



AGENDA ITEM #9.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: January 8, 2019

Subject: Engineering Services for 2019

Report: Attached is a letter and budget status reports from Tim Houle at Widseth Smith Nolting (WSN). The letter requests reappointment of WSN as the City's Engineer for 2019.

Council Action Requested: Council motion appointing Widseth Smith Nolting as the City's Engineer for 2019.

January 8, 2019



The Honorable Mayor and City Council
City of Pequot Lakes
4638 Main Street
Pequot Lakes, MN 56472

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter, MN 56425-2720

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218.829.2517
Brainerd@wsn.us.com
WidsethSmithNolting.com

RE: Engineering Services for 2019

Dear Mayor and Members of the Council:

Widseth Smith Nolting & Associates, Inc. (WSN) would like to **thank you** for the opportunity to provide the City of Pequot Lakes with engineering, architectural, surveying, environmental, and other services this last year.

We respectfully request reappointment as the City's Engineer for 2019.

As in years past, having WSN as your City Engineer does not come with a Contract or any set cost commitment.

When a specific project comes along, we will work with you on the scope of work and provide you a cost proposal.

In working with different City Councils and different City staff members for over the past 20 plus years, we believe we can and have provided a **continuous foundation and consistent knowledge base** to respond to and carry out the wishes of each Council.

We see ourselves as an **extension of City staff** – some of which have changed recently. In working with the City over the years, we can be efficient and provide only those services the City truly needs.

In 2019, we propose to continue to:

- **Attend Council Meetings At No Charge**
We will attend your regular Council Meeting each month – and many times Special Council Meetings - at no charge to the City.
- **Answer Miscellaneous Questions at No Charge**
We will answer miscellaneous questions (those “15-minute” variety) from City Council members, City staff, and residents at no direct charge to the City.

We estimate this effort of **un-billed services** this last year to be over **\$10,000**. It is value that **we need to provide to you** as your City Engineer.

- **Assignment of Knowledgeable Engineer**
We appreciate the commitment the City has shown us. In return, we have assigned an Owner and licensed engineer, Tim Houle, to serve as WSN's representative to the City. Tim has over 30 years-experience, 22 of these working with the City.

Besides Tim, there are many others at WSN that have worked on various projects and have a history and knowledge of the City's infrastructure.



We are – and enjoy being - **a part of the Pequot Lakes area community**. Our owners, employees, and families live, work, shop, go to school, recreate, volunteer, and pay taxes in this area. **City tax dollars** that are used for our services **go right back into this area**.

Unlike many of our competitors, WSN is not a firm of regional offices that reports back to a headquarters in a distant location. We have **over 50 employees** in our Brainerd / Baxter office. **No other firm can offer that kind of direct and immediate service to the City**.

We have people that are less than 1/2 hour away that can provide their expertise. Even with today's communication technology, **there is no substitute for face-to-face assistance**, or directly tapping into the knowledge many of us have of Pequot Lakes' infrastructure that can assist the City as needed.

Any service related to public infrastructure planning, funding, design, and construction that the City needs – and we can forward many pages spelling these out - **we can provide**.

We believe our familiarity with the City helps us provide **efficient services** - (for example, we know what tasks the City can take care of that we do not have to accomplish and bill the City for) – thus **saving the City some dollars**.

We look forward to working with the City on whatever infrastructure investments they may want to make in 2019 and going into the future.

Please **NOTE** that we want to – we need to - improve on the services we offer you. If you want more information on past, existing, or possible future projects (we can provide you with a lot of information and reports), if you want to know more specifics about the services we offer you, if you would like to meet with us to talk, please know that **we welcome these kinds of opportunities**.

We look forward to continuing our past working relationship and being of service to you in 2019.

WIDSETH SMITH NOLTING & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Timothy M. Houle". The signature is written in a cursive, flowing style.

Timothy M. Houle, PE
Civil Engineer | Vice President

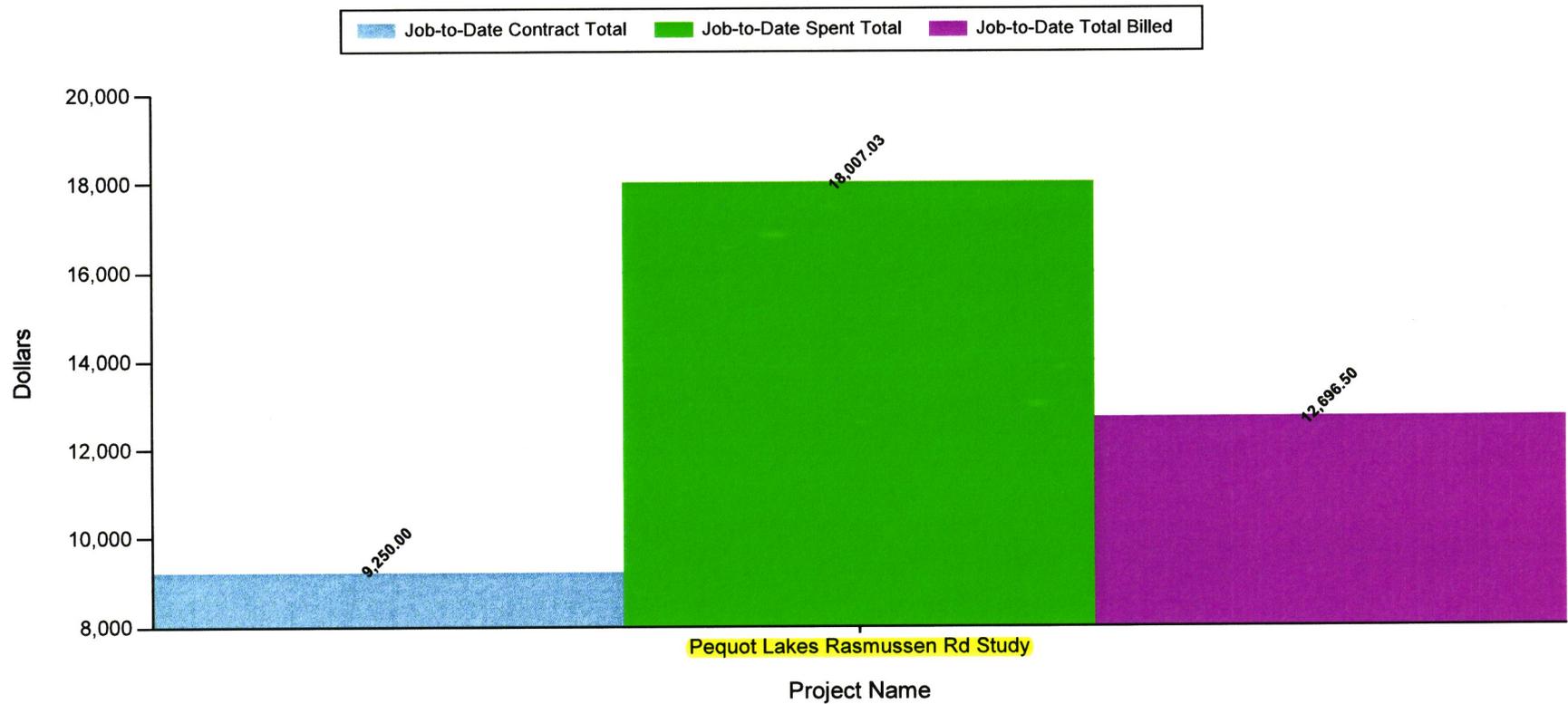
This is for the Study of potential improvements to Rasmussen Road.

An Open House (preparation, attendance, and some follow-up) was added to the scope of the original Study (thus our additional amount of about \$3,500 - Billed minus Contract).

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Overall, though, the Study took us longer and required more effort than we anticipated, which is on us (thus the over \$5,000 we are not billing the City - Spent minus Billed).

Budget Status Report - CLIENT NAME HERE



Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0065.000 Pequot Lakes Rasmussen Rd Study											
JTD	9,000.00		250.00	9,250.00	17,982.50		24.53	18,007.03	12,696.50	9,244.50	154.00

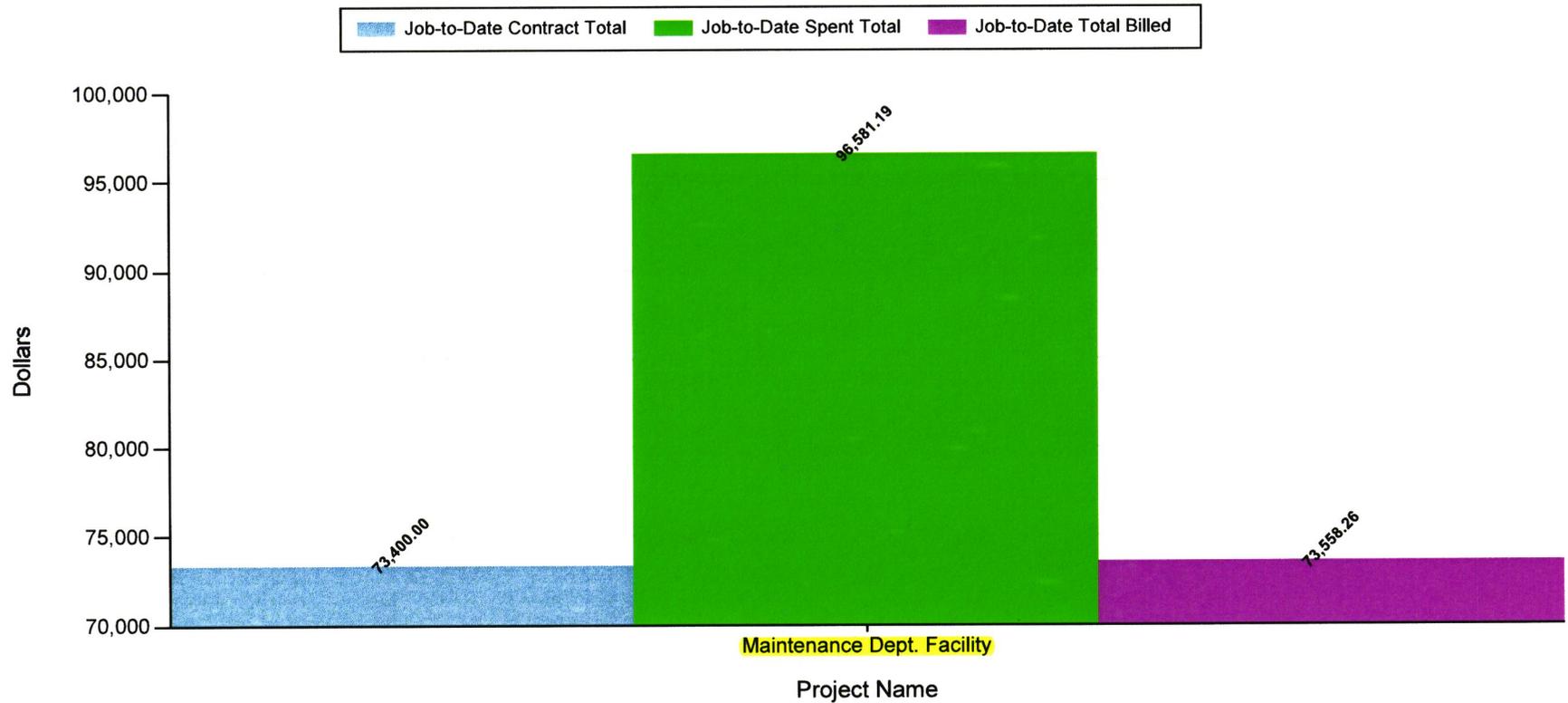
This is for both the design and construction phases for the new Maintenance Building.

The Building is operational, but we did have to spend more time than anticipated - some with Boser Construction.

We are still working with Boser to close out the project. This is still a work in process, so we cannot yet give you a final set of numbers on our effort. We anticipate additional efforts and billings to the City due to continuing to work with Boser to finalize the project (we anticipate some of our extra time will be covered by some kind of credit or liquidated damages from Boser - still being worked on). We also anticipate that there will be a portion of our Job-to-Date Spent amount, though, that will be on our time and that we will not be billing.

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Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0063.000 Maintenance Dept. Facility											
JTD	73,400.00			73,400.00	96,190.75		390.44	96,581.19	73,558.26	73,113.26	776.50

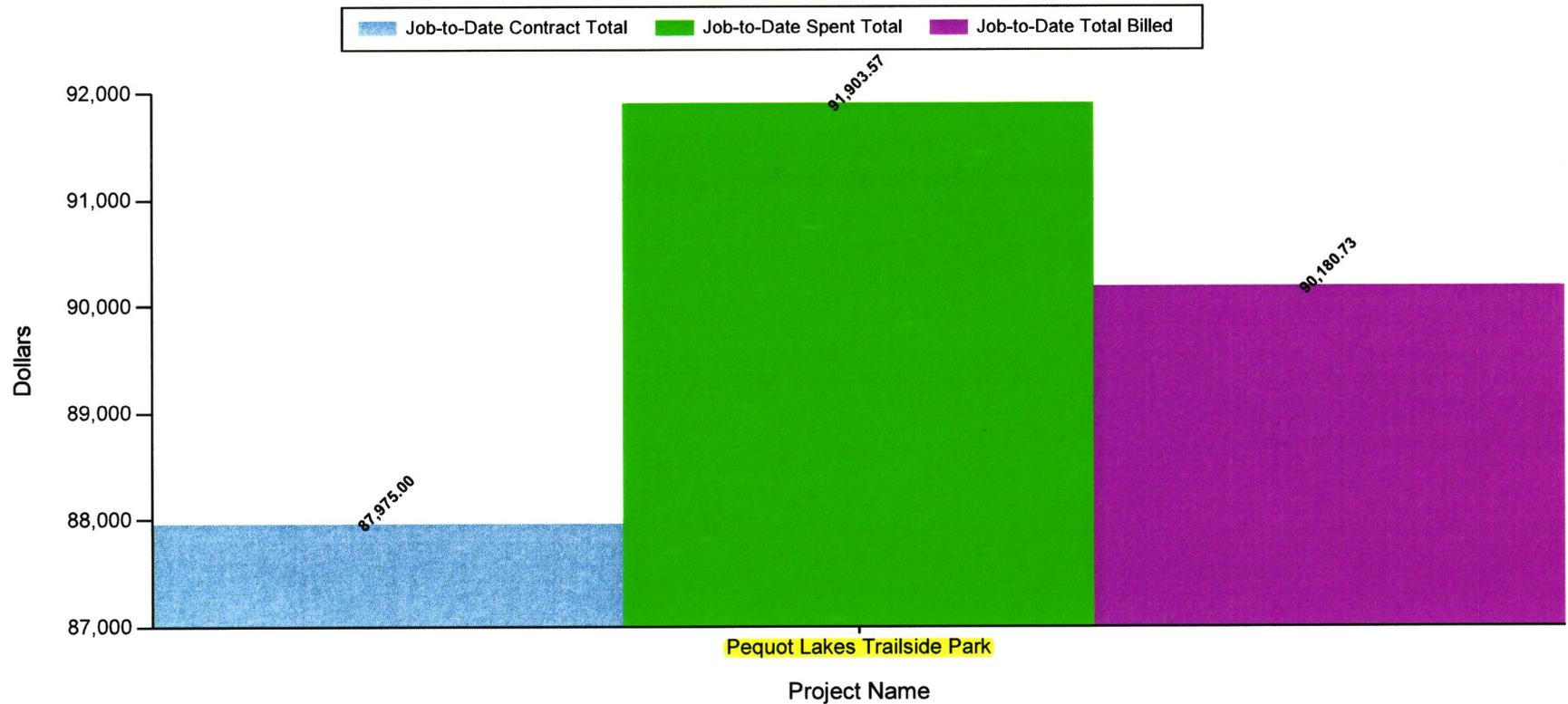
This is for the design of the civil engineering items related to the proposed Trailside Park and surrounding street and utility improvements.

The surrounding street and utility improvements were bid. The bids were rejected. The actual proposed Park improvements were not bid.

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There were changes to the scope of our work (e.g. adding a widening of Government Drive), so we did slightly exceed our original Contract Amount.

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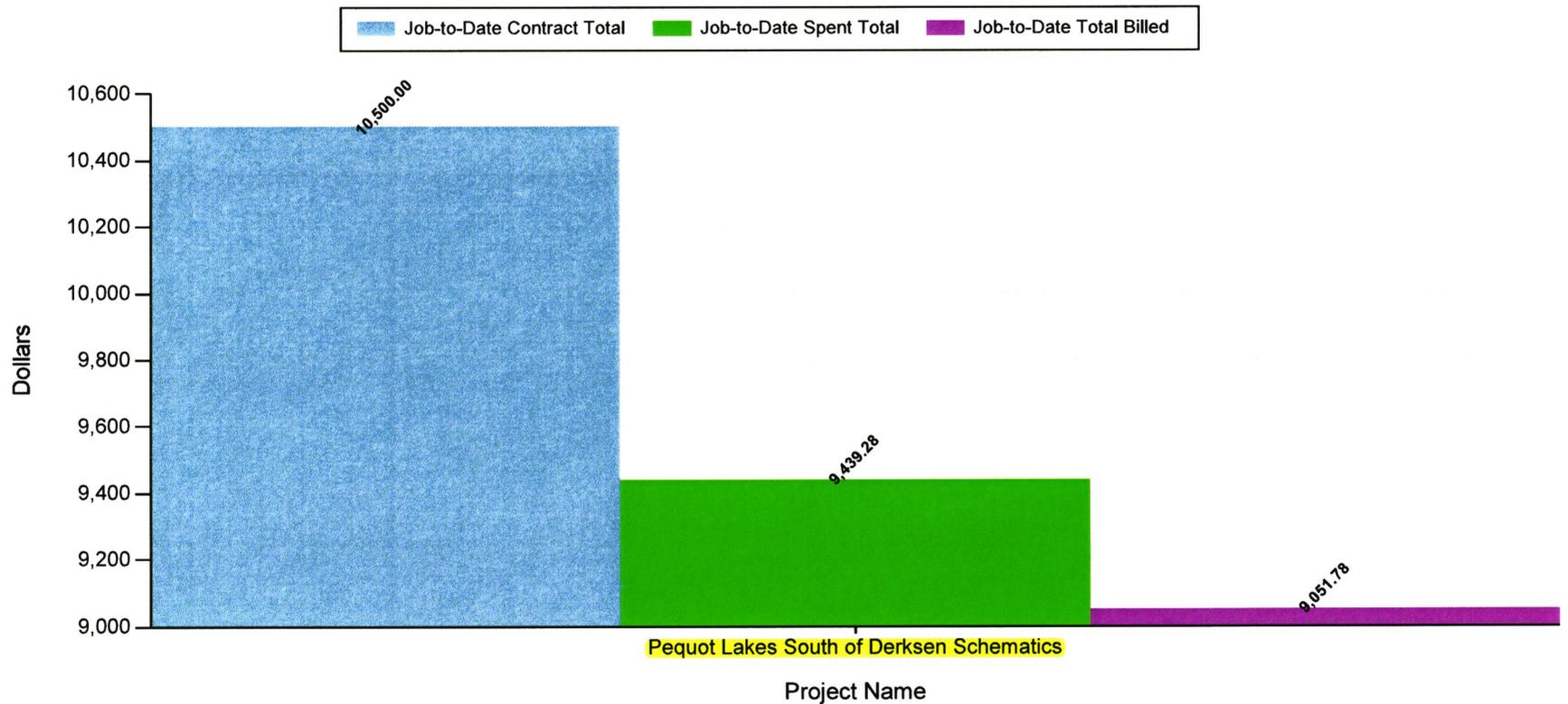
Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0064.000 Pequot Lakes Trailside Park											
JTD	87,975.00			87,975.00	91,353.75		549.82	91,903.57	90,180.73	90,180.73	759.75

This is for the preliminary layout alternatives for the proposed Heart of the Good Life (HOTGL) development south of Derksen Road (south of the current Business / Industrial Park).

We were able - thanks to the help of the City (e.g. EDC) - to stay within our scope of work, time frame, and budget (came in about \$1,000 under budget).

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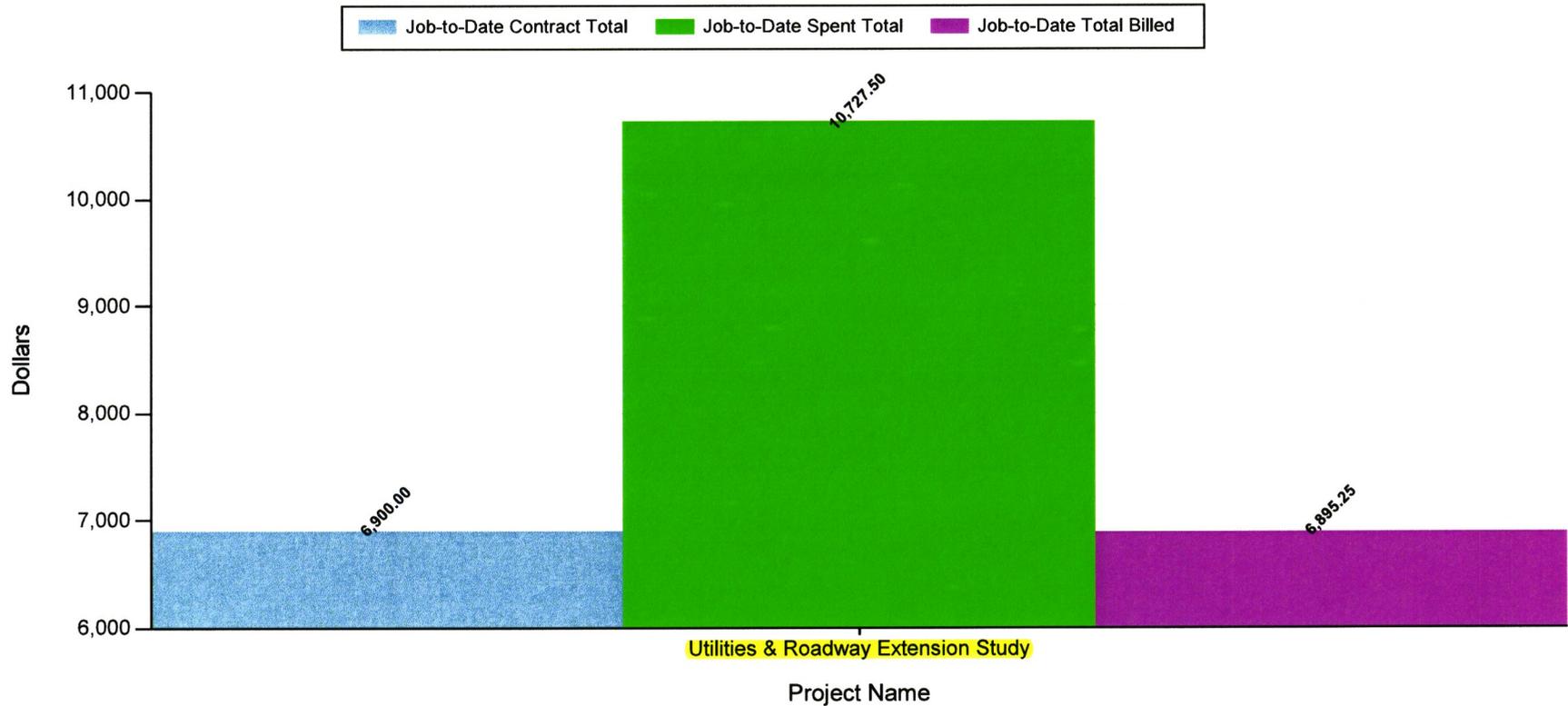
Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0066.000 Pequot Lakes South of Derksen Schematics											
JTD	10,000.00		500.00	10,500.00	9,387.50		51.78	9,439.28	9,051.78	9,051.78	87.00

This is for the Study of road and utility extension improvements for the proposed Heart of the Good Life (HOTGL) development south of Derksen Road (south of the current Business / Industrial Park).

There were more meetings than we anticipated, which caused us to expend more time and effort than we anticipated - monies on our dime that we do not intend billing for.

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Budget Status Report - CLIENT NAME HERE



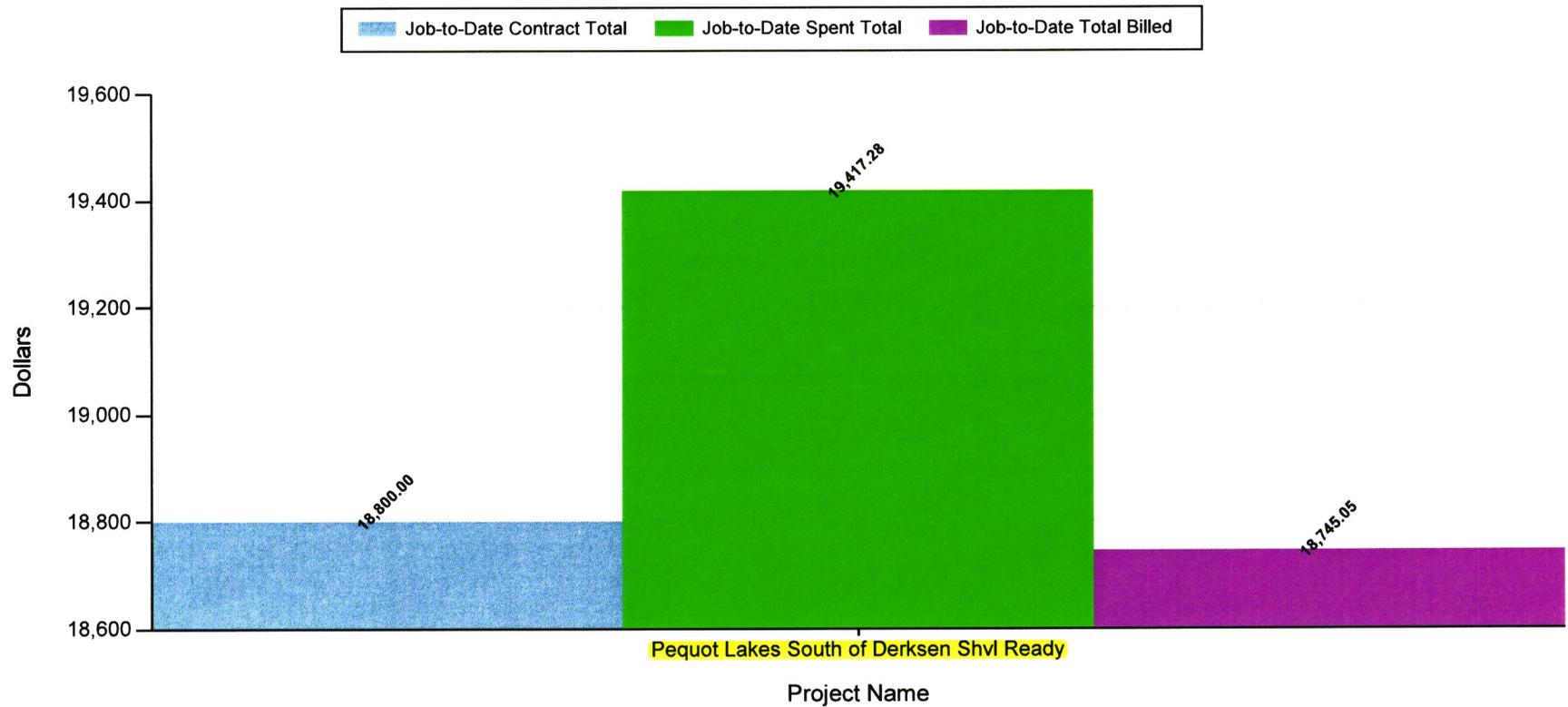
Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0067.000 Utilities & Roadway Extension Study											
JTD	6,900.00			6,900.00	10,727.50			10,727.50	6,895.25	6,895.25	103.75

This is for the Shovel Ready Application for the proposed Heart of the Good Life (HOTGL) development south of Derksen Road (south of the current Business / Industrial Park).

There was more time and effort involved in providing the needed information and working with the State agencies (e.g. DEED - Department of Employment and Economic Development) than we anticipated, which caused us to expend a little more time and effort - monies on our dime that we do not intend billing for.

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Budget Status Report - CLIENT NAME HERE



Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0066.001 Pequot Lakes South of Derksen Shvl Ready											
JTD	13,800.00	5,000.00		18,800.00	13,660.75	4,831.00	925.53	19,417.28	18,745.05	11,925.05	131.25

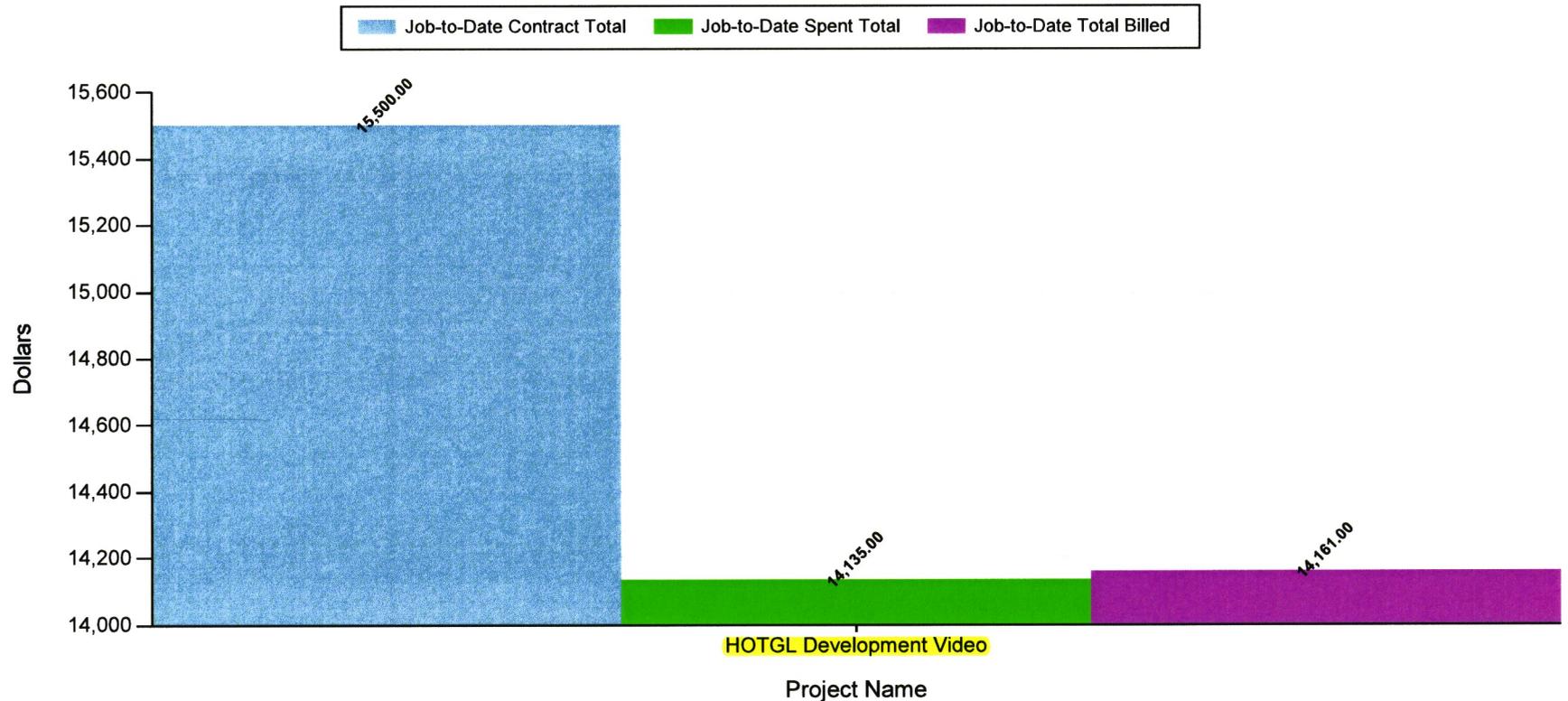
This is for the production of a video for the proposed Heart of the Good Life (HOTGL) development south of Derksen Road (south of the current Business / Industrial Park).

We were able to work with local consultant BlazeAir.

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While we still have some time in on this project, thanks to focused and timely feedback from Nancy and the EDC, we should be close to meeting our Contract budget. Short of the City asking for edits, any overages will be on our dime and we would not bill for them.

Budget Status Report - CLIENT NAME HERE



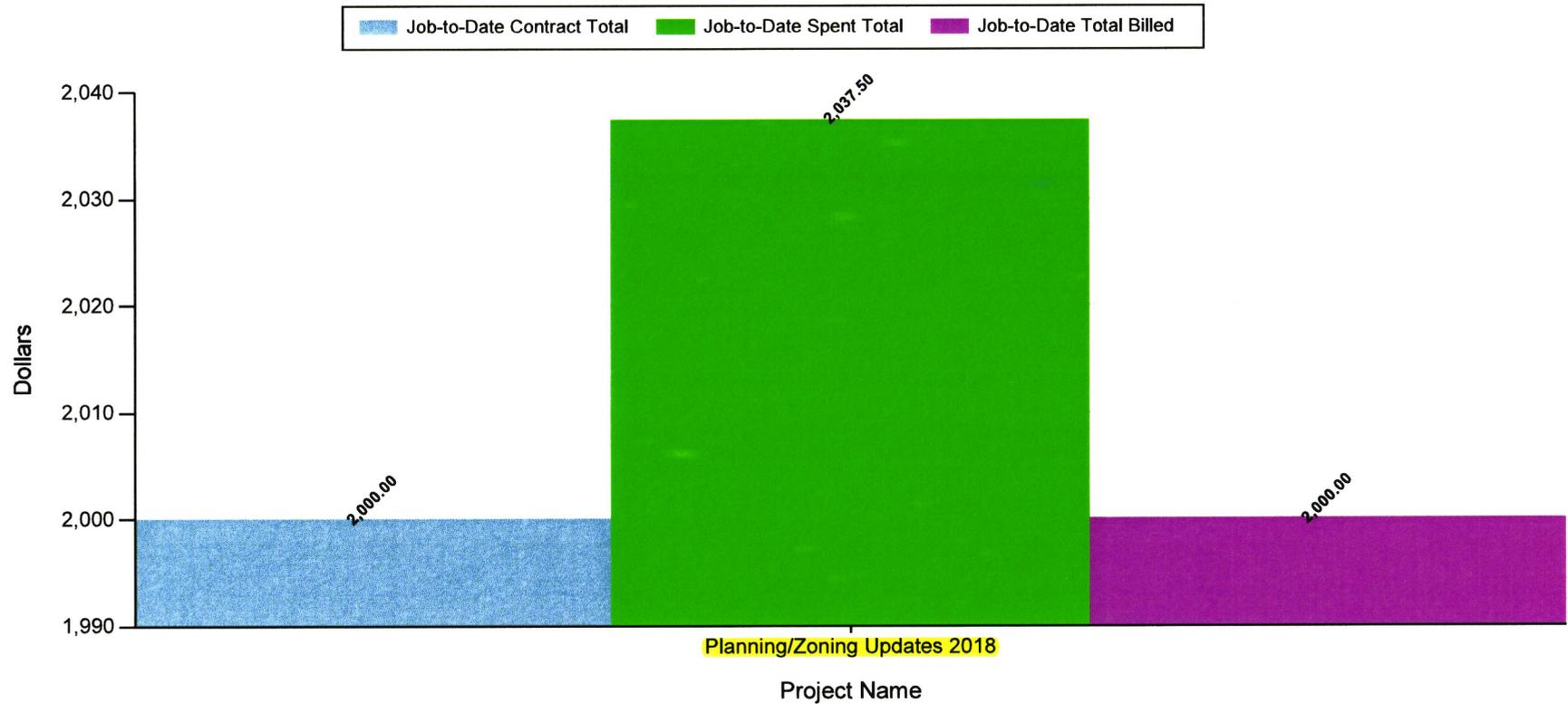
Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0069.000 HOTGL Development Video											
JTD	15,500.00			15,500.00	11,785.00	2,350.00		14,135.00	14,161.00	12,480.50	106.00

This is for yearly Planning and Zoning map updates. Our GIS group works with Dawn as needed, and as budgeted.

Our GIS, and other groups at WSN, provide more services than what is presented here - our time is charged to overhead and not billed to the City.

We were very close to our Contract budget amount.

Budget Status Report - CLIENT NAME HERE



Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0068.000 Planning/Zoning Updates 2018											
JTD	2,000.00			2,000.00	2,037.50			2,037.50	2,000.00	2,000.00	19.25

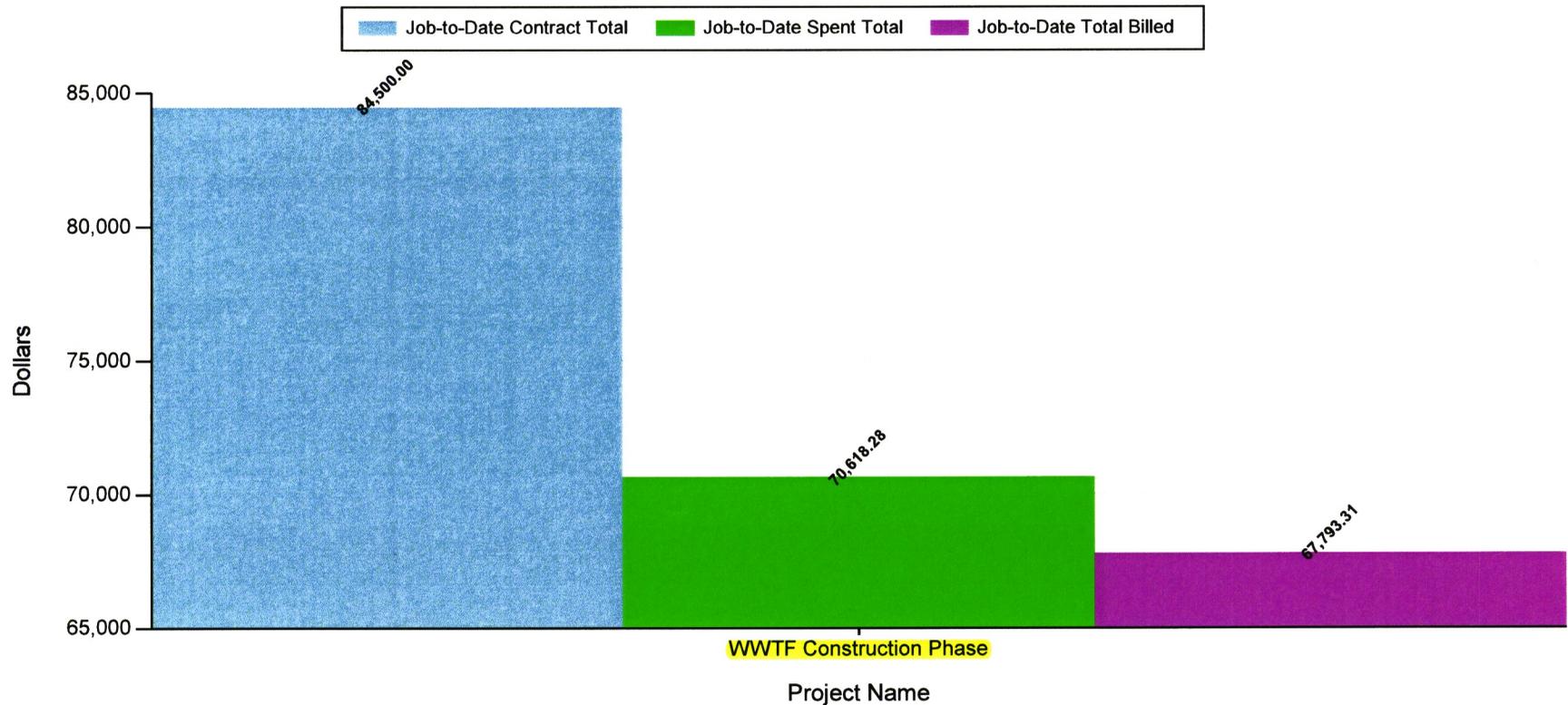
This is the construction phase for the Wastewater Treatment Facility (WWTF) project. The WWTF has been operational for a couple of years.

Overall, we came in well below our Contract Total.

We provided the City with a Draft Operations and Maintenance (O&M) Manual, but still need to incorporate some 'real life' edits. Plus, we still need to provide the City with a credit due to a mistake on our part.

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Show Unposted	Contract Labor	Contract Consultant	Contract Expenses	Contract Total	Spent Labor	Spent Consultant	Spent Expenses	Spent Total	Total Billed	Total Received	Spent Hours
Project Number: 0130B0059.000 WWTF Construction Phase											
JTD	82,000.00		2,500.00	84,500.00	69,698.25		920.03	70,618.28	67,793.31	67,793.31	623.75