



July 27, 2021

Alyson Fauske, PE, City Engineer
City of Minnetrista
7701 Co Rd 110 W
Minnetrista, MN 55364

Re: Proposal for Engineering Services
Water Supply and Treatment Expansion Study for South Water System
City of Minnetrista, Minnesota

Dear Alyson:

Recent water demands and drought conditions have required the City of Minnetrista to operate its South Water Treatment at almost full capacity for extended periods of time. Current water demand projections are showing that the City's treatment capacity for the South Water System could be exceeded within a few years unless improvements are implemented by the City. Additional water supply and treatment capacity options should be evaluated and compared at this time to allow the City to plan for improvements to its South Water System to meet its projected water supply demands for the initial and future conditions. WSB & Associates, Inc. (WSB) is pleased to submit this proposal to evaluate water supply and treatment expansion options for the South Water System and the estimated costs. A timeline will also be developed to implement the proposed improvements. Please review the proposed scope of services and fees for providing the professional engineering services as detailed below and, if approved, please provide us with a signed copy of this letter as authorization to begin the work.

Scope of Work

WSB will provide the following scope of work for this study:

1. Study the city's current water demands and future water demand projections.
2. Review options to construct additional remote wells in the South Water System without treatment for iron and manganese.
3. Review options to construct additional remote wells in the South Water System with a second water treatment for iron and manganese.
4. Review the original design drawings for the South Water Treatment Plant and evaluate options to expand the plant to increase its water treatment capacity.
5. If the study determines that the South Water Treatment Plant can be expanded, review options to construct additional local wells and transmission mains between the wells and the plant.
6. Review options to construct a second water treatment plant in the South Water System to treat existing Well 3 or Well 4 for iron and manganese.

7. Prepare construction cost estimates for the proposed options described above including the raw transmission mains between the wells and plants and indirect costs.
8. Prepare a timeline to implement the recommended option to increase the city's water supply and treatment capacity in the South Water System.
9. Calculate and determine the approximate water rate increase needed to fund the recommended option (note – this analysis does not replace the need to conduct a separate water rate study).
10. Summarize the study options and results in a technical memorandum report.
11. Attend a meeting with city staff to discuss the report and recommendations.
12. Prepare a presentation for city staff and the city council and present the finding of study during a work session or city council meeting.

Estimated Fees

We propose to complete the scope of services outlined within this proposal for an hourly not to exceed fee of \$14,945 as summarized in the attached fee spreadsheet.

This letter represents our understanding of the project scope. If you are in agreement, please sign on the space provided and return one original signed copy to us for our records. We will start immediately upon receipt of the signed agreement

If you have any questions concerning the work plan or fee as discussed herein, please feel free to contact us. We look forward to working with you and greatly appreciate the opportunity to assist the City of Minnetrista in the completion of this project.

Sincerely,

WSB



Greg F. Johnson, PE
Director of Water/Wastewater

ACCEPTED BY:

City of Minnetrista, Minnesota

Name _____

Title _____

Date _____



Fee Estimate
City of Minnetrista
Professional Services to Complete
Water Supply and Treatment Expansion Study for South Water System

Task No.	Description	Estimated Hours				Total Hours	Total Labor Cost
		Project Manager	Project Engineer	City Engineer	Admin Technician		
		<i>Greg Johnson</i>	<i>Jon Christensen</i>	<i>Alyson Fauske</i>	<i>Karla Pederson</i>		
1	Study the city's current water demands and future water demand projections.		2	1		3	\$ 450.00
2	Review options to construct additional remote wells in the South Water System without treatment for iron and manganese.	1	2			3	\$ 473.00
3	Review options to construct additional remote wells in the South Water System with a second water treatment for iron and manganese.	1	8			9	\$ 1,301.00
4	Review the original design drawings for the South Water Treatment Plant and evaluate options to expand the plant to increase its water treatment capacity.	4	8			12	\$ 1,892.00
5	If the study determines that the South Water Treatment Plant can be expanded, review options to construct additional local wells and transmission mains between the wells and the plant.	1	6			7	\$ 1,025.00
6	Review options to construct a second water treatment plant in the South Water System to treat existing Well 3 or Well 4 for iron and manganese.	1	8			9	\$ 1,301.00
7	Prepare construction cost estimates for the proposed options described above including the raw transmission mains between the wells and plants and indirect costs.	1	16			17	\$ 2,405.00
8	Prepare a timeline to implement the recommended option to increase the city's water supply and treatment capacity in the South Water System.	1	1			2	\$ 335.00
9	Calculate and determine the approximate water rate increase needed to fund the recommended option (note – this analysis does not replace the need to conduct a separate water rate study).	2	4			6	\$ 946.00
10	Summarize the study options and results in a technical memorandum report.	4	8	1	4	17	\$ 2,446.00
11	Attend a meeting with city staff to discuss the report and recommendations.	2	2	2		6	\$ 1,018.00
12	Prepare a presentation for city staff and the city council and present the finding of study during a work session or city council meeting.	3	3	2		8	\$ 1,353.00
Total Hours		21	68	6	4	99	
Hourly Billing Rate		\$ 197.00	\$ 138.00	\$ 174.00	\$ 95.00		
Total WSB Direct Labor Costs		\$ 4,137.00	\$ 9,384.00	\$ 1,044.00	\$ 380.00		\$ 14,945.00