PROPOSAL FOR PROFESSIONAL SERVICES

City Engineering Services









Building a Better World for All of Us®

July 1, 2020

City of Cannon Falls Attn: Neil Jensen, City Administrator 918 River Road Cannon Falls, MN 55009



RE: Proposal for Professional Services | City Engineering Services

Dear Mr. Jensen and Members of the Selection Committee.

For nearly two decades, SEH and Greg Anderson have worked side by side with the City of Cannon Falls on a variety of important projects. This started with the 2001 Utility Extension Project into the "annexation area" that included the Cedar Hills Neighborhood and the highway commercial area along Hwy 52.

Although SEH knows the City of Cannon Falls inside and out - your staff, your community and your public infrastructure system - we don't take that longstanding relationship for granted. We believe, however, that by building on that history with the City, SEH can provide the greatest return on the City of Cannon Falls' City Engineering investment compared to other firms.

SEH prepared the City's current street and utility CIP in 2009 and successfully led the design and construction of the first four of the proposed six projects in the CIP. SEH is uniquely positioned to assist the City with the completion of the remaining projects:

Northside 1 and Northside 2. Greg not only prepared the CIP, but has also worked on the design and oversaw the construction of the four projects completed to date (the 2011, 2013, 2016 and 2018 Street Improvement Projects).

COST-EFFECTIVE IMPLEMENTATION OF THE CITY'S

CAPITAL IMPROVEMENT PLAN (CIP)

PROVEN EXTENSION OF CITY STAFF AND COMMUNITY RESOURCE

With recent turnover in leadership at the City, stability will be a key attribute for your city engineer moving forward. We have dedicated Greg as your city engineer, a role he has successfully performed since 2006. Greg's investment in the Cannon Falls community will continue to be reflected in how he facilitates City projects moving forward. Due to familiarity and strong working relationships that have been established, Greg efficiently operates as an extension of city staff.

Whether it's a question on sidewalk construction, site review questions for the new Cannonbelle's Cheese Facility, or utility staff questions on sewer main and service locations from the 2001 Utility Extension Project, Greg quickly has the answer. Just ask your current and past staff how the service has been from Greg and SEH. We look forward to continuing to serve as an extension of your staff in this way.

ADVOCATE FOR THE CITY WITH OUTSIDE FUNDING AGENCIES

SEH has assisted the City of Cannon Falls in securing outside funding for many important past City projects, as well as two current projects, and is uniquely positioned to see these projects through implementation for the City. These projects include:

- o DNR Trail Grant for the connection of the Cannon Valley Trail to the Mill Towns Trail though Hannah's Bend Park
- Cannon River Sewer Bridge Replacement Project SEH assisted the City in getting this project placed on the Public Facilities Authority's (PFA) Project Priority List with a score of 68, ranking 31st, well in the fundable range should the City decide to move this project forward in 2021. This project would remove the current sewer bridge that hangs over the Cannon River just downstream of the 3rd Street Bridge with a lift station and force main buried under the river bed. The preliminary design for this project was funded via a Flood Damage Prevention Grant in 2009 from the DNR.

TITLE PAGE

CITY ENGINEERING **SERVICES | CITY OF CANNON FALLS**

SHORT ELLIOTT HENDRICKSON INC.

MAIN POINT OF CONTACT

Greg Anderson, PE

Project Manager 3535 Vadnais Center Drive St. Paul, MN 55110 651.490.2172 ganderson@sehinc.com

LEADERSHIP AND EFFECTIVE COMMUNICATIONS

Greg has been working on projects for the City of Cannon Falls since late 2000 (the design of the 2001 Utility Extension Project). He has played a role in nearly every infrastructure project the City has completed since that time. Greg's institutional knowledge of the City's infrastructure system cannot be matched by any other engineer.

Through several changes in city hall and public works staff, as well as elected officials, Greg has continued to deliver, backed by a full-service team. He and the SEH team have been the constant for the City of Cannon Falls on all infrastructure projects including, but not limited to, the following list:

- 2001 Utility Extension Project, Elevated Water Tower and Water Booster Station – All three projects were funded through the Public Facilities Authority
- o Design and Construction of the Elevated Water Tower
- Water Booster Station at the Corner of 4th and Belle Streets
- o Cedar Hills and 2nd Street Reconstruction Project
- o Park Street Lift Station Replacement
- o Architect on Cannon Falls Library
- TH 20 Turn Lane Improvement and Mensing Way Construction
- 318th Street Paving

- River Road Re-alignment and City Hall Parking Lot Improvements
- Cannon Industrial Boulevard Street and Utility Extension Project
- o 2011 Westside 1 Street Reconstruction Project
- o St. Ansgar's Lutheran Church Utility Extension
- o 2013 Eastside 1 Street Reconstruction Project
- CSAH 24 and Hwy 52 Interchange Road and Utilities
- o 2016 Westside 2 Street Reconstruction Project
- o TH 19 Utility Extensions
- o 2018 Eastside 2 Street Reconstruction Project
- o Alexander Court Street Extension

We look forward to the opportunity to serve as an extension of your staff and provide local, responsive services. Please don't hesitate to contact me at 612.720.5883 or ganderson@sehinc.com if you have any questions or would like additional information.

Respectfully submitted,

SHORT ELLIOTT HENDRICKSON INC.

GREG F. ANDERSON PE (MN)
PROJECT MANAGER



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DISCLOSURES AND ASSURANCES

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

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CANNO 155928



Identification and Qualifications of Assigned Personnel

COMPANY OVERVIEW

BUILDING A BETTER WORLD FOR ALL OF US®

Short Elliott Hendrickson Inc. (SEH®) is a 100% employee-owned company providing engineering, architectural, planning and environmental services to public and private clients throughout the country. Our more than 800 employee-owners deliver valuable solutions in the Buildings, Energy, Environmental, Infrastructure, Transportation and Water markets. Our collective purpose and body of work is focused on Building a Better World for All of Us®.

"Building a better world" embodies our commitment to improving quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. "For all of us" means we design customized solutions for our clients, including the residents and businesses in the communities we serve, employees in the companies we serve and citizens of the world.

Much of the work we do at SEH is providing engineering services to a wide array of communities, as an extension of municipal staff. We have been serving clients for more than 90 years, and many of our clients have been with us for nearly that long, as our deep Midwest roots have translated to unparalleled local familiarity and strong, lasting relationships with the agencies and entities we work with and/or serve.

OUR CLIENTS

Since 1927, we've helped clients overcome challenges through strategically tailored services. We understand our public clients—local governments and state, regional and federal governmental agencies—must meet a wide array of needs with often limited resources. When working with clients in the private sector we help businesses respond to the dynamic needs of the marketplace. You'll find our clients across the United States, with evidence of our work in 42 states.

WHY SEH?



As a multidisciplined company with professionals at every phase of a project lifecycle, we're capable of moving complex projects from idea through completion. Whether you prefer the traditional design-bid-build method, favor design-build services or prefer a hybrid approach, we can accommodate your project needs.



Our services extend beyond engineering, architecture and planning. We also help our clients secure funding for their projects. Our community development and project funding services include grant writing, funding research and analysis, grant administration and prevailing wage compliance.

SHORT ELLIOTT HENDRICKSON INC.



HAS GROWN TO 31



EMPLOYING



engineers, architects, planners, scientists and talented professionals

WHO WORK TOGETHER TO SERVE

market areas: mobility, better places, clean water and renewing infrastructure









AN IMPRESSIVE **8**



of our clients are repeat customers

COMMUNITIES SERVING AS CITY ENGINEER

SEH assists more than 65 municipalities across Minnesota with comprehensive municipal infrastructure services.

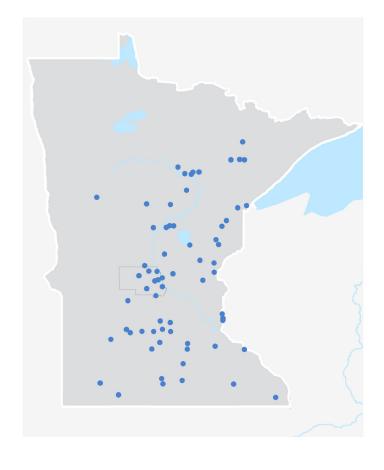
Amboy Glencoe Backus Hamburg Hill City Barnum Holdingford **Bayport** Ironton Becker **Belview** Kimball Biwabik La Prairie Lafayette Brownton **Buffalo Lake** Lakefield Lakeland Caledonia Cambridge **Lakeland Shores** Cannon Falls Lake City Lake St. Cohasset Croix Beach Coleraine Marble Deer River Deerwood Montgomery East Gull Lake Moose Lake Elysian Mora **New Prague Emily** Finlayson New Germany Olivia Foley Pierz Freeport Fulda Pine City Proctor Gaylord

Renville Richmond Riverton Rush City St. Augusta St. Mary's Point St. Stephen St. Joseph Sandstone Sauk Rapids Scanlon Silver Lake Spicer Stewartville Tower Upsala Vernon Center Virginia

Wahkon

Waldorf

Waite Park



ADDITIONAL SERVICES

- · Airport Planning and Design
- Architecture
- Bridge Design and Inspections
- Civil Engineering
- · Community Planning
- Construction Services
- Dams/Levees/Reservoirs
- Drinking Water
- · Energy Sources
- Community Development and Project Funding
- · Environmental Services
- · Flood Management

- · Geographic Information Systems
- · Geotechnical Engineering
- · Highway Design
- Land Development
- · Landscape Architecture
- · Mechanical/Electrical
- Municipal Services
- · Natural Resource Sciences
- Planning
- Protective Coatings Management
- · Right-of-Way Services
- · Site Design and Development

- Solid Waste Management
- · Structural Engineering
- Surveying
- · Traffic Engineering
- · Transportation Planning
- Urban Design
- Wastewater
- Water Resources
- · Watershed Engineering
- Wetland Services
- · Zoning Administration

KEY PERSONNEL

As city engineer, Greg will draw on his extensive experience in Cannon Falls managing your projects and communicating with your staff to continue to provide responsive and thoughtful services for the City. He and the rest of the SEH team are committed to providing services that result in durable and cost-conscious project outcomes. Each member of the team below has already worked on projects in Cannon Falls and will continue to work on future projects.

TEAM ORGANIZATIONAL CHART

City of Cannon Falls

Neil Jensen, City Administrator

Greg Anderson PE

City Engineer

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WASTEWATER ENGINEERING

CIVIL ENGINEERING

WATER ENGINEERING

Adam Knorr

TRAFFIC

John Friel PE GIS Analyst Senior Project Engineer

Zach Stafslien PE **Professional Engineer** Simon McCormack PE Project Engineer

INFRASTRUCTURE/

STRUCTURAL ARCHITECTURAL ENGINEERING SERVICES

PARKS, PARK **PLANNING AND LANDSCAPE ARCHITECTURE**

Chad Jorgenson PE

Transportation Engineer

Mike Hemstad PE

Senior Structural Engineer

Scott Blank AIA

Senior Project Architect

Karl Weissenborn PLA.

CLARB. ASLA

Senior Landscape Architect

SITE REVIEW

Greg Anderson PE

Senior Project Engineer

CONSTRUCTION **SERVICES**

Scott Samuelson PE

Construction Regional Practice Center Leader

GREG ANDERSON PE

CITY ENGINEER

Greg has served as city engineer and primary point of contact for the City since 2006. This role includes attendance at City Council meetings, Planning Commission meetings, Public Works Commission meetings and work sessions. He has performed a wide variety of city engineering activities for street, utility, water treatment and wastewater treatment projects, as well as drainage projects.

Greg's entire 25+ year career at SEH has been rooted in municipal engineering. In addition to serving Cannon Falls for nearly 20 years, Greg is the city engineer in four other communities similar in size to Cannon Falls. Similar to Cannon Falls, Greg has worked in these four cities for over a decade and, in some cases such as Rush City, Mora and Sandstone, Greg has worked on projects for them during his entire 25-year career at SEH, a testament to his dedication. He is backed by a full-service team and has been the constant for the City of Cannon Falls on all infrastructure projects including:

CANNON FALLS PROJECT EXPERIENCE

- 2001 Utility Extension Project, Elevated Water Tower and Water Booster Station – All three projects were funded through the Public Facilities Authority
- Design and Construction of the Elevated Water Tower
- Water Booster Station at the Corner of 4th and Belle Streets
- Cedar Hills and 2nd Street Reconstruction Project
- Park Street Lift
 Station Replacement
- o Architect on Cannon Falls Library
- TH 20 Turn Lane Improvement and Mensing Way construction
- 318th Street Paving
- River Road Re-alignment and City Hall Parking Lot Improvements

- Sewer Bridge Replacement-Predesign and funding
- Cannon Industrial Boulevard
 Street and Utility Extension Project
- 2011 Westside 1 Street Reconstruction Project
- St. Ansgar's Lutheran
 Church Utility Extension
- 2013 Eastside 1 Street Reconstruction Project
- CSAH 24 and Hwy 52 Interchange Road and Utilities
- 2016 Westside 2 Street Reconstruction Project
- o TH 19 Utility Extensions
- 2018 Eastside 2 Street Reconstruction Project
- Alexander Court Street Extension

Greg has delivered more than

\$25 million of Cannon Falls

projects over the last 20 years.





EDUCATION

Bachelor of Science Civil Engineering North Dakota State University-Fargo



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in Minnesota



PROFESSIONAL ASSOCIATIONS

Minnesota Public Works Association, Member

American Public Works Association, Member

City Engineers Association of Minnesota, Member

SEH is an active member in and supporter of the Cannon Falls Chamber of Commerce. Greg regularly attends Chamber events.

Greg's additional Cannon Falls experience includes, but is not limited to, the following areas:

- Cooperative agreements with MnDOT
- Wellhead protection project
- Water model updates

o Park and trail projects

- Stormwater Utility Implementation and ongoing credit reviews
- Review of proposed development projects for compliance with City standards and specifications
- Special assessment preparation and application
- o Outside funding assistance

ADAM KNORR REG

GIS ANALYST

Adam is a GIS analyst with extensive experience working with GIS applications as well as GPS technologies. He is experienced in urban and land use planning and mapping of municipal services, and has assisted with all Cannon Falls GIS infrastructure updates since Cannon Falls signed up with Goodhue County to host their GIS data.

EXPERIENCE

- Yearly GIS Updates and Coordination with City and Goodhue County (City's GIS Site-Host) – Cannon Falls, MN
- o 2018 Street Improvements Cannon Falls, MN
- o 2016 Street Improvements Cannon Falls, MN
- o Water Model Update Cannon Falls, MN

JOHN FRIEL PE SENIOR WASTEWATER ENGINEER

John has extensive civil and environmental experience, including water and wastewater treatment, stormwater and sewage pumping system design and construction projects. He has worked with facilities ranging in size from less than 0.01 to 250 mgd. John has worked on all phases of project delivery and has prepared water and wastewater system plans and specifications, cost estimates, studies, evaluations, reports and facility plans utilizing numerous treatment technologies for both municipal and industrial clients.

EXPERIENCE

- o Cannon River Sewer Bridge Removal/Pre-Design Cannon Falls, MN
- o Lift Station Replacement Cambridge, MN
- o East Side Utilities Plan Rosemount, MN
- Lorentz Meats Expansion, Wastewater Pre-treatment Review Cannon Falls, MN



YEARS OF



EDUCATION

Bachelor of Science Environmental and Natural Resources University of Minnesota-Twin Cities

Certificate
GIS Science and Technologies
University of Montana-Missoula



26
YEARS OF



EDUCATION

Master of Science Civil Engineering University of Minnesota-Minneapolis

Master of Business Business Administration DePaul University-Chicago, IL



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN, WI, SD, IL and AK



ZACH STAFSLIEN PE PROFESSIONAL ENGINEER

Zach has comprehensive experience in civil engineering and stormwater management, including surveying for centerline of roads, field inspection of public improvement projects, developing stormwater models and managing right-of-way encroachment violations. He has worked on design teams preparing feasibility report drawings, preliminary designs and cost estimates, and has also worked on final design projects and prepared final bidding documents.

EXPERIENCE

- Storm Sewer Model/Site Design Reviews (Casey's Expansion, Cannonbelle's Cheese, NNG Maintenance Site) – Cannon Falls, MN
- o 2020 Street Plans Cambridge, MN
- o 2018 Street Improvements Cannon Falls, MN
- o Water Model Update Cannon Falls, MN



YEARS OF



EDUCATION

Bachelor of Science (Cum Laude) Civil Engineering Mankato State University



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN

OSHA 30-Hour Safety

SIMON MCCORMACK PE

PROJECT ENGINEER

Simon is a professional engineer with in-depth knowledge of water system engineering from design to operation. Simon is well-informed about the Safe Drinking Water Act, Minnesota Plumbing Code, Minnesota Well Code and procedures for enforcing these standards. He is proficient in AutoCAD, Civil 3D, Microsoft Office Suite, ArcMap and JIRA.

EXPERIENCE

- o Well 4 and Well 5 Review and Compliance Cannon Falls, MN
- West Water Tower Cambridge, MN
- Northwest Metro Water Study (Metropolitan Council Environmental Services) – St. Paul, MN
- o 2018 Water Comp Study Rosemount, MN



YEARS OF EXPERIENCE



EDUCATION

Bachelor of Science Civil Engineering University of Minnesota-Duluth



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN

CHAD JORGENSON PE, PTOE

TRANSPORTATION ENGINEER

Chad is a professional traffic engineer specializing in transportation engineering. Chad has seven years of experience and is a Certified Professional Traffic Operations Engineer. He specializes in traffic operations, traffic safety and intersection control evaluations, as well as maintenance of traffic and traffic control plans. Most recently, Chad has specialized in arterial corridor operations and signal timing projects throughout the State.

EXPERIENCE

- o TH 52 Access and Safety Study (MnDOT District 6) Cannon Falls, MN
- 2018 Street Improvements Cannon Falls, MN
- Main Street Final Design New Prague, MN
- o TH 19 Reconstruction New Prague, MN



YEARS OF EXPERIENCE



EDUCATION

Bachelor of Science Civil Engineering University of Minnesota-Duluth



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN and IA

Professional Traffic Operations Engineer (PTOE)



SENIOR STRUCTURAL ENGINEER

Mike has served as project manager and structural engineer on architectural and industrial buildings; historic structures; bridges; water and wastewater treatment plants; large sewer structures; dams; retaining walls; and other miscellaneous structures. He is proficient in the use of all types of structural systems and delivery methods, including complex projects with multiple bid packages. Mike also has significant experience working with preservation experts and officials on rehabilitation projects and the restoration of historic buildings.

EXPERIENCE

- o John Burch Park Bleacher Structural Review and Report Cannon Falls, MN
- o Sperry Communication Tower Eagan, MN
- Wastewater Treatment Facility Plan and Design Cambridge, MN
- o Community Center Renovation Fairfax, MN



36
YEARS OF



EDUCATION

Master of Civil Engineering University of Minnesota-Minneapolis

Bachelor of Civil Engineering University of Minnesota-Minneapolis



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN, ND, WI, IL, AL, VA, SD and IA

SCOTT BLANK AIA

SENIOR PROJECT ARCHITECT

Scott is an architect/project manager with extensive experience in architectural leadership roles and management. He is an accomplished design professional specializing in national scale projects. Scott is skilled at identifying process improvements to drive architecture/engineering best practices that result in project cost savings and execution efficiency. He is well-versed in all aspects of the project process, and he is a creative thinker who looks for innovative solutions in addressing project and business challenges.

EXPERIENCE

- Library QA/QC Issues Cannon Falls, MN (Scott has assisted Greg at no cost to the City to address the water intrusion issue, carpet fraying and paint issues not addressed by the construction manager)
- Municipal Building Improvements Maplewood, MN
- o 2019 Fire Station Buffalo, MN



SENIOR LANDSCAPE ARCHITECT

Karl is a senior landscape architect, manager of professional staff and project manager with wide-ranging experience in both public and private practice, leading interdisciplinary professionals to successfully deliver complex projects. Karl is proficient at developing difficult and fiscally constrained projects, from preliminary planning stages through detailed final design. He is skilled with stakeholder facilitation and consensus building as well as environmental documentation and mitigation strategies.

EXPERIENCE

- Cross Lake Overlook Plaza Pine City, MN
- Street Improvements Cambridge, MN
- o Main Street Final Design New Prague, MN
- o Tracy Avenue, Valley View Road and Valley Lane Roundabout Edina, MN

SCOTT SAMUELSON PE

CONSTRUCTION REGIONAL PRACTICE CENTER LEADER

Scott serves as the Practice Center Leader for the Construction, Surveying and Right-of-Way practices at SEH and for clients and staff in Minnesota, North Dakota, South Dakota and Iowa. Scott's specific areas of expertise include transportation engineering, surveying, structural, right-of-way services, traffic and construction administration and observation. His work encompasses nearly three decades of improving transportation infrastructure throughout the Upper Midwest.

EXPERIENCE

- CSAH 22 (TH 112 Turn-Back) Construction Administration Le Sueur County, MN
- US 63 Mississippi River Bridge (MnDOT District 6) Red Wing, MN
- o I-494 Rehab and Expansion (MnDOT Metro District) Plymouth, MN
- o 2016 Street Improvements Cannon Falls, MN



32
YEARS OF



EDUCATION

Master of Architecture University of Minnesota-Minneapolis Bachelor of Science

Architecture
University of Wisconsin-Milwaukee



REGISTRATIONS/CERTIFICATIONS

Licensed Architect in MN, ND, WI, IL, FL, NJ, VA, SD, WA, IA, IN, OR, RI, MD, OH, PA, KS and MO



31 YEARS OF



EDUCATION

Bachelor of Landscape Architecture University of Minnesota-Minneapolis



REGISTRATIONS/CERTIFICATIONS

Professional Landscape Architect in MN, MI, ND, IA and SD

Landscape Architect, Council of Landscape Architectural Registration Board



YEARS OF EXPERIENCE



EDUCATION

Bachelor of Science Civil Engineering University of Wisconsin-Platteville



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN, IA and WI

Detailed Approach to the Scope of Services

The primary focus of SEH's services has been, and continues to be, municipal clients like Cannon Falls. When working with SEH, you can continue to expect:

- o Personalized, client-centered service
- A single contact person and "core team" to serve as a seamless extension of your staff
- An honest, trustworthy interface that strives for a longterm, equally beneficial relationship
- A relationship which continuously works to develop and improve our capability to match your needs and expectations
- Responsiveness that equals your sense of urgency

Greg Anderson will continue to serve as the city engineer and primary contact for the City and all project-related communications, as he has since 2006. We have provided our detailed approach to the Scope of Services provided in the RFP below.

GENERAL AND PROJECT MANAGEMENT

Greg will focus on monitoring and directing resources to achieve the desired deliverables and meet project schedules and budgets. He will work with the rest of the team to assign a project manager to meet the needs of each of your projects.

Once a project is underway, SEH's focus areas for project management will include the following:

 Project kick-off and schedule – After establishment of the project schedule and budget, we will handle action items, key decisions, and follow-up and documentation as required.



- Communication with the City We will maintain dayto-day communication at an agreed upon frequency.
 Our team will also handle meeting preparation and follow-up as appropriate.
- Quality Assurance/Quality Control (QA/QC) Plan

 It is critical to follow an established QA/QC program to ensure project budgets are met, from establishing realistic construction cost estimates to limiting changes during construction. We will customize our Companywide QA/QC program for each project to minimize budget surprises.
- Managing schedule and budget We will develop a schedule and budget for each project that identifies the major tasks and critical path items to accomplish your goals.
- Identify any permitting or regulatory requirements

 Our staff will then provide the appropriate
 coordination, and reach out to additional SEH
 disciplines as appropriate, to get approvals and avoid project delays.

PLANNING

We understand the importance of working with you to understand how projects will fit in the big picture. We are committed to helping you manage your existing infrastructure and plan for future improvements.

Thoughtful planning will help you maximize resources to make necessary improvements.

Infrastructure improvements are a significant capital investment for the community. We will provide comprehensive planning for infrastructure to make sure improvements meet the following criteria:

- Consider future community needs
- Provide properly sized infrastructure
- Use existing infrastructure wherever practical and replace it where necessary

SEH has helped Cannon Falls with the preparation and implementation of CIP projects for over a decade. Based on this experience, we will work with you to make sure your CIP incorporates the following best practices:

- o Synchronizes capital and operating budgets
- Systematically evaluates competing demands for resources based on a prioritization matrix reflecting the community's long-term goals and objectives
- Identifies, prioritizes and optimizes the financing of capital projects
- Links strategic and comprehensive plans with fiscal capacity
- Informs the public about the community's investment in infrastructure

POLICIES AND PROCEDURES

As times change, so do the needs and priorities of the community, as well as those of the regulatory agencies. SEH can assist the City of Cannon Falls to identify those policies and ordinances that will address new needs and priorities in the community into the future.

SEH will look for opportunities that benefit the City and head off potential issues before they become problems. This proactive approach will keep operations consistent with City policies and values, as well as relevant regulations.

WATER RESOURCES

SEH water resources staff will work cooperatively with the City, making sure you stay current with federal, state and local stormwater requirements and management standards. These services will include the following:

- o Development reviews for stormwater compliance
- Design of stormwater treatments systems, stormwater conveyances and stormwater pollution prevention plans for City projects
- Creating/updating existing ordinances to include acceptable stormwater requirements and regulations

SEH assisted the City with the implementation of its stormwater utility and provides the review and approval of credit requests. We will continue to work with you to identify and address your water resources needs.

PUBLIC WORKS PROJECTS

SEH has a long track record of successful engineering services and project management for the construction of municipal public works projects in Cannon Falls.

One of the benefits of working with SEH for public works projects is the fact that we offer all disciplines in-house. That means we can provide all listed services for Cannon Falls without enlisting subconsultants. Every member of our project team already has experience on Cannon Falls projects and with Cannon Falls staff.



This depth of resources within SEH simplifies communication and project delivery.

It is important for you to know that SEH can provide all the required services listed in the RFP to be able to respond effectively to any project need that may arise. With multiple offices close to Cannon Falls, we will always be able to mobilize the required resources for your projects.

We are able to handle projects in each service area, often with a quick turnaround, by providing the following:

- One point of contact who is experienced in facilitating communication between City staff and subject matter resources
- Experienced project managers across a range of disciplines
- Local, multidisciplined services in-house to respond quickly

DEVELOPMENT PROJECTS

It is important to remember that a community like Cannon Falls has much to offer, and with the exception of some sort of unique economic development project, the City does not need to cater to nor subsidize development. Development activity should not cost the City or your taxpayers.

Costs for dealing with developers and engineering development reviews and/or city attorney legal services should be "pass through costs" paid by the developer. We will continue with development review, including attending meetings as appropriate. Potential elements for development review include the following:

- Initial developer contact
- Reviews, negotiations, preparing and executing developer agreements

- Managing financial sureties for the City
- Approving plans, permits and administering construction work
- Enforcing non-compliance issues

CITY PARKS

Our urban design group has extensive experience in planning and developing natural and formal parks, along with trail systems to serve those parks. Our proposed team at SEH has worked with various park improvements in city parks and on school properties, including a number of efforts in Cannon Falls:

- o Trail Bridge Replacement in Two Rivers Park
- Park & Ride Trail Extension
- CSAH 17 Trail Extension Study
- o John Burch Park Bleacher review
- Cannon Valley Trail Trailhead Improvements

Pedestrian and bicycling routes around Cannon Falls are an important asset to provide safe access to recreational amenities as well as retail, educational and residential areas. In collaboration with state and federal programs for funding development of these resources, such as the DNR Trail Grant for the connection of the Cannon Valley Trail to the Mill Towns Trail though Hannah's Bend Park, the City may access other development funds which are a part of regional transit and transportation development. We will continue to work with you to identify and pursue these opportunities.

CONSTRUCTION SERVICES

SEH's construction services consist of on-site observation and surveying for a wide variety of engineering projects. We believe this firsthand involvement is the best way to ensure that the quality designed and specified will actually be installed by the contractor.

We have also found that a positive working relationship with City staff, contractors, developers and project stakeholders helps to create a quality project, one where everyone involved has pride of ownership. With this foundation in place, the process for construction services will typically include these steps:

- Start with the project planning meeting to initiate the design plans according to the expectations of the City of Cannon Falls
- Hold a pre-construction meeting including City staff, contractors involved and utilities representatives prior to commencing field activities
- Keep standard documentation that includes field observation reports of conditions prior to and during construction of facilities
- Convene regular construction progress meetings as warranted per the complexity of the project and conditions affecting the process
- Recommend acceptance by the City of the completed project upon satisfactory completion of all required work by the contractor
- Maintain records of work completed and administer pay requests
- Provide the City with electronic (PDF) and hard copy record drawings (as-builts) for your records upon completion of the project
- Update the City utility maps in GIS and coordinate updates with Goodhue County

Construction projects are administered by both the project manager and resident project representative (RPR). They are supported by additional staff including experienced



DID YOU KNOW

SEH can provide video observation of construction sites through the use of our in-house drone services or webcam services. This can capture all portions of a construction site and/or provide round-the-clock observation and documentation of conditions.

office personnel and surveyors. Our construction services are set up to maintain communication between the contractor, City staff, residents and utilities.

BIDDING SERVICES

SEH offers both traditional bidding services and alternate delivery methods. Traditional services typically include the following:

- Assisting the City with advertising the project through award of the contract
- Conduct pre-bid conference for potential bidders to ask questions and get clarity on design intent of bid documents
- Assist the City in providing answers to questions and generating addenda (if required)
- o Prepare and distribute bid documents
- Provide letter of recommendation for bid award
- Review and coordinate the bid provisions and award compliance with relevant regulations
- o Execute contracts with contractor and City

In addition to these traditional bidding services, we can work with you on alternate methods. For example, SEH assisted the City with the alternate project delivery method of Best Valve Contracting for the 2016 Westside II Street Reconstruction Project. SEH prepared the bidding documents required to comply with the State's requirements for Best Value Contracting, facilitated the contractor interviews and compiled the scoring process of the contractor's bids.

Our bidding services also include virtual options, if required, so that the City's projects can move forward. In view of the current social distancing requirements, SEH has continued to operate our pre-bid meetings, bid letting and receipt of documents in full compliance with regulations, with no delay to our communities and their important infrastructure construction projects.





ENGINEERING REPORTS AND TECHNICAL CORRESPONDENCE

SEH professional staff routinely provide recommendations for preliminary studies and evaluation of engineering plans, principles and operational reports to support the operation of the City's infrastructure. This reporting and documentation is provided in formal reports, meetings with City staff and Council, and presentations to the general public.

These evaluations involve our engineering, planning and scientific staff in concert with our in-house survey teams as well as funding development specialists. As projects evolve from concept to feasibility evaluation to design and construction, reporting to City staff, Council and completion of reports to jurisdictional authorities completes the process of disclosure and due diligence required of all publicly funded projects.

Our reporting may involve any of the following:

- o Preliminary evaluation
- Evaluation of conformance to ordinance
- Comparison to Comprehensive Plans and engineering standards
- Feasibility studies and reporting
- Assessment roll evaluations
- Water, storm and sanitary sewer rate studies
- o Surface water management systems
- Wetland delineations and conformance to state and federal code
- Traffic studies and plans for submission to county and state jurisdictions
- o Completion of State Aid reports

We will prepare the appropriate reports and technical correspondence as necessary for any given project, as well

as maintain a library of the project files in accordance with public record retention requirements.

CITY MEETINGS

We are prepared to participate and facilitate in any City meetings, whether internal or external, as listed in the RFP. Greg will continue to attend meetings and be available for communication with your department heads to identify, address and act on any issue which requires assistance.

SEH staff will advocate and act on the City's behalf during internal and external meetings.

We are confident this will be a successful approach as we proceed with these steps:

- Follow a prepared agenda of projects that your staff wants covered each month. This saves time for both your staff and ours.
- Include City staff you identify who are critical to the agenda items. City staff involvement may change month to month based on the current needs to allow your staff to focus on other needs.
- Clearly identify project roles, including City and SEH responsibilities, as well as needed follow up. We will also discuss planned level of effort for any work we will provide to ensure it matches your expectations.

Additionally, we will revisit our communication plan with you to confirm it meets your needs and keeps projects moving efficiently. This will include considerations for the following meeting types:

- Developer meetings SEH will be available to meet with developers about proposed project as requested.
 We will provide our assistance to communicate about standards and requirements in the community so that proposed development projects are consistent with City policy.
- City Council, Park and Planning Commission meetings – Greg will continue to attend Council meetings, as well as planning commission meetings or work sessions as needed. He will be available as needed to provide updates and to answer questions. This is also part of our basic service agreement.
- Additional stakeholder or local meetings We will be available to attend various meetings as requested to provide our assistance or to help communicate to the other stakeholders in the community.

CONSTITUENT REQUESTS AND ISSUES

CANNON FALLS EXAMPLES

Having served as city engineer the past 15 years, Greg has had the pleasure to interact with city residents, business owners and developers on a variety of project issues. A few recent examples would be:

- Building lot grading and drainage concerns. Greg has met with several of the recent homeowners in Woodridge Bluffs to discuss their lot grading.
- New home at #200 Limestone Road did not match grading plan - Greg worked with the home builder and neighbor to the north to address grading and drainage issues.
- Resident on 2016 Street Project stopped Greg and city administrator during a project walk-through to comment that Jake, the SEH inspector, was always available and knowledgeable.
- Several local utility contractors will regularly contact Greg for permitting assistance, utility information on building lots and history of past projects.

OUTREACH APPROACH AND TOOLS

SEH has communicated with Cannon Falls stakeholders in a number of ways over the years. We offer an effective public involvement/information program that uses multiple methods to communicate information, timelines and options:

- Neighborhood meetings
- Newsletters
- o E-mails
- Website updates to communicate information, timelines and options

Situations and events sometimes call for flexibility and adaptability with engagement. SEH has successfully implemented options from a number of online engagement tools for our clients:

- Virtual meetings and video conferencing
- Online surveys
- Strategic social media
- Supporting a City-based website
- Email outreach using tools that can track outreach and engagement results

We will continue to work with you to choose the best tools for communication with constituents.

\$ | Basis for Compensation

Our primary goal in serving you is to provide superior service at a fair price. The total cost for high-quality service from similarly qualified engineering firms is essentially the same. Hourly billing rates are only part of the formula for the total cost at the end of a project. Low hourly billing rates are sometimes equated with better value, but often low rates mean that less experienced staff may be providing most of the service while spending more hours than an experienced engineer that knows your city inside and out. Low rates may also reflect billing for every minute, phone conversation and meeting, resulting in higher overall costs.

SEH's extensive knowledge of your city and its infrastructure gives Cannon Falls by far the most efficient and cost-effective option for city engineering than any other firm can provide.

SEH proposes to continue its current billing agreement with the City where Greg attends up to three meetings (City Council, Public Works Commission, Planning Commission, etc.) per month at no cost to the City. SEH also provides up to eight hours of Greg's general engineering time per month at half rate. Our current rate table that we propose to continue for the City is listed on the next page. No games, no retainer, not two rates for the city engineer depending if it's general engineering or project work - just straight rates for the work provided.

A sample invoice is provided for reference, and a copy of the fee schedule and method of billing can be found on the following pages.



THE CITY IS BETTER SERVED
WITH A CONSULTANT YOU
TRUST, WITH A LOOK AT
THE VALUE THAT MAY EXTEND
BEYOND THE BILLING CYCLE





SEH HOURLY BILLABLE RATES

SEH proposes to continue with the following fee schedule for the staff personnel who would continue to work on the City of Cannon Falls projects.

CLASSIFICATION - OFFICE AND FIELD STAFF	BILLABLE RATE (1)
Principal/Senior Project Specialist	\$164.00
City Engineer	\$158.00
Project Manager	\$141.00
Project Engineer/Architect/ Planner/Scientist	\$133.00
Professional Land Surveyor/Survey Party Chief	\$133.00
Lead Technician/Senior Project Representative	\$119.00
Staff Engineer/Architect/Planner/ Scientist	\$105.00
Technician/Project Representative	\$97.00
Associate Technician	\$90.00
Office/Administrative	\$90.00

Effective: January 1, 2020 Expires: December 31, 2020

SEH SCHEDULE OF EXPENSES

Vehicle Mileage Rates

Current IRS rate if IRS rate is whole cents, otherwise rounded down to nearest whole cent.

Vehicle Allowance Costs

Resident Project Representative	\$16.00/day
Survey and Field Vehicle	\$4.50/hour + mileage

Survey Equipment

Robotic Total Station	\$30.00/hour
Global Positioning System (GPS)	\$30.00/hour

Computer Equipment

No Charge

Other Equipment Expenses

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water, and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH.

Rates are subject to change.

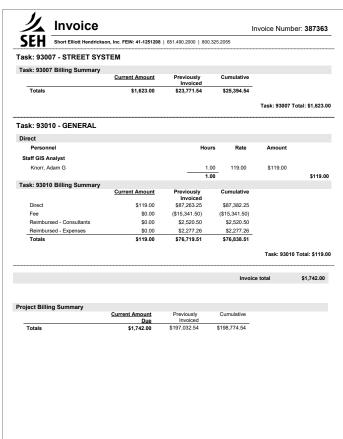
Charges for direct expenses are described on the attached SEH Schedule of Expenses.

SEH offers the following contract terms for City Engineering services:

- Engineering services initiation, contract scoping, meetings during the contracting period, and contracting will be at no charge to the City. Charges will not be billed until actual agreements are signed by the City.
- A scope of services and contract amount will be determined for each project. The contract amount may be exceeded only due to change in scope or other circumstances described in the agreement for professional services.

SAMPLE INVOICE







REFERENCES

As a 100% employee-owned company, the foundation of SEH's success is grounded in the satisfaction of our client partners. The following section provides a number of recent and relevant references. We encourage you to contact each reference to verify the commitment we make to each client partner and, ultimately, to further explore how Greg and the proposed SEH team may best serve on your behalf.

Greg's entire 25+ year career at SEH has been rooted in municipal engineering. In addition to serving Cannon Falls for nearly 20 years, Greg is the city engineer in four other communities of similar size. And similar to Cannon Falls, Greg has worked in these four cities for over a decade and in some cases, such as Rush City, Mora and Sandstone, Greg has worked on projects for them during his entire 25-year career at SEH. This is a testament to Greg's and SEH's client service. In several cases, clients that have moved employers have reached out to Greg for services at their new location, such as Mille Lacs County and the City of Harris.

MILLE LACS COUNTY/CITY OF PINE CITY

HOLLY WILSON

Public Works Director/Personnel Director/ Assistant Administrator 320.983.8378

holly.wilson@co.mille-lacs.mn.us

- Holly was also the City Administrator in Pine City in the early 2010s where Greg serves as city engineer.
- Currently Greg is the interim Mille Lac County Engineer as well as providing engineering services on a large street and utility reconstruction project.

RAVENNA TOWNSHIP

CAROLINE SPURGEON

Township Clerk/Treasurer 651.480.1902

clerk@revennatownshipmn.com

- o Greg has been the township engineer since 2009.
- SEH has provided design/construction inspection/ staking/GIS services/development review.

CITY OF PINE CITY

MATTHEW VAN STEENWYK

City Administrator 320.629.2575

mvansteenwyk@pinecitygov.com

 SEH has worked with the City of Pine City for over 20 years. Greg has been the city engineer since 2010.

CITY OF RUSH CITY

AMY MELL

City Administrator 320.358.4743 amell@ci.rush-city.mn.us

 SEH has been the city engineer in Rush City for over 30 years. Greg has worked on projects for the City for over 25 years and has served as city engineer since 2014.

CITY OF MORA

LINDY CRAWFORD

City Administrator/Utilities Superintendent 320.225.4806 l.crawford@cityofmora.com

JOEL DHEIN

Former City Administrator City of Mora, current project manager for City of Harris 320.333.9879

projectmanager@harrismn.com

 SEH has provided city engineering service for the City since 1984. Greg has been the city engineer since 2003, one of the two SEH engineers to serve the City of Mora since 1983.

CONFLICTS OF INTEREST

SEH does not foresee any potential conflicts of interest in continuing to serve the City of Cannon Falls. SEH serves hundreds of public clients across the State of Minnesota and surrounding area. Should we be approached by any public or private clients about a potential project, we will continue to review to ensure no conflict and discuss these opportunities with City staff before making any decisions.



APPLICANT AUTHORITY

Greg Anderson is responsible for the management and administration of all engineering services SEH provides to the City of Cannon Falls and is approved to execute contracts on behalf of SEH.

INSURANCE COVERAGE

SEH is an established firm of more than 800 employees, in business since 1927. SEH carries insurance in professional liability, general liability, automobile and workers compensation.

Errors and Omissions insurance is currently retained through XL Speciality Insurance Co. with \$5/\$10 million limits. Our current policy is in effect through October 1, 2020.

Copies of our insurance coverage can be found below.

GENERAL LIABILITY

ACORD CERTIFICATE OF LIABILITY INSURANCE THIS CERTIFICATE IS ISSUED AS A MATTER OR INFORMATION ONLY AND CONFERS NO BOSITS UPON THE CERTIFICATE DIDECTION OF THE CHIEF OF THE CHI NAIC# 35289 INSURER B : National Fire Insurance Co of Hartford NSURED SHORT-ELLIOTT-HENDRICKSON, INCORPORATED 467605 3535 VADNAIS CENTER DRIVE ST. PAUL MN 55110-5196 CLAMS-MADE X OCCUR PERSONAL & ADV INJURY \$ 1,000,000 PRO: JEGT RODUCTS - COMPIOP AGG 2,000,000 10/1/2019 DED X RETENTIONS 10,000 CERTIFICATE HOLDER CANCELLATION 16334373 FOR INFORMATION ONLY The ACORD name and logo are registered marks of ACORD ACORD 25 (2016/03)

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Building a Better World for All of Us®

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES







