



CITY COUNCIL WORK SESSION

June 02, 2026 at 5:30 PM

City Hall Council Chambers – 450 Virginia Avenue, Long Lake, MN 55356

AGENDA

1. Call to Order

2. Approve Agenda

3. Open Correspondence

NOTE: Open Correspondence is an item on the agenda during which the public may address the City Council. **No formal action is taken by the City Council** and comments shall be limited to five minutes or less. *Open Correspondence comments may also be emailed to City staff by 12:00 noon on the date of the meeting.*

4. Regular Business

[A.](#) Review Professional Services Proposal for 2027 Street Improvement Project

5. Other Business / Work Session Council Reports

6. Adjourn



June 2, 2026

Ms. Amanda Nowezki
City of Long Lake
450 Virginia Ave
Long Lake, MN 55356

Re: Proposal for Professional Services
2027 Street and Utility Improvement Project

Dear Ms. Nowezki:

WSB is pleased to provide you with our proposal for professional engineering services for the 2027 Street and Utility Improvement Project (SUIP). Our project understanding, scope of work, and proposed fee are listed below.

Project Understanding

This project area includes Grand Avenue, Lakeview Avenue, Upper Lea Lane, and Central Avenue totaling approximately 4,820 linear feet of roadway, sanitary sewer main, and watermain. The project area also includes approximately 1,000 linear feet of storm sewer.

The scope of the 2027 Street and Utility Improvements Project includes reconstruction of the existing roadway section, replacement of watermain, replacement or rehabilitation of sanitary sewer, the addition of concrete curb and gutter, and storm sewer improvements as necessary.

The following scope of services is being offered to successfully complete this project.

B.1 SCOPE OF SERVICES

B.1.1 DATA COLLECTION AND PRELIMINARY DESIGN

- (1) Gopher State One Call
 - A. Coordinate all private utilities within the project area to be marked in the field prior to conducting a topographic survey of the site.
 - B. Request maps from all private utilities within the project area.
- (2) Topographic Survey
 - A. Pre-design survey of the horizontal and vertical alignment of all existing conditions in the project area. This shall include all pavement, utility castings, pipe sizes and material types, invert elevations, private landscaping (trees, shrubs, etc), driveways, property corners, sewer and water services.
- (3) Geotechnical Investigation
 - A. WSB will complete soil borings at approximately 750-foot spacing along project streets, totaling five borings. The borings will be extended to depths of approximately 14.5 feet below grade. Soil borings were collected along Grand Avenue in 2021, so borings will only be collected on Lakeview Avenue, Upper Lea Lane, and Central Avenue.
 - A. WSB will also complete pavement cores at approximately 200-foot spacing totaling 10 cores on Lakeview Avenue, Upper Lea Lane, and Central Avenue.
 - B. WSB will prepare boring logs with the soil classification, N-values, resistivity values (testing for corrosive soils), and groundwater levels as noted in the borings. A geotechnical report will be prepared to

discuss the soils encountered and the suitability of roadway construction methods. We will also discuss groundwater levels and the nearby lake levels and how they may affect construction. Additional recommendations will include subgrade improvements, pavement design, and reuse of onsite soils as fill materials and recommended compaction of all fills.

(4) Traffic Counts on Grand Avenue

- A. WSB will collect traffic counts to determine vehicle speed and volume along the collector roadway, Grand Avenue. This data will be analyzed and used to determine if a sidewalk will be added along one side of the roadway.

(5) Feasibility Report and Assessment Roll

- A. Prepare final feasibility report and preliminary assessment roll.
B. Conduct an in-person neighborhood meeting to present the project to residents and collect feedback from the residents to better inform the final design.
C. Attend and prepare materials for the presentation of the feasibility report at the Public Hearing.

(6) Preliminary Design

- A. Storm sewer design to city standards including storm sewer sizing and spread and run inlet spacing.
B. Stormwater BMP design for new and fully reconstructed impervious in line with City and MCWD requirements. This will include identification of feasible BMP locations.
(1) Review soil boring results at potential BMP locations to confirm BMP type
(2) HydroCAD and P8/MIDS modeling assumed to be needed.
(3) Erosion/Sediment Control and Stormwater Management Rules are expected to be only applicable watershed rules.
C. Prepare 30% design and preliminary plan production for street reconstruction and curb installation, sanitary sewer rehabilitation or replacement, and watermain replacement and upsizing.

(7) Manhole Condition Inspections

- A. Construction staff to perform interior inspections of sanitary sewer manhole conditions to determine a rehabilitation method to address inflow and infiltration the sanitary sewer system.

B.1.2 FINAL DESIGN

(1) Project Management

- A. Management of all design work of the project, including coordination/ meetings with City staff and the City Council.
B. Obtain all right-of-entries or temporary easements necessary to construct the improvements.

(2) Permitting

- A. WSB will evaluate permit applications necessary for the project to Minnehaha Creek Watershed District, Hennepin County, the Minnesota Department of Health and the Minnesota Pollution Control Agency. Permit applications and fees will be prepared during the final design and construction documents phase.
B. Preparation of MCWD permit materials and coordination with MCWD
(1) Feasibility will evaluate potential use of future MCWD regional BMP

- (2) Erosion/Sediment Control and Stormwater Management Rules are expected to be only applicable watershed rules.
- (3) Final Construction Documents and Bidding Services
 - A. Prepare final construction plans, project specifications, contract documents and bidding forms. Plans are anticipated to include the following: title sheet, tabulations, general layout, typical sections, removal plans, sewer and water improvement plans, street and storm sewer improvement plans, intersection details and pedestrian ramp design, erosion control and storm water pollution prevention plan, tree planting plan, signing and striping plan and cross sections. Plans and specifications will be in accordance with City of Long Lake and MnDOT standards. WSB will share plans with the city at key stages of plan development for approximate 60% and 90% completion.
 - B. WSB will assist the City with bid solicitation, communication, and evaluation in our proposed work scope. This includes preparing the advertisement for bids; posting it in appropriate bid publications and venues; filing or uploading the plans to construction bid websites such as QuestCDN; and responding to questions or requests for clarification from plan-holders and potential bidders. Responses will be documented and communicated in a transparent manner such that all potential bidders have the same information. If addenda are required, WSB will prepare and distribute them accordingly. At the City's discretion, a pre-bid conference may also be required. We will also attend the bid opening, tabulate the bids, and prepare a recommendation for contract award or rejection of bids. Once the contract has been awarded, we will also review the contractor submittals including the contract, payment bonds, and performance bonds and will make a recommendation on their acceptability to the City.
 - C. Conduct an in-person neighborhood meeting to present the final plans and final assessment costs in advance of the Assessment Hearing.
 - D. Attend the Assessment Hearing for the Project.

B.1.3 Public Engagement

- A. As listed above, conduct two in-person neighborhood meetings to present the project to residents, address resident concerns and collect feedback from residents to better inform the final design and share information about construction.
- B. Develop a project website.
- C. Mail or email project fliers or surveys to residents.
- D. Project communications with residents during feasibility and design, including providing notice of the neighborhood meetings.

B.2 ASSUMPTIONS

WSB has based the scope of work and fee upon the following assumptions.

- B.2.1 This project is being funded by City funds and special assessments.
- B.2.2 Our budget includes our attendance at three City Council meetings during the feasibility phase, design phase, and bidding phase, where we will provide project updates for Council review.

B.4 ADDITIONAL SERVICES

Additional services may be added upon approval by both the City and WSB. WSB will provide a separate proposal for such services. These could include:

- (1) Construction Management
- (2) Construction Observation
- (3) Construction Survey
- (4) Construction Material Testing
- (5) Environmental compliance oversight during construction
- (6) Construction material testing

PROPOSED SCHEDULE

We are available to start the design immediately upon your approval. WSB proposes the following preliminary anticipated work schedule. All dates are subject to change and modification:

- June 2, 2026, Approve Professional Services Agreement
- June – August, Data Collection
 - Topographic survey
 - Geotechnical evaluation
- Week of August 24, 2026 Deliver Draft Feasibility Report to City Staff for Review
 - City Comments returned week of September 1, 2026
 - Final report delivered to City September 8, 2026
- September 15, 2026 City Council Accepts Feasibility Report and Orders the Public Hearing
- October 20, 2026 Public Hearing for the Project
- October 26, 2026 60% Plan Submittal to City
 - Comments returned by November 2, 2026
- November 10, 2026 Utility Coordination Meeting
- November 16, 2026 90% plan submittal to City
 - Comments returned by November 23, 2026
- December 15, 2026 City Council approves plans and specifications
- December 26, 2026 First Ad for bid published in Laker Pioneer
- January 19, 2027 Bid Opening Date
- February 2, 2027 Declare Costs and Set Assessment Hearing Date
- March 2, 2027 Assessment Hearing and Award Contract
- May – October 2027 Construction

PROPOSED FEE

WSB will provide the services as outlined in Project Approach/Scope of Services. Our budget was developed based on our understanding of the scope and experience with past reconstruction projects in the area. We estimate an hourly not-to-exceed fee of **\$408,720**.

The following fee table provides an overview of fees that are broken into the main categories of work.

We will review our progress monthly and will not exceed the amounts indicated without prior Council approval should the scope of the project change.

WSB will start upon work as proposed immediately upon receipt of a signed contract.

We appreciate the opportunity to provide you with this proposal, and we are looking forward to working with you and your staff toward the completion of this project. Please do not hesitate to contact me if you have any questions.

Sincerely,

WSB



Rachel Scheu, PE
City Engineer



Morgan Dawley, PE
Senior Director of Municipal Services

Attachments – WSB Fee Estimate

AUTHORIZATION

City of Long Lake

Authorized Signature

Title

Date



Estimate of Fee
City of Long Lake
Professional Engineering Services
2027 Street and Utility Improvement Project



Task	Description	Labor Category and Estimated Hours Per Task													Total Hours	Cost
		City Engineer/ Project Manager	Senior Project Manager	Design Engineer	Graduate Engineer	Water Resources Senior Project Manager	Water Resources Project Manager	Water Resources Grad	Survey Crew	Office Survey	Public Engagement Coordinator	Administrative Assistant	GIS Specialist	Construction Specialists		
		Rachel Scheu	Heidi Hamilton	Brandon Movall	Kenny Hoang	Jake Newhall	Sam Phillips	Alicia Nelson	2-person	Jim Barich	Sammantha Watson	Sue Buckley	Courtney Osmek	TBD		
1	Data Collection and Preliminary Design															
1.1	Project Management	50	20												70	\$14,520.00
1.2	GSOC Utility Location Coordination	4	2		10										16	\$2,822.00
1.3	Topographic Survey								65	20					85	\$21,855.00
1.4	Preliminary Design and Preliminary Quantities	25	15	80	60	4	10	60							254	\$47,240.00
1.5	Feasibility Report and Assessment Roll	30	10		10		2					8			60	\$11,306.00
1.6	Plan Production	5			90										95	\$14,850.00
1.7	Meetings (2)	6	6		6						25	2			45	\$8,099.00
1.8	Figures	2	2		4								20		28	\$3,932.00
1.9	Manhole Condition Inspections	4	4		4									50	62	\$11,444.00
Task 1 Total Estimated Hours and Fee		126	59	80	184	4	12	60	65	20	25	10	20	50	653	\$136,068.00
2	Final Design															
2.1	Project Management	120	60				10								190	\$39,980.00
2.2	Meetings (3)	8	8		8						30		15		69	\$11,638.00
2.3	Permitting	15	8		8		20	50							101	\$16,538.00
2.4	Design	50	20	175	280	4	50	60							639	\$116,160.00
2.5	Specifications	30	15									10		15	70	\$13,780.00
2.6	Engineer's Opinion of Probable Cost	15	10	15	35										75	\$14,305.00
2.7	Bidding	10	8									15			33	\$6,318.00
2.8	QA / QC	25	15	10			6							30	86	\$17,412.00
Task 2 Total Estimated Hours and Fee		273	144	200	331	4	86	110			30	25	15	45	1263	\$236,131.00
Total Estimated Hours		399	203	280	515	8	98	170	65	20	55	35	35	95	1916	
Hourly Billing Rate		180.00	276.00	228.00	155.00	285.00	182.00	135.00	275.00	199.00	165.00	154.00	120.00	180.00		
Total Fee by Labor Classification (hourly not to exceed)		\$71,820.00	\$56,028.00	\$63,840.00	\$79,825.00	\$2,280.00	\$17,836.00	\$22,950.00	\$17,875.00	\$3,980.00	\$9,075.00	\$5,390.00	\$4,200.00	\$17,100.00		\$372,199.00
Geotechnical Testing (Pavement Cores and Soil Borings)																\$35,262.00
Traffic Data Collection																\$1,259.00
Total Fee for Lump Sum Services																\$36,521.00
TOTAL PROPOSED FEE																\$408,720.00