LOCATION: NISSWA TO JENKINS, MN
DURATION: 2016 - 2018

The project consisted of expanding nine miles of Hwy 371 from a two-lane highway to a four- lane highway between Nisswa and Jenkins. The project scope included an interchange, a signal, two roundabouts, two reduced conflict intersection, ADA design, State Trail and bridge design and construction, and extensive utility coordination. WSB used innovative methods and ideas with Alternative Technical Concepts (ATCs) to efficiently manage the earthwork quantities.

As lead engineer, WSB managed the design and construction quality for the project. WSB's design services included: roadway, hydraulics, structural, traffic, and environmental engineering; surveying; project controls; and construction quality management. WSB also led project efforts developing Alternative Technical Concepts (ATCs) that were used in the final proposal, and ultimately incorporated into the project.

The $50 million design-build project opened less than two years after initial design began. Throughout the process, WSB and Mathiowetz ensured this heavily-traveled section of Minnesota's lake country remained open to motorists.

WSB provided final design services including roadway design, trail design, traffic engineering, structural engineering, hydraulic engineering and 3D modeling. Other services WSB provided included surveying, environmental compliance, material testing, construction quality assurance and inspection, project scheduling and contract management.

REFERENCE: TONY HUGHES | ASSISTANT DISTRICT ENGINEER | 395 JOHN IRELAND BLVD | ST. PAUL, MN 55155 | PETER.A.DAVICH@STATE.MN.US | 651.366.4233

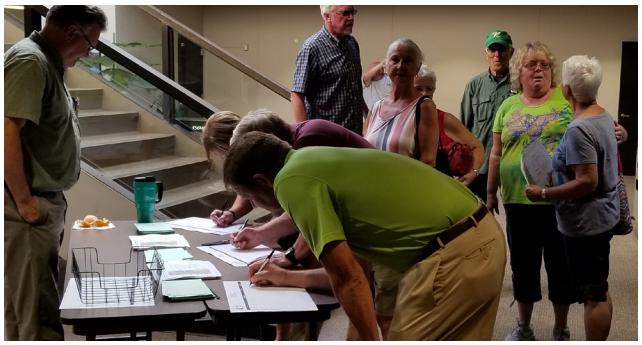
KEY WSB STAFF: DEREK SCHMIDT, MIKE RIEF, CARL OSBERG, SEAN DELMORE, CHAD DEMENGE, MIKE MOLITOR, RYAN RAUSCH, MATT INDIHAR

SUBCONSULTANTS: WSB WAS A SUB TO MATHIOWETZ CONSTRUCTION CO., INC.

TOTAL PROJECT COST: $50 M

CR 115 Improvements Project

CLIENT: CROW WING COUNTY
LOCATION: NORTHERLY, EASTERLY, AND SOUTHERLY SIDE OF ROUND LAKE



This project extended County Road 115 from State Highway 371 in Nisswa (North Junction) to the State Highway 371 on the South and lies on the northerly, easterly, and southerly side of Round Lake. The corridor is of narrow right-of-way with various plats and highly developed. The existing roadway is only 24 foot paved with minimal none to 2 foot shoulders at best and has numerous sight restrictions. There is a concern for use by both bicyclists and pedestrians who frequent the roadway with a mix of higher volume recreation traffic. The corridor for the five mile length is highly developed and has over 300 property owners. The challenge is to improve pavement condition, the safety and multimodal (bicycle and pedestrian) access for Crow Wing County residents, improve ponding and drainage concerns, all while preserving the scenic and environmental habitats in the area. A key challenge is to minimize the impacts to a large number of properties that area already constrained by the smaller lots between the roadway and the lake fronts.

As the project manager, Ron Bray and the WSB team led the public involvement efforts while integrating the Crow Wing County Staff and Board members into a successful process of public collaboration. Ron's experience in Cass, Morrison, and Crow Wing Counties, and his knowledge of sensitive lake and recreational environments, enabled him to connect with residents and businesses effectively. He listened and identified their priorities and which aspects of the community and environment were critical for sustaining value in the area. Open and clear communication between residents, cabin owners, business owners, and environmental protection experts was crucial.

IN ADDITION TO PUBLIC INVOLVEMENT, THE PROJECT ALSO INCLUDED THE FOLLOWING:

- A Traffic Study
- Detailed alternatives analysis
- Preliminary Layouts and construction limits for public presentation
- Evaluate environmental impacts
- Stormwater management plan
- Right-of-way needs and descriptions
- Information dissemination by property owner letters and a project website

The WSB team is continuing to work with Crow Wing County Staff to move this project forward to complete Roadway Plans and Specifications to take this nearly $10M project improvement to construction in 2023/2024 as part of the current Crow Wing County Five Year Plan.

CSAH 77 (Interlachen Road) Improvements

CLIENTS: CASS COUNTY, CITY OF LAKE SHORE, MN
DURATION: 2017 - 2018

WSB worked with Cass County to assess alignment shifts and design a new two-lane roadway on heavily traveled CSAH 77. The project included accommodations for pedestrians and bicyclists, while preserving the surrounding environment. Prior to construction, the roadway lacked stability causing the roadway base to deteriorate. We surveyed the area to create a custom design for Cass County that would get CSAH 77 to meet the Minnesota Department of Transportation (MnDOT) standards, improve overall quality, and meet needs of the community.

We evaluated the environment and conducted a robust public engagement initiative to get feedback on what the future of the roadway should be. These efforts revealed the need for water infiltration systems and wider roads for pedestrians and bicyclists. One priority of this project was to maintain the environment surrounding the roadway, the abundant tree canopy was highly valued by both residents and tourists. MnDOT regulations and community feedback were taken into consideration as part of the final design of this project.

The design incorporated shoulders for pedestrians and bicyclists, and curbs and gutters to reduce impact to the environment. Our plan maintained the canopy and improved stability of the roadway. To treat roadway runoff, infiltration systems and storm sewers were installed, which decreased the sediment flowing into Gull Lake.

KEY WSB STAFF: ALEX SOYRING, RYAN RAUSCH, CHAD DEMENGE, RON BRAY

TOTAL COST: $5M

WSB ROLE: DESIGN, RIGHT OF WAY, CONSTRUCTION INSPECTION, MATERIAL TESTING, CONTRACT ADMINISTRATION, SURVEYING AND STAKING

Excelsior Road Improvements Project

CLIENT: CITY OF BAXTER
LOCATION: BAXTER, MN
DURATION: AUG 2015 - MAR 2019

WSB prepared a traffic study, intersection control evaluation, feasibility study, preliminary and final design for the Excelsior Road Area for the City of Baxter. The traffic study determined potential impacts and needs the anticipated area future development would have on traffic operations, lane geometry/traffic control, access locations, right of way needs, future roadway connections, and pedestrian/ bicycle accommodations. The study area is located adjacent to Excelsior Road between TH 371 and Inglewood Drive north of TH 210.

The study recommended to reconstruct the intersection of Excelsior Road and Edgewood Drive as a roundabout based on the ICE report; realign Edgewood Drive to 1,000 feet north of Excelsior Road as a three-lane section with a center left turn lane; construction of a connection from Fairview Road to Excelsior Road as a three-lane section with a center left turn lane; provide access control on each approach to the intersection; provide accommodations for an off-road pedestrian path on the south side of Excelsior Road from approximately 600 feet east of the new Excelsior Road and Fairview Road/ Edgewood Drive intersection to TH 371; and provide accommodations for an off-road pedestrian path on the west side of Edgewood Drive/ Fairview Road from 1,000 feet north of Excelsior Road to 800 feet south.

KEY WSB STAFF: CHUCK RICKART, ANDREW PLOWMAN, RON BRAY, BRENT ROLF, PENNY ROLF, NATE WINGERTER, MIKE MOLITOR, MALLORI FITZPATRICK

SUBCONSULTANT: WSN & ASSOCIATES

ORIGINAL BUDGET: $890,000
ACTUAL COST: $1,110,000

REFERENCE: TREVOR WALTER | PUBLIC WORKS DIRECTOR/ CITY ENGINEER | CITY OF BAXTER | 218.454.5110 | TWALTER@BAXTERMN.GOV

Isle Drive/CSAH 48 Improvements

CLIENT: CITY OF BAXTER IN COOPERATION WITH CROW WING COUNTY
LOCATION: BAXTER, MN
COMPLETION: OCT 2015

WSB completed preliminary and final design and provided construction services for the Isle Drive/CSAH 48 improvement project. The project involved the reconstruction of CSAH 48 and Mapleton Road (CR 170) and construction of an extension to Isle Drive from where it currently ended at the Essentia Health property to CSAH 48. The project included a new roundabout at the CSAH 48 intersection and street and utility construction as well as new street lighting, pedestrian pathways, and pedestrian crosswalk flasher systems.

WSB began preliminary work on the project with the preparation of the "Isle Drive/Elder Drive Area Transportation Study" which identified the preliminary alignment for the Isle Drive extension. In 2013 WSB prepared an ICE report that recommended a roundabout at the CSAH 48/Isle Drive intersection. The City retained WSB to conduct the right of way acquisition; conduct field surveys of the area; prepare the final feasibility study for the improvements; complete the final design for the improvements, incorporating a complete streets concept with on road bike lanes, a realignment of the Paul Bunyan trail, and accommodations for more than 30 school buses on a daily basis; and, provide contract management services for the project construction.

The CSAH 48/Isle Drive extension was a $6-million-dollar construction project that the WSB team delivered in a timely manner, from design, through construction to open to traffic in less than one year. The notice to proceed was given by the City in December of 2014 and construction was substantially completed with the roadways open to traffic in October 2015.

KEY WSB STAFF: RON BRAY, CHUCK RICKART

CONSTRUCTION COST: $6M