



June 7, 2012

RE: City of Hastings, Minnesota  
Hudson Building Demolition  
SEH No. P-HASTI 120896

Mr. John Hinzman  
Community Development Director  
City of Hastings  
101 4th Street East  
Hastings, MN 55033

Dear Mr. Hinzman:

The City of Hastings is requesting assistance from Short Elliott Hendrickson Inc. (SEH<sup>®</sup>) to provide professional services to prepare bidding documents and provide construction services for the demolition of a portion of the former Hudson Manufacturing Building located just west of the TH 61 River Crossing along the banks of the Mississippi River. We appreciate the opportunity to propose on this work and believe that choosing SEH will provide the City with a practical, experienced team that will deliver this early phase of your redevelopment journey successfully.

## Background

Progress by the City of Hastings Economic Development and Redevelopment Authority (HEDRA) to redevelop the former Hudson Manufacturing site adjacent to the new TH 61 Bridge is expected to continue. One of the next steps required to make way for reuse of the site is to partially demolish the portion of the building that is not historical or desirable from a redevelopment standpoint. The 48,000 s.f. addition originally constructed in 1974, does not meet the historical character of the original building and needs to be removed to make way for future improvements.

## Scope of Work

The scope of our services involves three phases of work; Preparation of Bidding Documents, Bidding and Construction Services. The scope of services is detailed below.

### *Preparation of Bidding Documents*

The Bidding documents required for building removal will include preparation of a Project Manual, which will include instructions to bidders, contract agreements, insurance requirements, permit requirements, general contract conditions and technical specifications. These documents all provide the basis for the project and contractual details for which the City will enter into an agreement with the demolition contractor.

### *Plan Preparation*

SEH proposes to include a number of drawings in the Project Manual, including a location map and site drawings that address erosion control, turf restoration and security for the site. We anticipate the ability to obtain an AutoCAD file of the Alta Survey to use as a base to create the erosion control, turf restoration and site security drawings.

## **Project Manual**

The Project Manual will include the following:

- Introductory Information
- Bidding Requirements
- Contract Forms
- Conditions of the Contract
- General Requirements
- Technical Specifications relating to:
  - Building Removal
  - Handling of Contaminated Site Material
  - Facility Remediation
  - Grading
  - Utilities
  - Fencing
  - Temporary and Permanent Erosion Control.
- Appendix Information

The technical specifications are considered performance based specifications, which defines the requirements of the various regulatory agencies and the quality of results required by the City, but allows the contractor to determine many of the details of the building removal and reuse or salvage value of the building materials being removed. The City should see the benefit of this “market driven” approach by receiving competitive costs for the work.

## **Work by Others**

The technical specifications required for the hazardous clean up and asbestos abatement elements are expected to be prepared by others and included with the Project Manual. These sections are identified as “Handling of Contaminated Soils/Debris” and “Asbestos/Hazardous Material Abatement”. These Divisions include activities related to implementation of the Response Action Plan/Construction Contingency Plan. Construction activities related to removal of existing subsurface foundations and utilities will require special provisions to ensure protection of workers and the environment. The environmental analytical data, reports and test reports are expected to be stored on an electronic disk and included with the Project Manual in the appendix.

## **Preparation of an Engineer’s Estimate**

SEH will prepare an opinion of probable cost for the project, prior to bidding. Estimated costs for site civil requirements such as building restoration, site restoration, utility modifications and site security will be provided by SEH, while hazardous material and abatement costs will be prepared by the environmental consultant or provided by the City based on past information.

### **Prebid Meeting Facilitation**

We recommend that the City host a pre-bid meeting at the project site. All interested contractors will be invited/required to attend together with the City and their consultants to walk the building and ask questions. SEH expects to coordinate the meeting, including notice, attendee list, agenda and minutes for the record.

### **Bidding**

SEH will prepare and facilitate bidding for the City of Hastings by preparing the ad for bid, coordination with City for electronic bidding, a bidder's list, answering contractor questions and preparation of a bid tabulation and letter of recommendation of award, once the project is let. It is our understanding that the City will handle the advertising the bid, the actual uploading of the documents for electronic bidding, attendance at the bid opening and opening of bids.

### **Construction Services**

Sue Mason, as the design project manager, will be available as a resource during construction. Scott and Sue will attend the preconstruction conference. Sue will visit the project during the course of the demolition if requested. SEH expects to also provide a part-time Resident Project Representative (RPR) during the demolition and restoration of the project. Since this work is largely dependent upon the contractor's means and methods and schedule, we request that our fee for this portion of the project be considered hourly and as an estimate only. Some of the activities that we will be involved in include:

- Preconstruction conference
- Layout/Review of temporary erosion control
- Review of temporary security fence
- Observation of the building demo, 3-1/2 days per week for 3 weeks.
- Coordination with private utilities, in particular - Xcel Energy and removal of the transformer
- Project Close out

For the purpose of this proposal, we have assumed that the building removal will take about 3 weeks, but actual project schedule start to finish could take anywhere from 6 to 8 weeks, and have included separate site visits for specific review of construction elements that may occur outside of the 3 weeks for building demo. At this time, we have not included any record plan documentation of the demolition or debris and/or reporting or follow up to any of the regulatory agencies. Preparation of change orders if required due to changed conditions or requests for additional work would be considered extra work.

### **Project Team**

Sue Mason, P.E. will be the Project Manager. Scott Haupt, P. E. will be the project engineer assisting Sue with drawings, specification and cost estimating. The RPR will be determined at a later date depending on the timing of the bid award and start of construction.

Sue Mason has 29 years of experience working on a variety of roadway and infrastructure projects in the municipal engineering field. She has recent building demolition/brownfield redevelopment experience at three St. Paul Port Authority Sites. These sites include the demolition of a building near West Seventh Street in the City of St Paul, the former Minnehaha Bowling Lanes site at Chatsworth and Pierce Butler and two buildings

Mr. John Hinzman  
June 7, 2012  
Page 4

at the Port's Pelham Business Center Site at Pelham and Wabash Streets. Scott Haupt has 13 years of experience in local improvements projects and recently worked with Sue on the Port's Minnehaha Redevelopment site (and former Milton Street City dump) and the Pelham Business Center Site. (Please feel free to contact Kelly Jameson, St. Paul Port Authority Project Manager at 651-204- 6240 as a reference). SEH was able to successfully complete all of the projects. SEH teamed as the site civil engineer with Liesch and Associates as the environmental engineer on the two later projects. The City can have confidence that Liesch and SEH are able to work together to deliver a successful project to you as well.

## Schedule

As soon as directed, SEH will begin the work. We expect to complete the documents within 30 days from the issuance of the notice to proceed, with the understanding that you would like the project to be bid late July/early August and construction started late August/early September.

## Compensation

SEH proposes to be compensated for the scope of work proposed in this Agreement on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment. We have estimated the preparation of bidding documents and bidding services described above to cost \$8,100. We have estimated construction services based on our assumptions to total \$7,700. The total fee for all services is expected to \$15,800.

Please feel free to contact me regarding any questions you may have regarding this proposal. We look forward to working with you, your staff and the community on this project. Thank you for the opportunity to work with the City of Hastings

Respectively submitted,

SHORT ELLIOTT HENDRICKSON INC.



Susan M. Mason, PE  
Principal

<b>Former Hudson Manufacturing Building Demolition</b>						
<b>Deliverables: Bidding Documents, drawings, specification, estimate, agendas, meeting minutes,</b>						
<b>Task</b>	<b>Project Manager/Sr. Prof. Engineer</b>	<b>Project Engineer</b>	<b>RPR</b>	<b>Technician</b>	<b>Admin</b>	
<b>A. Prepare Bidding Documents</b>						
Site Visit		3				
Prepare Drawings						
transfer/prepare base map		6		2		
location map				4		
fence/temp erosion control				4		
permanent erosion control				4		
SWPPP				1		
Prepare Estimate		2				1
Coordinate with Private Utility Companies		2				
Coordinate with Environmental Consultant		2				
Prepare Specification		16				2
QA/QC	2					
Prebid Meeting	3	4.5				
Permits - NPDES/Watershed		8				
<b>B. Bidding</b>						
Prepare Ad for Bid			1			
Coordinate with City	1					
Prepare Bid Tabulation						1
Prepare Letter of Award			1			
<b>Subtotal Hours</b>						
	70.5	6	45.5	0	15	4
<b>Project labor cost this phase \$7,950</b>						
<b>Equipment charges</b>						
Mileage						\$130
Reproduction and expenses						\$20
<b>Bidding Doc's and Bidding Fee \$8,100</b>						
<b>C. Construction Services</b>						
Preconstruction Conference	3	4.5	3			1
Site visit erosion control			3			
Site visit fence			3			
Periodic Site visits during demo ( 3- 1/2 days for 3 weeks)			36			
Site visit patching existing building			3			
Site visit turf restoration			3			
Site visit punch list/close out		2	4			
<b>Subtotal hours</b>						
	65.5	3	6.5	55	0	1
<b>Project labor cost this phase \$6,973</b>						
<b>Equipment charges</b>						
Mileage						\$500
Expenses						\$227
<b>Construction Fee Estimate \$7,700</b>						
<b>Total Estimated Fee \$15,800</b>						
<b>Assumptions</b>						
Ability to use AutoCad file of Alta Survey for base map.						
Environmental Consultant to provide technical spec sections for haz removal and asbestos						
Part time construction time/trips estimated as shown,						
Addendums and Change Orders considered extra work						