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<b>Title:</b>	East Auburn Wetland Restoration Project
<b>Resolution number:</b>	25-042: Award Construction Contract for the East Auburn Wetland Restoration Project  25-043: Authorization to Amend Moore Design Contract to Include Construction Oversight Services for the East Auburn Wetland Restoration Project
<b>Prepared by:</b>	Rachel Baker, Planner-Project Manager Phone: (952) 641-4522 rbaker@minnehahacreek.org
<b>Reviewed by:</b>	Michael Hayman, Project Planning Director; Chuck Holtman, Smith Partners
<b>Recommended action:</b>	Staff recommends the Board award a contract to Pember Companies, Inc. for construction services for the East Auburn Wetland Restoration Project. Staff also recommends the Board authorize the District Administrator to amend the design contract with Moore Engineering to include construction oversight services for the East Auburn Wetland Restoration Project.
<b>Schedule:</b>	April 2025 – Final design completed and bid set prepared July-August 2025 – Bid solicitation and contract award Fall 2025 – Construction contracting Winter 2025-2026 – Construction of weir and boardwalk
<b>Budget considerations:</b>	Fund name and code: East Auburn Wetland Restoration (3160) Fund budget: \$550,000 Expenditures to date: \$92,626 Requested amount of funding: \$489,076.20 (MCWD share \$198,644.70)
<b>Past Board action:</b>	Res # 25-038 Approval of City Agreement and Easement for East Auburn Wetland Restoration Project Res # 25-024 Approval of 90 Percent Design Plans for the East Auburn Wetland Restoration Project and Authorization to Solicit Bids Res # 24-063 Authorization to amend the design contract for the East Auburn Wetland Restoration Project Res # 24-032 Authorization of contract execution for design of East Auburn Wetland Restoration Project in the Six Mile Creek – Halsted Bay Subwatershed Res # 24-015 Ordering of the East Auburn Wetland Restoration Project and Authorization to Release a Request for Proposals for Design and Engineering Services Res # 22-085 Authorization to Award Contract for East Auburn Wetlands Feasibility Study Res # 22-063 Authorization to release a Request for Proposals for the East Auburn Wetlands feasibility study.

**Background:**

The 2017 Watershed Management Plan (WMP) for the Minnehaha Creek Watershed District (MCWD) states that the main cause of impairments in East Auburn Lake is phosphorus being exported from nearby wetlands and entering the lake. The WMP also identifies the wetland systems between Wassermann Lake and East Auburn Lake (East Auburn Wetland or wetland) as a potential restoration opportunity to address nutrient export to downstream East Auburn Lake.

In early 2023, MCWD contracted with Moore Engineering to complete a feasibility study that identified opportunities to address phosphorus export from the East Auburn Wetland. The feasibility report identified hydrologic restoration of the wetland through the installation of an outlet control structure (sheet pile weir) as the most cost-effective and feasible opportunity to reduce nutrient export from the wetland system by approximately 50% to East Auburn Lake while restoring the wetland to a more natural hydrologic condition.

In 2024, the Board authorized staff to initiate design of the hydrologic restoration with Moore Engineering, in coordination with the City of Victoria (City), which owns the land on which the project will occur. At the City's request, MCWD agreed to also incorporate the design of the nearby failing boardwalk for reconstruction. Project design commenced in June 2024 and lasted through April 2025, with the Board receiving regular project updates throughout the process.

Following a public meeting in March 2025, on April 10, 2025, the Board of Managers approved the final design memorandum and 90% design plans for the weir and the boardwalk, and authorized staff to solicit construction bids in the summer of 2025.

At the June 26, 2025 Board meeting, the Board approved the project agreement and easement between MCWD and the City. The agreement and easement establish temporary access to construct the boardwalk and weir, and permanent access to inspect, operate, maintain, repair, reconstruct, and remove the weir components. Furthermore, the agreement specifies that the City will own and maintain the boardwalk once completed, and MCWD will own and maintain the weir. In accordance with the agreement, the City will reimburse MCWD for the cost of constructing the boardwalk by paying 20% of the boardwalk cost at project completion in 2026, and the remaining amount in equal annual payments thereafter for the next four years.

**Bid Solicitation Process:**

On July 7, 2025, staff released the project bid package on the online platform, QuestCDN. The bid package was broken into two parts, the base bid and an add alternate. The base bid includes the materials for mobilization and the sheet pile weir, while the add alternate contains the materials for the boardwalk. This was done to clearly separate the part of the project that, under the agreement, MCWD will fund, from the part that the City will fund.

The public bid process was open from July 7<sup>th</sup> to July 30<sup>th</sup>, 2025, with an optional pre-bid meeting held at the MCWD office on July 22, 2025. The District received eight bids listed in the table below. Pember Companies, Inc. ("Pember") submitted the lowest bid. District staff and Moore Engineering find the bid to be responsive, and find Pember Companies, Inc. to be a responsible bidder.

<b>Bidder</b>	<b>Base Bid</b>	<b>Add Alternate</b>	<b>Total</b>
Pember Companies, Inc.	\$ 198,644.70	\$ 290,431.50	\$ 489,076.20
Veit & Company, Inc.	\$ 251,488.25	\$ 321,268.00	\$ 572,756.25
Peterson Companies	\$ 219,410.91	\$ 363,366.50	\$ 582,777.41
Minger Construction Co. Inc.	\$ 227,360.20	\$ 364,581.00	\$ 591,941.20
New Look Contracting, Inc.	\$ 264,576.00	\$ 364,990.00	\$ 629,566.00
Sunram Construction, Inc.	\$ 343,831.00	\$ 301,670.00	\$ 645,501.00
Urban Companies	\$ 372,300.02	\$ 381,895.00	\$ 754,195.02
Ebert Companies	\$ 579,380.24	\$ 442,218.50	\$ 1,021,598.74

Pember's proposal was \$198,644.70 for the base bid, \$290,431.50 for the add alternate, and \$489,076.20 for the total. This compares with the Engineer's opinion of probable cost of \$369,855 for the base bid, and \$240,830 for the add

alternate, for a total of \$610,685. Pursuant to the Data Practices Act, the full bid tabulation is not yet public information. A copy of the bid tabulation will have been distributed to the Board of Managers, via email, for review prior to the August 14, 2025 meeting.

The City has provided written approval of the add alternate bid from Pember and, in accordance with the signed project agreement, has requested that MCWD accept the add alternate and proceed with the reconstruction of the boardwalk.

**Construction Oversight:**

Given the favorable bids, staff recommend advancing the project to construction. As such, MCWD requires contract administration and construction observation services. Staff requested that Moore Engineering submit a construction support proposal. Moore Engineering submitted a proposal (attached) with the following tasks:

- Meetings, Field Prep, and Project Management
- Bidding and Preconstruction Assistance
- Construction Administration & Staking
- As-Built Survey, Drawings, and Project Closeout

Moore assumes a construction window of approximately 4-6 weeks during frozen conditions, including two days of construction staking, with an estimated total of 28 site visits by the field and project engineers at Moore as well as the structural engineer from Heyer Engineering. The proposal estimates the total cost of the construction oversight services to be \$54,000.

**Recommendations:**

At the August 14, 2025 MCWD Board meeting, staff will recommend that the Board award a contract to Pember Companies, Inc. for the contract price of \$489,076.20, and authorize the Administrator to issue change orders in the aggregate amount of 10% of the contract price.

Furthermore, staff will recommend authorizing the District Administrator to amend the existing design contract with Moore Engineering to include contract administration and construction oversight for a price not to exceed \$54,000.

**Attachments:**

- Moore Engineering Recommendation of Award
- Moore Engineering Construction Support Proposal



## RESOLUTION

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**Resolution number:** 25-042

**Title:** Awarding construction contract for East Auburn Wetland Restoration Project to Pember Companies

- WHEREAS Minnehaha Creek Watershed District (MCWD) has developed a plan for the Six Mile Creek-Halsted Bay Subwatershed (SMCHB) that identifies implementation strategies to achieve MCWD's goals of protecting and improving water quality, water quantity, ecological integrity, and thriving communities through land use and water integration;
- WHEREAS the MCWD Watershed Management Plan (WMP) identifies the wetlands between Wassermann Lake and East Auburn Lake as the location of a capital investment to reduce watershed nutrient loading to improve water clarity and create a more abundant and diverse aquatic vegetation community in East Auburn Lake;
- WHEREAS in 2021 and 2022, MCWD staff conducted a refined water quality sampling, hydrology, and vegetation analysis in the wetland system between Wassermann Lake and East Auburn Lake to identify specific areas within the wetland responsible for the majority of the phosphorus export;
- WHEREAS between December 2022 and October 2023, Moore Engineering conducted a feasibility study for the East Auburn Wetland; in October 2023, Moore Engineering delivered its final report to MCWD, assessing seven alternative approaches to nutrient reduction in the Cell 1 Wetland, and identified hydrologic restoration of the wetland through the installation of an outlet control structure as the most feasible and cost-effective opportunity to reduce nutrient export to East Auburn Lake;
- WHEREAS on January 25, 2024, the MCWD Board of Managers (the "Board") reviewed the feasibility report and directed staff to continue partnership discussions with the City of Victoria (the "City") to effectively advance the project;
- WHEREAS on February 26, 2024, the City Council adopted a resolution of support that expressed the City's support for the East Auburn Wetland Restoration project; authorized MCWD to access city land within the project area to perform surveys and investigations for the purpose of project design; and authorized city staff to work with MCWD staff to develop project agreements, easements or other documents necessary for MCWD to construct and maintain the project on city land, and bring such documents forward for consideration by the City Council;
- WHEREAS on March 14, 2024, the Board, after public hearing, ordered the East Auburn Wetland Restoration Project, including boardwalk reconstruction adjacent to the weir (the "Project") and on May 9, 2024, the Board authorized execution of a contract for design and engineering services for the Project with Moore Engineering;
- WHEREAS on March 25, 2025, MCWD and the City hosted a public meeting at Victoria City Hall, which had been noticed to all residents within 1,000 feet of the project, to provide information on the Project and gather feedback from interested residents within proximity of the Project;
- WHEREAS on April 10, 2025, the Board approved a final design memorandum, 90 percent design plans, and technical specifications containing design details for a sheetpile weir and a boardwalk refurbishment

conforming to City specifications and authorized the MCWD Administrator to solicit bids for construction;

- WHEREAS on June 26, 2025, the Board approved and executed an agreement and easement between MCWD and the City. The agreement and easement establish: 1) a temporary easement to construct the weir and boardwalk, 2) a permanent flowage easement, and 3) a permanent easement to inspect, operate, maintain, repair, reconstruct, and remove the weir components. Furthermore, the agreement specifies that the City will own and maintain the boardwalk once completed, and MCWD will own and maintain the weir;
- WHEREAS in accordance with the agreement, the City will reimburse MCWD for the cost of constructing the boardwalk by paying 20% of the cost at project completion in 2026, and the remaining amount in equal annual payments thereafter for the next four years;
- WHEREAS on July 7, 2025, MCWD staff released the project bid package on the online platform, QuestCDN, broken into two parts, the Base Bid and Add Alternate, to clearly separate the part of the project that, under the agreement, MCWD will fund, from the part that the City will fund;
- WHEREAS on July 30, 2025, eight bids were received and opened, with Pember Companies, Inc. submitting the low bid;
- WHEREAS Moore Engineering, as the Project engineer, and staff have advised that the Pember Companies bid is responsive, that there are no irregularities in the bid, and that it considers Pember Companies to be a responsible bidder;
- WHEREAS the Board concurs in and adopts the findings of the Project engineer and staff; and
- WHEREAS in accordance with the agreement between MCWD and the City, the City has provided written approval to include the boardwalk reconstruction within the construction contract;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers awards the contract for the construction of East Auburn Wetland Restoration Project to Pember Companies, Inc., including the Base Bid and Add Alternate, for the contract price of \$489,076.20;

BE IT FURTHER RESOLVED that the MCWD Administrator is authorized, on advice of MCWD legal counsel, to enter into a contract with Pember Companies, Inc. for construction services for the stated contract price, and further is authorized to execute change orders in his discretion up to an additional 10 percent, in aggregate, of the contract price; and

BE IT FINALLY RESOLVED that the Administrator is authorized to issue a formal notice to proceed to Pember Companies, Inc., on advice of counsel and after receipt of a signed contract and required bonds and insurance documentation.

Resolution Number 25-042 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: August 14, 2025.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_



## RESOLUTION

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**Resolution number:** 25-043

- Title:** Authorization to Amend the Moore Engineering Design Contract to Include Construction Oversight Services for the East Auburn Wetland Restoration Project
- WHEREAS** the Minnehaha Creek Watershed District (MCWD) has developed a plan for the Six Mile Creek-Halsted Bay Subwatershed (SMCHB) that identifies implementation strategies to achieve MCWD's goals of protecting and improving water quality, water quantity, ecological integrity, and thriving communities through land use and water integration;
- WHEREAS** the MCWD Watershed Management Plan (WMP) identifies the wetlands between Wassermann Lake and East Auburn Lake as the location of a capital investment to reduce watershed nutrient loading to improve water clarity and create a more abundant and diverse aquatic vegetation community in East Auburn Lake;
- WHEREAS** in 2021 and 2022, MCWD staff conducted a refined water quality sampling, hydrology, and vegetation analysis in the wetland system between Wassermann Lake and East Auburn Lake to identify specific areas within the wetland responsible for the majority of the phosphorus export;
- WHEREAS** between December 2022 and October 2023, Moore Engineering conducted a feasibility study for the East Auburn Wetland; in October 2023, Moore Engineering delivered its final report to MCWD, assessing seven alternative approaches to nutrient reduction in the Cell 1 Wetland, and identified hydrologic restoration of the wetland through the installation of an outlet control structure as the most feasible and cost-effective opportunity to reduce nutrient export to East Auburn Lake;
- WHEREAS** on January 25, 2024, the MCWD Board of Managers (the "Board") reviewed the feasibility report and directed staff to continue partnership discussions with the City of Victoria (the "City") to effectively advance the project;
- WHEREAS** on February 26, 2024, the City Council adopted a resolution of support that expressed the City's support for the East Auburn Wetland Restoration project; authorized MCWD to access city land within the project area to perform surveys and investigations for the purpose of project design; and authorized city staff to work with MCWD staff to develop project agreements, easements or other documents necessary for MCWD to construct and maintain the project on city land, and bring such documents forward for consideration by the City Council;
- WHEREAS** on March 14, 2024, the Board, after public hearing, ordered the East Auburn Wetland Restoration Project, including boardwalk reconstruction adjacent to the weir (the "Project") and on May 9, 2024, the Board authorized execution of a contract for design and engineering services for the Project with Moore Engineering;
- WHEREAS** on March 25, 2025, MCWD and the City hosted a public meeting at Victoria City Hall, which had been noticed to all residents within 1,000 feet of the project, to provide information on the Project and gather feedback from interested residents within proximity of the Project;

- WHEREAS on April 10, 2025, the Board approved a final design memorandum, 90 percent design plans, and technical specifications containing design details for a sheetpile weir and a boardwalk refurbishment conforming to City specifications and authorized the MCWD Administrator to solicit bids for construction;
- WHEREAS on June 26, 2025, the Board approved and executed an agreement and easement between MCWD and the City. The agreement and easement establish: 1) a temporary easement to construct the weir and boardwalk, 2) a permanent flowage easement, and 3) a permanent easement to inspect, operate, maintain, repair, reconstruct, and remove the weir components. Furthermore, the agreement specifies that the City will own and maintain the boardwalk once completed, and MCWD will own and maintain the weir;
- WHEREAS in accordance with the agreement, the City will reimburse MCWD for the cost of constructing the boardwalk by paying 20% of the cost at project completion in 2026, and the remaining amount in equal annual payments thereafter for the next four years;
- WHEREAS on July 30, 2025, eight bids were received and opened, and on August 14, 2025, the Board found Pember Companies, Inc. to have submitted the low responsive bid, and awarded the contract for Project construction to Pember Companies;
- WHEREAS in anticipation of the award for construction services, MCWD staff requested that Moore Engineering submit a construction support proposal, and Moore Engineering has done so, which proposal has been reviewed and recommended by MCWD staff and which the Board finds satisfactory;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the MCWD Administrator, on advice of counsel, to amend the design contract with Moore Engineering to include construction oversight services for the East Auburn Wetland Restoration Project in an amount not to exceed \$54,000.

Resolution Number 25-043 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: August 14, 2025.

\_\_\_\_\_  
Secretary Date: \_\_\_\_\_



Two Carlson Parkway  
Suite 110  
Plymouth, MN 55447  
P: 612-355-7726



August 11, 2025

Honorable Board Managers  
Rachel Baker, Planner/Project Manager  
Minnehaha Creek Watershed District  
15320 Minnetonka Boulevard  
Minnetonka, MN 55345

RE: Minnehaha Creek Watershed District  
East Auburn Wetland Restoration  
Carver County, MN  
**Recommendation of Notice of Award**  
Moore No. 24026

Honorable Board Managers,

On July 30, 2025, at 10:00 a.m., sealed bids were received for the East Auburn Wetland Restoration project. A total of 8 bids were opened with base bids ranging from \$198,644.70 to \$579,380.24.

We have reviewed the bids and have determined that the lowest responsible bid was from Pember Companies, Inc. in the amount of \$198,644.70. The Pember Companies, Inc. bid is responsive, and Moore observes no irregularities in the Base Bid. Therefore, we recommend that a contract be awarded to Pember Companies, Inc.

Pember Companies, Inc. was also the apparent low bid for Alternate A, which involves removing and replacing the boardwalk adjacent to the proposed sheet pile weir. As the boardwalk is City of Victoria infrastructure, if the alternate proceeds, Minnehaha Creek Watershed District will be reimbursed by the City for this work. Alternate A bids ranged from \$290,431.50 to \$442,218.50. Pember Companies, Inc.'s bid for this additional work was in the amount of \$290,431.50. As with the Base Bid, the Pember Companies, Inc. Alternate Bid is responsive, and Moore observes no irregularities in the Alternate A bid. If the City of Victoria would like this additional work completed, I recommend awarding Pember Companies, Inc. in the amount of \$489,076.20.

The table below summarizes Bidders, Base Bids, and Alternate A Bids.

Bidder	Base Bid	Add Alternate	Total
Pember Companies, Inc.	\$ 198,644.70	\$ 290,431.50	\$ 489,076.20
Engineer's Estimate	\$ 336,855.00	\$ 227,830.00	\$ 564,685.00
Veit & Company, Inc.	\$ 251,488.25	\$ 321,268.00	\$ 572,756.25
Peterson Companies	\$ 219,410.91	\$ 363,366.50	\$ 582,777.41
Minger Construction Co. Inc.	\$ 227,360.20	\$ 364,581.00	\$ 591,941.20
New Look Contracting, Inc.	\$ 264,576.00	\$ 364,990.00	\$ 629,566.00
Sunram Construction, Inc.	\$ 343,831.00	\$ 301,670.00	\$ 645,501.00
Urban Companies	\$ 372,300.02	\$ 381,895.00	\$ 754,195.02
Ebert Companies	\$ 579,380.24	\$ 442,218.50	\$ 1,021,598.74

Please feel free to contact me with any questions or comments at 612-355-7726.

Sincerely,

*Daniel Elemes*

Dan Elemes, PE  
Water Resources Group Leader





Two Carlson Parkway  
Suite 110  
Plymouth, MN 55447  
P: 612-355-7726



August 11<sup>th</sup>, 2025

Ms. Rachel Baker  
Planner – Project Manager  
Minnehaha Creek Watershed District  
15320 Minnetonka Blvd.  
Minnetonka, MN 55345

**Subject: Letter Agreement**  
East Auburn Wetland Restoration  
Construction Assistance  
Victoria, MN  
Moore Project No. 24026

Dear Ms. Baker,

Thank you for this opportunity to work with you and the Minnehaha Creek Watershed District on the construction phase of the East Auburn Wetland Restoration Project. Moore Engineering, Inc (Moore) is an employee-owned civil design firm that has been serving our clients in Minnesota and North Dakota for over 60 years. Heyer Engineering Inc (Heyer) is also on our proposed project team. Heyer is a full-service structural engineering firm and has been a partner with Moore for years when projects necessitate structural design. We look forward to continuing to work with you on this project, providing you with a level of service and quality that exceeds your expectations and ensures the project achieves the District's goals.

### **Project Understanding**

The East Auburn Wetland has been identified by Minnehaha Creek Watershed District (MCWD) as a significant source of phosphorus loading to Auburn Lake and the Six Mile Creek Watershed. Moore was contracted by MCWD to complete an initial feasibility study which evaluated multiple alternatives that would reduce the amount of nutrients being exported from Cell 1 of the wetland complex. The final improvement option that was selected includes the construction of a new sheet pile weir that will restore the hydrology of the wetland, limiting the discharge of high phosphorus water through the channel during low water conditions. The weir will be constructed at natural narrow point within the complex that essentially creates Cell 1 and 2 of the overall wetland. At this location there are natural high upland areas that facilitate the hydrologic restoration of Cell 1 and keep the total length of the sheet pile at a reasonable length. In this same narrow area between Cell 1 and 2 of the wetland, there is an existing boardwalk owned and maintained by the City of Victoria (City). Investigation of this structure suggests the original boardwalk footings/posts were not installed correctly. This has led to heaving and sagging, creating a boardwalk surface that is uneven and a relatively unsafe condition for pedestrians. The overall design project includes a reconstruction of the boardwalk to be completed concurrently with the sheet pile weir construction as an add alternate. MCWD has entered into a partnership with the City to lead the construction for both the sheet pile weir and the boardwalk. Moore led the design process for both project components.

The intended construction schedule for the project is for both aspects of the project to be built during frozen conditions over the winter of 2025/2026. MCWD has indicated their intent to open the

public bidding for the project in July. This will allow contracting to be completed from late summer to early fall, and provide the selected contractor with the widest possible construction window, that could potentially start as early as December 2025 and extend as needed through March 2026. MCWD has requested that Moore provide a proposal to assist with the public bidding, construction oversight, contractor management, and project closeout. We have prepared a scope and budget to complete the tasks associated with the East Auburn Wetland Restoration Project.

### Scope of Work

The main components of this project include project management and coordination, public bidding, construction staking, construction administration, contractor management, and project close out. A description of the tasks required is provided.

Please note we have written this scope of work assuming the add alternate (removal and reconstruction of the boardwalk) is selected. If desired, we can provide a revised scope if the add alternate is not selected.

### Task 110 – Meetings and Project Management

This task will include efforts by Moore to manage the overall project and then also schedule meetings as needed with MCWD to provide project updates. We anticipate there will likely be a half hour meeting with the MCWD team during the bidding process and again when bidding is complete to discuss efforts needed to execute the contract (we assume these meetings will be online via Teams or the equivalent). Moore will then schedule an additional meeting with the MCWD team in the late fall/early winter to coordinate the start of construction. Additional meetings with MCWD will be as needed during construction and project management efforts will be completed as needed throughout the construction phase of the project.

### Task 350 – Bidding & Preconstruction Assistance

We understand that Moore will support MCWD through the entire bidding process, including posting the bid online, coordinating the schedule, and evaluating results. The design project originally included some tasks associated with bidding assistance, however some unforeseen issues were encountered. Efforts related to the geotechnical investigation and analysis required to support project permitting, resulted in minor overages in the project design budget. As a result, some efforts to provide bidding and preconstruction assistance are included within this proposal.

We will post and administer the bid using Quest CDN. We understand a public notice in a newspaper of record is unnecessary with the online bidding process; we will provide MCWD with the affidavit of advertisement from Quest CDN. Moore will lead an onsite, pre-bid meeting at the project site to present the project, its objectives, and direct contractors' attention to key project intricacies. After the meeting, we will develop an addendum that documents the pre-bid meeting attendance and provides written responses to contractor questions. We will post this to Quest CDN. We will issue up to one additional addendum if necessary, during the bidding period.

After the bidding has closed, we will review bids for completeness, accuracy and price, tabulate bids, and will issue a recommendation to MCWD. After the project is awarded, Moore will coordinate with MCWD as necessary to execute with the selected contractor.

After the contract is executed, we will coordinate with the selected contractor in preparation for construction. Moore and/or Heyer will review and comment on up to six contractor submittals. We will review submitted information for conformance with project specifications and provide feedback

for the contractor as necessary. Moore will prepare an agenda for and lead a pre-construction meeting with City, landowner (if relevant), contractor, and Moore staff. We will discuss schedule, key project requirements, and other relevant agenda items. Moore will take notes and distribute meeting minutes and be available for a site visit if necessary. We assume this meeting will be held at City offices.

Specific deliverables for this task include:

- Prebid Meeting Minutes
- Addendum answering contractor questions
- One additional addendum
- Recommendation of Action including Bid Tabulation
- Submittal Reviews
- Pre-Construction Meeting Minutes

### **Task 400 – Construction Administration and Field Staking**

Moore will provide the MCWD with construction administration services throughout construction. Moore and Heyer staff will lead the construction oversight to ensure the project is constructed as designed. Therefore, Moore anticipates staff will be onsite most days, for at least part of the day, over an assumed four to six week period of construction activity. We propose to include the following services as part of our construction administration task.

We have developed the proposal assuming that the sheet pile weir will be constructed and then the boardwalk reconstruction would come next, assuming the two features would be constructed consecutively as opposed to concurrently. A Moore survey crew will be available to mobilize two times for construction staking for the contractor's purposes. Additional visits due to contractor neglect will be billed to the contractor. We anticipate a full day of staking to lay out the items needed for the weir construction and then a second day of construction staking to lay out the components for the boardwalk. We have assumed that Moore's survey will have to stake the location of all 38 helical piers as well as some other project components associated with the boardwalk.

Our construction oversight team will include Moore staff as well as staff from Heyer Engineering to inspect key structural components of the project. Moore staff will be available for up to four (4) site visits by the project engineer, and 20 site visits for the resident project representative (i.e. field engineer). We have also assumed staff from Heyer will be on site to inspect structural components of the project two (2) days for the sheet pile weir and an additional two (2) days for the boardwalk. We assume preparation, commuting and time onsite for these visits will be on average half a day (four hours) per visit. In general, our team will intend to be onsite whenever a new activity is started on the project such as coordinating proper site access, conducting removals, installation of initial sheet piles for the weir, initial installation of the helical anchors, initiating of boardwalk framing, etc. Follow-up visits will be conducted to observe the contractor's work for conformance with project specifications and be available to answer questions as needed.

Moore will coordinate with the contractor on a day-to-day basis, to ensure questions are answered, schedules are coordinated, and payments are appropriately processed. We will record our construction observations and site photographs from our efforts on a daily log sheet electronically using a field tablet. We assume construction will be completed within four to six weeks' time, and we are estimating there will be up to two pay requests from the contractor during construction, and

one final pay request after final completion has been achieved. Once the contractor achieves substantial completion, the project engineer and resident project representative will inspect the site to develop a punch list. After the key project components are substantially complete, we will mobilize our survey crew to collect the final information needed to prepare project as-built.

Specific deliverables for this task include:

- Daily Construction Logs
- Punch List
- Three Pay Applications

### Task 410 – As-Built Survey, Drawings, and Project Closeout

Upon completion of the construction punch list, we will provide as-built drawings for MCWD and City records from survey data collected as part of Task 400. We will collect some survey data of the both the sheet pile weir and the boardwalk during construction. However a survey crew will be available to collect the final as-built information. We will prepare a set of as-built drawings for the sheet pile weir and one set for the reconstructed boardwalk and provide them to MCWD and the City as PDF plans along with our CAD files and survey data. In addition to the as-built drawings, we will provide the MCWD with necessary project closeout documents for your records.

### Assumptions

The tasks described above were developed based on the following assumptions.

- 1) Project construction will take place over the winter of 2025/2026 during frozen conditions. Additional efforts may be necessary in the event of unseasonably warm conditions, such as the Winters of 2023/2024, and 2024/2025. This could include additional efforts to coordinate with the contractor to extend timelines, or potentially rebid the project, if MCWD determines it is better to void the contract than to extend it.
- 2) MCWD will communicate with the City and necessary property owners to develop the appropriate easement agreements and secure site access for the selected contractor and Moore staff to complete project construction.
- 3) Formal (onsite or electronic) weekly construction update meetings between the Moore/Heyer team, MCWD staff, and the contractor will not be necessary. We assume brief email and phone call updates will be sufficient to appraise MCWD of current construction status.

### Schedule

We are ready to begin this effort immediately upon receipt of Authorization to Proceed in the form of a signed agreement. MCWD has indicated their desire to complete the construction for this project during Winter 2025/2026 preferably in late January through mid-March. The target schedule is to complete the public bidding in July, complete project award and contracting in August, complete submittal reviews and construction between December 2025 and March 2026. We have scheduled the public bidding to begin on July 7<sup>th</sup>, 2025 and have targeted July 22<sup>nd</sup> for the on-site pre-bid meeting. Under this schedule public bidding is set to close Tuesday July 29<sup>th</sup>, 2025.

Moore staff are available to meet the above desired schedule and is ready to begin work upon receipt of authorization. We will be available to adjust the above schedule as needed to meet the needs of MCWD as well as the target schedule of the selected contractor.

## Budget

Based on our understanding of the work, we estimate the fee to complete the above-described scope to be approximately **Fifty-Four Thousand Dollars (\$54,000)** as summarized in the following table.

Task	Budget
110 – Meetings, Field Prep, and Project Management	\$3,600
350 – Bidding & Preconstruction Assistance	\$4,400
400 – Construction Administration & Staking	\$40,500
410 – As-Built Survey, Drawings & Project Closeout	\$5,500
<b>Total</b>	<b>\$54,000</b>

Moore will perform the tasks specified in the Scope of Work on a Category Billing Rate basis using the actual hours worked times the appropriate Category Billing Rate plus the actual direct expenses incurred. Category Billing Rates and expense costs are listed in Attachment A and are valid through the end of the current year. On January 1 in each subsequent year, Category Billing Rates and reimbursable expenses may be adjusted to meet market demands. Moore has not yet developed rates for 2026. In general, rates are anticipated to increase by 3 – 5% for most billing categories.

## Project Terms and Conditions

Our services will be provided in accordance with Terms and Conditions outlined within the Services Agreement executed between MCWD and Moore.

## Closing

Thank you for this opportunity to provide you with this proposal for consulting services. Our team is ready to begin this work upon receipt of authorization and look forward to working with you and the other City staff complete this effort.

Please have the authorized representative sign below and return one (1) fully executed copy of this agreement to me as our Notice to Proceed. Should you have any questions or need additional information, please contact me by phone at 952-239-9464 or by e-mail at [jeff.madejczyk@mooreengineeringinc.com](mailto:jeff.madejczyk@mooreengineeringinc.com).

Sincerely,



Jeff Madejczyk  
Senior Project Manager



Dan Elemes, P.E.  
Senior Water Resources Engineer

Enclosures: As noted.

Acceptance Authorization

We hereby authorize Moore Engineering, Inc. to proceed with the work described above.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Minnehaha Creek Watershed District  
15320 Minnetonka Blvd.  
Minnetonka, MN 55345

Attachment A:  
Moore Engineering, Inc. 2025 Rate Schedule

**MOORE ENGINEERING, INC.****2025 BILLING SCHEDULE**

Effective January 1, 2025

NOTE: Rates contained in this Billing Schedule are valid until December 31, 2025. After December 31, 2025, Hourly Billing Rates will be escalated annually and direct expenses may be adjusted to meet market conditions.

Description		Billing Rate Per Hour
1	Principal - SR Project Manager - CSR	\$240 - \$275
2	Project Manager - SR PE	\$225 - \$235
0	Technical Advisor I, II, SR	\$195 - \$300
3	Professional Engineer I, II	\$185 - \$205
4	Graduate - Project Engineer	\$140 - \$165
5	Engineering Designer I,II, SR	\$150 - \$180
6	Engineering Technician I, II, III	\$95 - \$150
7	Environmental Scientist I, II, II, SR	\$155 - \$225
8	Environmental Technician Intern, I, II	\$95 - \$145
9	Hydrogeologist Staff, Project,Professional II, I, SR	\$145 - \$205
10	Landscape Architect I, II, SR	\$130 - \$175
11	Project Administrator I, II, SR	\$125 - \$175
12	Office Administrator I, II, SR	\$111 - \$170
13	CADD Technician I, II, III	\$105 - \$150
14	Senior GIS Coordinator - GIS Manager	\$180
15	GIS Analyst - GIS Developer	\$160 - \$170
16	GIS Programmer I,II,III	\$140 - \$165
17	GIS Technician I, II, III	\$115- \$160
18	GIS Specialist I, II, III	\$145 - \$170
19	Land Surveyor - Senior Land Surveyor	\$180 - \$200
20	Survey Manager	\$185
21	Survey Crew Chief I, II - Survey Data Analyst	\$155 - \$195
22	Project Coordinator - CADD Standards Coordinator	\$155 - \$185
23	Funding Specialists	\$115 - \$150
24	Survey Technician I,II, III	\$100 - \$140
25	Construction Engineer/Specialist, I, II, SR	\$155 - \$210
26	Drone Operator - Drone Services Coordinator	\$150 - \$165
27	Administrative Assistant I, II	\$85 - \$97

Travel Expenses	Project Mileage	Per current IRS rate per mile	
	Lodging	At Cost	
	Meals	At Cost	
	Per Diem	\$68.00	per day
Survey Supplies	Iron Pins	\$1.25	each
	Fence Posts	\$5.00	each
	Motorized Offroad Vehicles   Drone Equipment	\$75.00	per day
Miscellaneous	Project Expenses	At Cost	
	Sub Consultants	At Cost	