



December 5, 2023

Mr. David Chanski  
City of Breezy Point  
8319 County Road 11  
Breezy Point, MN 56472

Re: Fee Amendment for Phase 2A Services  
Buschmann Road and Ranchette Drive Reconstruction Project  
Construction Limits and Final Right of Way Acquisition  
WSB Project No. 022038-000

Dear Mr. Chanski,

WSB appreciates the opportunity to continue to work with the City on project development activities for the Buschmann Road and Ranchette Drive Reconstruction Project. This collective Phase 2A will finalize the construction limit boundary of the proposed roadway and acquire the necessary easements for construction.

#### **Project Understanding**

Throughout 2022 and 2023, WSB has been working with the City through Phase 1 of the Buschmann Road and Ranchette Drive Reconstruction Project. These Phase 1 preliminary design services consisted of topographic survey, geotechnical investigations, wetland delineations, preliminary design (setting horizontal and vertical profiles and modeling), creating preliminary design cost estimates, and hosting a public engagement open house and website along with attending numerous City Council meetings.

The City's intention is to authorize Phase 2 services, which were broken down into a right of way component (2A) and a final design/bidding component (2B).

#### **Scope of Services**

WSB proposes the following scope of services:

1. FINAL DESIGN, PLANS, SPECIFICATIONS, AND UTILITY COORDINATION
  - a. Project Management
    - i. General Coordination.
    - ii. Progress reports, invoices, and billing.
    - iii. Quality control/quality assurance.
  - b. Plans
    - i. Title Sheet
    - ii. General Layout
    - iii. Construction Plans (Plan and Profile)
  - c. Design Meetings
    - i. Design kickoff meeting.
    - ii. 30% design meeting.

#### **Deliverables**

- Two-dimensional survey, layout, and AutoCAD file of subsurface utilities.
- Construction drawings (30%).

- Meeting agenda, meeting minutes, and summary memos for design meetings.
- 2. FINAL RIGHT OF WAY IMPACTS, PARCEL RESEARCH, AND EASEMENT ACQUISITION
  - a. Project Management
    - i. General Coordination.
    - ii. Progress reports, invoices, and billing.
    - iii. Quality control/quality assurance.
  - b. Additional Survey and Staking of Easements
  - c. Final Right of Way Determination and Acquisition
    - i. Prepare final right of way determination (assumed 27 parcels)
    - ii. Prepare final right of way cost estimate (assumed 27 parcels)
    - iii. Acquire necessary right of way and easements (assumed 27 parcels)
    - iv. Prepare easement sketch and description documents (assumed 27 parcels)

**Deliverables**

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

**Schedule**

Phase 2A is anticipated to last the duration of 2024 and is dependent on negotiations with adjacent property owners. A schedule contingent on appraisals and negotiations can be seen below:

Authorization of Proposal .....	December 4, 2023
Construction Limits .....	December 5 – December 22, 2023
Easement Sketch and Descriptions .....	January 1 – February 9, 2024
Appraisals .....	January 1 – March 15, 2024
Right of Way Acquisition .....	March 18 – January 3, 2025

**Assumptions**

This proposal is made with the following assumptions:

- Assumes enough time to finalize construction limits and prepare a 30% plan set for review.
- Assumed a maximum of 27 parcels for required temporary or permanent construction easements.

**Professional Services Fee**

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$199,120.

Final Design, Plans, Specifications, and Utility Coordination .....	\$14,450
Final Right of Way Impacts, Parcel Research, and Easement Acquisition .....	\$91,820

**Expenses and Subcontracts**

Appraisals – Valbridge Property Advisors (27 parcels) .....	\$6,750
Appraisals – Valbridge Property Advisors (27 parcels) .....	\$67,500
Appraisal Review – John Foster Appraisal (27 parcels) .....	\$14,850
Postage .....	\$250
Mileage/Meals/Per Diem .....	\$3,500
TOTAL .....	\$199,120

WSB proposes to complete the work as outlined in the scope of services in an hourly not-to-exceed fee of **\$199,120**. Attached is an estimate of hours and fee broken down by task.

If you agree with the scope of services as outlined above, please sign where indicated below and return one copy to our office. By signing, you also agree that these services will be governed by the terms and conditions of the Professional Services Agreement entered into between WSB, LLC and the City of Breezy Point on December 15th, 2022.

Please give me a call at 320.630.4657 if you have any questions. Thank you.

Sincerely,


WSB



Paul G. Sandy, PE  
Senior Project Manager

**ACCEPTED BY:**

**City of Breezy Point**

Name: 

Title: City Administrator

Date: 12/12/23



