



Proposal for Professional Consulting Services

Trunk Highway 246 and Jefferson Parkway Roundabout Improvement Project

City of Northfield, MN | March 22, 2019



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LETTER OF TRANSMITTAL

March 22, 2019

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

RE: Request for Proposals
City of Northfield, MN
Trunk Highway 246 and Jefferson Parkway
Roundabout Improvement Project
SEH No. NFIEL 149804

The City of Northfield (City) has initiated an important project at the intersection of TH 246 and Jefferson Parkway. Short Elliott Hendrickson Inc. (SEH®) has assembled an exceptional design team that completed the Traffic Impact Analysis for this intersection and understands the importance of these safety improvements. We have introduced additional team members for this work in this proposal, and we look forward to the opportunity to discuss this project with you further.

Please don't hesitate to contact me at 952.292.7727 or whoule@sehinc.com if you have any questions or would like additional information.

Wayne Houle, PE
Client Service Manager



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 | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

Respondent hereby acknowledges receipt of the following Addenda:

Addendum Number	Date Received	Signature of Respondent
1	<u>03/14/2019</u>	<u>Wayne H. Hensley</u>
2	_____	_____
3	_____	_____
4	_____	_____



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The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

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SEH Architecture, LLC.
SEH Design|Build, Inc.
SEH of Illinois, LLC
SEH of Indiana, LLC
SEH of Michigan, LLC

An aerial photograph of a roundabout with a central island. The island is landscaped with trees and shrubs. Several roads radiate from the roundabout, and a few vehicles are visible on the roads. The image has a warm, sepia-toned color palette.

Executive Summary

Executive Summary

The City of Northfield has initiated an important intersection project that will provide key safety improvements. This project will need to provide design solutions that include an underpass and roundabout, and it must also continue to build on the City's "Complete Streets" policy, a vision that will enhance the City's public realm.

A successful design at the TH 246 and Jefferson Parkway intersection will improve safety throughout the corridor while providing a sense of place for this identified gateway to the community. These outcomes need to come from a process that coordinates with the schedule and concerns of the neighbors and nearby schools and identifies potential issues early in the process.

Based on our experience with the City and our understanding of the intersection, we have identified the following key goals for the project:



1 Provide innovative roundabout design concepts.

We believe there will be potential options for roundabout designs that can make the required safety improvements and save costs. SEH will draw on our previous experience on underpass roundabouts to provide these options. The City will receive a design that meets your goals and complies with all MnDOT requirements.



2 Provide safety improvements for bicyclists and pedestrians.

The approach to these issues should account for the unique attributes of Northfield. We have provided multimodal improvements in similar communities and college towns and understand these issues.



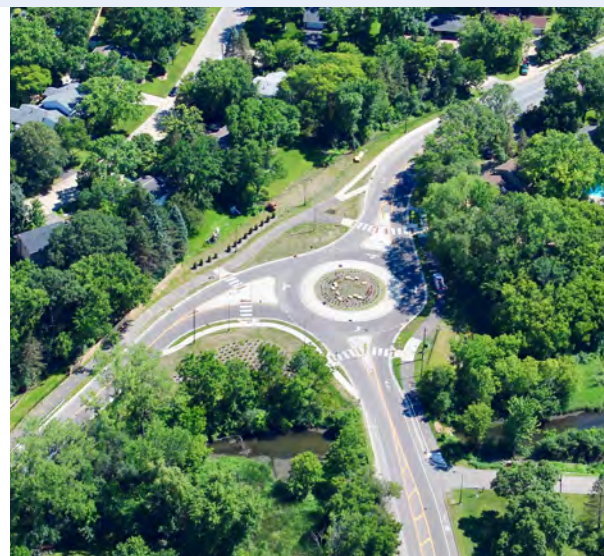
3 Communicate clearly with Northfield neighbors and staff to meet your requirements.

There will be no learning curve for our SEH team. We worked on the nearby Traffic Impact Analysis and are currently working on the Division and 7th Street project in Northfield. We understand your standards and how to work with your staff, providing ease of business for you as this project proceeds.

We have carefully selected our SEH team members to meet the goals and challenges of this project. Our philosophy is grounded in our mission to help clients achieve success with sustainable, accessible and enjoyable projects.

We believe a successful project will be built on these goals:

- ☒ Provide safety improvements
- ☒ Offer thoughtful schedule management
- ☒ Deliver a multimodal project
- ☒ Create a sense of place





Project Understanding

Project Understanding, Goals and Approach

STATEMENT OF UNDERSTANDING

The City of Northfield has been successful in securing funding to improve a critical intersection located at Trunk Highway 246 (TH246) and Jefferson Parkway. This project will also provide improvements for a key pedestrian crossing to Northfield High School's entrance on TH246 from Marvin Lane.

The TH246 corridor from Marvin Lane to Arbor Street is in the proximity of three public schools, a community resource center and residential homes developments, which accounts for current traffic delays within the corridor and significant related safety concerns for the community. This project will reduce those safety concerns.

These improvements must be designed to increase safety throughout the corridor while providing a sense of place for this identified gateway to the community.

The intersection of TH246 and Jefferson Parkway is proposed to be reconstructed to include a single lane roundabout design, with possible grade-separated pedestrian tunnels. Additionally, a sidewalk and marked crosswalk are proposed to be constructed on the easterly side of TH246, between Marvin Lane and the entrance to Northfield High School.

Project funding comes from a variety of sources, including Minnesota Department of Transportation's (MnDOT) Local Partnership Program, Local Road Improvement Program, Municipal State Aid funds and City Enterprise Funds for public utilities.

Schedule is a key factor for this project. It must take into account construction phasing and how it will affect the following facilities and neighbors:

- ▶▶ Adjacent three public schools
- ▶▶ Soccer complex
- ▶▶ Community resource center
- ▶▶ Residential homes
- ▶▶ Agriculture season schedules

Our philosophy is to identify issues early on to expose and address potential project challenges, such as balancing adjacent schedules with the overall project schedule.

Our team will work with these entities to minimize the effects this project has on their schedules. Our previous project experience, such as our work on Spring Creek Road regarding jurisdiction of the township versus the City, demonstrates that early issue identification is key to timely resolution of the challenges and issues that can impact the schedule of a project.

Public engagement and acquiring informed consent of the neighbors and users of the facilities is very important for an innovative project such as this one. Therefore, this project needs to follow a well-understood, sequential process – meaning preliminary design options are developed that analyze grade separations at the roundabout (including the economics of constructing that solution), developing an inspired landscape plan, obtaining approval from the City staff and City Council to move forward to final design, obtaining bids for the project and constructing the project. Our approach is to engage all ages of neighbors and users of the facilities, which means to go beyond the typical open house, such as meeting people where they are at and gathering their input.

GOALS



Multimodal Project - This project is a multimodal project that will take into account all modes including, pedestrians, bicycles, vehicles, busses, and agriculture equipment .



Sense of Place – "...integrating open space, parks, trails into new developments require a high level of collaboration and flexibility to achieve the highest public values...." – City of Northfield Parks, Open Space, and Trail System Plan.



Safety – Improve safety for all modes of transportation and mitigate safety concerns for travel near schools



Schedule – Identify issues early to coordinate schedules and minimize impacts to schools and other nearby neighbors

PROJECT APPROACH

SEH's approach to this project's scope of services is to persistently seek design solutions that support more walkable, bikeable, and environmentally sustainable design.

This requires a shift in existing conditions and traditional thinking. Our team is committed to this challenge. Our approach is built around four main tasks provided in the Proposed Cost Section of the proposal:

- 1 Project Management
- 2 Preliminary Design
- 3 Final Design
- 4 Construction

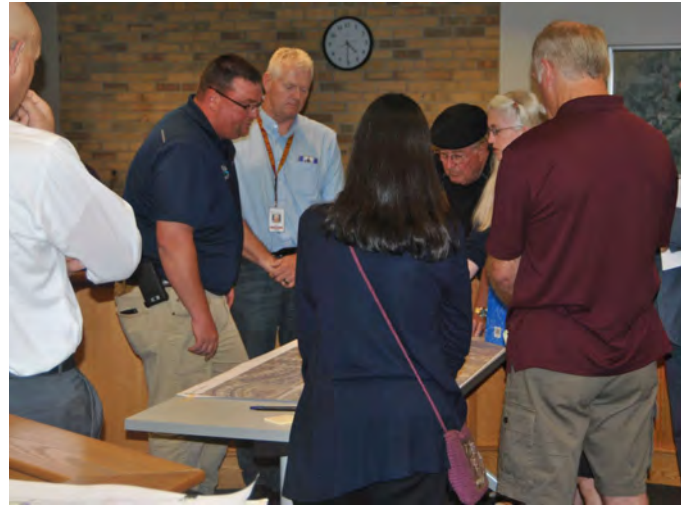
Task 1 Project Management

Project Manager Wayne Houle will proactively manage the project team in accordance with the agreed upon schedule and budget to achieve the project goals and objectives identified in the RFP. The project management task includes meetings with City staff and affected agencies, including the School District Staff, Minnesota Department of Transportation (MnDOT) and others as needed. This task also includes administrative items such as updates, billing preparation, progress reports and meeting minutes.

Task 1 will begin with SEH attending a project kick-off meeting with City staff and also a kick-off meeting with MnDOT staff. The purpose of these meetings will be to:

- ▶▶ Better understand project goals
- ▶▶ Establish a firm schedule that identifies and addresses critical path issues
- ▶▶ Develop critical success factors
- ▶▶ Discuss needs and issues
- ▶▶ Refine the scope of work

Under this task we will also prepare a draft Project Communication Plan that describes communications between SEH and City staff and how the project will be communicated to other stakeholders. We will submit this Plan to the City for approval.



Task 2 Preliminary Design

Preliminary design includes predesign of the intersection – which provides the feasibility of constructing a roundabout both with and without underpasses to accommodate pedestrian and bicycle facilities.

The process for completing the feasibility study includes hosting and reporting on the public engagement component of the project, during which SEH and City Staff will host two open houses. The open houses will be hosted to gather input on developing landscape plans to help design of the roundabouts and potential underpasses. We will also develop a matrix to help City staff and City Council understand the different options and their respective levels of safety, economics and comfort.

The roundabout design will take into account different modes of users and how to create the safest environment possible for these users as they traverse through the roundabout. The pedestrian and bicycle facilities that will be designed will serve all ages of users. We will also be cognizant of other developments within the area that might affect the future access of the corridors.

The feasibility study will be shared with neighbors and other groups, such as the School District and interested citizen groups, to gather additional information to then share with the City Council. With the assistance of City Staff, SEH will present the feasibility study to the City Council to gather their reaction and approval of the feasibility study and approval of the 30% design phase of the project.



No idea can be left unturned when it comes to developing a safe multi-modal facility that protects pedestrians, bicycles, and vehicles

Scope:

- ▶▶ Prior to starting work, SEH design staff will visit the site to review existing conditions and become more familiar with the project corridor. Potential areas of concern that might not have been mentioned in the RFP or brought up during the kick-off meeting will be documented and brought to the attention of City staff.
- ▶▶ SEH will attend a project kick-off meeting with City staff. The purpose of this meeting will be to better understand the project goals, develop critical success factors, and discuss needs and issues to better understand and refine the scope of work. The project budget and project schedule will also be discussed and finalized.
- ▶▶ A meeting will be scheduled with MnDOT Municipal State Aid and Trunk Highway's to discuss the project and refine the overall schedule. SEH has successfully completed many projects using MnDOT's Local Partnership Program as well as MnDOT's Local Road Improvement Program, which are administered through the Municipal State Aid office.
- ▶▶ A meeting will be scheduled with MnDNR to discuss the design of the portion of the Mill Towns State Trail located within the project limits.
- ▶▶ SEH will prepare base mapping from the topographic survey and aerial photography. This will serve as the base for the project alignment and layout. Soil borings will also be acquired as required by MnDOT. The soil borings requested will be deep enough to capture ground water level in the area.
- ▶▶ Preliminary alignments and plans will then be developed and shared with City staff.
- ▶▶ SEH is proposing to gather input using a hands-on, fun approach that compels involvement from residents of all ages, abilities, and backgrounds. This could mean being ready to meet people where they are at, whether it be a tent at the River Walk Market Fair, the Spring Creek Soccer Complex, the Public Library, or City Hall. In addition to visual preference boards for the elements of the streetscape/landscape plan, we envision a table-top activity that invites people to share their ideas, experiences, and local knowledge in an accessible, lively way – a 'coloring book' for all ages that residents can use to show where and what improvements they would like to see within the project areas.
- ▶▶ Preliminary design for the underpasses will also include review of the City stormwater plans for this area. We will also note if a wetland delineation will be required on the adjacent wetlands in order to acquire permits for the project. This proposal does not include wetland delineations; however, SEH can provide this service if it is necessary.
- ▶▶ SEH geotechnical staff will review the site and project layouts and determine the subsurface investigation criteria required for the roadway and roundabout, proposed box culverts and any required retaining walls. The anticipated geotechnical drilling/testing scope will be developed in general accordance with requirements found in the MnDOT Geotechnical Manual regarding depth and spacing.

Task 2 Deliverables:

- Base Map
- Feasibility Study
- Preliminary Landscape Plan
- 30% Plan Set
- Geotechnical Report to include:
 - Foundation Analysis and Design Recommendation (FADR) for retaining walls and box culverts
 - MDR for roadway and roundabout
- MnDOT Level 1 staff approved layout

The subsurface investigation will be performed by Braun Intertec Corporation and will vary depending on the option chosen. SEH will then:

- ▶ Evaluate and analyze the borings for existing roadway and roundabout subgrade for potential cut, fill and soil corrections
- ▶ Provide design recommendations for the roadway and roundabout and trail/sidewalk subgrade preparation based on R-value and other laboratory test results
- ▶ Evaluate box culvert and retaining wall foundations for bearing capacity, stability and settlement
- ▶ Determine dewatering criteria

The reports will include recommendations and a materials design recommendation (MDR) for the roadway, roundabout and trail, as well as a foundation analysis and design recommendation (FADR) for the proposed box culverts and retaining walls.

The SEH team will work with MnDOT for their approval of a MnDOT Level 1 staff approved layout for the work on TH 246

- ▶ Preliminary plans will also identify any potential easement needs. Easement exhibits will be prepared for the City to develop easement sketches and descriptions. Finally, requirements for the permits will be identified for the proposed improvements.
- ▶ At the end of the preliminary design phase services, SEH will develop a preliminary opinion of probable cost as well as a preliminary design memorandum with our project assumptions and performance criteria.

Task 3 Final Design

Final design will include the preparation of all construction documents for the project. SEH will also present the final plan to the City Council and bid approvals during this task.

Our goal during final design is to produce the highest quality contract documents possible to help minimize changes during construction.

These bidding documents will consist of construction plans and specifications meeting City and MnDOT requirements for the proposed improvements. Our design staff has construction experience that they can bring to the design phase to ensure constructability of the project.

Scope:

- ▶ Utilizing the approved preliminary design – feasibility study and 30% plans - SEH will prepare a final design for the project to meet the requirements stated in the RFP.
- ▶ SEH will prepare 60% and 100% plans with cost estimates and submit them to the City for review and approval.
- ▶ A quality control review will be completed by one of our experienced senior resident project representatives and by our senior engineers to ensure project quality and constructability.

- ▶▶ Final plans, specifications and cost estimates will be prepared based on City comments and to meet Municipal State Aid Design Standards as well as MnDOT Trunk Highway Standards.
- ▶▶ SEH will assist the City in determining permits necessary to complete the project. We will prepare and submit the required permit applications for this project.

Task 4 Construction Phase

Construction phase services will include construction administration, construction staking, geotechnical testing services, construction observation and project closeout. Our holistic approach to construction services integrates a team approach to catch issues early on in the construction process so that they can be easily solved.

Scope:

- ▶▶ SEH will facilitate the preconstruction meeting, including preparing the agenda, leading the meeting and providing minutes.
- ▶▶ SEH will provide project management and engineering support, facilitate weekly construction meetings, process pay applications, coordinate materials testing, and provide updates for the City's website.
- ▶▶ We will coordinate change orders and review shop drawings and other submittals.
- ▶▶ The SEH team will also provide full-time construction observation as part of Task 4, including field measuring and computing quantities, monthly application for payments coordinated with County staff and project closeout. Project closeout tasks include creating construction punch lists as well as the final punch list, completing as-built drawings, coordinating final application for payment and other agency closeout activities.
- ▶▶ We will also coordinate materials testing for Task 4.

Added Value Services

Through our Enterprise GIS services we are able to utilize cloud based, real time, field data collection with Collector and ArcGIS Online. This allows staff to capture every detail of a project, including photos, and make it available for analysis and reporting.

Task 3 Deliverables

- 60% Plans and Cost Estimate
- 100% Plans and Cost Estimate
- Design documents for bidding the project, including permit applications

Task 4 Deliverables:

- Construction administration
- Construction staking
- Geotechnical testing service coordination
- Construction observation
- Project Record Drawing

INNOVATIVE ROUNDABOUT DESIGN

The SEH Team assembled a small internal “charrette” to explore how far we could think “out-of-the-box” or in this case “out-of-the-circle” to create a safe, pleasant, multimodal project.

From this potential design we are able to start to identify critical design features that can be considered with overall design, such as:



Grade Separated Facilities:

Should the overall design separate pedestrians and bicycles from motor-vehicles?



Construction Cost Reductions:

Will a more innovative design reduce the lengths of the pedestrian underpass structures and create a better experience for pedestrians and cyclists?



Create a Community Gateway:

Can landscape details and place-making features be integrated with a great geometric design to signal to users that they’ve arrived at a special place?

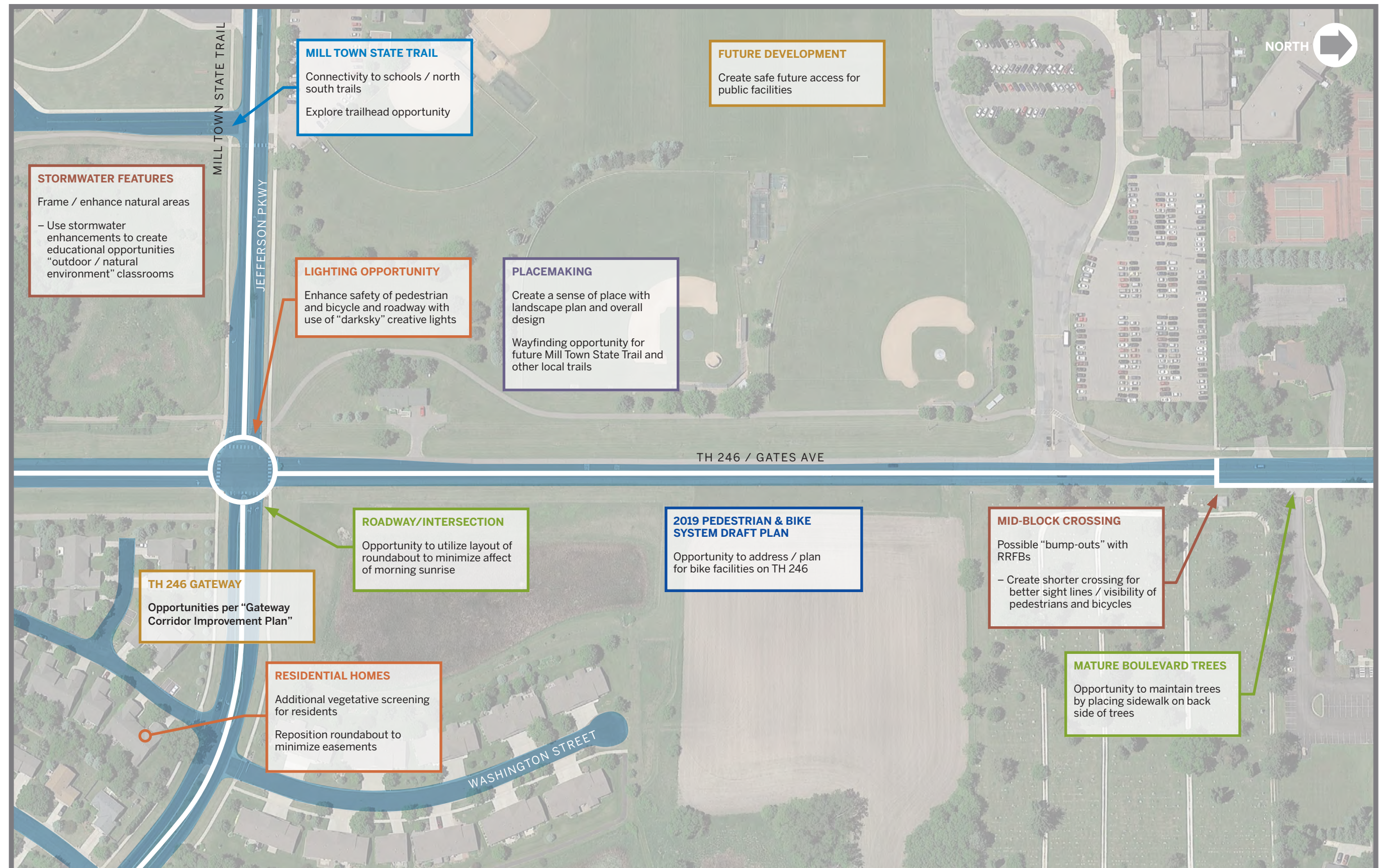


Providing the safest facility:

How will the design function to create a safe environment for all users, regardless of mode, age, or ability?



TRUNK HIGHWAY 246 & JEFFERSON PARKWAY — LAYOUT CONSIDERATIONS





Project Experience

Project Experience

The individuals who make up this SEH team are highly skilled at working with stakeholders to develop improvements that reflect the needs and priorities of the community. The recent and relevant project experience featured below demonstrates our ability to deliver feasible solutions for complex projects.

	Design and Bidding							Construction			
	Topographic Survey	Feasibility Report	Round-About Design	Streetscape Design	Final Plans and Specifications	Opinion of Affordable Cost	Bidding Assistance	Preconstruction Meeting	Weekly Construction Meeting/Site Visits	Construction Staking/Surveying	Full-time Construction Monitoring
High 36/Hadley Interchange Final Design – MnDOT	●	●	●	●	●	●	●				
Tracy Avenue Roundabout – City of Edina	●	●	●	●	●	●	●	●	●	●	●
Cascade Avenue Street & Utility Reconstruction – City of River Falls, WI	●	●	●	●	●	●	●	●	●	●	●
River to River Greenway Trail Underpass Feasibility Study – Dakota County, MN	●	●									
Division & 7th Street Reconstruction and Streetscaping – City of Northfield, MN	●	●		●	●	●	●	●	●	●	
US 61/TH 97 – MnDOT Metro	●	●	●	●	●	●	●	●	●		
Nine Mile Creek Regional Trail – Three Rivers Park District, MN	●	●		●	●	●	●	●	●	●	●
TH 101/CSAH 61 – Carver County, MN	●	●	●	●	●	●	●	●	●		
Cypress Drive Pre-design – City of Baxter, MN			●								
Vikings Parkway Improvements – City of Eagan, MN		●	●	●	●	●	●	●	●	●	●
12th Ave Regional Trail – City of Shakopee, MN	●	●			●	●					
Bde Maka Ska and Lake Harriet Trail Improvements – Minneapolis Park and Recreation Board, MN	●	●		●	●	●	●	●	●	●	●
Crystal Street Reconstruction	●	●		●	●	●	●	●	●	●	●
Trunk Highway 3 Pedestrian Crossing – City of Northfield, MN	●	●		●	●	●	●	●	●	●	
Jackson Street Reconstruction	●	●		●	●	●	●	●	●	●	●
Birchwood Ponds/Arbor Pointe Development Underpass – City of Inver Grove Heights, MN	●	●		●	●	●	●	●	●	●	●
Boulder Village 3rd Addition Underpass – City of Lakeville, MN	●	●		●	●	●	●	●	●	●	●
Elroy Sparta Tunnel under STH 71 and CTH T		●		●	●	●	●				

CLIENT

City of Edina

PROJECT LOCATION

Edina, MN

Tracy Avenue Roundabout — Nine Mile Creek Regional Trail Crossing



SERVICES

- Civil Engineering
- Geotechnical Engineering
- Heavy Civil
- Highway Design
- Mechanical/Electrical Engineering
- Natural Resource Scientists
- Planning and Landscape Architecture
- Structural Engineering
- Survey
- Traffic Engineering
- Transportation Planning
- Water Resources Engineering

The intersection of Tracy Avenue, Valley Lane and Valley View Road is located within ½ mile of Edina High School and lies directly adjacent to Nine Mile Creek. All three legs of the intersection are separate Minnesota Department of Transportation Municipal State Aid (MSA) segments.

In order to simultaneously address a historically dangerous T-intersection and incorporate Three Rivers Park District's new regional trail crossing, SEH developed a thoughtful design within City right-of-way that provided safe crossing features for the more than 100,000 projected annual regional trail users. The design also created long-term reduction in the likelihood of dangerous crashes, increased traffic efficiency and driver yielding behavior, while lowering peak queuing times and vehicle speeds.

Non-motorized user safety features for pedestrians and bicyclists included:

- Bicycle slip ramps that safely allow users to enter and exit the roundabout in order to cross at key locations
- Pedestrian refuge island features that decrease the width of crossings
- Addition of an LED street lighting system to improve visibility
- Installation of a rapid-flashing beacon (RRFB) signal system

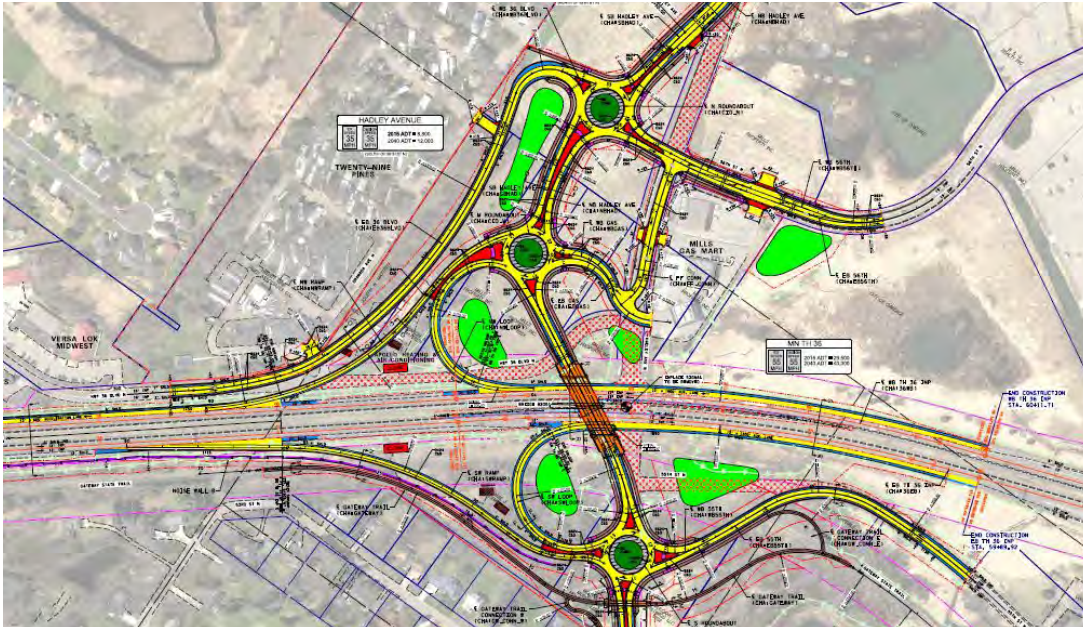
CLIENT

Washington County

PROJECT LOCATION

Oakdale, MN

Highway 36/Hadley Interchange Final Design



SERVICES

- Civil Engineering
- Environmental Engineers and Scientists
- Geotechnical Engineering
- Highway Design
- Natural Resource Scientists
- Planning and Landscape Architecture
- Structural Engineering
- Survey
- Traffic Engineering
- Transportation Planning

The project involved construction of an interchange at the TH 36/Hadley Avenue intersection with the goal of improving safety, mobility and drainage and providing non-motorized/ADA user enhancements. Design of alternatives focused on access and mobility improvements, evaluating stormwater runoff needs, providing pedestrian and bicyclist continuity, and striking a balance between the needs of property/ business owners and the application of appropriate design standards. The project's primary deliverable was to produce a MnDOT staff approved preliminary geometric layout that met federal, state and local design and environmental documentation requirements. The project also incorporated a grade separation of the Gateway Trail.

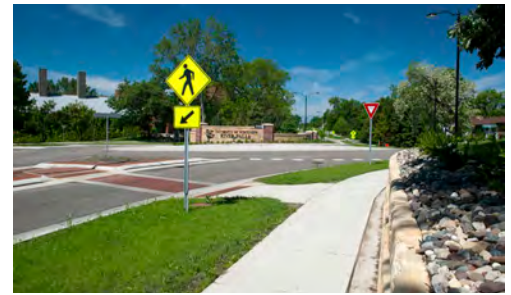
CLIENT

City of River Falls

PROJECT LOCATION

River Falls, WI

Cascade Avenue Street and Utility Reconstruction



SERVICES

- Civil Engineering
- Construction Services
- Environmental Engineers and Scientists
- Geographic Information Systems
- Geotechnical Engineering
- Heavy Civil
- Highway Design
- Mechanical/Electrical Engineering
- Natural Resource Scientists
- Planning and Landscape Architecture

FEATURES

- Roundabouts
- Pedestrian friendly
- Street reconstruction
- Utility reconstruction
- Street lighting
- Retaining wall design
- Right-of-way acquisition
- Stormwater management
- Public involvement
- Adjacent parking lot
- Advanced stormwater features

In an effort to increase student and pedestrian safety on the University of Wisconsin-River Falls campus main corridor, Cascade Avenue from Spruce to Sixth Street, SEH developed innovative solutions to address safety issues created by heavy vehicular traffic and the large number of student pedestrians crossing at different locations.

This multi-award winning project addressed these challenges by channelizing students and pedestrians into key crossing locations, creating a median for pedestrian refuge, increasing lighting levels to improve visibility and installing presence-activated pedestrian flashers at each of the crossings. The project also included reconstructing the street and underground utilities, two new roundabouts, several new retaining walls, new stormwater infiltration features, right-of-way acquisition, a new commuter parking lot adjacent to the corridor, and extensive public involvement to keep students and the public informed of the project status.

CLIENT

Dakota County

PROJECT LOCATION

West St. Paul, MN

River to River Greenway Trail Underpass Feasibility Study



SERVICES

- Civil Engineering
- Highway Design
- Planning and Landscape Architecture
- Structural Engineering
- Traffic Engineering
- Transportation Planning

Proposed to run east/west between the Mississippi and Minnesota rivers, Dakota County is creating a “River to River” trail system of greenways to enhance safe connectivity and improve ecological systems. One of the primary objectives of the trail system is to have grade-separated crossings at major roads. Robert Street is a significant barrier to overcome in creating a safe linear recreation experience.

SEH is currently working with Dakota County and the City of West St. Paul to study the feasibility of a trail underpass beneath Robert Street between Wentworth and Thompson Avenues.

Timely coordination with the ongoing Robert Street reconstruction project presents a prime opportunity to remove the significant barrier of crossing the busy thoroughfare and creating a lasting civic legacy – a continuous and well-connected safe trail.

Safety and operations must be understood not only for vehicles, but also for pedestrians and bicyclists accessing the Wentworth Library, WSP Sport Dome, commercial businesses of the Robert Street corridor and other destinations outside the immediate River to River trail corridor.

As part of the feasibility report, the SEH team is creating a needs assessment and trail alignment analysis including an Alternative Alignments Matrix to evaluate and assess: ADA compliance; potential impacts to the Robert Street Renaissance Plan and street reconstruction project; land use impacts on current and potential adjacent properties; connectivity to existing and proposed trail and greenway destinations; pedestrian/bicycle impacts on vehicle traffic and delay for both grade-separated and at-grade alignment options; and compatibility with the County's River to River Greenway Master Plan.

CLIENT

City of Northfield

PROJECT LOCATION

Northfield, MN

Division and 7th Street Reconstruction and Streetscaping



SERVICES

- Civil Engineering
- Construction Services
- Geotechnical Engineering
- Mechanical/Electrical Engineering
- Planning and Landscape Architecture
- Structural Engineering
- Survey
- Traffic Engineering
- Transportation Planning
- Water Resources Engineering

The City of Northfield initiated a number of street improvements projects that supported their “Complete Streets” policy. The Division and 7th Street project includes streetscape reconstruction, mill and overlay and parking lots rehabilitation. SEH is providing services that include a feasibility study, topographic survey, design, bidding administration, construction staking, as well as public outreach and coordination.



Proposed Staff

Proposed Staff

SEH has intentionally selected our team members for this important Northfield project. These team members will work together with the City through each stage of the project to find the right solutions. Our team members have specific experience with relevant tasks for this project:

- ▶▶ Innovative roundabout design
- ▶▶ Experience with and understanding of Northfield's processes and standards
- ▶▶ Underpass trail connections
- ▶▶ Preliminary and final design
- ▶▶ Public engagement

As indicated in the RFP, these personnel are assigned for the duration of the project and there will be no change in assigned personnel without the approval of the City. We have provided the qualifications and experience of our key personnel in this section.

City of Northfield

DAVID BENNETT, PE
PUBLIC WORKS DIRECTOR/CITY ENGINEER

Wayne Houle PE
PROJECT MANAGER

Mike Kotila
QA/QC

PLANNING/LANDSCAPE ARCHITECTURE

Anna Springer

LANDSCAPE ARCHITECTURE DESIGN

PUBLIC ENGAGEMENT

Chelsea Moore Ritchie

PUBLIC ENGAGEMENT

STRUCTURAL ENGINEERING

Jeff Johnson

STRUCTURAL DESIGN

CIVIL ENGINEERING

William Bauer

PROJECT ENGINEER

Kelsey Montebello

CIVIL DESIGN

Kevin Manzke

LEAD RESIDENT PROJECT REPRESENTATIVE

LIGHTING

Ken Taillon

LIGHTING DESIGN

STORMWATER

Nathan Warner

STORM DESIGN

TRAFFIC ENGINEERING

Tom Sohrweide

TRAFFIC SAFETY AND OPERATIONS

Heather Kienitz

COMPLETE STREETS DESIGN/ PEDESTRIAN AND BICYCLE DESIGN

Chad Jorgenson

TRAFFIC DESIGN

Scott Hotchkin

INTERSECTION GEOMETRIC DESIGN

GEOTECHNICAL

Luke Thompson

GEOTECHNICAL DESIGNER

Braun Intertec

SOIL BORINGS AND CONSTRUCTION MATERIALS TESTING

TOPOGRAPHIC SURVEY/ FIELD STAKING/ EASEMENTS

Mark Haselius

LAND SURVEYOR

Brian Lenzen

CREW CHIEF



Wayne Houle PE

PROJECT MANAGER

28+

years of experience

Wayne will serve as the project manager and oversee the SEH team; he will be your day-to-day contact person responsible for the timely delivery of all project deliverables, budget and schedule oversight, progress meetings and construction administration and observation. He will also lead the required public engagement tasks.

Wayne brings experience in developing collaborative, complex public projects and programs, both internally and externally. Wayne is a senior professional engineer with a civil engineering background as a director of engineering, director of public works and city engineer. He worked for the City of Edina for 17 years, where he managed the annual operating and capital improvement budgets and provided leadership and staff support. He was involved in various governmental levels and committees. He has directed and implemented public works projects including storm sewer, sanitary sewer, water system, and street and roadway improvements. Wayne continues to work on complex projects.

EXPERIENCE

- Division and 7th Downtown Improvement Project – Northfield, MN
- Grand Round North Portion and Wheelock Parkway Reconstruction – St. Paul, MN
- Wooddale Avenue Bridge Improvements – St. Louis Park, MN
- Capital City Bikeway and Jackson Street Reconstruction – St. Paul, MN
- Country Club Area Sewer, Water and Street Reconstruction – Edina, MN



EDUCATION

Bachelor of Science
Civil Engineering
University of
Minnesota-Minneapolis

Associate of Arts
Architectural Drafting
North Dakota State School
of Science-Wahpeton



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in
MN



Tom Sohrweide PE, PTOE

QA/QC AND PUBLIC ENGAGEMENT

44+

years of experience

Tom will be available as a QA/QC resource for the traffic engineering tasks and to support the public engagement process.

Tom is a seasoned project manager with extensive traffic engineering experience including traffic studies, traffic signal designs, traffic control, traffic signing and pavement marking design, roadway designs, and intelligent transportation systems (ITS), among other transportation-specific engineering tasks and responsibilities. In addition, Tom regularly lends his technical expertise in the area of traffic operations to numerous projects and project teams. He is the recipient of multiple awards including the 2011 Best New Innovative Product Award, recognized by the National Rural Intelligent Transportation Systems (NRITS) Best of ITS Rural Awards, and the 2015 Transportation Professional of the Year, recognized by the North-Central Institute of Transportation Engineers (NCITE).

EXPERIENCE

- St. Paul Downtown Bike Loop and Jackson Street Reconstruction – St. Paul, MN
- TH 7/Louisiana Avenue Interchange – St. Louis Park, MN
- Country Club Area Sewer, Water and Street Reconstruction – Edina, MN
- TH 3 Ped Crossing – Northfield, MN
- Nine Mile Creek Regional Trail Project (Three Rivers Park District) – Edina, MN



EDUCATION

Bachelor of Science
Civil and Environmental
Engineering
University of Wisconsin-Madison



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in IA, IN,
MN and WI

Professional Traffic Operations
Engineer (PTOE) (2001),
Transportation Professional
Certification Board



Mike Kotila PE
QA/QC

Mike Kotila will serve as a resource to the SEH project team and conduct QA/QC review for the team.

He is a senior transportation engineer with more than 36 years of traffic and transportation engineering experience including project management, public involvement, planning, design, construction and traffic operations. His project experience includes trail planning interchange studies and intersection control evaluation (ICE) studies, roundabouts, traffic modeling and geometric design.

EXPERIENCE

- Streetscape and Pedestrian Safety Improvements at TH 3 and 3rd Street – Northfield, MN
- Tracy Avenue, Valley View Road and Valley Lane Roundabout – Edina, MN
- Country Club Area Sewer, Water and Street Reconstruction – Edina, MN
- Nine Mile Creek Regional Trail (Three Rivers Park District) – Edina, MN
- Nine Mile Creek Regional Trail Project (Three Rivers Park District) – Edina, MN
- Cypress Drive Pre-Design – Baxter, MN

36+

years of experience



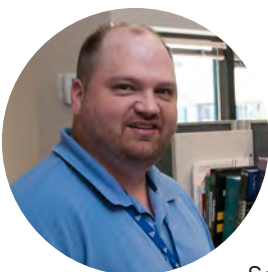
EDUCATION

Bachelor of Science
Civil Engineering
University of
Minnesota-Minneapolis



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in
MN



Scott Hotchkin PE
ROUNDAABOUTS

Scott will be responsible for the roundabout design for the underpass.

Scott has spent the whole of his 19-year career in transportation engineering as a highway designer. Over this time, he has become a much sought-after expert in concept development, interchange design, corridor conversions and alternative intersection/interchange design. Scott is proficient in the use of roundabout analysis software including RODEL and SIDRA. His project portfolio includes analysis and design of more than 140 roundabouts in Minnesota, Wisconsin, Colorado, Iowa and Indiana. Scott brings the following characteristics to every project he works on:

- Driven by solving complex roadway design geometric problems
- Excels in high pressure, time sensitive environments with no loss of detail/quality/creativity
- Fully understands roadway design principles and how/where they can be safely enhanced to best fit the needs of any site

EXPERIENCE

- Tracy Avenue, Valley View Road and Valley Lane Roundabout – Edina, MN
- Cascade Avenue Street and Utility Reconstruction – River Falls, WI
- Diffley Road (CSAH 30)/Rahn Road Roundabout (Dakota County) – Eagan, MN
- Cypress Drive Pre-Design – Baxter, MN

20+

years of experience



EDUCATION

Bachelor of Science
Civil Engineering
University of
Minnesota-Minneapolis

Bachelor of Science
Math and Physics
Augustana College -
Sioux Falls, SD



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in
IN, MN, SD and WI



William Bauer PE, ENV SP

PROJECT ENGINEER

William will be responsible for preliminary and final design, cost estimating and preparing plans and specifications.

William is a professional civil engineer who has worked as the lead designer on a variety of municipal engineering, recreational trail and site design projects. He has more than five years of consulting experience in the design of existing roadway reconstructions and rehabilitations, recreational trails, site design and grading, stormwater collection systems, sanitary sewer systems and water distribution systems. William's responsibilities include preliminary and final design, cost estimating and preparing project plans and specifications. He is skilled in software programs including Microsoft Office, AutoCAD Civil 3D and Autodesk Storm and Sanitary Analysis.

EXPERIENCE

- Spring Creek Road Reconstruction – Northfield, MN
- Division and 7th Street Reconstruction – Northfield, MN
- 12th Ave Regional Trail – Shakopee, MN
- 10th Avenue Bridge Rehabilitation – Minneapolis, MN
- 5th Avenue Reconditioning – South Saint Paul, MN

7+

years of experience



EDUCATION

Bachelor of Science
Civil Engineering
Bradley University -
Peoria, IL



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in IA
and MN

ENVISION Sustainability
Professional (ENV SP)
(2016), Institute for
Sustainable Infrastructure



Kevin Manzke EIT

PROJECT ENGINEER

Kevin will be responsible for supporting the trail design tasks for the project, drawing on his familiarity with FHWA, MnDOT and MN DNR trail design guidelines.

Kevin is a civil engineer with an emphasis in municipal engineering. He has a proven ability to communicate effectively in a variety of settings. He has the ability to work in both individual and team environments and welcomes challenges to allow for professional development.

EXPERIENCE

- Nine Mile Creek Regional Trail (Three Rivers Park District) – Edina, MN
- Bde Maka Ska and Lake Harriet Trail Improvements (Minneapolis Park and Recreation Board) – Minneapolis, MN
- Crystal Street Reconstruction, Phases 15-16 – Crystal, MN
- Grand Round North Loop – St. Paul, MN
- 2016-Phase 15 Twin Oaks Park – Crystal, MN

4+

years of experience



EDUCATION

Bachelor of Science
Civil Engineering (Emphasis:
Structural, Geotechnical,
Transportation) (Minor: Math)
University of Minnesota-Duluth



REGISTRATIONS/ CERTIFICATIONS

Engineer in Training in MN

Concrete Field I, Lake Superior
College

Concrete Field Testing Technician
- Grade I, American Concrete
Institute



Chad Jorgenson PE

TRAFFIC ENGINEER

Chad will be responsible for leading the traffic tasks for this project, building on the work SEH did for the TH 246 and Jefferson ICE report.

Chad is a professional traffic engineer specializing in transportation engineering. He is experienced in transportation planning, safety analysis, performance analysis, preliminary design and traffic operation analysis, traffic impact studies and constructing signing, striping and traffic control plans. Chad is knowledgeable in software programs including: Synchro/SimTraffic, Highway Capacity Software (HCS), AutoCAD Civil 3D, Microstation, SignCAD, VISSIM and Microsoft Office.

EXPERIENCE

- TH 246 and Jefferson ICE – Northfield, MN
- Nine Mile Creek Regional Trail (Three Rivers Park District) – Edina, MN
- Galaxie Avenue Corridor Study – Apple Valley, MN
- Bde Maka Ska and Lake Harriet Trail Improvements (Minneapolis Park and Recreation Board) – Minneapolis, MN
- Tracy Avenue, Valley View Road and Valley Lane Roundabout – Edina, MN

6+

years of experience



EDUCATION

Bachelor of Science
Civil Engineering
University of Minnesota-Duluth



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in MN

Professional Traffic Operations
Engineer (PTOE) (2018),
Transportation Professional
Certification Board



Luke Thompson PE

GEOTECHNICAL ENGINEER

Luke will lead the geotechnical tasks for this project, including development of soil borings to assist in preparing design documents.

Luke has experience in the geotechnical, geological and transportation industries. He possesses a broad range of technical, personal and leadership skills to develop practical and economical solutions to difficult problems. His experience includes project management, geotechnical instrumentation, cone penetration testing, field applications, infrastructure projects, transportation, site inspections and ground penetrating radar.

EXPERIENCE

- Nine Mile Creek Regional Trail (Three Rivers Park District) – Edina, MN
- Galaxie Avenue Corridor Study – Apple Valley, MN
- Tracy Avenue, Valley View Road and Valley Lane Roundabout – Edina, MN
- Division and 7th Street Reconstruction – Northfield, MN
- Spring Creek Road Reconstruction – Northfield, MN

14+

years of experience



EDUCATION

Master of Geological Engineering
University of Minnesota-Twin Cities

Bachelor of Science
Geology
University of Minnesota-Twin Cities



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in MN

Minnesota Department of
Transportation

- Aggregate Production
- Bituminous Street I and II
- Grading and Base I and II



Anna Springer PLA, ASLA

LANDSCAPE ARCHITECT

Anna will be responsible for leading our landscape architecture design services for the project.

Anna is a landscape architect and project designer with a passion for creating built environments that are beautiful, functional and ecologically beneficial. She provides support in the development of projects across a wide range of scale, from small site design to large, long-range planning projects. Anna is adept at conceptualization and production at all stages of design development including research, site analysis and needs assessment, community engagement, schematic design and final report writing and production. Anna is also an arborist certified by the International Society of Arboriculture.

EXPERIENCE

- Bass Lake Road Streetscape Design – Crystal, MN
- Grand Round North Loop – St. Paul, MN
- Lake St/Blaisdell Ave (Hennepin County) – Minneapolis, MN
- TH 19 Reconstruction – New Prague, MN
- Rochester City Loop (SRF Consulting Group) – Rochester, MN

7+

years of experience



EDUCATION

Master of Landscape Architecture
University of Minnesota-Twin Cities

Bachelor of Science
Urban Forestry/Urban Forestry
University of Wisconsin-Stevens Point



REGISTRATIONS/ CERTIFICATIONS

Professional Landscape Architect
in MN



Jeff Johnson PE

STRUCTURAL ENGINEER

Jeff will lead structural engineering tasks for the project associated with the underpass design.

Jeff is a structural project manager/design engineer responsible for project management, design, renovation and construction observation of a variety of bridge and hydraulic structures. His experience in design of special structures includes dams, retaining walls, box culverts, underground vaults, floodwalls and gates. His field inspection and construction administration services include construction observation of dam and bridge projects and inspection and ratings of existing dams and bridges. Jeff has designed more than 800 bridges and inspected more than 1,000 bridges in his career.

EXPERIENCE

- Tracy Avenue, Valley View Road and Valley Lane Roundabout – Edina, MN
- River to River Greenway Trail Underpass Feasibility Study (Dakota County) – West St. Paul, MN
- Nine Mile Creek Regional Trail (Three Rivers Park District) – Edina, MN
- Cascade Avenue Street and Utility Reconstruction – River Falls, WI
- Bde Maka Ska and Lake Harriet Trail Improvements (Minneapolis Park and Recreation Board) – Minneapolis, MN

38+

years of experience



EDUCATION

Bachelor of Science
Civil Engineering
University of
Minnesota-Minneapolis



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in MN and
nine other states

WisDOT Bridge Safety Inspector
(2004), Wisconsin Department of
Transportation Central Office

Bridge Safety Inspector (1995),
Minnesota Department of
Transportation



Ken Taillon

LIGHTING ENGINEER

Ken will lead all of the lighting tasks for this project.

Ken has experience in a wide variety of outdoor lighting projects for government agencies across the upper Midwest. His work focuses on roadway lighting for state highways, commercial and residential areas, downtown streetscapes, and lighting for parks, parking lots and sports facilities. His areas of expertise include lighting planning and policy development, design, specifications, construction observation, equipment photometric and mechanical evaluation, intelligent lighting management systems, solid state (LED) lighting equipment, and addressing operation and maintenance issues.

EXPERIENCE

- Nine Mile Creek Regional Trail (Three Rivers Park District) – Edina, MN
- Tracy Avenue, Valley View Road and Valley Lane Roundabout – Edina, MN
- Bass Lake Road Streetscape Design – Crystal, MN
- Grand Round North Loop – St. Paul, MN
- Cascade Avenue Street and Utility Reconstruction – River Falls, WI

28+

years of experience



EDUCATION

Bachelor of Applied Science
Industrial Technology, Electronics
and Management
University of Minnesota-Duluth



REGISTRATIONS/ CERTIFICATIONS

Signals and Lighting II, Design
and Inspection (2005),
Minnesota Department of
Transportation



Brian Lenzen

CREW CHIEF

Brian will lead the delivery of surveys for the project.

Brian is a survey crew chief with extensive transportation and civil engineering experience. Brian has served as a crew member, instrument operator and currently as a crew chief on multiple street and roadway projects. His primary responsibilities include scheduling crews and assisting registered land surveyors with land surveying, designing plats, CAD drafting and mathematical detailing for plats and land tract records.

EXPERIENCE

- Streetscape and Pedestrian Safety Improvements at TH 3 and 3rd Street – Northfield, MN
- 2014/2015 Street Improvements – Northfield, MN
- Lake St/Blaisdell Ave (Hennepin County) – Minneapolis, MN
- Bass Lake Road Streetscape Design – Crystal, MN
- West 54th Street Reconstruction – Edina, MN

27+

years of experience



REGISTRATIONS/ CERTIFICATIONS

Aggregate Production (2004),
Minnesota Department of
Transportation



Chelsea Moore Ritchie AICP

PUBLIC ENGAGEMENT

Chelsea will be responsible for leading the public outreach and engagement efforts for this project.

She brings a background in bicycle and pedestrian planning, graphic communication and design, site planning and analysis and environmental transportation planning. As a planner and urban designer, Chelsea has worked with cities, counties and consulting firms to deliver high quality analysis and recommendations for everything from regional trail studies to comprehensive plans with a particular focus on active transportation projects..

EXPERIENCE

- Pedestrian Crossing Policy Update – Edina, MN
- I-494 Bloomington Strip (MnDOT Metropolitan District) – Minneapolis, MN
- 10th Avenue Bridge Rehab – Minneapolis, MN
- St. Paul Pedestrian Plan (Alta) – St. Paul, MN

2+

years of experience



EDUCATION

Masters of City and Regional Planning
Land Use Planning and Urban Design
Bloustein School of Planning and
Public Policy - Rutgers University

Bachelor of Arts
Art History
University of Minnesota



REGISTRATIONS/ CERTIFICATIONS

Certified Planner, American
Institute of Certified Planners
(AICP)



Heather Kienitz PE

MULTIMODAL SPECIALIST

Heather will be available as a resource for Complete Streets concepts and the safety improvements for bicyclists and pedestrians.

Heather is a traffic engineer with extensive experience with SEH in a variety of transportation-specific projects. Heather's specialties and project experience includes signal operations and timing analyses; design of pedestrian and bicycle facilities; multimodal complete streets planning and design; providing transportation plans; and conducting corridor studies. She is also proficient in performing access studies, traffic impact studies, parking analyses, interchange and freeway operations analyses, as well as preparation of signing, pavement marking and traffic control plans.

EXPERIENCE

- Lake St/Blaisdell Ave (Hennepin County) – Minneapolis, MN
- St. Paul Downtown Bike Loop and Jackson Street Reconstruction – St. Paul, MN
- Grand Round North Loop – St. Paul, MN
- River to River Greenway Trail Underpass Feasibility Study (Dakota County) – West St. Paul, MN
- Nine Mile Creek Regional Trail Project (Three Rivers Park District) – Edina, MN

21+

years of experience



EDUCATION

Bachelor of Science
Civil Engineering
University of
Minnesota-Minneapolis



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in MN



Nate Warner PE

STORMWATER ENGINEER

Nate will be responsible for stormwater engineering tasks for the project.

Nate is a professional engineer specializing in water resources engineering. He has more than six years of experience in site design, construction plan development, permitting, sustainable stormwater design and modeling. He is skilled in software programs including Microsoft Office, AutoCAD Civil 3D, ArcGIS, HydroCAD, MIDS Calculator, P8 and Bentley CulvertMaster.

EXPERIENCE

- Cannon Valley Trail Bridge (Cannon Valley Trail Joint Powers Board) – Cannon Falls, MN
- Cross City Trail – Duluth, MN
- Johnson Parkway Trail Design – St. Paul, MN
- Lowertown Flood Plans – St. Paul, MN
- Sewer Inspection Support – CCTV – St. Paul, MN

4+

years of experience



EDUCATION

Master of Science
Civil Engineering
University of
Minnesota-Minneapolis

Bachelor of Engineering
Biosystems Engineering
Auburn University - Auburn, AL



REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in MN

Certified Floodplain Manager
(CFM), Association of State
Floodplain Managers, Inc

SUBCONSULTANTS



Braun Intertec

Soil Borings and Construction Materials Testing

Braun Intertec will provide the geotechnical investigation and construction materials testing. The results of the borings will be used by our geotechnical team to evaluate and prepare the final design recommendations. The construction materials testing will be in accordance with MnDOT's 2016 specifications and the Schedule of Materials Control and will include soil, concrete and bituminous testing and laboratory reports.

Braun Intertec is an employee-owned firm that has provided geotechnical, environmental and testing solutions for more than 60 years. Braun's services include engineering, environmental, geothermal consulting, and materials laboratory for the commercial, industrial, energy, institutional, construction and government sectors.

EXPERIENCE

- I-35W Reconstruction Project - Minneapolis, MN
- TH 610 extensions - Maple Grove, MN
- TH 60 West Gap Soil Investigation
- TH 53 realignment - Virginia, MN
- TH 14 expansion - Owatonna, MN to Dodge Center, MN

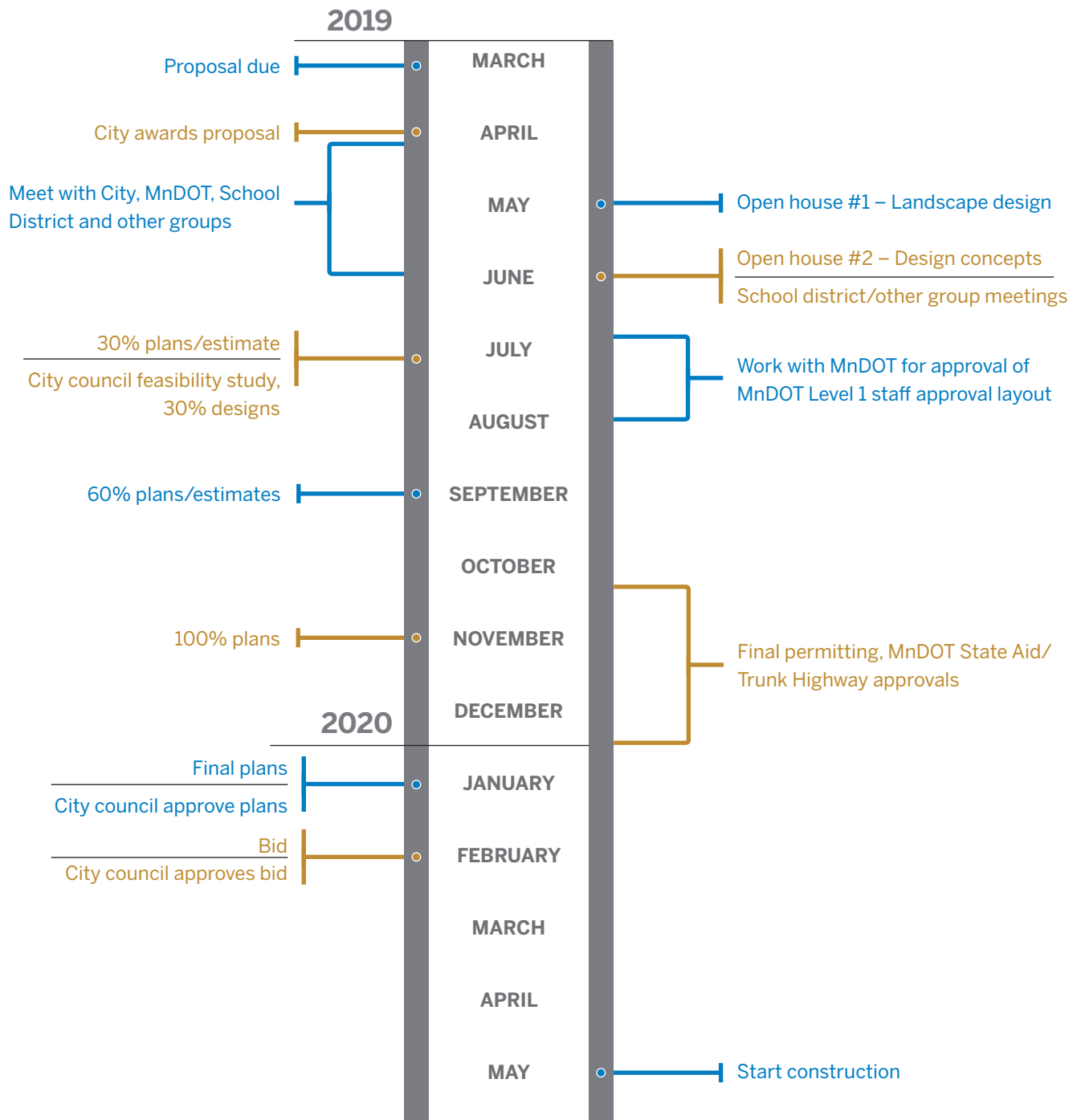
A sepia-toned photograph of a bridge with a walkway underneath, surrounded by tall grass. The bridge has a metal railing with vertical bars and a curved top. The walkway is paved and leads into the distance. The surrounding area is overgrown with tall, dry grass. The text "Project Schedule" is overlaid in white on the left side of the image.

Project Schedule

Project Schedule

SEH will develop and maintain a detailed project schedule to clearly understand the sequence, duration and interdependencies of all tasks. The schedule will be updated on a monthly basis at a minimum.

In preparation for this work, SEH has developed a schedule identifying major tasks to accomplish the City goals, which is included within the proposal and RFP. This schedule will be reviewed with the project teams and can be adjusted to produce a successful project.





Project References

Project References

Reid Wronski

City Engineer
City of River Falls
222 Lewis St Ste 207 | River Falls, WI 54022
715.426.3409
rwronski@rfcity.org

Chad Millner

Director of Engineering
Edina Public Works & Park Maintenance Facility
7450 Metro Blvd | Edina, MN 55439
952.826.0318
cmillner@edinamn.gov

Nick Peterson

Division Manager
Department of Public Works
25 West 4th Street, 1500 City Hall Annex | Saint Paul, MN 55102
651.266.6155
nick.peterson@ci.stpaul.mn.us



A sepia-toned photograph of a suburban street. The road is paved and curves slightly to the right. On the left side of the road, there is a concrete curb with several clumps of tall, thin grasses. Beyond the curb, there are trees and a grassy area. On the right side of the road, there is a concrete curb and a parking sign with a 'P' symbol. Several cars are parked along the right side of the road. The overall scene is a quiet residential street.

Task Hour Budget

Task Hour Budget

SEH will perform the work tasks as identified in the City's RFP and as outlined in our Project Approach and Scope for an estimated fee of \$308,668; plus an additional fee for geotechnical services between \$87,258.50 to \$73,045.50 depending if there are two or four underpasses. This fee represents approximately 20.58% of the overall potential construction cost of \$1,500,000, which includes two underpasses.

Our fee includes reimbursable expenses. We will bill the City on a monthly basis for reimbursable expenses and on an hourly basis for labor.

Our fee is summarized in the table below and further detailed in the Task Hour Budget (THB) that follows.

Phase		
Number	Description	Cost
1	Preliminary Design	\$72,337
2	Final Design	\$105,588
3	Construction Phase Services	\$130,743
Total Contract		\$308,668
Geotechnical Fees - Braun Intertec*		\$87,258.50 or \$73,045.50
Total Fees		\$395,926 or \$381,713

* Depending if there are two or four underpasses



TH 246 and Jefferson Parkway Roundabout Improvement
Project
City of Northfield
NFIEL149804
February 27, 2019

Prepared by: William Bauer / Wayne Houle

Reviewed By: Toby Muse

Billing Title		CSM/PM	PE	Grad Eng	LA	PE	PE	PE	PE	PE	PE	Specialist	PE
Employee Name		Houle	Bauer	Montebello	Springer	Sohrweide	Gray	Jorgenson	Hotchkin	Thompson	Johnson	Felber	Warner
Phase #1 - Preliminary Design													
1.1	Contract and General (invoicing, schedules, proj management plan)												
	Subtotal Hours	11											
1.2	Meetings (Notice, Agenda, Materials, Minutes) (1, 6, 7, 8, 9, 11)												
	Subtotal Hours	26	20	11	18	7	5	1	1	1	1	1	1
1.3	Project Correspondence												
	Subtotal Hours	9	3		3								
1.4	Data Collection / Utility Coordination												
	Subtotal Hours		6	4									
1.5	Topographic Survey (10)												
	Subtotal Hours												
1.6	Concept Development / MnOT Level 1 Layout												
	Subtotal Hours	3	7	55		3			50		2		2
1.7	30% Plan Development (2, 3, 12)												
	Subtotal Hours	1	7	55	32	2			6	4	4		
1.8	Right of Way/Easements												
	Subtotal Hours	1	5	24									
	Phase #1 Task Hours Summary	51	48	149	53	12	5	1	57	5	7	1	3
	Phase #1 Task Fee Summary	\$10,797.29	\$6,503.11	\$14,451.29	\$5,248.91	\$2,457.00	\$991.78	\$108.93	\$10,690.41	\$699.77	\$1,639.86	\$110.25	\$339.07
Phase #2 - Final Design													
2.1	Project Management Meetings Etc												
	Subtotal Hours	14	14	10	2								
2.2	Develop Construction Plans (15)												
	Subtotal Hours	9	55	212	56	4	15	24	13	142	2	44	36
2.3	Project Manual												



TH 246 and Jefferson Parkway Roundabout Improvement
Project
City of Northfield
NFIEL149804
February 27, 2019

Prepared by: William Bauer / Wayne Houle

Reviewed By: Toby Muse

Billing Title		CSM/PM	PE	Grad Eng	LA	PE	PE	PE	PE	PE	PE	Specialist	PE
Employee Name		Houle	Bauer	Montebello	Springer	Sohrweide	Gray	Jorgenson	Hotchkin	Thompson	Johnson	Felber	Warner
	Subtotal Hours	6	48		12		4			20	2	8	
2.4	Quantities, Bid Tab, Engineer's Estimate												
	Subtotal Hours		1	1								2	
2.5	Agency Reviews & Permits												
	Subtotal Hours	7	12	8									4
2.6	Bidding												
	Subtotal Hours	2	12	12	2								
	Phase #2 Task Hours Summary	38	142	243	72	4	19	24	13	162	4	54	40
	Phase #2 Task Fee Summary	\$8,045.04	\$19,238.37	\$23,568.21	\$7,130.59	\$819.00	\$3,768.75	\$2,614.25	\$2,438.16	\$22,672.63	\$937.06	\$5,953.50	\$4,520.88
Phase #3 - Construction Services													
3.1	Preconstruction Activities												
	Subtotal Hours	1	15	5	8								
3.2	Construction Administration												
	Subtotal Hours	8	93										
3.3	Construction Staking												
	Subtotal Hours			16									
3.4	Construction Observation												
	Subtotal Hours												
3.5	Project Closeout												
	Subtotal Hours	3	19										
	Phase #3 Task Hours Summary	12	127	21	8								
	Phase #3 Task Fee Summary	\$2,540.54	\$17,206.15	\$2,036.76	\$792.29								



TH 246 and Jefferson Parkway Roundabout Improvement
Project
City of Northfield
NFIEL 149804
February 27, 2019

Prepared by: William Bauer / Wayne Houle

Reviewed By: Toby Muse

Billing Title		CSM/PM	PE	Grad Eng	LA	PE	PE	PE	PE	PE	PE	Specialist	PE
Employee Name		Houle	Bauer	Montebello	Springer	Sohrweide	Gray	Jorgenson	Hotchkin	Thompson	Johnson	Felber	Warner
Project Summary													
	Project Hours Summary	101	317	413	133	16	24	25	70	167	11	55	43
	Project Fee Summary	\$21,382.86	\$42,947.64	\$40,056.25	\$13,171.79	\$3,276.00	\$4,760.53	\$2,723.18	\$13,128.57	\$23,372.40	\$2,576.92	\$6,063.75	\$4,859.95

Assumptions / Notes:

- 1 SEH will attend two City Council meetings: one to present the 30% plans and estimate, one when approving plans and specifications
- 2 SEH will develop two 30% cost estimates, one for each design alternative
- 3 SEH will develop 30% plans detailing both design alternatives
- 4 No services proposed. It is assumed there will be no modifications or extensions of existing sanitary sewer system
- 5 Assumes water main will only be replaced as needed to construct loops underneath proposed pedestrian underpasses
- 6 Assumes one meeting with private utility companies
- 7 Assumes one meeting with DNR and City to coordinate alignment, design, and funding of Mill Town State Trail
- 8 Assumes two public information meetings: one to present and solicit feedback on 30% design concepts, one to present and solicit feedback on landscape/streetscape concept plan
- 9 Assumes one meeting with Northfield School District officials to present plans and gather data on future improvements on District property adjacent to the project
- 10 Assumes topo is completed after all snow has melted
- 11 Assumes up to three (3) input sessions with citizen groups on the proposed landscape plan. Includes prep, attendance, and meeting summaries.
- 12 Includes 2D rendered streetscape plans
- 13 Includes planting plans for boulevard trees, screening areas, perennial plantings
- 14 Includes understanding and applying MN DNR Trail Design Guidelines and Northfield Corridor Improvement Plan
- 15 Assumes Option 1 with two underpasses - for overall final design



Billing Title		RPR	Survey Crew Chief	Survey Tech	RLS	Planner	Accounting Rep	Admin Tech	Expenses	Total
Employee Name		Manzke	B. Lenzen	K. Lenzen	Haselius		Casanova	Anderson		
Phase #1 - Preliminary Design										
1.1	Contract and General (invoicing, schedules, proj management plan)									
	Subtotal Hours						9	2	N/A	22
1.2	Meetings (Notice, Agenda, Materials, Minutes) (1, 6, 7.8, 9, 11)									
	Subtotal Hours					10		1	N/A	104
1.3	Project Correspondence									
	Subtotal Hours							6	N/A	21
1.4	Data Collection / Utility Coordination									
	Subtotal Hours							1	N/A	11
1.5	Topographic Survey (10)									
	Subtotal Hours		64	16					N/A	80
1.6	Concept Development / MnOT Level 1 Layout									
	Subtotal Hours								N/A	122
1.7	30% Plan Development (2, 3, 12)									
	Subtotal Hours								N/A	111
1.8	Right of Way/Easements									
	Subtotal Hours		6		16				N/A	52
	Phase #1 Task Hours Summary		70	16	16	10	9	10	N/A	523
	Phase #1 Task Fee Summary		\$7,452.90	\$1,519.06	\$1,932.34	\$1,134.00	\$935.55	\$1,036.35	\$4,289.16	\$72,337.00
Phase #2 - Final Design										
2.1	Project Management Meetings Etc									
	Subtotal Hours								N/A	40
2.2	Develop Construction Plans (15)									
	Subtotal Hours		6						N/A	618
2.3	Project Manual									



TH 246 and Jefferson Parkway Roundabout Improvement
Project
City of Northfield
NFIEL149804
February 27, 2019

Prepared Date: 2/27/2019

Reviewed Date: 3/13/2019

Billing Title	RPR	Survey Crew Chief	Survey Tech	RLS	Planner	Accounting Rep	Admin Tech	Expenses	Total
Employee Name	Manzke	B. Lenzen	K. Lenzen	Haselius		Casanova	Anderson		
Subtotal Hours							20	N/A	120
2.4 Quantities, Bid Tab, Engineer's Estimate									
Subtotal Hours								N/A	4
2.5 Agency Reviews & Permits									
Subtotal Hours								N/A	31
2.6 Bidding									
Subtotal Hours							7	N/A	35
Phase #2 Task Hours Summary		6					27	N/A	848
Phase #2 Task Fee Summary		\$638.82					\$2,798.15	\$444.24	\$105,587.65
Phase #3 - Construction Services									
3.1 Preconstruction Activities									
Subtotal Hours	8							N/A	37
3.2 Construction Administration									
Subtotal Hours	37							N/A	138
3.3 Construction Staking									
Subtotal Hours		140	140					N/A	296
3.4 Construction Observation									
Subtotal Hours	600							N/A	600
3.5 Project Closeout									
Subtotal Hours	34	10					2	N/A	68
Phase #3 Task Hours Summary	679	150	140				2	N/A	1,139
Phase #3 Task Fee Summary	\$68,443.20	\$15,970.50	\$13,291.74				\$207.27	\$10,254.80	\$130,743.25



Billing Title	RPR	Survey Crew Chief	Survey Tech	RLS	Planner	Accounting Rep	Admin Tech	Expenses	Total
Employee Name	Manzke	B. Lenzen	K. Lenzen	Haselius		Casanova	Anderson		
Project Summary									
Project Hours Summary	679	226	156	16	10	9	39	N/A	2,510
Project Fee Summary	\$68,443.20	\$24,062.22	\$14,810.80	\$1,932.34	\$1,134.00	\$935.55	\$4,041.77	\$14,988.20	\$308,667.90

Assumptions / Notes:

- 1 SEH will attend two City Council meetings: one to present the 30% plans and estimate, one when approving plans and specifications
- 2 SEH will develop two 30% cost estimates, one for each design alternative
- 3 SEH will develop 30% plans detailing both design alternatives
- 4 No services proposed. It is assumed there will be no modifications or extensions of existing sanitary sewer system
- 5 Assumes water main will only be replaced as needed to construct loops underneath proposed pedestrian underpasses
- 6 Assumes one meeting with private utility companies
- 7 Assumes one meeting with DNR and City to coordinate alignment, design, and funding of Mill Town State Trail
- 8 Assumes two public information meetings: one to present and solicit feedback on 30% design concepts, one to present and solicit feedback on landscape/streetscape concept plan
- 9 Assumes one meeting with Northfield School District officials to present plans and gather data on future improvements on District property adjacent to the project
- 10 Assumes topo is completed after all snow has melted
- 11 Assumes up to three (3) input sessions with citizen groups on the proposed landscape plan. Includes prep, attendance, and meeting summaries.
- 12 Includes 2D rendered streetscape plans
- 13 Includes planting plans for boulevard trees, screening areas, perennial plantings
- 14 Includes understanding and applying MN DNR Trail Design Guidelines and Northfield Corridor Improvement Plan
- 15 Assumes Option 1 with two underpasses - for overall final design



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