



June 18, 2012

Mr. Kurt Ulrich
City Administrator
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303-5137

Re: Proposal to Provide Interim City Engineering Services

Dear Mr. Ulrich:

We understand that the City of Ramsey's Public Works Director and City Engineer recently accepted new opportunities. Further, we understand that the City intends to begin the process for hiring a new in-house City Engineer and is therefore seeking the services of an Interim City Engineer to bridge the gap between the two. It is anticipated that the term of the Interim City Engineer assignment will be three months.

Based on our knowledge of the City and conversations with the current City Engineer, Tim Himmer, we understand that the primary duties of the Interim City Engineer during this transition period will be to provide engineering support and coordination related to general city engineering tasks, project management for improvement projects, and review and coordination for development projects currently in process or for those that arise during the transition period.

WSB is currently in the City's engineering pool, understands the role of the Engineering Department, and has proven successful engineering experience in Ramsey, including the Armstrong Boulevard and Bunker Lake Boulevard intersection design project. Our proposed Interim City Engineer, Tom Kellogg, is an experienced City Engineer with a common-sense approach to solving engineering issues that will make him the ideal candidate for the Interim City Engineer position. He has a straightforward communication style that will benefit existing staff, Council, residents, governmental agency contacts, and developers interested in working in the City. With his senior-level experience, Tom can assume the Interim City Engineer duties with minimal guidance and ensure a smooth transition of assignments to the future in-house City Engineer.

We are excited about the prospect of continuing our already successful relationship with the City of Ramsey. We appreciate the opportunity to further illustrate our city engineering capabilities in this proposal for Interim City Engineering Services. Please contact either of us at 763-541-4800 to discuss our next steps together.

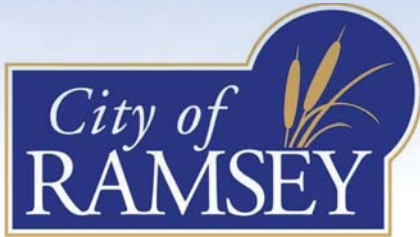
Sincerely,

WSB & Associates, Inc.

Tom Kellogg, PE
Proposed Interim City Engineer

Anthony Heppelmann, PE
Client Advocate

A PROPOSAL TO PROVIDE



INTERIM City Engineering Services

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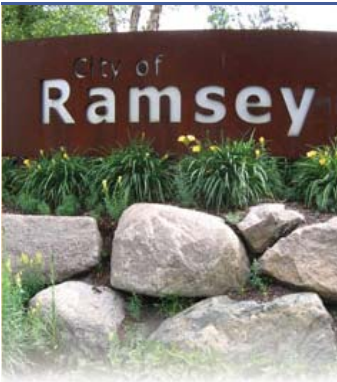
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Proposed Interim City Engineer
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Project Understanding

We understand that Ramsey’s City Engineer and Public Works Director recently accepted new opportunities and that the City is seeking interim city engineering services until these positions are filled. WSB is excited to have the opportunity to assist Ramsey during this interim period. As a member of the City’s engineering consulting pool, we have developed a relationship with City staff and Council that has given us a solid understanding of your needs, priorities, policies, and preferences. This will enable us to provide effective, seamless city engineering services while the City considers replacement of its City Engineer and Public Works Director positions.

WSB proposes to provide an interim City Engineer to the City of Ramsey to provide support to the Engineering Department. We have discussed the City’s needs with current City Engineer Tim Himmer in an effort to develop an approach that will best fit the City’s expectations. As we understand it, the City requires a City Engineer to provide the following:

- General engineering/project management for City improvement projects
- Review and coordination of development projects

We have reviewed each of the primary service areas and developed specific tasks related to each so that the City has a clear understanding regarding our approach. The detailed tasks related to each service area are detailed below.

General Engineering/Project Management for City Projects

Our approach will be to provide the same services to the City that it expects of its current full-time City Engineering position. With this in mind, we have established a list of specific duties that we expect to perform over the three-month period; however, we recognize that there may be other items that are not on the list that the City requires of its City Engineer. We are comfortable having our proposed interim city engineer, Tom Kellogg, provide services outside of the specific list, because the goal is to maximize the use of his available time during the contract period.

We understand Mr. Himmer will provide an update regarding his recent activities that we can use to focus our efforts. Services within this category will be provided at a lump sum rate on a per-month basis.

- Office hours
 - Tom will hold office hours at City Hall four days per week; the specific days will be as agreed upon by the City and WSB. This approach will allow Tom to continue to serve the City of Medina at his normal commitment level of 20 hours per month during the three-month term, while providing service to the City of Ramsey. Further, over the next three months, there are no potential projects in Medina that would require Tom’s management.
 - As an alternative, Tom will hold office hours five days per week at City Hall, with the understanding that he may need to periodically attend to other matters.

- Attend City Council and Advisory Commission meetings as needed.
- Attend City staff meetings.
- General administrative items related to managing the City's Engineering staff of three, including problem solving, collaboration, guidance, and general supervision.
- Coordinate with the Public Works Department regarding maintenance needs, and serving as a technical resource.
- Manage City projects, including technical assistance, plan and specification review, and recommendations to Council or other City staff.
- Review building permits
- Hold preliminary meetings with potential developers or land use applicants.
- Respond to resident requests for general information, including if necessary, meetings on site or at City Hall.
- Assist with annual budget preparation and capital planning, as necessary.
- Coordinate with other agencies, including technical report review, collaboration, City representation, and serve as a City liaison.
- Provide advice and recommendations to the City Administrator related to engineering needs.

Based on our conversation with Tim Himmer, we understand the City has several projects currently underway. Mr. Kellogg will also provide assistance with these efforts. Projects include 21 miles of seal coating, State Aid projects, Cooperative Agreement project (Riverdale Frontage Road), construction of improvements at Sunwood and Armstrong, storm sewer, ditch cleaning, and others.

Review and Coordination of Development Projects

We are aware that there are some development projects or other land use applications in progress or on the horizon that will require review. For development review, we understand that the City tracks costs and charges those costs back to the applicant. We will provide services for development projects on an hourly basis according to our fee schedule, including any of Mr. Kellogg's time spent in this regard.

Proposed Interim City Engineer



Tom Kellogg, PE

Tom's depth of city engineering experience makes him the ideal candidate for the Interim Ramsey City Engineer role.

He previously served as the consultant City Engineer in Orono for more than 15 years, and the Cities of Medina, Minnetonka Beach, and Lauderdale for more than 11 years each.

Tom's references will attest to his integrity and the leadership that he provided while serving as the City Engineer in their communities. This experience gives him a solid foundation for understanding Ramsey's infrastructure needs, engineering issues, and community dynamics. Tom's responsibilities as City Engineer in various cities have included all of the required general work elements Ramsey may require in this interim period.

Some specific examples of Tom's City Engineering experience are:

- Tom assisted Medina in preserving its rural character as the City went through the latest Comprehensive Plan update. By carefully planning for utility extensions that would provide municipal services to new and developing areas, comprehensive sewer and water plans were developed to allow for a staged and orderly utility extension process.
- As the Medina City Engineer, Tom successfully negotiated a Cooperative Agreement with MnDOT to signalize a dangerous intersection that amounted to a \$500,000 cost savings for the City.
- Tom worked with the City of Orono and MCES to construct a joint street and utility project that will result in a \$400,000 cost savings to the City.
- Tom provided engineering guidance to the City of Medina as it reviewed and ultimately approved the Wild Meadows subdivision, a unique and successful development that maintains the City's rural character, utilizes new stormwater treatment techniques, and is served by municipal sewer and water.

Tom joined the WSB team after 16 years with another consulting firm in the area. He is currently serving as the consultant City Engineer for the City of Medina, as well as providing other short-term project management and engineering responsibilities. Tom's current duties as City Engineer require a relatively small time commitment, and his project management duties can be assumed in a manner that will allow him to commit the necessary time as the Interim City Engineer for Ramsey.

Tom's resume is provided on the following pages.

Tom Kellogg, PE

Municipal Senior Project Manager



Tom is a Senior Project Manager with over 15 years of experience in municipal and other civil engineering projects including streets, storm sewers, water treatment plants, water distribution systems, sanitary sewer systems, site grading, park improvements, development review, and municipal State Aid systems. His responsibilities include design and/or preparation of project plans, specifications, construction management, engineer estimates, and permitting.

Tom currently serves as the City Engineer in Medina (13 years) and has previously served as the City Engineer in Orono (15 years), Minnetonka Beach (11 years) and Lauderdale (11 years).

SELECTED PROJECT EXPERIENCE

Municipal State Aid and MnDOT Cooperative Agreement Projects

- Willow Drive South Mill and Overlay - Orono, MN
- McCulley Road Reconstruction - Orono, MN
- Stubbs Bay Road Reconstruction - Orono, MN
- Lee Carlson Ballfields Trail Construction - Orono, MN
- North Ferndale Road Street and Utility Improvements - Orono/Plymouth, MN
- Willow Drive/TH 55 Intersection and Utility Improvements - Medina, MN

Local Municipal Projects

- Hunter Drive North Street and Utility Improvements - Medina, MN
- CR 116 Trail Improvements - Medina, MN
- Casco Point Street and Utility Improvements - Orono, MN
- Farview Lane Sanitary Sewer Improvements - Orono
- Jamestown Road Sanitary Sewer Improvements - Orono, MN
- Hamel Road Street and Utility Improvements - Medina, MN
- Hamel Road/Sioux Drive Storm Sewer Improvements - Medina, MN
- Raw Watermain Improvements - Medina, MN
- 2003 Street and Utility Improvements - Lauderdale, MN
- 2002 Street and Utility Improvements - Lauderdale, MN
- 2001 Street and Utility Improvements - Lauderdale, MN
- West Side Watermain Improvements - Minnetonka Beach, MN
- Water Treatment Plant Construction - Medina, MN
- Arrowhead Drive Street and Utility Improvements - Medina, MN
- TH 12 Watermain Improvements - Orono, MN
- Lift Station 12 Improvements - Orono, MN

Education:

Bachelor of Science in Civil Engineering, University of Minnesota, 1995

Registrations:

Minnesota #26917

Memberships:

City Engineers Association of Minnesota

American Public Works Association

Tom Kellogg, PE

Municipal Senior Project Manager

- Long Lake Boulevard/Country Club Street and Utility Improvements - Orono, MN
- CSAH 6 Sanitary Sewer Improvements - Orono, MN
- East Long Lake Boulevard Sanitary Sewer Improvements - Orono, MN
- Old Long Lake Road Sanitary Sewer Improvements - Orono, MN
- Myrtlewood Sanitary Sewer and Watermain Improvements - Orono, MN
- Smith and Lyman Avenues Sanitary Sewer Improvements - Orono, MN
- Fox Ridge Sanitary Sewer Improvements - Orono, MN
- TH 12 Sanitary Sewer Pipe Bursting - Orono, MN
- Webber Hills Sanitary Sewer Improvements - Orono, MN
- Heritage Drive Sanitary Sewer Improvements - Orono, MN
- Bracketts Point Sanitary Sewer Improvements - Orono, MN
- Bay Ridge Sanitary Sewer Improvements - Orono, MN
- Highwood Road Storm Sewer Improvements - Orono, MN
- Garden Court Sanitary Sewer Improvements - Orono, MN
- 2006 Pavement Management Plan - Orono, MN
- 2011 Pavement Management Plan Update - Orono, MN

Site Development Review

- Orono, MN
- Medina, MN
- Minnetonka Beach, MN
- Lauderdale, MN

Park Improvement Projects

- Navarre Park Improvements - Orono, MN
- Various Park Improvements, Hamel Legion Park, Medina, MN

City Engineering Experience

WSB provides municipal engineering services in more than 90 communities, and we are the city/township engineer in 30 communities. Of these communities, five are new city engineering clients we have attained over the past two years. Municipal engineering is the foundation of our business and is at the core of all we do. As municipal engineers, we adopt each City that we represent as our own and focus on the needs of the City first.



The map at right represents the communities WSB serves.

