



Building a Better World
for All of Us®

November 29, 2016

RE: City of Cannon Falls, Minnesota
Hotel Access Road
SEH No. CANNO 123363 14.00

Mr. Dave Maroney
Community Development Director
City of Cannon Falls
918 River Road
Cannon Falls, MN 55009

Dear Dave:

We appreciate the opportunity to provide professional services to the City for final design, plan preparation and bidding services for the construction of an access road off of 63rd Avenue to serve the proposed hotel site and Southview Acres. This letter serves as our understanding of the project scope and schedule. Our scope of work includes the following tasks:

- Review the existing topographic survey information and gather additional survey if needed.
- Final design of the access road (anticipated to be a 32-foot wide, urban section road ending in a cul-de-sac).
- Prepare construction plans and specifications to City standards per the improvements identified above and with City staff input.
- Coordinate with private utilities to identify conflicts with the proposed improvements.
- Coordinate with MnDOT and Goodhue County on approval for the new road connection to 63rd Avenue.
- Review the construction plans with City staff prior to bidding.
- Assist the City in the advertisement of the project for bids, attend the bid opening, tabulate the bids and provide a recommendation of award.

SEH proposes to complete the above tasks for a fee of \$16,800 and be compensated on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment. Upon approval of this proposal, SEH will within 4 weeks present the City with preliminary construction plans along with a preliminary cost estimate of the improvements for staff review and comment. Upon receiving comments from the City, SEH will incorporate comments, finalize the bidding documents and present them to the City for approval to advertise for bids by February 1, 2017. If there are delays beyond our control, the City agrees to grant additional time to complete the services.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

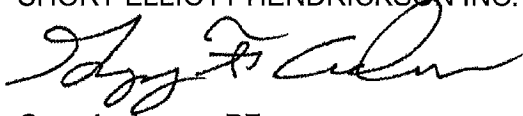
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

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Thank you again for the opportunity to continue working with the City of Cannon Falls.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Greg Anderson, PE
City Engineer

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Approved this ____ day of _____, 2016

City of Cannon Falls, Minnesota

By: _____

**CITY OF CANNON FALLS
GOODHUE COUNTY, MINNESOTA**

RESOLUTION NUMBER 2244

A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS

WHEREAS, the City Council resolved to proceed with improvements to design, construct and finance a public street from 63rd Avenue to access the proposed GrandStay Hotel and the Southview Acres development area.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CANNON FALLS, MINNESOTA:

1. Such improvement is hereby ordered as proposed.
2. Short Elliott Hendrickson Inc. is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

ADOPTED by the City Council this 6th day of December, 2016.

CITY OF CANNON FALLS

By: _____
Lyman M. Robinson, Mayor

ATTEST: _____
Ronald S. Johnson
City Administrator