



## Memorandum

**To:** Chris Anderson, City of Ramsey

**From:** Alison Harwood, WSB & Associates, Inc.

**CC:** Tim Gladhill, City of Ramsey  
Breanne Rothstein, WSB & Associates, Inc.

**Date:** March 8, 2018

**Re:** Proposal for Ramsey COR AUAR Update

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As requested, please find below a work plan to prepare the Alternative Urban Areawide Review (AUAR) Update for the COR (formerly Ramsey Town Center).

### Background

In 2003, the City of Ramsey completed an AUAR for the COR. An AUAR is valid for five years and then must be updated to qualify as the required environmental review. The AUAR was last updated in 2013 and is due for an update before July 2018. The overall process for the update is as follows:

Month 1	Review existing studies, AUAR, background information
Month 1-1.5	Update information as needed
Month 2	Develop AUAR Update and review with City staff
Month 3	Review with City Council
Month 3-4	Submit AUAR update for required 10-day comment period

### Scope of Work for AUAR Update

#### **Task 1 – Collect and Analyze Background Information**

Background information, including any studies that have been completed in the area since the last AUAR Update, will be collected and analyzed. This will include determining what development may (or may not) have occurred in the area. Additionally, data required to be updated will be obtained from the various agencies such as the DNR Natural Heritage Database, Minnesota Pollution Control Agency, and Minnesota Historical Society.

#### **Task 2 – Update AUAR**

An AUAR Update document will be prepared that references the original document and the subsequent updates, outlines any development in the area, and provides any general updated analysis that is needed. The mitigation measures will also be reviewed to determine if they are still applicable, need to be adjusted, or if they have been implemented. This will cover all the aspects of the original AUAR. If significant revisions to the original AUAR analysis are needed (i.e., a new traffic model, significant changes to the water/sewer analysis based on development, etc.) additional scope and fee may be necessary. If different development scenarios are needed to be analyzed, this may also require additional scope and fee. We do not anticipate the need to do updated traffic counts or municipal service studies at this time.

**Task 3 – Prepare AUAR Update and Submit for Comment Period**

The Update will be reviewed with the City. The Update may also be presented to the City Council at one meeting, if desired. The document will then be submitted to the agencies for the 10-working day comment period. If objections are filed, we will work with the City to address these on an hourly basis. If no objections are filed, WSB will prepare responses to comments and complete the documentation for the City Council to adopt the AUAR Update.

**Cost Estimate**

The cost to complete the above work is \$8,622 (see attached). If attendance at a City Council meeting is requested, this will be an additional \$600 per meeting. WSB is available to begin work immediately upon authorization. The work can be completed in three to four months.

If you wish to authorize this work, please sign below and return one copy to WSB.

If you have questions, please feel free to call me at (763)231-4847.

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I hereby authorize the above scope of work, schedule, and cost.

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Signature

\_\_\_\_\_  
Date

**COR AUAR Update 2018**

<i>Task</i>	<i>Billing Rate</i>	<i>Estimated Hours</i>	<i>Subtotal</i>
<b>1. Collect and Analyze Background Info</b>			
Sr. Environmental Scientist	\$130	4	\$520
Environmental Scientist	\$80	6	\$480
<b>Subtotal</b>		<b>10</b>	<b>\$1,000</b>
<b>2. Update AUAR Information</b>			
Principal	\$173	4	\$692
Sr. Environmental Scientist	\$130	12	\$1,560
Environmental Scientist	\$80	24	\$1,920
Engineer	\$120	8	\$960
<b>Subtotal</b>		<b>48</b>	<b>\$5,132</b>
<b>3. Prepare and Submit AUAR Update</b>			
Principal	\$173	2	\$346
Sr. Environmental Scientist	\$130	8	\$1,040
Environmental Scientist	\$80	8	\$640
GIS Specialist	\$77	4	\$308
Admin Assistant	\$78	2	\$156
<b>Subtotal</b>		<b>24</b>	<b>\$2,490</b>
	<b>TOTAL</b>	<b>82</b>	<b>\$8,622</b>