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November 23, 2016

RE: City of Northfield  
Northfield Depot / Transit Hub  
SEH No. NFIEL 139560 10.00

David Bennett, PE  
Public Works Director / City Engineer  
City of Northfield  
801 Washington Street  
Northfield, MN 55057

Dear Mr. Bennett:

## INTRODUCTION

The City of Northfield is seeking a qualified consultant to implement the concept design, construction design documents, and construction administration for site work relating to the Save the Northfield Depot building relocation project and adjacent future transit hub. This is a very important project for Northfield, which will help preserve an important part of the local history, while projecting into the future with another mode of transportation.

## BACKGROUND / PROJECT UNDERSTANDING

The project, as stated in the Request for Proposal (RFP) states the following improvements:

The Depot has been relocated to this site and is currently being renovated. Future renovations are planned as funds become available for the project.

The City is assisting with the current planning of the site, which is to include concept design of the transit hub along with required site work such as required utilities and parking lot.

Overall project is anticipated to be completed by November 23, 2017, with the respective phases of Phase 1 (concept design) by February 15, 2017; Phase 2 (construction documents) by April 15, 2017; and Phase 3 (construction administration) by November 23, 2017.

## SCOPE OF WORK

Project scope includes the following:

**Phase 1: Concept Design** – This phase includes providing a concept site layout that includes the footprint (floor plan) of the proposed transit hub positioned on a site plan that provides proof of ingress and egress for buses, vehicles, non-motorized access including bikes and pedestrians. Bus waiting areas will also be shown on the site plan. This layout will be reviewed with City staff and then Hiawathaland Transit and Benjamin Bus companies.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

Once the site plan is accepted by City staff, Hiawathaland Transit and Benjamin Bus, we will provide an engineer's opinion of construction cost for the site grading, driveway and parking lot construction, sidewalks, utility extension costs, and minimal vegetative restoration.

We did not include review time with the local Heritage Preservation Commission for this project; although we could add this task at the request of City staff.

Phase 2: Construction Documents – This task includes preparation of the following documents:

1. Title Sheet / Location Plan
2. Statement of Estimated Quantities, and Details
3. Removal Sheet
4. Site Grading and Utilities
5. Site Plan
6. Opinion of Probable Cost
7. Specifications

We also plan to provide a topographic survey of the site prior to starting Phase 1. All documents to be web ready if needed for bidding.

We have not included time for watershed permitting or other agency reviews such as MnDOT or the Railroad. We also have not included a fee for geotechnical investigation of the site, since this is usually provided separately by the City.

Task 3: Construction Administration – This task includes:

- Assisting with bid questions
- Bid opening, bid tabulation, and recommendation letter if needed.
- Preconstruction meeting
- Weekly construction meetings
- Material and shop drawing review
- Construction staking
- Resident Project Representative
- Record plan and project close out

## SCHEDULE

The RFP states the following schedule:

<b>Anticipated Project / Production Schedule</b>		
<b>Work Item No.</b>	<b>Work Item Description</b>	<b>Work Item Key Milestone Date</b>
1	Authorize Request for Proposal	November 1, 2016
2	Proposal Due	November 23, 2016
3	Award Proposal	December 6, 2016
4	Phase 1 Completion	February 15, 2017
5	Phase 2 Completion	April 15, 2017
6	Phase 3 Completion	November 23, 2017

We will also prepare a detailed schedule with City staff that identifies key meeting dates and other milestones once the project is awarded.

## COST

We anticipate the total cost for the above services to be an hourly not-to-exceed fee of \$ 38,877. We have attached a task hour budget for this project; below is a summary of this budget:

<b>Task Hour Budget</b>			
<b>Phase No.</b>	<b>Description</b>	<b>Hours</b>	<b>Budget</b>
1	Concept Design	58	\$ 7,452
2	Construction Documents	127	\$ 11,472
3	Construction Administration	222	\$ 19,953
Total Cost Professional Services			\$ 38,877

The amount shown above also includes reimbursable expenses. We will bill the City monthly for the hourly labor and reimbursable expenses.

## PROJECT TEAM

Our project team includes the following staff:

1. Wayne Houle will be the Project Manager and will lead the team through the process. Wayne's experience of working for a municipality and managing projects gives him the insight needed to successfully deliver this project.
2. Chris McKenzie will be the Project Advisor and will help with the preparation of plans and specifications. Chris has over 15 years of civil engineering experience.
3. Patrick Bougie will be the Project Architect. Patrick has over 30 years of working on similar public projects. Patrick is also a long time resident of Northfield and has a vested interest in the City.
4. Greg Finstad will be the Transit Engineer for the project. Greg has over 30 years of working on parking facilities and transit related project for project within the Metro Area along with projects in greater Minnesota and Wisconsin.

We believe SEH is your best choice to deliver these services and we expect to deliver them to your complete satisfaction. Please contact myself if you have any questions about the content of our proposal or SEH's qualifications to successfully complete this project for you. Thank you again for the opportunity to submit this proposal and we look forward to working on another project in the City of Northfield.

At your service,

SHORT ELLIOTT HENDRICKSON INC.



Wayne D. Houle, PE  
Client Service Manager  
952.238.6540  
[whoule@sehinc.com](mailto:whoule@sehinc.com)

Enclosures: Task Hour Budget



City of Northfield - Northfield Depot / Transit Hub Improvements

P-139560

Notes	Project Manager	Project Engineer	Graduate Engineer	Technician	Architect	Technician	Transit Engineer	Surveyor	RPR	GIS	Admin	Task Totals
	Houle	McKenzie	TBD	Szymonowicz	Bougie	Schuette	Finstad	Lenzen	TBD	Steuernagel	Anderson	
<b>Phase 1: Concept Design - 58 hours</b>												<b>\$ 7,452</b>
Field Meeting with City Staff, Hiawathaland Transit, and Benjamin Bus - (2)	4				4							\$ 1,378
Site Layout / Analysis	1		2		12	12	3			1		\$ 3,959
Concept Cost Estimating			4			4						\$ 780
Concept Memo	1				4	4					2	\$ 1,334
<b>Phase 2: Construction Documents - Plans and Specifications - 127 hours</b>												<b>\$ 11,472</b>
1. Topographic Survey	1		1					16				\$ 1,953
2. Title Sheet / Location Plan	1		4	2						1		\$ 791
3. SEQ / Detail Sheets	1		12	4								\$ 1,479
4. Removals	1		4	4								\$ 803
5. Site Grading / Utilities	1		14	16								\$ 2,465
6. Site Plan	1		14	8								\$ 1,920
7. Specification Preparation	1	4	12								4	\$ 2,061
<b>Phase 3: Construction Administration - 222 hours</b>												<b>\$ 19,953</b>
Bid Assistance	1		1									\$ 310
Preconstruction Meeting	3		3						3		2	\$ 1,293
Weekly Construction Meetings / Minutes	10		12						8			\$ 3,576
Site Inspection									160			\$ 12,718
Project Payment (s)	4								6			\$ 1,274
Project Closeout		1	2						6			\$ 782
<b>Hours:</b>	31.00	5.00	85.00	34.00	20.00	20.00	3.00	16.00	183.00	2.00	8.00	
<b>Total Costs</b>	<b>\$ 5,978</b>	<b>\$ 551</b>	<b>\$ 7,178</b>	<b>\$ 2,317</b>	<b>\$ 2,666</b>	<b>\$ 2,049</b>	<b>\$ 610</b>	<b>\$ 1,565</b>	<b>\$ 14,515</b>	<b>\$ 248</b>	<b>\$ 785</b>	<b>\$ 38,877</b>