



Board of County Commissioners Agenda Request

7C
Agenda Item #

Requested Meeting Date: December 20, 2022

Title of Item: WSN Work Plan and Fee Amendment for Mille Lacs ATV Trail

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: DJ Thompson	Department: Land
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Presenter (Name and Title): DJ Thompson, Land Commissioner	Estimated Time Needed: 15 minutes
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Summary of Issue:

At its May 12, 2020 meeting, Aitkin County Commissioners passed a motion to retain Widseth for engineering services for the Mille Lacs East ATV Trail Project. At that time, it was noted the range of cost estimates was given for "General Conditions" due to the many unknowns such as finding a suitable route. Also noted was that first step in the process needs to be for scoping. This step will identify route and route alternatives and will shed light on if extra services are needed such as bridge design, assessment or right-of-way purchase or, down the road, a complete new alignment based on environmental findings.

Attached is a Workplan and Requested Fee Amendment from the Original Proposal/Contract from Widseth.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to approve the Workplan and Fee Amendment from Widseth to continue to proceed with the design and construction services for the Mille Lacs East ATV Trail Project

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ Total Project Cost = \$185,462.23

Is this budgeted? Yes No *Please Explain:*

Bonding dollars to complete this project is \$1,500,000.

June 4, 2020 (*Original Contract Date: August 6, 2020*)

This is a Workplan and Requested Fee Amendment from the Original Proposal/Contract.
Date of Requested Amendment: December 13, 2022

Ross Wagner (*Dennis Thompson and Jessica Seibert*)
 Economic Development & Forest Industry Coordinator (*Land Services and County Administration*)
 Aitkin County
 307 2nd Street NW #316
 Aitkin, MN 56431

RE: *Northwoods Regional Trail System Mille Lacs (Malmo East) – Phase 1 Proposal (Project Scoping/Design Development)*

Dear Mr. Wagner (*Thompson and Seibert*),

Widseth Smith Nolting and Associates, Inc. (Widseth) is excited to begin working with you on this project. Our approach, as reviewed during the interview, is to phase our services as follows: Project Scoping/Design Development, Design/Permitting/Construction Drawings and Construction Services/Administration. This proposal provides our proposed scope of work for the first phase, Project Scoping/Design Development. When a project scope has been defined that fits reasonably well with the funding that is available, we will prepare subsequent proposals that align with specific project needs. We believe our project delivery approach will provide you with the professional services and fees that are most relative to the project that ultimately will be constructed.

As described (above) in the original agreement, this project update is necessary to address the specific project design and construction scope determined during the Scoping/Design Development. In April 2020, we were requested to provide a ballpark estimate of the cost of services for general trail design. Our estimated range of engineering/survey costs (without a fully defined project route) was \$80,000-93,000.

We have completed the Scoping/Design Development work and submitted deliverables. We have also proceeded, as discussed with the County trail committee, into Design/Permitting/Construction Drawings to advance the desired construction of the first 6.7-mile segment of trail within the State Highway 47 right-of-way. The work we have completed is highlighted in yellow.

Additional Design/Permitting/Construction Drawings and Construction Services/Administration workplan items are noted with **GREEN TEXT**.

Proposed Project Deliverables

- Scoping/Design Development (June 2020 Approved Budget - \$45,000)
 - Four to six map exhibits of the proposed trail system
 - Phasing plan
 - Estimated Project cost for each phase
 - Open-house for public engagement (***Malmo/Mille Lacs Snowmobile Club – July 12, 2022***)
 - ***County requested Second Public Meeting (Natural Resources Environmental Committee – August 8, 2022; Additional Services – \$2,462.23)***
 - Recommendations for phase 2 (***State Highway 47 6.7-mile route approved by Trail Committee***)
- Design/Permitting/Construction Drawings (Scope Dependent/Typical Deliverables)
 - Preliminary Design Plans – ***Submitted to County staff on 11/2/21 and MnDOT and THPO on 11/5/21.***
 - Archaeological Review and Survey – ***Completed by separate contract with Duluth Archaeological Center (DAC); report submitted to SHPO, THPO, OSA and MnDOT on August 30, 2022.***
 - Level 1 Wetland Delineation ***Completed by Widseth and submitted to County SWCD on 10/13/21; Field approved by County on 11/9/21; Final Wetland Delineation Report approved by County on 1/7/22.***

- Open-house for public engagement
- Level 2 Wetland Delineation for Problem Areas
- Environmental Assessment Worksheet (EAW)
- Utility Design Coordination Meeting – **Gopher State One Call locate requested and surveyed.**
- Construction Plans
 - **Bridge and Culvert Extension Design and Hydraulic Review at four (4) stream crossings - \$88,000**
 - **Geotechnical Investigation and Report – \$12,000 (Estimated – separate consultant)**
- Construction Specifications
- Wetland Impact Permitting
- Assistance with Property Acquisition Sketch/Descriptions (**Additional Services if Needed - \$750/sketch description + Legal**)
- Assistance with Public Advertisement for Bids
- Assistance with Bid Opening
- Recommendation for Award of Contract
- **Construction Services/Administration (Scope Dependent/Typical Deliverables) – 6.7-mile trail route Hwy 47**
 - Review and processing of Contract, Bonds, and Insurance
 - Pre-construction Conference
 - Labor Compliance Administration
 - Construction Progress Meetings
 - **Additional onsite meetings and site review with MnDOT, THPO and SWCD - \$5,000**
 - Construction Staking
 - Construction Observation
 - **Bridge and Culvert Extension Construction Administration and Observation at four (4) stream crossings - \$45,000**
 - Partial Payment Estimates
 - Project Closeout documentation

Project Scoping/Design Development

Our proposed scope of work is summarized below in the following steps.

- Step 1: Project kick-off meeting to establish and introduce key project personnel and contact information
- Step 2: Transfer of existing trail work data from the County to Widseth.
- Step 3: Project base map developed from GIS data.
- Step 4: Review of proposed trail alignment from the County.
- Step 5: Client meeting to define trail routes and alternatives.
- Step 6: Public engagement and open-house
- Step 7: Preliminary project cost estimating.
- Step 8: Client meeting to review project priority phasing.
- Step 9: Refine project corridor mapping and preliminary cost estimating.
- Step 10: Finalization of priority project area for construction.

Our proposed scope of services (by discipline) to complete the Scoping and Design Development Phase is as follows:

Survey (\$7,000)

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Review of existing base mapping
- Property ownership research
- Parcel data & regulation research
- Site visits (estimate 2 w/ one of them for drone imagery)

- Client meetings/presentations (estimate 2 & 1 public open house)

Civil (\$18,000)

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Coordination w/ GIS, Survey, Environmental
- Preliminary review of base_map & trail layout
- Site visits (estimate 2)
- ATV trail routing & preliminary design sections
- Possible trail route alternatives
- Cost estimating & related exhibits for presentation
- Priority trail phasing plan
- County/Township/State Meetings/Correspondence
- Internal meetings (estimate 4)
- Client meetings/presentations (estimate 2 & 1 public open house)

GIS (\$10,000)

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Special skype meeting on data transfer
- Basemap
 - Aerial Photo
 - LiDAR Data
 - Parcel Data
 - NWI Data
 - Flood Plains
 - County's Proposed Preliminary Trail Alignment
 - Other existing trail alignments (forest roads, snowmobile trails, etc)
 - Streams/Rivers/Creeks Designation
 - Shoreland Areas
 - Designate roadway classifications i.e. township, county, state
 - Township boundary
 - NRCS Soils data
 - Profile Extractions
- Map exhibits for presentations (estimate 4-6)
- Internal meetings (estimate 4)
- Client meetings/presentations (estimate 2 & 1 public open house)

Environmental (\$10,000)

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Desktop environmental review
- Site visits (estimate 2)
- Initial review with permitting agencies
- Data analysis/review of potential impacts for each phase/preliminary cost estimating for each phase
- Internal meetings (estimate 4)
- Client meetings/presentations (estimate 2 & 1 public open house)

WSN proposes to provide these services in accordance with the attached general conditions and for a lump sum amount of **\$45,000 (Project Scoping/Design Development has been completed)**

Following is a summary of Widseth project professional costs to date and requested fee amendment based on the amended project scope that has been defined:

- **Scoping/Design Development (Hourly, Not-to-Exceed)\$45,000 (Completed)**
 - **Additional Services \$2,462.23 (Completed)**
- **Design/Permitting/Construction Drawings (Hourly, Not-to-Exceed).....\$88,000**
 - **Work Completed to Date.....\$28,662.23**
 - **Amount Remaining.....\$59,337.77**
- **Construction Services/Administration (Estimated).....\$50,000**
- **Total Widseth Fee Amendment**
 - **(\$45,000+\$2,462.23+88,000+50,000)..... \$185,462.23**
 - **Original Estimated Fee Range \$80,000-93,000**
 - **Total Widseth Fee Amendment (Add).....\$92,462.23**
- **Estimated Consultant Services (separate contracts with County)**
 - **Duluth Archaeological Center (DAC) – Phase 1 Survey \$9,405.34 (Completed)**
 - **Geotechnical Investigation, Testing, Report \$10,000-15,000**

PLEASE NOTE: Archaeological and wetland permitting services are subject to agency requirements for which we have no control over the scope, schedule or fee that may be necessary to fulfill their requests for permitting and clearance. Archaeological consultant services and Material Testing laboratory consultant services are in addition to the Widseth fees in this supplemental agreement and are contracted separately with the County. Also, our fees do not include the cost of acquiring easements or appraisal and legal fees associated with obtaining temporary or permanent easements. Easements are avoided when possible; however, avoidance of cultural or environmental resources that are identified may result in the need to acquire easements across private properties.

Other potential costs may involve charges from the Office of the State Archaeologist and/or Minnesota Indian Affairs Council or Mille Lacs Tribal Historic Preservation Office if they require their staff to be on site during archaeological surveys and/or construction to perform monitoring of excavations.

Archaeological Services

The County has contracted with Sue Mulholland of Duluth Archaeology Center, LLC for archaeological services. The Phase 1 has been completed; however, these services do not include Archaeological monitoring services during construction. The Office of the State Archaeologist, Minnesota Indian Affairs Council and Mille Lacs Tribal Historic Preservation Office have indicated they will require this.

Estimated Material Testing Services

We estimate the cost of certified material testing lab services will range from \$10,000-\$15,000 and that testing requirements will be similar to State-Aid for Local Transportation schedules. We can solicit proposals from qualified firms on the County’s behalf when we know the quantities of materials required by the final design.

If you agree with our proposed services **as amended**, please sign below, and return one copy of this proposal as our formal authorization to proceed. We appreciate the opportunity to present this proposal to you and look forward to working with you on this project.

Sincerely,

WIDSETH SMITH NOLTING & ASSOCIATES, INC. (WIDSETH)



Chad M. Conner, LS CFedS
Vice President



David S. Reese, PE
Vice President

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Proposed by Widseth Smith Nolting & Associates, Inc. (Widseth)

Accepted by Aitkin County The above proposal and attached General Provisions of Professional Services Agreement are satisfactory and WSN is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the current year fee schedule.

Signature

Date

Signature

Date