

whks

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City of Cannon Falls City Engineering Services

Statement of Qualifications

» **SUBMITTED TO:**

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

July 1, 2020

Proposing Firm: WHKS & Co., Bill Angerman, 2905 South Broadway, Rochester, MN 55904, Phone: 507.288.3923, Email: bangerman@whks.com



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July 1, 2020

Mr. Neil Jensen
City Administrator
City of Cannon Falls
918 River Road
Cannon Falls, MN 55009



RE: Statement of Qualifications – City Engineering Services

Dear Honorable Mayor and City Council, City Administrator, City Staff, and Members of the Selection Committee-

At WHKS, we are driven to provide outstanding service to our clients. We are small-town Midwesterners invested in successful project outcomes in the communities we serve. We are respected leaders in providing city engineering services as we truly enjoy what we do. When you enjoy what you do, it's not work!

There are great things going on in Cannon Falls. We feel the advantages of the WHKS team include:

- **Municipal Engineering Experts.** We are the City Engineer for over 25 communities and use our knowledge and experience to efficiently deliver all phases of projects. WHKS works to minimize change orders and cost overruns to complete projects on time and within budget.
- **Responsiveness.** Our hands-on, practical approach keeps the City informed of project decisions every step of the way. When you call, it's our goal to call you back within an hour or return an email the same business day.
- **No Hidden Costs or Sticker Shock.** When we provide a fee estimate, what you see is what you get. We believe in "up front pricing" according to the agreed upon compensation methods.
- **Infrastructure Specialists.** WHKS specializes in helping Minnesota communities stretch their budgets and maximize the City's "bang for the buck" when completing infrastructure improvements. Proactive planning results in lower maintenance and construction costs.
- **City Planning Philosophy.** If specialized services related to community planning are needed, we will discuss the needs with the City and recommend a planning firm. Our philosophy is to "let the engineers engineer and let the planners plan." The Cities we serve find that our strategy leads to overall lower project costs while realizing the strengths of independent firms that specialize in engineering and planning.
- **Here for the Long Term.** We have very low staff turnover which means we get to know you, the infrastructure, construction preferences, the community, and the "whys" behind projects. This saves Cannon Falls a lot of time, and time is MONEY.

Thank you for the opportunity to present our qualifications and experience. If you have any questions, please contact me at 507.288.3923 or by email at bangerman@whks.com.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "Bill Angerman".

Bill Angerman, P.E.
Executive Vice President, Chief Operating Officer

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WHKS specializes in maintaining and enhancing infrastructure and amenities in vibrant, growing cities like Cannon Falls.

City Engineering Representative Responsible for Management/Administration of Engineering

The WHKS Team will be led by Bill Angerman, a municipal engineer experienced with all aspects of city engineering services. Bill will be the primary point-of-contact with the City and will lead or oversee all projects. His workload allows him to be responsive to City requests. Bill's successful record of providing municipal engineering for Minnesota cities is a perfect fit for the anticipated needs in Cannon Falls. He is the Executive Vice President and COO of WHKS.



William K. Angerman, P.E. - City Engineering Representative
Planning, Design, Construction Engineering Services, Meeting Attendance, Public Involvement

Registration:

Professional Engineer: Minnesota

Primary MN Communities Served:

Austin, Byron, Eyota, Kasson, La Crescent, Mantorville, Rochester, St. Charles, Winona, Zumbrota

Specializations:

- » Municipal engineering services
- » City planning activities
- » Street and utility reconstruction
- » Water and wastewater services
- » Grant and loan applications

Meet Your City Engineering Representative

Bill provides the City with:

- » A focus on listening to client
- » Knowledge and understanding of MN planning and engineering requirements
- » Experience managing projects with state and federal funding
- » Availability to respond promptly to requests and questions



Bill is a past winner of the MN Society of Professional Engineers (MSPE) Young Engineer of the Year Award.

Areas of Expertise:

Bill's 26 years of planning, design, and project management experience includes street design and maintenance, MnDOT State Aid projects, utility design, trail and recreational facilities, drainage, water and wastewater systems, stormwater systems, site development, and construction observation. He is widely considered a regional expert for Inflow/Infiltration reduction.

As a Consultant City Engineer, Bill assists public works staff on projects, participates in capital improvement planning, prepares special assessments, answers engineering questions from the public, attends council meetings, and serves as an extension of full-time City staff.

Qualifications:

Bill is active in all phases of City Engineering. Work tasks include preparation of reports, feasibility and planning studies, preliminary and final design, and construction engineering services.

He is experienced with grant and loan funding assistance and regulatory permitting required by public works projects.

Relevant Project Experience Completed by Bill Angerman

- » Capital Improvement and Transportation District Planning - Multiple Cities, MN
- » Inflow/Infiltration Investigations and Sanitary Sewer System Evaluations for over 20 Minnesota/Iowa Municipalities
- » Water Main, Storage, Treatment, and Distribution Improvements for over 100 Projects in MN and IA
- » Plan Review for over 50 Subdivisions for Multiple MN Cities
- » Street Improvements for over 100 projects in MN and IA

"Helping communities grow and solve their problems is not only why I became an engineer, it's why I come to work every day."

- Bill Angerman

Identification and Qualification of Assigned Personnel

Daren participates in projects related to transportation and municipal infrastructure improvements, MnDOT State Aid design, stormwater management, street ratings, and new residential/commercial subdivision construction. His experience includes urban transportation studies, street and parking areas, site development planning and design, bike and pedestrian trails, and regulating permitting.



Daren D. Sikkink, P.E. – Assistant City Engineering Representative
Design, Special Assessments, Subdivision and Plan Review, Meeting Attendance, Public Involvement

Registration:
Professional Engineer: Minnesota

Primary MN Communities Served:
Byron, Canton, Eyota, Kellogg,
St. Charles, Winona, Wykoff

Specializations:

- » Urban and rural street design
- » Municipal engineering services
- » Drainage, water, wastewater and stormwater systems
- » Special assessments

“Working with Cities to maintain and improve infrastructure is very rewarding. Cannon Falls is a great place with a lot of positive things going on and wonderful amenities. I look forward to working in the City”. - Daren Sikkink

Relevant Project Experience Completed by Daren Sikkink

- » Minnesota Highway 42 Trail Extension - Eyota, MN
- » Street and Utility Improvements (Multiple) - Byron, Eyota, St. Charles, and Wykoff, MN
- » Safe Routes to School Improvements - Byron, Eyota, and St. Charles, MN
- » Interstate 90 Industrial and Commercial Park - St. Charles, MN
- » Municipal State-Aid Street Reconstruction - Winona, MN

Scott’s experience includes urban and rural street design and maintenance, MnDOT State Aid projects, utility design, drainage, erosion control, underground utilities, stormwater collection systems, recreation facilities, site development, and construction observation.



Scott G. Huneke, P.E. - Municipal Project Engineer
Planning, Design, Construction Engineering Services

Registration:
Professional Engineer: Minnesota

Primary MN Communities Served:
Byron, Eyota, Hayfield, Kasson, La Crescent,
Mantorville, Peterson, Spring Grove, Zumbrota

Specializations:

- » Municipal engineering services
- » Urban and rural street design
- » Drainage, water, wastewater and stormwater systems
- » Construction engineering services

Relevant Project Experience Completed by Scott Huneke

- » Street and Utility Capital Planning - Altura, MN
- » Soccer Park Parking Lot - Byron, MN
- » Annexation Assistance - La Crescent, MN
- » Oak Street Reconstruction - La Crescent, MN
- » 10th Street Water Main and Roadway Improvements - Mantorville, MN
- » Straight River Trail - Owatonna, MN
- » Fire Hall Site Grading Plan - St. Charles, MN
- » Painting of the 20th Street NW Water Tower - Stewartville, MN

Identification and Qualification of Assigned Personnel

Kevin is experienced with the design and construction administration of wastewater collection, pumping, and treatment systems. His wastewater design background includes activated sludge treatment processes, biological nutrient removal processes, aerated lagoon treatment systems, disinfection systems, and biosolids handling and storage.

Additionally, Kevin has designed and developed plans, specifications and cost estimates for various water supply, treatment, storage, conveyance, and distribution projects.



Kevin J. Graves, P.E. – Water and Wastewater Task Manager Utility and Rate Studies, Water/Wastewater Planning, Design, Operations, and Construction Services

Registration:

Professional Engineer: Minnesota

Primary MN Communities Served:

Byron, Eyota, Hayfield, Kasson, Lyle, St. Charles, Spring Grove, Wanamingo, Wykoff

Specializations:

- » Wastewater collection, pumping, and treatment systems
- » Water supply, treatment, and distribution systems
- » Funding application assistance

“Helping Cities navigate the State regulatory processes for water and wastewater improvements is a big part of my job. Cannon Falls can be confident that improvements will be designed for current and future needs.” - Kevin Graves

Relevant Project Experience Completed by Kevin Graves

- » Wastewater Treatment Operation Assistance - Chatfield and Harmony, MN
- » Wastewater Treatment Improvements - Hayfield, MN
- » Wastewater Treatment Plant Improvements - Kasson, MN
- » Well No. 3 Upgrades and Controls - Byron, MN
- » Southside Water and Sewer Extension - Lyle, MN
- » Water System Evaluation - Wanamingo, MN

Jesse is responsible for site design, water resources, hydraulic, and environmental engineering projects. He has been involved in all engineering aspects of site improvements including site investigations and survey, concept planning, observation, construction survey, and administration services.



Jesse P. Preston – Site Design Task Manager Site and Utility Design, Erosion and Sediment Control, Plans and Specifications, Permitting

Primary MN Communities Served:

Byron, Eyota, La Crescent, Rochester, St. Charles, Zumbrota

Specializations:


- » Site design
- » Erosion control
- » Wetland restoration and design
- » Regulatory permitting assistance

Relevant Project Experience Completed by Jesse Preston

- » Event Center and Parking Lot Site Design - La Crescent, MN
- » Chester Woods Park Amphitheater - Olmsted County, MN
- » Kutzky Park Tennis Courts - Rochester, MN
- » City Maintenance Building Site Design - Byron, MN
- » Horse Track Meadows Phase I - La Crescent, MN
- » Site Design for Water Reclamation Plant Improvements - Rochester, MN

Identification and Qualification of Assigned Personnel

Bryan’s experience includes creation of GIS mapping and databases. This work includes use of utility system models to determine capacity of existing infrastructure systems; evaluation of suitability of sites for development based on flood zones, contaminated site information and available utilities; generation of maps, prioritization and quantifying of pavement rehabilitation and other analysis; and infrastructure asset management and tracking.


	Bryan J. Kaemingk, P.E. - GIS and Inflow/Infiltration Task Manager GIS and Asset Management, Inflow/Infiltration Reduction, Wastewater Engineering	
	Registration: Professional Engineer: Minnesota Primary MN Communities Served: Austin, Byron, Eyota, Kasson, La Crescent, Rochester, Spring Grove, St. Charles, Wykoff	Specializations: » GIS mapping » Base mapping for utilities » Computer modeling » Infrastructure asset management » Water/wastewater engineering

“GIS-based tools can help the City plan for and track the condition of infrastructure. Capital improvement planning will assist Cannon Falls to prioritize projects and maximize their “bang-for-the buck.” - Bryan Kaemingk

Relevant Project Experience Completed by Bryan Kaemingk

- » GIS Assistance - Byron, MN (2015-Present)
- » GIS and Base Map Assistance - Kasson, MN
- » GIS for Comprehensive Sanitary Sewer Planning - Rochester, MN
- » GIS for Sanitary Sewer Manhole and Pipe Rehabilitation Projects - Rochester, MN
- » GIS for Inflow and Infiltration Reduction Program - Austin, MN
- » GIS for Lift Station Planning - Spring Grove, MN

Andy is a survey crew chief performing the field operations and data collection on various topographic, hydraulic, and route surveys. He is involved in planning the work day, conducting workplace safety, operation of survey instruments, data collection instruments, and preparing survey field notes to supplement data collection. Additionally, he assists with preparation of Certificates of Survey, ALTA surveys, and survey plats.


	Andrew J. Moyer – Survey Task Manager Topographic, Boundary and Right-of-Way Surveys; Easements and Plat Review Assistance	
	Certification: NSPS Certified Survey Technician Level 3, Construction Staking Primary MN Communities Served: Byron, Eyota, Kellogg, La Crescent, Mantorville, Rochester, St. Charles, Wykoff, Zumbrota	Specializations: » Topographic and boundary survey » Construction staking » Construction observation » Construction administration

Relevant Project Experience Completed by Andy Moyer

- » West Frontage Road Topographic and Construction Survey - Byron, MN
- » Street Assessment and Improvement Projects, Topographic and Construction Survey - Kasson, MN
- » Street and Utility Improvements (Multiple) Topographic, Easement, and Construction Surveys - La Crescent, MN
- » Reconstruction of TH 44/Main Street, Topographic and Construction Survey - Spring Grove, MN
- » Sanitary Sewer Connection to Kasson, Topographic Survey - Mantorville, MN
- » TH 43/Mill Street Reconstruction, Construction Survey and Observation - Rushford, MN

Identification and Qualification of Assigned Personnel

Cory prepares and monitors the construction schedule and coordinates and supervises the field tasks performed by engineering technicians during construction phase of public infrastructure improvement projects.

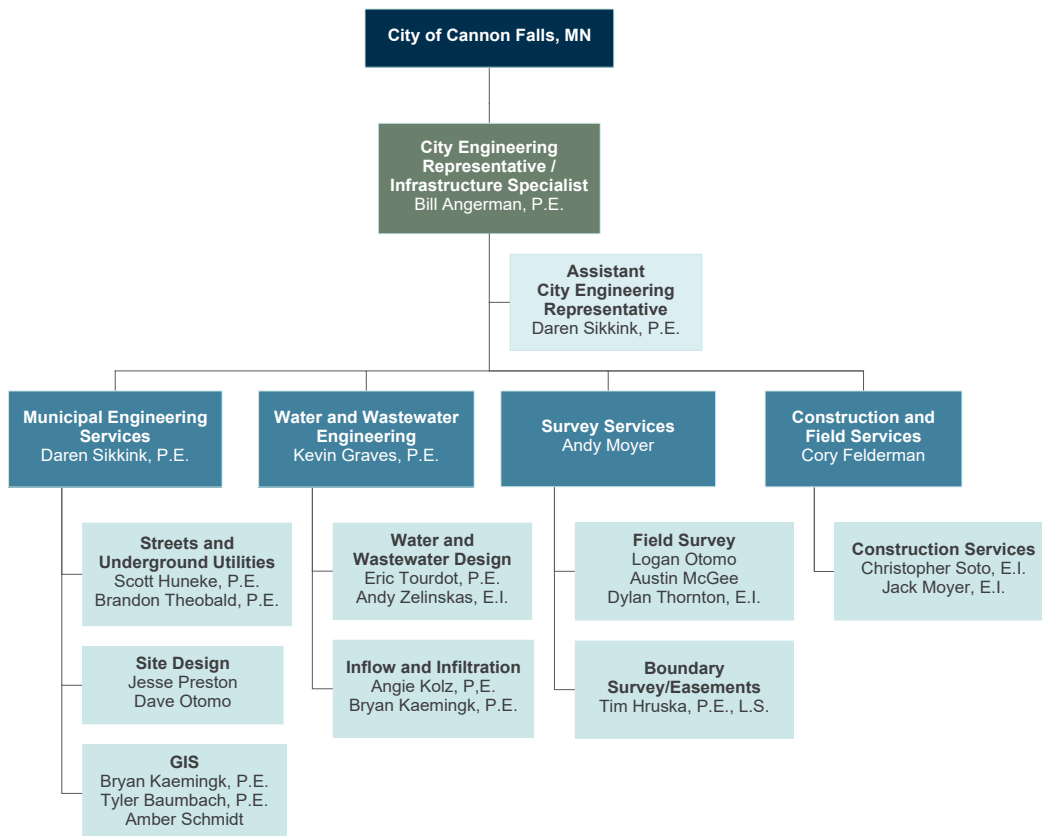
	Cory P. Felderman – Construction Services Task Manager Construction Observation and Administration	
	Certifications: MPCA Construction Site Manager; NSPS: Certified Survey Technician Level 3 Construction; MnDOT Certified Inspector Primary MN Communities Served: Byron, Eyota, Kasson, La Crescent, Rochester, Wanamingo, Zumbrota	Specializations: » Construction observation » Construction administration » Project close out

Relevant Project Experience Completed by Cory Felderman

- » 1st Avenue SE Relief Sanitary Sewer Construction Observation - Rochester, MN
- » Crescent Valley Sanitary Sewer Topographic Survey and Construction Observation - La Crescent, MN
- » 2019 Street Improvements Construction Observation and Administration - Zumbrota, MN
- » East Frontage Road Reconstruction Construction Observation - Byron, MN

Organizational Chart

We are committed to allocating the resources of our key professionals to complete the project.



Commitment of Staff

There are no major commitments of our key team members that will conflict with anticipated project schedules and availability to participate in anticipated work assignments in Cannon Falls.

Approach to Communicate and Coordinate Projects

WHKS has the expertise to complete the anticipated project types listed in the Request for Qualifications. Our Team’s approach is to be readily accessible to the City Council, City Administrator, and City Staff to assist in defining the scope of each assignment.

WHKS will provide the appropriate level of expertise so that each project meets the City’s needs and expectations.

We routinely coordinate project details with residents, interested parties and the media using a wide range of communication methods (public forums, one-on-one meetings, social media, City website, mailings, press releases, informational mailings).



How Does WHKS Demonstrate the Pillars of Success in SE Minnesota Communities?				
Be Practical	Communicate	Innovate	Be Responsive	Be Proactive
Implementing the right solutions for the right reasons.	Maintaining effective communication.	Offering innovative solutions to get the job right the first time, without any design or budget “surprises”.	Answering questions and responding to inquiries in a timely manner.	Conveying issues when they arise and providing solutions.

We believe the best representation of our approach and qualifications is to provide examples of representative projects completed for Southeast Minnesota cities, which is shown on the following pages.

Featured Utility, Street and Infrastructure Design Projects

South Mantorville Avenue Reconstruction - Kasson, MN

Client Name: City of Kasson, Minnesota

Completion Date: 2018

Project Elements:

- Street and utility design
- Plans and specifications
- Bid phase/letting services
- Wetland permitting
- Construction phase services



Negotiated special assessments and development agreements with local property owners and coordinated with Kwik Trip construction in the project area to avoid timely and costly delays to both projects.

East Avenue Reconstruction - Zumbrota, MN

Client Name: City of Zumbrota, Minnesota

Completion Date: 2014

Project Elements:

- Survey
- Street and utility design
- Permitting
- Construction phase services



Designed new bituminous pavement, sidewalk, concrete curb and gutter, and replaced existing sanitary sewer, water main, and storm sewer utilities in a growing community.

TH 44 / Main Street and Utility Improvements - Spring Grove, MN

Client Name: City of Spring Grove, Minnesota

Completion Date: 2013

Project Elements:

- Survey
- Highway and utility design
- Intersection improvements
- MnDOT coordination
- Streetscape, lighting, safety, signage and landscaping features
- Extensive stakeholder coordination



Improvements to the roadway addressed mobility and safety concerns, upgraded aging utility infrastructure, and provided a beautiful, aesthetic feel downtown.

Featured Recreation Facility Projects

FEMA-Funded Pedestrian Bridge - Wanamingo, MN

Client Name: City of Wanamingo, Minnesota

Completion Date: 2012

Project Elements:

- Funding application assistance
- Planning
- Bridge and trail connection design
- Survey
- Multiple agency coordination (FEMA, City, DNR, Corps of Engineers)



WHKS worked with FEMA and other agencies for disaster relief funding to replace the structure.

Wagon Wheel Trail - La Crescent, MN

Client Name: City of La Crescent, Minnesota

Completion Date: 2014

Project Elements:

- Corridor study
- Environmental assessment
- Survey
- Trail design
- Wetland delineation
- Construction observation



Designed a trail system that connected Minnesota and Wisconsin and provided a critical link between two regional trail systems.

Community Recreation Complex - Byron, MN

Client Name: City of Byron, Minnesota

Completion Date: 2019

Project Elements:

- Planning
- Site Design
- Survey
- Construction phase services



Construction of a 27-acre park that included four regulation-sized softball fields. The fields will host an array of teams from beginners to adult leagues.

Featured Storm Water Management Projects

Zumbro River Streambank Stabilization - Kellogg, MN

Client Name: City of Kellogg, Minnesota

Completion Date: 2012

Project Elements:

- Emergency field investigation
- Feasibility study and alternative analysis
- Streambank stabilization design
- Survey
- Agency coordination



Responded quickly to slope failure which threatened homes located at the top of the Zumbro River bank. Successfully assisted the City with funding application assistance for phased construction improvements.

Stormwater Management Plan - Mantorville, MN

Client Name: City of Mantorville, Minnesota

Completion Date: 2008

Project Elements:

- Site survey
- Hydrologic analysis
- Stormwater drainage study
- Cost estimates
- Design



Identified five projects to alleviate minor flooding and backups of storm water discharge in areas where the system was undersized or without an extensive collection system.

East Main Street Storm Sewer Improvements - Kasson, MN

Client Name: City of Kasson, Minnesota

Completion Date: 2019

Project Elements:

- Survey
- Storm sewer design
- Hydraulic analysis
- Agency coordination
- Construction phase services



Developed a storm sewer relief line that will reduce flooding to the Emergency Service Building, local business, and Trunk Highway.

Featured Water System Improvement Projects

Wellhead Protection - St. Charles, MN

Client Name: City of St. Charles, Minnesota

Completion Date: 2014

Project Elements:

- Water system analysis
- Modeling
- Coordination with MN Dept. of Health
- Preparation of Wellhead Protection Plan



Completed a two-phase wellhead protection plan to develop a plan of action to prevent contamination to the City's water supply.

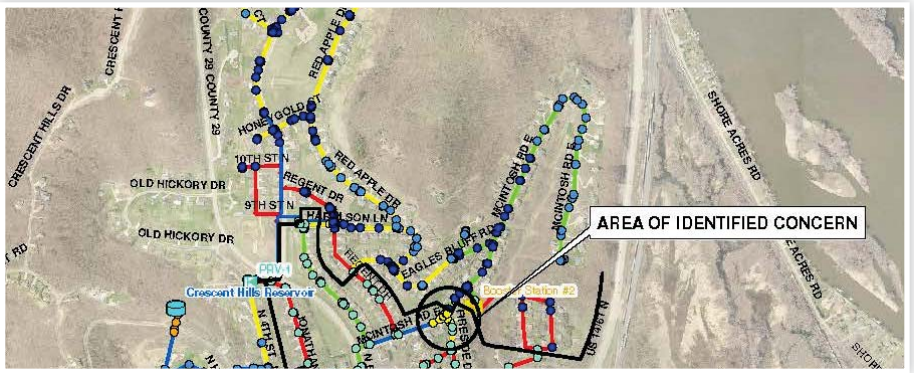
Water Distribution System Analysis - La Crescent, MN

Client Name: City of La Crescent, Minnesota

Completion Date: 2013

Project Elements:

- Feasibility study
- Water system modeling
- Design
- Cost estimates and planning analysis
- Construction phase services



Provided the City with a complete inventory of the City's water system, allowing the City to identify and correct areas with low pressure concerns to serve several new planned developments.

Water Tower Coating and Well House Improvements - Wanamingo, MN

Client Name: City of Wanamingo, Minnesota

Completion Date: 2014

Project Elements:

- Well house design
- Tower coating plans and specifications
- Construction phase services



Prepared plans and specifications and conducted coatings construction observation to extend service life of a municipal water tower.

Featured Wastewater Improvement Projects

Multiple Improvements at the Wastewater Treatment Facility - Byron, MN

Client Name: City of Byron, Minnesota

Completion Date: Ongoing since 1983

Project Elements:

- Original wastewater plant design
- Expansion project for capacity and treatment upgrades
- Disinfection study and improvements
- Equipment replacements
- Lift station design



WHKS has completed multiple improvements for the Byron Wastewater Treatment System to meet MPCA requirements and the needs of a growing community.

Influent Piping and Wastewater Treatment Facility - Hayfield, MN

Client Name: City of Hayfield, Minnesota

Completion Date: 2016

Project Elements:

- Influent piping design
- New pre-treatment building and equipment
- Treatment plant design
- Construction phase services



Upgrade of a Class C facility to Class B due to compliance with new phosphorus effluent limits using Clean Water Legacy grant funds and SRF low-interest loans.

Wastewater Treatment Plant Construction - Kasson, MN

Client Name: City of Kasson, Minnesota

Completion Date: 2019

Project Elements:

- Facility plan update
- Wastewater treatment plant design
- Sanitary and forcemain designs
- Construction phase services



Combined facilities from Kasson and Mantorville with an efficient new wastewater plant design that will provide economy of scale and capacity for growth in these rapidly growing communities.

Featured Sanitary Sewer Collection System, I/I Reduction, and GIS Projects

I/I Reduction Program and Sanitary Sewer System Rehabilitation - Eyota, MN

Client Name: City of Eyota, Minnesota

Completion Date: Ongoing

Project Elements:

- Sanitary system design
- I/I investigations
- Street restoration
- Construction phase services



Summarized defects identified in the I/I investigations and lined the sewer at strategic points to reduce infiltration and restore the structural integrity of the pipe.

Mantor Drive Sanitary Sewer Extension - Mantorville, MN

Client Name: City of Mantorville, Minnesota

Completion Date: 2011

Project Elements:

- Sanitary system design
- Survey
- PFA funding assistance
- Construction phase services



Extension of sanitary sewer to serve 20 homes in the City.

GIS Mapping System Implementation and Ongoing Updates - Byron, MN

Client Name: City of Byron, Minnesota

Completion Date: Ongoing

Project Elements:

- Conversion of existing mapping systems from AutoCAD to GIS
- Field verification of infrastructure
- Update of water mains, sanitary sewer, storm sewer, street lights, and zoning base mapping
- PASER street ratings



Incorporated a street rating system into a GIS mapping database to track maintenance and repairs to the City's street system.

Firm Information

Number of Years in Business: 72 years

WHKS & Co. has operated under this name for 26 years, since 1994.

The firm previously operated under Wallace Holland Kastler Schmitz & Co. (1969); Wallace Holland Kastler Schmitz (1964); Wallace and Holland (1956); and Wallace Engineering (1948).

Breakdown of Personnel in Proposing Office

2905 S. Broadway, Rochester

8 - Civil Engineers
4 - Water/Wastewater Engineers
5 - Water Resources Engineers
1 - Transportation Engineer
1 - Structural Engineer
1 - Land Surveyor
10 - Engineering, Survey, and Construction Technicians
1 - Class A Wastewater Operator
1 - Construction Coordinator
1 - Administrative Professional
3 - Seasonal Staff Members
36 - WHKS Team Members



engineers + planners + land surveyors

Background Information of Firm

No one knows the business of consulting engineering in southeast Minnesota like the staff at WHKS. We specialize in providing city engineering services.

As a full-service consultant, WHKS can offer a wide spectrum of services ranging from initial planning and funding stages through project design and construction. WHKS serves as the city engineer for over 25 Midwest communities and has provided engineering services for well over 100 additional communities in the last 10 years.

WHKS will provide Cannon Falls with planning, surveying, design, and construction services for:

- » Streets, roadways and highways
- » Streetscapes
- » Public utility systems
- » Wastewater treatment/collection systems
- » Water treatment, distribution, and storage systems
- » GIS and mapping
- » Hydraulics, hydrology, and drainage facilities
- » Stormwater management
- » Funding assistance
- » Traffic planning and management
- » Bridges and culverts
- » Land development
- » Subdivision layout, design, and review
- » Commercial/industrial site design
- » Construction observation and administration
- » Site plan and plat review
- » Zoning/ordinance updates and review
- » Route and topographic survey
- » Boundary and right-of-way survey
- » Master Plan development
- » Community planning
- » Recreational and bicycle trails
- » Parks and park facilities (including fields)
- » State LGU wetland representative (including serving as the LGU for the City of Byron since 1998)
- » Wetland delineation
- » Environmental services
- » Special assessments
- » Rate and utility studies



Proposer’s Detailed Approach to Scope of Services

WHKS can provide all of the services outlined in the Request for Qualifications. If specialized services are needed for any particular project, we will consult with the City before adding a subconsultant to the project team.

WHKS has varying arrangements with the municipalities that we serve, depending on the size and needs of the community. If selected, WHKS will work with the City Council and City Staff to determine an arrangement that works best for Cannon Falls.

Project Key Issues

Key Issue	WHKS Team Approach
Full Service Municipal Engineering Team	» From our Rochester office, we can provide the services required to complete typical municipal engineering projects, including water/ wastewater, water resources, transportation, and structural engineering services.
Understanding of “Small Town” Needs	» Our City Engineering Representative and key staff are “Small Town” Minnesotans. We understand that every penny counts and the need to be accountable to the taxpayer. » WHKS enjoys very low staff turnover rates and are invested in Cannon Falls for the long term.
Capital Improvement Planning	» We will assist the City to balance infrastructure needs with budgetary considerations, maximizing the City’s bang-for-the-buck. » Our approach allows the City to track maintenance costs and plan/budget for repairs on the street system, pairing with utility needs. » WHKS can help the City integrate an efficient and user-friendly street maintenance and rating program using GIS.
Funding Application Assistance	» We’ve helped Cities apply for and obtain over \$30 million in funding over the past 12 years. We can help you find the money to complete projects.
Communication	» We understand the importance of strong communication and interaction with City staff, the City Council, and residents.
Responsiveness	» When you call, it’s our goal to call you back within the hour.

Firm’s Approach to Orientation and On-Boarding

We know how to transition municipal engineering services from another firm with minimal disruption or cost to the City. Our process typically includes:

- » Conduct a meeting with the City to discuss the status of any ongoing or nearly-completed projects.
- » Review the available data for infrastructure plans, studies, and surveys. If CAD files are not available, investigate the feasibility of the City obtaining copies, if needed.
- » Identify any gaps in project close out, progress, available data or any other areas of concern and discuss with the City. If requested, WHKS will work with the other engineering consultant to attempt to resolve the issue.

We propose to provide general City Engineering services on an as-needed basis with no retainer.

Routine Projects/City Engineering Services Billing

For “routine” project services typically provided as part of City engineering services, we would suggest entering into an hourly rate agreement. Routine work may include tasks such as:

- Attending City Council Meetings, Planning and Zoning Meetings, and other meetings that are deemed important to have an engineering representative present.
- Provide updated memos to the City Administrator and City Council on a regular basis.
- Be available to City Staff as needed to perform services.

Project Specific Billing

For projects that are specifically identified by the City, WHKS will calculate fees on a project-specific basis. We will assist the City in defining a scope of services, and then negotiate a professional service agreement for each individual project. We have set up this type of agreement with many similar municipal clients which has resulted in lower overall fees.

The following table provides the roles and hourly rates of the team members anticipated to participate in the projects assigned by the City of Cannon Falls.

Classification	Rate	Rate	Rate
City Engineering Representative	\$175/Hour	Design Engineer	\$95-\$115/Hour
Principal	\$175/Hour	*Engineering Tech IV	\$110-\$125/Hour
Project Manager	\$158/Hour	*Engineering Tech III	\$100-\$110/Hour
Project Engineer	\$132/Hour	*Engineering Tech II	\$80-90/Hour
Land Surveyor	\$158/Hour	*Engineering Tech I	\$70-\$80
Phone Calls - FREE! We want you to call us!			

*Note: Time and a half pay applies for overtime, if applicable. All rates are adjusted on a yearly basis.

Reimbursable expenses include mileage at the current IRS mileage rate; actual cost of reproduction and printing; and actual out-of-pocket expenses such as field supplies, cost of recording documents, permit fees, and other project-related costs.

Transition Time

WHKS is offering 20 hours worth of fees at no cost to the City for the time associated with transitioning City Engineering services.

Sample Invoice for City Engineering Services

We have provided a sample invoice for City Engineering Services on the following page.

WHKS Policy for Working with Private Developers

When we are acting as the City Engineer, it is our policy to avoid clients which are actively performing work within the City limits. We will refuse to perform any professional services for developers, contractors, etc. who are, or may be, building within the City limits.

Sample Invoice



SAMPLE

INVOICE

TO: City of Minnesota
Attn: City Administrator

Project No.: _____

Date: January 6, 2020

Invoice No.: 40439

Per City Council Authorization for Professional Engineering Services
Re: 2019 City Engineering Services
Partial billing for services thru 12/27/19

TASK #	DESCRIPTION		LESS		
			CUMULATIVE TO DATE	PREVIOUSLY INVOICED	AMOUNT DUE THIS INVOICE
1	City Council Meetings				
	Project Principal:	6 Hours @ \$165.00/Hour	\$ 990.00	\$ 990.00	\$ -
2	Site Review				
	Project Manager:	5.0 Hours @ \$152.00/Hour	\$ 760.00	\$ 760.00	\$ -
	Project Principal:	1.0 Hours @ \$165.00/Hour	\$ 165.00	\$ 165.00	\$ -
	Design Engineer:	2 Hours @ \$114.00/Hour	\$ 228.00	\$ 228.00	\$ -
3	Treatment Agreement Assistance				
	Project Principal:	.5 Hours @ \$165.00/Hour	\$ 82.50	\$ 82.50	\$ -
	Project Engineer:	3.0 Hours @ \$127.00/Hour	\$ 381.00	\$ 381.00	\$ -
5	Site Review and Assistance				
	Project Principal:	5.5 Hours @ \$165.00/Hour	\$ 907.50	\$ 907.50	\$ -
8	Site Review and Meetings				
	Project Principal:	1.5 Hours @ \$165.00/Hour	\$ 247.50	\$ 247.50	\$ -
9	Storm Sewer Assistance				
	Project Principal:	1.0 Hours @ \$165.00/Hour	\$ 165.00	\$ 165.00	\$ -
10	Site review				
	Project Principal:	2.5 Hours @ \$165.00/Hour	\$ 412.50	\$ 412.50	\$ -
11	Parking Lot				
	Project Principal:	.5 Hours @ \$165.00/Hour	\$ 82.50	\$ 82.50	\$ -
	Design Engineer:	3.0 Hours @ \$114.00/Hour	\$ 342.00	\$ 342.00	\$ -
12	Properties				
	Design Engineer:	2.0 Hours @ \$114.00/Hour	\$ 228.00	\$ 228.00	\$ -
13	2020 Street Projects				
	Project Principal:	4.5 Hours @ \$165.00/Hour	\$ 742.50	\$ 742.50	\$ -
	Design Engineer:	15 Hours @ \$114.00/Hour	\$ 1,710.00	\$ 1,710.00	\$ -
14	Trail Bridge Repair Cost Opinion				
	Project Engineer:	30.5 Hours @ \$127.00/Hour	\$ 3,873.50	\$ 3,873.50	\$ -
15	Business Park Extension				
	Project Principal:	3.5 Hours @ \$165.00/Hour	\$ 577.50	\$ 577.50	\$ -
	Design Engineer:	7.5 Hours @ \$114.00/Hour	\$ 855.00	\$ 855.00	\$ -
16	Water Tower Annexation				
	Engineering Tech III:	3 Hours @ \$100.00/Hour	\$ 300.00	\$ 300.00	\$ -
17	New Pool Utilities				
	Design Engineer:	1 Hours @ \$114.00/Hour	\$ 114.00	\$ 114.00	\$ -
18	Drive Funding				
	Project Principal:	2 Hours @ \$165.00/Hour	\$ 330.00	\$ 330.00	\$ -
	Design Engineer:	2 Hours @ \$114.00/Hour	\$ 228.00	\$ 228.00	\$ -
19	Street Extension				
	Project Principal:	0.5 Hours @ \$165.00/Hour	\$ 82.50	\$ 82.50	\$ -
	Design Engineer:	24.5 Hours @ \$114.00/Hour	\$ 2,793.00	\$ 2,793.00	\$ -
20	NW Water Looping				
	Project Principal:	2 Hours @ \$165.00/Hour	\$ 330.00	\$ -	\$ 330.00
	Design Engineer:	6 Hours @ \$127.00/Hour	\$ 762.00	\$ -	\$ 762.00
			\$ 17,689.50	\$ 16,597.50	\$ 1,092.00
<u>Expenses</u>					
	Mileage		\$ 429.59	\$ 397.69	\$ 31.90
	Copies		\$ 16.22	\$ -	\$ 16.22
			\$ 18,135.31	\$ 16,995.19	\$ 1,140.12

TOTAL AMOUNT DUE THIS INVOICE \$ 1,140.12

References

We enjoy long-standing relationships with many clients for whom we have provided similar services in the past five years. We interpret that as a measure of satisfaction of the quality of performance and successful project records.

City of Kasson (Population 6,455) Timothy Ibish City Administrator (507) 634-7071 cityadministrator@cityofkasson.com	City of Wanamingo (Population 1,080) Michael Boulton City Administrator (507) 824-2477 cityadministrator@cityofwanamingo.com	City of Eyota (Population (2,019)) Brad Boice Public Works Director (507) 251-6612 bboice@cityofeyota.com
City of St. Charles (Population 3,375) Kyle Karger Director of Public Works (507) 932-3020 kak@stcharlesmn.org	City of La Crescent (Population 4,498) Bill Waller City Administrator (507) 895-4668 BWaller@cityoflacrescent-mn.gov	City of Byron (Population 5,523) Mary Blair-Hoeft City Administrator (507) 775-3400 mhoeft@byronmn.com

Commitment to Client Satisfaction



Rather than us telling you that we are available and can complete the work on time and within budget, we prefer to let our past clients do the speaking for us. In 2016, 2017, and 2019, WHKS received a Premier Award for Client Satisfaction from PSMJ Resources, Inc. The Premier Award recognizes firms in the engineering, architecture, and construction industries that receive exceptional client service ratings. Our current survey is underway.

83% of 100 Clients surveyed said WHKS “EXCEEDED their expectations” in the areas of helpfulness, responsiveness, quality, accuracy, schedule, budget, and scope/fees. This rating puts WHKS in the **TOP 10%** of engineering firms **NATIONALLY** that conducted Client Feedback surveys to measure client satisfaction.

Procedure for Identifying Potential Conflicts of Interest

WHKS has no conflicts of interest to declare that would influence any work performed in Cannon Falls.

Disclosure and Assurances

Applicant Authority

WHKS assures that the signatory making representations in the proposal on behalf of the firm has the authority to do so.

Insurance Coverage

General Liability	
Commercial General Liability (Occur.) \$1,000,000.00 – Each Occurrence \$500,000.00 – Damage to Rented Premises (each occurrence) \$10,000.00 – Medical Expense (any one person) \$1,000,000.00 – Personal and Adv. Injury \$2,000,000.00 – General Aggregate \$2,000,000.00 – Products – Comp/Op Agg. (General Aggregate Limit Applies per project)	Automobile Liability (Any Auto) \$1,000,000.00 – Automobile, Combined Single Limit (Each Acc.) Excess/Umbrella Liability (Occur.) \$6,000,000.00 – Excess/Umbrella Liability (each occurrence and aggregate) Workers Compensation and Employer Liability \$1,000,000.00 – E.L. Each Accident \$1,000,000.00 – E.L. Disease - Each Employee \$1,000,000.00 – E.L. Disease – Policy Limit
Professional Liability	
\$2,000,000.00 – Each Claim; \$4,000,000.00 – Annual Aggregate	