

EXHIBIT A

Westwood

7699 Anagram Drive
Eden Prairie, MN 55344

Main (952) 937-5150
Fax (952) 937-5822

westwoodps.com
(888) 937-5150

January 30, 2018

Mr. Eric Shaffer
City of Duluth
411 West First Street
Duluth, MN 55802

**Re: Kayak Bay Road
Duluth, MN
File: 0014180.00**

Dear Eric:

Westwood appreciates this opportunity to provide our professional civil engineering services for the proposed public street Kayak Bay Road in Duluth, Minnesota. We understand that the proposed project includes development of approximately 1,100 feet of public road, a trailer parking lot and a loop access road to Kayak Bay roughly 600' long with parking. All pavement will be bituminous with curb and gutter. Public utilities serving the park and adjacent private parcels will include sanitary sewer, watermain and storm sewer.

Our proposed services include the design and preparation of civil related site plans for the City's approval process and the preparation of construction documents for the site improvements.

Additionally, we understand:

- The street alignment has been previously approved as part of the Kayak Bay private development plans for Spirit Valley Land Company, LLC.
- Kayak Bay Road will cross the DNR-owned Munger Trail and an existing railroad. Both crossings will be at grade.
- Stormwater management of the road has been previously designed under the Kayak Bay private development. However, stormwater management of the proposed park, including the loop access road and parking was not included in that stormwater management design. Therefore additional stormwater best management practices (BMP) will need to be designed for the park and the overall stormwater management will need to be approved.
- The City will retain the services of a geotechnical engineer to provide Westwood with soils information, pavement design, etc. as well as construction testing.
- The project includes tree clearing and rough grading beyond the right-of-way as needed to facilitate the construction of the public road, including a stormwater BMP that will serve the public road. The City will be responsible for obtaining permissions from adjacent land owners impacted by the proposed development. No temporary construction/access easement document preparation is included in this proposal.
- Wetland fill will be necessary for the construction of Kayak Bay Road. The wetland impact permitting is being handled by others and is not included in our proposal. No on-site wetland mitigation is proposed with this project.

SCOPE OF BASIC SERVICES

The following is a list of consulting services or drawings that may be necessary for the City's approval process and for your internal project review.

Task 1.1- Topographic Verification – Kayak Bay Road

Westwood will survey portions of the project area to verify the LiDAR topography as well as critical tie-in points such as the intersection with Grand Avenue, the crossing of the Munger Trail and the crossing of the existing railroad.

Task 1.2- Topographic Verification – Public Park

Westwood will survey portions of the park area to verify the LiDAR topography as well as critical topographic features such as the shoreline as directed by City Staff or the City's park design consultant.

Task 2 – Stormwater Management – Kayak Bay Road and Public Park

Stormwater management for the majority of Kayak Bay Road has been previously designed as part of the stormwater management of the Kayak Bay private development. However, the portion of the road southeast of the railroad and the proposed park improvements are not included with that stormwater management. Therefore, Westwood will prepare a stormwater management report and design stormwater BMPs to address the increased impervious area and stormwater runoff from the proposed park improvements as well as Kayak Bay Road.

Task 3 – Traffic Analysis and Traffic Signal Design

Westwood will utilize traffic studies previously conducted by Westwood for the Kayak Bay private development project to prepare design and construction plans for the proposed traffic signal at the intersection of Kayak Bay Road and Grand Avenue.

Task 4 – Civil Construction Documents – Kayak Bay Road and Public Park

Westwood will prepare construction plans & specifications for the proposed Kayak Bay Road and park area pavement improvements. Based on these construction documents, Westwood will prepare an engineer's construction cost estimate. The construction documents will be prepared to City of Duluth and Minnesota State Aid design standards, including:

- Civil Construction Plans
 - Title Sheet
 - Statement of Estimated Quantities
 - Typical Sections
 - Earthwork & Basis of Quantities
 - Construction Details
 - Intersection Details
 - Construction and Materials Schedules
 - Grading Plan, Erosion Control & SWPPP
 - Traffic Control Plan
 - Control & Alignment Plan
 - Existing conditions
 - Street and Storm Sewer Plan and Profile
 - Sanitary and Watermain Plan and Profile
 - Pavement Markings and Signage Plan
 - Cross Sections
 - Park Area Access & Pavement Plan
- Construction Specifications
- Engineer's Opinion of Probable Construction Cost

We have not included services for construction observation, staking, or other engineering and surveying services, but Westwood can provide cost estimates for those services if needed.

Task 5 – Construction Bidding (32 Hour Budget)

Westwood will assist in answering requests for information regarding the civil site improvements from bidders. Since Westwood’s time will generally be dictated by others, we have provided an allowance for 32 hours for this work element. Additional time as directed by the client will be compensated at Westwood’s standard hourly rates.

Task 6 –Permit Assistance

Westwood will assist the City and contractor in preparation of the MDH Watermain Extension permit, the MPCA Sanitary Sewer Extension permit and MPCA NPDES permit. Additional permit assistance will be invoiced as additional services as directed and approved by the CLIENT.

Task 7 - Meetings and Coordination (32 Hour Budget)

Westwood understands that the client and their representatives will be mainly responsible for directing this project through the approval process and construction. Since Westwood’s time for meetings and coordination will generally be directed by others, we have provided an allowance of 4 meetings in Duluth. Including travel time, we estimate 32 hours for this work element. Additional meeting and coordination time, as directed by the Client, will be compensated at Westwood’s standard hourly rates.

COMPENSATION FOR BASIC SERVICES

Westwood proposes to complete the basic services described herein on an hourly basis in accordance with our standard hourly rate schedule. Our scope and fee is based upon our current understanding of the project and scope outline. If the scope changes, we look forward to refining our tasks and fees to coincide with the project. The estimate of our fees is as follows:

Task 1.1	Topographic Verification – Kayak Bay Road	\$ 3,500
Task 1.2	Topographic Verification – Public Park	\$ 1,835
Task 2.1	Stormwater Management – Kayak Bay Road	\$ 1,450
Task 2.1	Stormwater Management – Public Park	\$ 3,035
Task 3	Traffic Analysis and Traffic Signal Design	\$ 7,495
Task 4.1	Civil Construction Documents – Kayak Bay Road	\$47,275
Task 4.2	Civil Construction Documents – Park Access and Parking	\$17,040
Task 5	Construction Bidding (32 Hour Budget)	\$ 5,000
Task 6	Permit Assistance	\$ 1,510
Task 7	Meetings (32 Hour Budget)	\$ 5,120
Total Estimated Fees		\$93,260
(Excluding reimbursable expenses)		

ESTIMATED STAFF HOURS

Staff	Hourly Rate	Estimated Hours	Estimated Fees
Construction Coordinator	155	23	\$3,565.00
Engineer I	135	171	\$23,085.00
Engineer III	160	131	\$20,960.00
Engineer IV	175	28	\$4,900.00
Engineering Technician II	105	289	\$30,345.00
Engineering Technician V	145	12	\$1,740.00
Erosion Control Coordinator	155	6	\$930.00
Survey Field II (Instrument Person)	80	23	\$1,840.00
Survey Field II (Party Chief)	105	23	\$2,415.00
Survey Technician III	120	20	\$2,400.00
Surveyor V (LS)	180	6	\$1,080.00
Total			\$93,260.00

BASIC ASSUMPTIONS & CONDITIONS

1. Services beyond this agreement including revisions to our plans caused by alignment or site plan changes by the Client or other governmental agencies shall be compensated as “additional services” and will be billed on an hourly basis.
2. Surveying services for construction staking, deeds, additional easements or lease agreements shall be considered additional services and will be billed on an hourly basis.
3. Engineering services for construction observation, condemnation procedures, wetland analysis or mitigation planning, or retaining walls shall be considered additional services.
4. The Client shall be responsible for outside reproduction costs, permit application and filing fees.
5. The Client shall retain a geotechnical engineer to conduct soils & hazardous materials investigations and to make a pavement design recommendation and infiltration design recommendations for ponding areas.
6. The Client shall provide Westwood with agency staff reports, meeting minutes, and relevant correspondence as they become available.
7. The proposed sanitary sewer and water main available at the site boundary are of sufficient size and depth to serve the proposed use. Design of a sanitary sewer lift/ejector and/or water pressure reducing valve or water pump are not included.

EXCLUSIONS

1. Property owner list for public notification
2. Offsite roadway and utility design
3. Easement documents
4. Small utility plans/coordination
5. Environmental studies and permitting
6. Color graphics/ exhibits
7. DNR Permit
8. Wetland Delineation
9. Wetland Mitigation
10. Construction Staking
11. Construction Observation

January 30, 2018

Page 5

If the above scope of work and terms are acceptable, this proposal can serve as an exhibit to the contract between the City of Duluth and Westwood. Please return one copy of the executed contract to our office. We appreciate the opportunity to work with you on this project and look forward to a successful relationship. If you have any questions or need additional information, please contact me at (952) 937-5150 or email at john.bender@westwoodps.com

Sincerely,
WESTWOOD PROFESSIONAL SERVICES

A handwritten signature in black ink, appearing to read "John Bender", with a stylized flourish at the end.

John Bender, P.E.
Project Manager