Building a Better World for All of Us®

SUPPLEMENTAL LETTER AGREEMENT

February 24, 2020

RE: City of Edina, Minnesota
Watermain Rehabilitation
Project 17-080
SEH No. EDINA 154386 14.00

Mr. Chad Millner, PE
Director of Engineering
City of Edina
Engineering and Public Works Facility
7450 Metro Boulevard
Edina, MN 55439

Dear Chad:

Thank you for expressing interest in SEH's professional services for your Watermain Rehabilitation project, Project 17-080. Specifically, the project consists of preparing plans, specifications and bid documents for the CIPP lining of the trunk watermain in the Normandale Park C neighborhood, as well as providing construction inspection and administration services. We will provide these services in accordance with the City of Edina's Agreement for Professional Engineering Services dated June 14, 2013 with SEH, herein called the Agreement.

## SCOPE

SEH understands that the City is interested in rehabilitating approximately 3,600 lineal feet of existing watermain in the Normandale Park C neighborhood. Historically, this area experiences a high number of watermain breaks, and the existing watermain is approaching the end of its useful life. 2,400 lineal feet of watermain (the loop of Whiting Ave, Holborn Ave, and W 64$^{th}$ St.) has been identified for rehabilitation, It has yet to be determined which watermain segments will comprise the remaining 1,200 lineal feet of rehabilitation.

SEH met with City staff on February 7, 2020 to discuss the alternatives and approximate costs for rehabilitating this trunk main. At the conclusion of the meeting, staff directed SEH to submit a proposal for design and construction services for the structural CIPP project. It should be noted that because there are out of state contractors working in the metro area on other SEH projects, the City may realize a cost savings on mobilization for this project.

Our scope includes preparation of the Bidding Documents, Bidding Assistance, and Construction Administration through completion of the project.

Specific tasks related to each of those items, along with our key assumptions, are outlined in the attached detailed Task Hour Budget, but the primary key tasks include the following:

### Bidding Documents

- CIPP lining plan sheets will be in GIS or PDF format.

- No topographical survey is anticipated.
- We are assuming the existing as-built plans provide adequate profile information to incorporate into the plans to provide prospective bidders data on the number of horizontal or vertical bends they will encounter as part of the project. (i.e. no extraordinary CCTV or pipe investigation was included in the budget).
- A project design kickoff meeting to discuss various design elements requiring City staff input such as desired liner thickness, operating system details, testing requirements, etc.
- Location of proposed access pits and required watermain removals and improvements at each location.
- Evaluating temporary water needs for any service that may be affected during construction. The project manual will outline the requirements the contractor will need to follow as they lay out their temporary water system. Every attempt will be made during design to eliminate or minimize any temporary water.
- It is not anticipated there would need to be any extensive traffic control plan for the project as the access pits will generally be located in lower volume City streets.
- It is assumed the City will obtain any easements from property owners for the access pits.
- Project manual and special provisions, including all City front end documents and technical specifications will be developed
- Obtaining the MDH permit. Permit fees are a reimbursable expense.
- Preparing the Opinion of Probable Cost.

### Bidding Assistance

- The City will take care of all bidding services. SEH is available to answer bidder questions.
- SEH to review the bid results and offer a recommendation to the City.

### Construction Administration

- Scheduling and conducting the Preconstruction Meeting.
- Providing up to 20 hours per week of project engineer construction oversight. It is assumed that the project will be completed in approximately 6 weeks.
- Contract Administration which consists of shop drawing review, coordination of schedule between contractor and City staff, and providing quantities for the City to process pay vouchers.
- It is assumed that the City will be providing notification to adjacent residents and businesses during the project.

## SCHEDULE

The City wants to complete this rehabilitation work during the 2020 construction season. The City will provide input into the final contract schedule to accommodate low peak flow periods and when the trunk main can be taken out of service. We prepared the production schedule below to achieve this.

| No. | Description | Date |
|---|---|---|
| 1 | Contract Authorization | Early March 2020 |
| 2 | Complete Bidding Documents for City Review | April 2020 |
| 3 | Advertise for Bids | May 2020 |
| 4 | Open Bids / Award | Early June 2020 |
| 5 | Preconstruction Meeting with City's CIPP Contractor | Late June 2020 |
| 6 | City's CIPP Contractor Rehabilitates the Watermain | July – November 2020 |
| 7 | Final Completion Date | December 1, 2020 |

COMPENSATION

Our proposed hourly not-to-exceed fee reported by our task hour budget for Data Collection, Design, Bidding Assistance and Construction Phase is as follows:

| | |
|---|---|
| Data Collection/Design/Bidding | $26,000 |
| Construction Services | $22,000 |
| **Total** | **$48,000** |

This amount includes our reimbursable expenses and will not be exceeded without prior authorization from the City. Our fees to prepare Bidding Documents, assist the City with bidding, and provide part-time construction phase services are normal and customary in the industry for this type of specialized work.

During our meeting, you indicated the construction services portion may be optional as the City may want to handle these duties. Given the complexities of a 6" watermain, with many service reinstatements, SEH would not recommend this approach. But, we can certainly break this out as a separate contract once the project is designed and bid.

We will invoice the City monthly on an hourly basis for our labor. Our invoices will also include our expenses. Additional work, if authorized by the City, shall be billed at agreed upon rates.

As always, we look forward to working with you and your staff to apply trenchless pipe rehabilitation tools on the City's 2019 trunk watermain rehabilitation project. We are prepared to start immediately upon receiving the notice to proceed. Please contact Dave Hutton with questions and comments at 612.255.8747 or dhutton@sehinc.com.

Respectfully submitted,

SHORT ELLIOTT HENDRICKSON INC.

Toby Muse PE
Associate, Client Service Manager

David E. Hutton, PE
Project Manager

Accepted this ____ day of _____, 2020

**CITY OF EDINA, MINNESOTA**

By: _____
Name

Title: _____

Enclosure

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***Project Name: Normandale Park C Watermain Rehabilitation*** ***Prepared by: DEH***

***Client: City of Edina, Minnesota***

***SEH Project # EDINA 154386***

***Date: February 24, 2020.***

| | Billing Title | PM | Grad Eng | GIS Analyst | Admin Tech | Expenses | Total |
|---|---|---|---|---|---|---|---|
| **Task #1 - Data Collection** | | | | | | | |
| 1.1 | Client Supplied Information including GIS Base Mapping Showing Location of all Valves, Hydrants, and Water Main Profile and the Following Information: | 2 | 8 | 2 | | | **12** |
| a | Project Area Water Main Break Information | | | | | | |
| b | Past Geotechnical Investigations | | | | | | |
| c | Electronic Base Maps | | | | | | |
| d | Current Water Main Atlas Sheets | | | | | | |
| e | List of Working Water Main Gate Valves | | | | | | |
| f | Relevant Sanitary Sewer As-Builts | | | | | | |
| g | Relevant Storm Sewer As-Builts | | | | | | |
| 1.2 | Private Utility Company Atlases | | 2 | | 2 | | **4** |
| 1.3 | Street & utility reconnaissance with pictures | 2 | 4 | | | | **6** |
| | | | | | | | |
| **Task #2 - Bidding Document Preparation** | | | | | | | |
| 2.1 | There will be one set of Plan Sheets for the watermain consisting of the following pages: | 8 | 60 | 10 | | | **78** |
| a | Cured-In-Place Method Layout | | | | | | |
| b | Location Map | | | | | | |
| c | Water System removals plan | | | | | | |
| d | Construction Limits | | | | | | |
| e | Traffic Control | | | | | | |
| f | Street / Boulevard Restoration | | | | | | |
| 2.2 | Project Manual Preparation | 6 | 32 | | 8 | | **46** |
| 2.3 | Quantities and Opinion of Probable Cost | 2 | 8 | | 2 | | **12** |
| 2.4 | Agency Review and Permitting | | | | | | |
| a. | Minnesota Department of Health (MDH) | 2 | 4 | | 2 | | **8** |
| b. | MnDOT | | | | | | |
| | | | | | | | |

| | Billing Title | PM | Grad Eng | GIS Analyst | Admin Tech | Expenses | Total |
|---|---|---|---|---|---|---|---|
| 2.5 | Meetings | | | | | | |
| a. | Project kick-off meeting design meeting (see note 7) | 4 | 8 | | | | **12** |
| b. | Review 90% Plan set meeting and plan revisions | 4 | 8 | | | | **12** |
| 2.6 | Final City Staff Review and preparation of 100% Bidding Documents | 2 | 8 | | 8 | | **18** |
| | | | | | | | |
| **Task #3 - Bidding Assistance** | | | | | | | |
| 3.1 | Ad for Bids | | | | | | |
| a. | Respond to Bid Inquires and Issue Addenda (if needed) | 4 | 6 | | 2 | | **12** |
| b. | Bid Opening | 2 | 2 | | | | **4** |
| 3.2 | Prepare Tabulation of Bids and Letter of Recommendation | 2 | 4 | | 2 | | **8** |
| | | | | | | | |
| **Task #4 - Construction Administration** | | | | | | | |
| 4.1 | Prepare Construction Contracts | 2 | | | 4 | | **6** |
| 4.2 | Pre-Construction Meeting and Preparation of Agenda and Minutes | 2 | 4 | | | | **6** |
| 4.3 | Construction Inspection. (see note 16) | 12 | 120 | | | | **132** |
| 4.4 | Construction Administration (see note 17) | 8 | 40 | | | | **48** |
| 4.5 | Record Drawings | | 16 | | | | **16** |
| | | | | | | | |
| **Task #1 - Data Collection** | | | | | | | |
| | **Task Hours Summary** | **4** | **14** | **2** | **2** | **N/A** | **22** |
| | **Task Fee Summary** | **$832.00** | **$1,254.40** | **$204.80** | **$192.00** | | **$2,483.20** |
| | | | | | | | |
| **Task #2 - Bidding Document Preparation** | | | | | | | |
| | **Task Hours Summary** | **28** | **128** | **10** | **20** | **N/A** | **186** |
| | **Task Fee Summary** | **$5,824.00** | **$11,468.80** | **$1,024.00** | **$1,920.00** | **$116.00** | **$20,352.80** |
| | | | | | | | |
| **Task #3 - Bidding Assistance** | | | | | | | |
| | **Task Hours Summary** | **8** | **12** | | **4** | **N/A** | **24** |
| | **Task Fee Summary** | **$1,664.00** | **$1,075.20** | | **$384.00** | | **$3,123.20** |
| | | | | | | | |
| **Task #4 - Construction Administration** | | | | | | | |
| | **Task Hours Summary** | **24** | **180** | | **4** | **N/A** | **208** |
| | **Task Fee Summary** | **$4,992.00** | **$16,128.00** | | **$384.00** | **$580.00** | **$22,084.00** |
| | | | | | | | |
| **Project Summary** | | | | | | | |
| | **Project Hours Summary** | **64** | **334** | **12** | **30** | **N/A** | **440** |
| | **Project Fee Summary** | **$13,312.00** | **$29,926.40** | **$1,228.80** | **$2,880.00** | **$696.00** | **$48,043.20** |

| Billing Title | PM | Grad Eng | GIS Analyst | Admin Tech | Expenses | Total |
|---|---|---|---|---|---|---|

**Assumptions:**

1. Project will be designed using client GIS utility base mapping, aerial photography, and field reconnaissance data. No topographic surveying is proposed.
2. Field reconnaissance task includes noting locations of boulevard and easement features possibly impacted by utility rehabilitation. Task also includes noting the existence of gate valves, hydrants, curb stops, manholes, and catch basins.
3. Drilling and testing of core samples is not normal or customary with cured in place pipe lining method of reconstruction. Instead a general identification of the existing subgrade soils is provided to the bidders. Investigation includes reviewing past nearby geotechnical information provided by client, soil maps, and also asking client staff what type of subgrade soils they encountered during past water main repairs.
4. Base map shall be in GIS (preferred) or CAD format. Please include ROW, water mains, water services, curb stops, hydrants, sanitary sewer manholes and pipes, storm sewer manholes and pipes, and other known utilities in the area. Base mapping shall serve as background on the bid document plan sheets.
5. It is assumed that the City watermain atlas sheets display the horizontal location and the profile of the trunk water main pipe. If the profile is not available, additional investigation may be needed to give the bidders the assurance of pipe grade and potential bends. available.
6. SEH to contact Gopher State One Call (GSOC) to request private utility paper maps and adding the private utility line work to the base mapping.
7. A project kickoff meeting will be held to discuss various design parameters, such as operating pressures, existing and desired valve locations, liner thickness desired, potential access pits and removals needed, location of isolation shut off valves, timetable for construction and taking each crossing off line, pressure testing and approval requirements, etc. This meeting includes a field visit to each of the 3 sites, preparation of agendas and minutes, and any follow up activities.
8. The City will handle all aspects of creating and distributing property owner / resident notifications during actual rehabilitation.
9. No known service taps exist on the water main pipes to be rehabilitated. As such, the need for temporary water service or service reinstatements is not anticipated.
10. SEH will complete and submit to MDH the Plan Review Fee Sheet, payment, and the required copies of completed plans and specifications. MDH Fee for review of water main will be paid by City or reimbursable expense.
11. Record plans will be produced in GIS or AutoCAD and PDF format and submitted to the City as electronic files.
12. No work is anticipated above the existing ground surface within MnDOT ROW.
13. Traffic control task assumes short lane closures will be required on local streets and frontage roads. No street or sidewalk detours will be required.
14. SEH will incorporate all City front end documents, general technical specification and detail plates. The project manual will also develop detailed CIPP technical specifications along with referencing the latest City Engineers Association of Minnesota Standard Specification and the latest Edition of Minnesota Department of Transportation Standard Specifications for Construction.
15. Because the project may be bid by out state contractors we recommend that the client sell the bidding documents and issue any addenda via the internet. Based on past projects, it is assumed that the City will upload the bidding documents to the QuestCDN and handle the Ad for Bid distribution.
16. Construction Inspection assumes part time inspection - 20 hours per week for 6 weeks total and 2 hours per week for 6 weeks for the Project Manager to provide technical expertise and support to the City and SEH field inspector. It is not anticipated that weekly meeting will be necessary.
17. Contract Administration includes 1)Coordinate contractor's schedule with City staff, 2) Conduct meetings as necessary 3)Review shop drawings and other contractor submittals, including pre and post- rehab CCTV review 4)Coordinate materials testing and verify test results.
18. SEH will create the application for payments or provide quantities to City to process, manage construction schedules, and review final contractor documentation.