

June 29, 2017

Patrick Brama, Economic Development Manager  
City of Ramsey  
7550 Sunwood Drive  
Ramsey, MN 55303

RE: Sunfish Lake Gas Station Demolition

Dear Mr. Brama:

Thank you for this opportunity to provide this proposal. We would describe the project and associated scope of work as follows:

### **PROJECT DEFINITION**

The project is defined as services to allow for the demolition of the former convenience store and gas station located at the intersection of Sunfish Lake Boulevard and Highway 10. It is proposed that the building, pump canopy, underground conduit/wiring, vacuum bays and other miscellaneous site features be removed and that the Contractor will be responsible for disposing of all materials at their cost.

We understand that the gas pumps and underground storage tanks have already been removed from this site.

### **SURVEYING SERVICES**

It is assumed that the ALTA/NSPS Land Title Survey prepared by E.G. Rud & Sons, Inc. will be provided to us in electronic (autocad) format for our use. A boundary survey is not included in our scope of work.

Hakanson Anderson will perform a topographic survey of the site. We will overlap as necessary onto the adjacent property to ensure that restoration plans can be prepared. We will call in a Gopher State One Call locate and survey utility markings such that underground features can be depicted on our plan. Our survey will provide spot elevations on surfaces and will be taken to provide one-foot contour intervals. Benchmarks will be established for future reference and tied into MnDOT vertical control.

### **PREPARE BIDDING DOCUMENTS FOR DEMOLITION**

Hakanson Anderson will prepare bidding documents for the building and parking lot demolition. The project will include demolition and removal of all remaining components of the building, demolition and removal of the canopy and parking lot, underground conduit/wiring, site grading, and restoration.

After demolition of the building and parking area, it is anticipated that the site may be restored as a parking area. We anticipate preparing a site plan, grading plan, and details to depict the proposed restoration plans of the site. During construction, it will be necessary to maintain access through the site on the existing paved driveway / entrance from Sunfish Lake Boulevard to allow continued access to the adjacent building.

Our services will include reviewing the available information, preparing plans to define the scope of the removals, preparing the erosion and sediment control plan, preparing the project specifications, estimating quantities, estimating the construction cost, preparing the bid proposal, and preparing the restoration plan. We will determine the storm sewer and other utilities that will be removed under this contract. We will also identify the existing utilities that must be protected during the project, such as the water and sewer mains that dissect the property.

## **BIDDING**

Hakanson Anderson will prepare and submit the Advertisement for Bids as required by MN statutes. During the bidding period, we will answer Contractor questions as necessary. Hakanson Anderson will conduct a mandatory pre-bid meeting with interested bidders. The bidders will have the opportunity to tour and inspect the building and the site prior to submitting their bid. We will conduct the bid opening. After the bid opening, we will prepare a bid tabulation and prepare a written recommendation for award of the contract.

## **PERMIT APPLICATIONS**

If necessary, we will complete the Storm Water Pollution Prevention Plan (SWPPP) as required for the NPDES Construction Permit. The contract will require that the Contractor pay the permit fee and obtain the permit.

If necessary, we will complete a LRRWMO permit application for the land disturbance. It is assumed that the City will pay any permit costs associated with obtaining the permit.

## **MEETINGS**

We will attend progress meetings with City staff during the preparation of the bidding documents as necessary. We will also attend and conduct the pre-bid and bid opening meetings.

## **CONSTRUCTION PHASE SERVICES**

If requested, we will perform construction phase services. Construction phase services includes coordinating and attending the pre-construction conference, periodic site visits to check on the progress of the work, construction observation, construction staking, responding to questions from the City / Contractor, preparing pay estimates, and other related services. It is proposed that construction phase services will be invoiced on an hourly basis and are separate from the base services described above.

## COMPENSATION

The specified fee method of billing is preferred for services in which a defined scope of work can be determined. **We propose to complete the base services as described herein including preparation of the bidding documents, topographic surveying, associated progress meetings and bidding for a specified fee of \$17,800.**

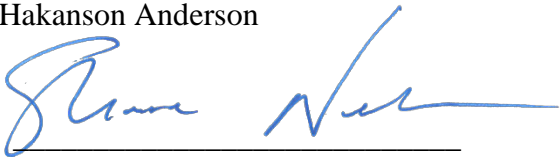
It is proposed that compensation for Construction Phase Services will be invoiced on an hourly Not-to-Exceed basis in accordance with our (attached) Municipal Billing Rates. **Construction Phase Services, if approved by the City, will be invoiced hourly with a Not-to-Exceed cost of \$16,000.**

## TERMS OF PAYMENT

Invoices will be prepared on a monthly basis. All invoices become due and payable within 30 days of issuance. Pay estimates will be submitted to the City by the second Wednesday of the month in which payment is requested.

We thank you for the opportunity to provide this proposal. We have successfully completed other similar demolition projects for the City of Ramsey and look forward to this opportunity. If you have any questions, please feel free to contact me at 763-852-0479 (direct) or [shanen@haa-inc.com](mailto:shanen@haa-inc.com).

Sincerely,  
Hakanson Anderson



Shane M. Nelson, P.E.  
Vice President

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**ACCEPTANCE OF PROPOSAL:** The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson, Inc. is authorized to do the work as specified. Invoices for the above work will be issued on a monthly basis and at the completion of the project. Payment for invoices will be due within thirty (30) days of the date of billing.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name

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## **HAKANSON ANDERSON 2017 MUNICIPAL BILLING RATES**

Principal Engineer, P.E.	\$120.00
Senior Design Engineer	\$105.00
Design Engineer	\$70.00 - \$100.00
Senior CAD Technician	\$90.00
CAD Technician	\$80.00
Principal Land Surveyor, P.L.S.	\$115.00
Survey Project Manager	\$100.00
Land Surveyor, P.L.S.	\$85.00
Survey Office Technician	\$65.00 - \$85.00
Survey Field Technician	\$65.00 - \$85.00
GPS/Robotic Total Station	\$40.00
Senior Construction Observer	\$90.00
Construction Observer	\$70.00 - \$85.00
Wetland Specialist	\$85.00
Administrative Assistant	\$55.00

# Proposed Project Schedule

## SUNFISH LAKE GAS STATION DEMOLITION

Description	July					August				September				October					November				December				June 2018					
	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	4	11	18	25		
Project Initiation																																
Topographic Survey																																
Preapre Bidding Documents																																
Bidding																																
Construction																																
Project Closeout																																