

**Engineering and Administration Work
Houston Engineering – Task 3
April 6, 2021**

Task 3 - Scope of Effort – 60% Planning, Petition, Right of Way, Permitting and EAW

Sub Task	Task Description (not listed in chronological order)
1	Geotechnical evaluation – Pipeline design parameters (including solid borings) – dewatering, constructability, and excavation issues.
2	Develop preliminary planset (to 60%) Includes design of hydraulic features, electrical design, AIS filtration, forcemain and outlet, channels, pipes and drainage system and lake inlet system; prepare plan sheets; value engineering; update engineer’s opinion of probable cost, surveys, and documentation report
3	Todd County Ditch 41 Petition Process Assist with preparation and submittal, participate in meetings, provide engineering support to address requests from Todd County ditch authority
4	Right of Way Process and Descriptions Landowner discussions, Legal descriptions, review of legal documents
5	Continued Outreach Assist LSLID with outreach efforts with landowners, agencies, public
6	Permitting Preapplication meetings with agencies, Finalize Operations Plan, Prepare and Submit Wetland delineation report details, Prepare permit applications, Conditional use and variance hearings and permits, Final permit coordination.
7	Assist with 429 Hearing (update feasibility report, presentation at meeting)
8	Environmental Assessment Worksheet (EAW) Prepare and submit EAW; Phase I Archaeological, comment response
9	Project Management to include progress meetings and updates
	Total Cost for Above Services – \$128,788
10	Contingency for additional services approved by the LSLID Board - \$11,212
	Total Contract Amount for Task 3 Services - \$140,000

Note: These services will be billed at 2020 rates. These services will be delivered at the direction of the LSLID Board and will include the delivery of a preliminary plan (to 60% design) for the project and completion of tasks for permitting, the Todd County petition process, the Right of Way process and the EAW. These services include estimated costs for the landowner meetings and petition process, since there are unknowns in the amount of work that will be required. For example, if detailed modeling is required by Todd County, the costs could increase. In addition, virtual meetings are assumed for most meetings.

It is anticipated that these services will be completed by August 1, 2021 or later depending on completion of petition process.

MEMORANDUM

To: Lake Shamineau LID Board
From: Mike Opat, HEI Project Manager
Subject: Summary of Scope of Services & Deliverables
Date: 4/6/2021
Project: Lake Shamineau High Water Outlet
Task 3: 60% Plans, Permitting, EAW & Right of Way

SUMMARY OF SCOPE OF SERVICES & DELIVERABLES

The purpose of this memorandum is to document the basis for the scope of services to be provided by Houston Engineering, Inc. (HEI) as part of Task 3: 60% Plans, Permitting, EAW & Right of Way. The memorandum will also describe the deliverables that will be provided by HEI to the Lake Shamineau Lake Improvement District (LSLID). The scope of services was developed through a series of discussions between the LSLID (Cindy Kevern, Ardis Sandstrom and Rick Rosar) and HEI (Mike Opat). The scope of services was developed to include subtasks and associated labor hours anticipated beginning April 6, 2021 and extending through approximately August 1, 2021 with work pertaining to the pending ditch petition process potentially extending beyond that date. Task 2B will remain active through May 2021 for the purpose of tracking costs associated with the ongoing groundwater study to that task. Any other remaining tasks in Task 2B have been accounted for in Task 3. HEI and the LSLID have agreed that the tasks performed under Task 3 will be billed with HEI's 2020 rate table. The subtasks included in Task 3 are described in more detail below.

Task 3 include the development of 60% level construction plans (plan and profile sheets with additional details). These plans will be completed following the collection of additional survey information on the proposed construction corridor as well as a geotechnical (i.e., soil and groundwater conditions) evaluation along the proposed forcemain. The design work will include the advancement of designs of key project features, including hydraulic features (piping, pumps, valves, pumpstation, etc.); AIS filtration; forcemain and outlet; channels, pipes and drainage system; and the lake inlet. This effort will also include value engineering considerations and an updated engineer's opinion of probable cost. The deliverables associated with these tasks will include a 60% level plan set, a geotechnical report, and the updated engineer's opinion of probable cost.

The LSLID is continuing to secure necessary right of way for the project and the completion of the 60% level plans will allow for greater certainty in quantifying the location and size of the right of way needed for the project. Task 3 includes support and assistance with landowner negotiations as well as the creation of necessary maps, exhibits and other right of way documents to facilitate the right of way acquisition process.

The LSLID has submitted a petition to utilize Todd County Ditch No. 41 (TCD 41) as an outlet and Todd County, through its role as the ditch authority for TCD 41, might request additional engineering data in support of the petition. The extent of the engineering effort that could be required is not known at this point, so Task 3 includes an assumed number of hours for the purpose of addressing any such request or at least provide an initial budget to keep the project moving while a supplemental scope and budget is developed. The bulk of this effort was carried over from Task 2B.

Task 3 also includes assistance with permitting related efforts, including DNR and wetland permits, county zoning permits, coordination with road authorities for necessary authorizations and permits, and the development of an Operation Plan. Task 3 also includes the preparation of a discretionary Environmental Assessment Worksheet (EAW), with the LSLID and HEI working together on the content for the EAW and HEI handling the distribution of the document. The budget for this subtask includes an estimated number of hours for

assisting the LSLID with responses to comments submitted on the EAW, but the actual effort required to address comments will not be known until such comments are received. If the effort to respond to comments will exceed the current budget, HEI and the LSLID will negotiate a supplemental scope and budget and amend the agreement as necessary.

Other subtasks included in Task 3 include continued outreach with landowners and agencies, as well as additional support to the LSLID including assistance with the Chapter 429 process, and project management. A contingency in the amount of approximately \$11,212 has also been included to account for additional hours that might be requested by the LSLID. HEI will not expend any contingency funds without prior direction and approval from the LSLID.