

**Minnehaha Creek Watershed District**

**REQUEST FOR BOARD ACTION**

**MEETING DATE:** August 9, 2018

**TITLE:** Authorization to execute a contract with Wenck Associates for construction oversight services for demolition of facilities at 325 Blake Road

**RES. NUMBER:** 18-079

**PREPARED BY:** Michael Hayman

**E-MAIL:** mhayman@minnehahacreek.org      **TELEPHONE:** 952-471-8226

**REVIEWED BY:**     Administrator     Counsel     Program Mgr.  
                          Board Committee     Engineer     Other

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other: Requesting approval at August 9, 2018 Board Meeting	

**PURPOSE or ACTION REQUESTED:**

Authorization to execute an agreement with Wenck Associates for construction oversight services for demolition of facilities at 325 Blake Road to lead construction management, asbestos abatement monitoring, weekly drone photography footage and grant management assistance.

**PROJECT/PROGRAM LOCATION:**

325 Blake Road North, Hopkins

**PROJECT TIMELINE:**

July 2018 – Award contract for demolition  
August 13, 2018 – Base bid (phase 1) demolition activity commences  
September 28, 2018 – Base bid (phase 1) complete  
September-December 2018 – Alternate bids (phase II) demolition activities  
December 28, 2018 – Alternate bids complete  
January 2019 – Cleared site is temporarily stabilized and redevelopment ready

**PROJECT/PROGRAM COST:**

Fund name and number: 325 Blake Road Stormwater Management, 3145  
Current fund balance: \$2,092,960  
Requested amount of funding: \$116,834 (\$111,270 + 5% contingency)  
Is a budget amendment requested? No  
Is additional staff requested? No

**PAST BOARD ACTIONS:**

September 22, 2011	RBA 11-085	Authorization to Purchase 325 Blake Road
August 23, 2012	RBA 12-080	Authorization to initiate feasibility
June 13, 2013	Draft Feasibility	No Action Required

June 27, 2013	Public Hearing	No Action Required
July 25, 2013	RBA 13-078	Ordering of 325 Blake Road Stormwater Management
January 23, 2014	RBA 14-005	Authorization to initiate demolition planning
April 24, 2014	RBA 14-029	Authorization to award design contract for Powell Road
July 31, 2014	RBA 14-060	Authorization to submit PFA application
October 23, 2014	RBA 14-086	Approval of Powell Road final design, bid and permit
March 26, 2015	RBA 15-028	Award construction contract for Powell Road
February 25, 2016	RBA 16-015	Authorization to conduct stormwater monitoring
April 28, 2016	RBA 16-044	Authorization to execute Letter of Intent for Lake Street
February 9, 2017	RBA 17-009	Authorization to enter cooperative agreement (MCES-City)
March 22, 2018	RBA 18-026	Authorization to decommission and remove equipment
March 22, 2018	RBA 18-027	Authorization to contract for demolition services
June 28, 2018	RBA 18-058	Authorization to solicit bids
July 26, 2018	RBA 18-074	Awarding contract for demolition of facilities

**SUMMARY:**

On July 26, 2018 the Minnehaha Creek Watershed District (MCWD) Board of Managers awarded the contract for demolition of facilities at 325 Blake Road to Veit & Company, Inc. This action awarded the base bid and alternate bids consisting of full facility asbestos abatement and demolition, and the crushing and stockpiling of concrete and asphalt onsite. The favorable bids will allow the MCWD to take down the full facility in 2018 and clear the site for restoration and redevelopment.

Staff have been working with Wenck Associates to segregate elements of the overall decommissioning, demolition, and asbestos abatement processes into a phased approach. This approach was designed to allow the MCWD to maintain the ambitious schedule needed to meet the requirements of the road reconstruction and redevelopment work while best positioning itself to target outside funds for demolition and abatement assistance. With clarity on the level of demolition to be performed (full site abatement and removals), staff initiated scoping the final phase of professional services with Wenck Associates – asbestos abatement monitoring, construction management and oversight, and aerial site photography (Attachment 1).

The scope of work for this phase of the project consists of project coordination (meetings, schedules and management), pre-demolition asbestos abatement and monitoring, construction management, grant management assistance and drone photography and mapping. In the attached proposal, the work is broken into these overarching elements with details as to what each entails. Pre-demolition asbestos abatement monitoring and asbestos reporting – nearly one-half of the oversight contract – are grant eligible expenses through the Metropolitan Council TBRA SEED grant. The drone photography and mapping is for site documentation prior to the MCWD employing time lapse footage during the restoration and redevelopment phases.

Since initiating the original safety, risk, liability and pre-demolition assessment in 2014-2015, Wenck Associates has remained the lead consultant to the MCWD regarding removal of the 325 Blake Road facility. In addition to the preliminary demolition plan, in 2017 the MCWD completed additional environmental assessments associated with moving this project forward, including a Phase 1 Environmental Site Assessment (ESA), Phase II ESA, a Construction Contingency Plan (CCP) and Response Action Plan (RAP). Wenck Associates and Wenck Response Services were also retained as the lead consultant team for all decommissioning services upon the discovery of heavy metals and mercury in the refrigeration system.

MCWD governance policies state that the Administrator will not enter into a professional services contract exceeding \$25,000 without using a competitive process. Staff has not obtained competitive quotes in this case under the rationale that Wenck Associates is uniquely qualified for this project based on its history of work for the MCWD and County on this project, its extensive knowledge of demolition processes and risks, and involvement in multiple other projects in the Blake Road Corridor. For the reasons outlined above, the Administrator recommends that the Board proceed without a competitive selection process.

Regarding construction schedule, the base bid must be completed by September 2018. The area of the building specifically within the Blake Road right-of-way area is called out as needing to be removed first, thus timing with Blake Road utility work that is scheduled to begin in August 2018. As previously noted, the bid alternate portion of the demolition work provides for a longer removal schedule, offering a level of flexibility for the selected contractor to phase abatement, removals and site stabilization. This work phase must be completed by the end of 2018.

Upon completion of demolition activities the site will be left in a temporary state, using site available soil for final grades and seeding. The project requires a temporary sediment basin (located at the present basement / machine room site) and will remain stabilized with erosion control measures (seed, mulch, silt fence, etc.) in place until redevelopment and restoration works commences in 2019.

Staff is recommending the MCWD Board of Managers authorize the administrator to enter into an agreement with Wenck Associates for construction oversight services for demolition of facilities at 325 Blake Road. To further assist the Board in its deliberation, staff will provide a brief presentation at the forthcoming meeting on August 9, 2018.

**Attachments:**

- Attachment 1 – Proposal for Abatement Monitoring, Construction Management, and Drone Photography and Site Mapping

## RESOLUTION

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**RESOLUTION NUMBER: 18-079**

**TITLE: Authorization to execute a contract with Wenck Associates for construction oversight services for demolition of facilities at 325 Blake Road**

- WHEREAS, the MCWD established the area between West 34th Street and Meadowbrook Lake as a priority area for capital project improvements aimed at stormwater improvement, streambank restoration and broader community goals;
- WHEREAS, the MCWD Board of Managers has developed a series of strategic capital project initiatives within the urban corridor to advance goals of improving the ecological integrity of Minnehaha Creek, while reintegrating the stream corridor into the surrounding urban fabric;
- WHEREAS, in 2011 the MCWD acquired the 325 Blake Road property for water resource purposes including stream restoration, regional stormwater management, and corridor habitat and passive recreation improvements, and for the opportunity to integrate these purposes with the public purposes of other bodies;
- WHEREAS, the MCWD has moved forward in planning and construction of regional stormwater infrastructure, Minnehaha Creek Greenway expansion planning, site facility decommissioning and demolition, environmental remediation and preliminary redevelopment;
- WHEREAS; in 2014 the MCWD initiated preliminary demolition planning with Wenck Associates to investigate elements such as safety, risk, liability, carrying cost, return on investment and site aesthetics;
- WHEREAS; in 2015 and 2017 the MCWD completed additional environmental assessment work including a Phase 1 Environmental Site Assessment (ESA), Phase II ESA, a Construction Contingency Plan (CCP) and Response Action Plan (RAP), and Wenck Associates remained the lead consultant of this environmental work including supplementary site investigation work that was contracted by Hennepin County;
- WHEREAS; on March 22, 2018 the MCWD contracted with Wenck Associates to develop final plans and specifications for demolition of facilities at 325 Blake Road and administer the project bidding process;
- WHEREAS; on July 26, 2018 the MCWD awarded the contract for demolition of facilities at 325 Blake Road to Veit & Company, Inc., including base bid and alternate bids consisting of full facility asbestos abatement and demolition, and the crushing and stockpiling of concrete and asphalt onsite;
- WHEREAS; to ensure asbestos abatement and demolition services are completed in accordance with applicable regulatory protocol and industry best practices, as well as meet the requirements of grant funding agreements, Wenck Associates developed a proposal for asbestos and regulated material monitoring, construction management, and drone photography;
- WHEREAS; Wenck Associates is uniquely qualified for this project based on its history of work for the MCWD on this project, its extensive knowledge of demolition processes and risks, and its involvement in multiple other projects in the Blake Road Corridor; and

WHEREAS, MCWD governance policies specify a competitive process for selection of professional services for a scope exceeding \$25,000, however Wenck Associates has developed a strong understanding of this unique site and the goals of the MCWD within the Minnehaha Creek Greenway, as well as their work to date in developing demolition plans and specifications and environmental assessments, making the firm uniquely qualified to assist with demolition construction management services;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract with Wenck Associates for construction oversight services for demolition of facilities at 325 Blake Road for an amount of \$111,270;

BE IT FURTHER RESOLVED that the District Administrator is authorized to amend the contract up to 5% of the total cost, for a not-to-exceed amount of \$116,834.

Resolution Number 18-079 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

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



Responsive partner.  
Exceptional outcomes.

August 2, 2018

**Michael Hayman**

Planner & Project Manager  
Minnehaha Creek Watershed District  
15320 Minnetonka Boulevard  
Minnetonka, MN 55345

RE: Proposal for Abatement Monitoring, Construction Management, and Drone Photography and Site Mapping

**Dear Michael:**

Wenck is pleased to provide this proposal for asbestos and regulated material monitoring, construction management, and drone photography & mapping for the Hopkins Cold Storage (the **Building**) demolition project, located at 325 Blake Road in Hopkins, Minnesota.

We are committed to providing you with the highest level of quality service and realize the importance of delivering the best possible outcome to ensure success for the future development of the Site.

This proposal illustrates our extensive experience with demolition projects and the various services needed to ensure a successful outcome. We offer the following:

- ▲ Value engineering at every turn.
- ▲ A mission to search for opportunities to reduce costs while maintaining quality.
- ▲ Over 30 years of experience providing clients with abatement monitoring, construction management, and environmental services.
- ▲ A proven track record of successful project completion.
- ▲ Extensive knowledge of the Site.
- ▲ "Responsive Partner, Exceptional Outcomes".

We are excited for this opportunity to continue our relationship with your team and look forward to the next steps in this project.

**Scope of Services**

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We will conduct the outlined services at the Building in accordance with all applicable regulatory protocol and industry "Best Practices". The Scope of Services will include the following:

- ▲ **Progress Meetings:** We will facilitate scheduled planning meetings and create written minutes depicting all items and measures discussed. Minutes will be distributed prior to each subsequent meeting by email or other requested methods.
- ▲ **Project Schedule:** A global schedule will be created, updated and maintained throughout the duration of the project.
- ▲ **Project Management:** Wenck will provide an experienced project manager to oversee all field activities, track budgets, review pay applications, monitor schedules,

and oversee the project performance, quality, and safety in order to ensure a successful completion.

- ▲ **Pre-Demolition Abatement Monitoring:** Wenck will provide daily site monitoring during all abatement activities. Our experienced staff is licensed and certified by the Minnesota Department of Health (**MDH**) Asbestos Abatement Unit to provide all abatement air monitoring, containment inspections, clearance testing, sample analysis, waste manifest tracking, and final closeout reporting. As required in Minnesota for on-site PCM sample analysis, our technicians are all certified participants in the Asbestos Analysts Registry (**AAR**). Our team is among the most experienced in the industry and has successfully provided abatement monitoring services for some of the largest projects in the industry.
- ▲ **Construction Management :** Wenck will provide oversight and compliance monitoring for all demolitions activities throughout the duration of the project, including the abatement of asbestos-containing cork wall insulation that will be removed during the demolition process. We will manage, review, and distribute contract documents during demolition, including any change orders, field orders, field directives, pay applications, punch-list items, and all certificates of substantial completion. Document management will be in accordance with the approved contract. All events will be recorded and chronicled for inclusion in the final closeout report.
- ▲ **Drone Photography and Mapping:** Wenck will provide drone-acquired photographs and aerial mapping of the site to chronicle the construction activity and progress during demolition and site restoration.
- ▲ **Grant Management Assistance:** Wenck will provide assistance with the management of pay applications and documentation needed for reimbursement of funds awarded through the Met Council TBRA SEED Grant program. The scope of work items in this proposal that are subject to grant fund reimbursement include the asbestos monitoring conducted during pre-demolition abatement as well as the removal and disposal of asbestos associated with the cooler wall insulation that will be removed during building demolition activities.

## Basis for Proposal

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The proposed cost for the listed Scope of Services is based upon an approximate number of hours conducted at assigned hourly rates as outlined on the attached cost opinion detail.

The anticipated costs are as follows:

- **Abatement Monitoring and Construction Management:     \$106,540.**
- **Drone Photography and Mapping:                                     \$    4,730.**

## Anticipated Schedule

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We anticipate completion of the above tasks in accordance with the project design document deadlines ending December 28, 2018.

All final reports and correspondence will be delivered by electronic means unless a paper copy is requested.

We appreciate the opportunity to be of service.

Sincerely,

**Wenck**



Erik Sundbo  
Group Manager  
Environmental Construction Services

Acceptance or Authorizing Purchase Order

**Minnehaha Creek Watershed District**

\_\_\_\_\_  
By

\_\_\_\_\_  
Its

\_\_\_\_\_  
Date





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**Cost Opinion**  
**Date: August 2, 2018**

**Abatement Monitoring & Construction Management**  
**Hopkins Cold Storage Facility**  
**325 Blake Road, Hopkins, Minnesota**

STAFFING RATES							
Wenck Staff:	Group Manager	Project Manager	Sr. Tech.	Tech.	Drafting	Admin	
Hourly Rate:	\$190	\$140	\$105	\$100	\$135	\$85	
PROJECT TASKS & LABOR							Hour/Task
Progress Meetings	4	20					24
Project Management		60					60
Abatement Monitoring				400			400
Construction Management				480			480
Reporting	4			25	4	3	36
<b>TOTAL HOURS</b>	<b>8</b>	<b>80</b>	<b>0</b>	<b>905</b>	<b>4</b>	<b>3</b>	<b>1000</b>
<b>SUB-TOTAL OF STAFF FEES</b>	<b>\$1,520</b>	<b>\$11,200</b>	<b>\$0</b>	<b>\$90,500</b>	<b>\$540</b>	<b>\$255</b>	<b>\$104,015</b>
EXPENSES	Amount	Unit Cost	Unit	Notes		Extension	
TRAVEL							
Mileage	2248	\$0.545	per mile	standard mileage		\$1,225	
Lodging & Per Diem	0	\$150.00	per day	n/a		\$0	
<b>TRAVEL EXPENSES SUB-TOTAL</b>						<b>\$1,225</b>	
EQUIPMENT							
Job Box	6	\$50.00	per month	standard equipment		\$300	
Generator	50	\$20.00	per day	standard equipment		\$1,000	
Personnel Lift & Delivery	0	\$175.00	per day	n/a		\$0	
Specialty Equipment	0	\$0.00	per day	n/a		\$0	
<b>EQUIPMENT EXPENSES SUB-TOTAL</b>						<b>\$1,300</b>	
LABORATORY							
PLM - Bulk Sample Layers	0	\$8.00	per layer	n/a		\$0	
PLM - Point Count - 400 pt.	0	\$40.00	per layer	n/a		\$0	
PCM - Air Sample	0	\$8.00	sample	n/a		\$0	
TEM - Bulk Sample	0	\$102.00	per layer	n/a		\$0	
TEM - Air Sample	0	\$57.00	sample	n/a		\$0	
PCB - Caulk - Method 8082	0	\$85.00	sample	n/a		\$0	
Lead - Air Sample	0	\$10.00	sample	n/a		\$0	
RCRA Metals - Totals	0	\$85.00	sample	n/a		\$0	
RCRA Metals - TCLP	0	\$130.00	sample	n/a		\$0	
<b>LABORATORY EXPENSES SUB-TOTAL</b>						<b>\$0</b>	
GENERAL CONDITIONS							
General Conditions	0%	\$104,015	total labor	standard general conditions		\$0	
<b>GENERAL CONDITIONS EXPENSE SUB-TOTAL</b>						<b>\$0</b>	
SUB-CONTRACTOR/S							
*List sub-contractor here*	bid	\$0	lump sum	n/a		\$0	
Administration & Oversight	0.15	\$0	total	n/a		\$0	
<b>SUB-CONTRACTOR/S SUB-TOTAL</b>						<b>\$0</b>	
<b>SUB-TOTAL OF STAFF FEES</b>						<b>\$104,015</b>	
<b>SUB-TOTAL OF DIRECT EXPENSES</b>						<b>\$2,525</b>	
<b>SUB-TOTAL OF SUB-CONTRACTOR/S</b>						<b>\$0</b>	
<b>TOTAL COST</b>						<b>\$106,540</b>	



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**Cost Opinion**  
**Date: August 2, 2018**

**Drone Photography and Mapping Services**  
**Hopkins Cold Storage Facility**  
**325 Blake Road, Hopkins, Minnesota**

STAFFING RATES							
Wenck Staff:	Group Manager	Project Manager	Drone Tech.	Tech.	Drafting	Admin	
Hourly Rate:	\$190	\$140	\$105	\$100	\$135	\$85	
PROJECT TASKS & LABOR							Hour/Task
Progress Meetings			1				1
Project Management							0
Weekly Photos & Mapping			30				30
Reporting			1			1	2
<b>TOTAL HOURS</b>	0	0	32	0	0	1	33
<b>SUB-TOTAL OF STAFF FEES</b>	\$0	\$0	\$3,360	\$0	\$0	\$85	\$3,445
EXPENSES	Amount	Unit Cost	Unit	Notes			Extension
TRAVEL							
Mileage	294	\$0.545	per mile	<i>standard mileage</i>			\$160
Lodging & Per Diem	0	\$150.00	per day	<i>n/a</i>			\$0
<b>TRAVEL EXPENSES SUB-TOTAL</b>							<b>\$160</b>
EQUIPMENT							
Drone Equipment	15	\$75.00	per day	<i>standard equipment</i>			\$1,125
Job Box	0	\$50.00	per month	<i>n/a</i>			\$0
Generator	0	\$20.00	per day	<i>n/a</i>			\$0
Personnel Lift & Delivery	0	\$175.00	per day	<i>n/a</i>			\$0
Specialty Equipment	0	\$0.00	per day	<i>n/a</i>			\$0
<b>EQUIPMENT EXPENSES SUB-TOTAL</b>							<b>\$1,125</b>
LABORATORY							
PLM - Bulk Sample Layers	0	\$8.00	per layer	<i>n/a</i>			\$0
PLM - Point Count - 400 pt.	0	\$40.00	per layer	<i>n/a</i>			\$0
PCM - Air Sample	0	\$8.00	sample	<i>n/a</i>			\$0
TEM - Bulk Sample	0	\$102.00	per layer	<i>n/a</i>			\$0
TEM - Air Sample	0	\$57.00	sample	<i>n/a</i>			\$0
PCB - Caulk - Method 8082	0	\$85.00	sample	<i>n/a</i>			\$0
Lead - Air Sample	0	\$10.00	sample	<i>n/a</i>			\$0
RCRA Metals - Totals	0	\$85.00	sample	<i>n/a</i>			\$0
RCRA Metals - TCLP	0	\$130.00	sample	<i>n/a</i>			\$0
<b>LABORATORY EXPENSES SUB-TOTAL</b>							<b>\$0</b>
GENERAL CONDITIONS							
General Conditions	0%	\$3,445	total labor	<i>standard general conditions</i>			\$0
<b>GENERAL CONDITIONS EXPENSE SUB-TOTAL</b>							<b>\$0</b>
SUB-CONTRACTOR/S							
<i>*List sub-contractor here*</i>	bid	\$0	lump sum	<i>n/a</i>			\$0
Administration & Oversight	0.15	\$0	total	<i>n/a</i>			\$0
<b>SUB-CONTRACTOR/S SUB-TOTAL</b>							<b>\$0</b>
<b>SUB-TOTAL OF STAFF FEES</b>							<b>\$3,445</b>
<b>SUB-TOTAL OF DIRECT EXPENSES</b>							<b>\$1,285</b>
<b>SUB-TOTAL OF SUB-CONTRACTOR/S</b>							<b>\$0</b>
<b>TOTAL COST</b>							<b>\$4,730</b>