

December 5, 2023

Joe Feriancek, Assistant City Engineer
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

RE: Proposal for Construction Period Services
Improvement Project 24-05, Xkimo Street

Dear Mr. Feriancek:

Hakanson Anderson is pleased to submit our Proposal for Construction Period Services for Improvement Project 24-05, Xkimo Street.

PROPOSED SCOPE OF SERVICES

Hakanson Anderson will provide Construction Period services as necessary for the Improvement Project 24-05, Xkimo Street. Construction Period services includes Construction Administration, Construction Staking, and Construction Observation.

Construction Administration will consist of interpreting questions on the plans and specifications, reviewing Contractor Pay Requests and providing recommendations to the City, reviewing Change Order requests, attending weekly meetings, and providing various technical support tasks during the course of the project.

Construction Staking will consist of marking construction limits and other miscellaneous requests.

Construction Observation services will be provided while key elements of the work are being performed. Our construction observer(s) will visit the construction project to ensure that all work conforms to the approved plans and specifications and City of Ramey standards. We will record actual quantities of work and evaluate Change Order requests, if necessary. We will perform observations at critical stages of the work and ensure that all testing meets or exceeds specifications prior to the Contractor advancing to the next step in the construction process. We will provide necessary information for preparation of Pay Applications, and other pertinent items in administering the construction contract. We will keep a written record of the construction activities and provide Construction Observation Reports to the City such that a construction diary is maintained.

KEY PERSONEL

The key personnel for this project were carefully selected based on their qualifications, experience and availability. Due to the importance we have placed in serving you, your team will include many of our key employees with a wealth of relevant experience. We have assembled a team of qualified staff members to complete the work efficiently, cost effectively and professionally.

Shane Nelson, P.E., is proposed to be the Project Manager. Shane is a Vice President of the firm and brings over 23 years of experience in street and utility construction to the team. Shane has designed and managed municipal engineering projects in the cities of St. Michael, Elk River, Ramsey, Nowthen, St. Francis, Otsego, and Credit River. Shane will perform the Construction Administration services as required for this project.

Timothy Eggerichs, P.E., is proposed to be the Lead Design Engineer. Tim is in his 23rd year with Hakanson Anderson and his focus has been on development of plans and specifications for street and utility projects. Tim has successfully designed, managed, and completed numerous municipal engineering projects for the cities of Coon Rapids, East Bethel, Anoka, St. Michael, Ramsey, Otsego, and St. Francis. Tim will be available to answer questions and respond to requests in the event that Shane is unavailable.

Jim Stenglein, Senior Construction Observer. Jim is a Senior Construction Observer and has over 20 years of construction experience. His construction observation experience includes: street construction and reconstruction, sanitary sewer, pipe jackings and borings, watermain, grading and storm sewer. Jim holds his Mn/DOT Certification in Level 1 Aggregate Production, Level 1 and 2 Bituminous Street, Concrete Field, Grading and Base and also Construction Installer and Construction Site Manager. Jim will coordinate the required construction observation services from Hakanson Anderson and will effectively communicate with affected property owners and City personnel on various aspects of the project.

Luke Buchholz, Senior Construction Observer. Luke is a Senior Construction Observer and has over 20 years of construction experience. His construction observation experience includes: street construction and reconstruction, sanitary sewer, watermain, grading and storm sewer. Luke holds his Mn/DOT Certification in Level 1 Aggregate Production, Level 1 and 2 Bituminous Street, Concrete Field, Grading and Base and also Construction Installer and Construction Site Manager. Luke will coordinate the required construction observation services from Hakanson Anderson and will effectively communicate with affected property owners and City personnel on various aspects of the project.

Alex Wilde, Engineer-in-Training. Alex is an Engineer-in-Training and has a bachelor's degree in civil engineering. Prior to joining Hakanson Anderson, Alex provided various civil engineering services to municipal clients. Alex also has experience as an estimator and project manager intern for a large locally based grading contractor. If necessary, Alex will provide construction observation services under the direction of our Senior Construction Observers.

Brian Person, P.L.S. is proposed to be the Survey Manager. Brian has over 20 years of experience in land surveying and is a Vice President with our firm. Brian has worked on a variety of projects throughout the State of Minnesota and Wisconsin. His projects range from individual lot surveys to large complex right-of-way acquisition projects for roadway and utility construction. Brian will manage the construction staking and will ensure that adequate personnel are available.

PROPOSED COMPENSATION

It is proposed that the Construction Period services will be invoiced on an hourly basis in accordance with our standard Municipal Hourly Rates. The 2024 hourly rates for the staff identified in this proposal are as follows:




Shane Nelson, P.E., Principal Engineer / Project Manager	\$160/Hr
Tim Eggerichs, P.E., Lead Design Engineer	\$145/Hr
Jim Stenglein, Senior Construction Observer	\$118/Hr
Luke Buchholz, Senior Construction Observer	\$118/Hr
Alex Wilde, Engineer in Training	\$105/Hr
Brian Person, P.L.S., Survey Manger	\$150/Hr
Survey Crew Member	\$75 - \$124/Hr
GPS / Robot	\$40/Hr

In addition to the hourly rate, **mileage will be invoiced at the current IRS rate for construction observation services.** All other costs, such as cell phones, computers systems and inspection equipment are included in our hourly rates.

Experience with past projects allows us to estimate the cost of our services, barring any unusual circumstances or delay in the construction timeframe. **Assuming a construction period of 3-4 weeks, we would estimate the cost of our services provided under this proposal to be \$24,000-\$32,000.**

Once again, we appreciate the opportunity in providing you with our Proposal for Construction Period services. If you have any questions or need additional information, please contact me at 763-852-0479 or ShaneN@HAA-inc.com.

Sincerely,
Hakanson Anderson



Shane Nelson, P.E.
Vice President/Proposed Project Manager

ACCEPTANCE OF PROPOSAL: The above fees and conditions are satisfactory and hereby accepted. Hakanson Anderson Associates, 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: _____

Printed Name: _____ Title: _____
