



**Stantec Consulting Services Inc.**  
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**Stantec**

May 17, 2012

City of Hastings  
101 4th Street East  
Hastings MN  
55033-1955

**Attention: Mr. John Hinzman - Community Development Director**

Dear Mr. Hinzman:

**Reference: Hudson Manufacturing Redevelopment Site – 1974 building addition demolition**

We are pleased to provide this proposal for engineering services for the demolition of the existing 1974 building addition to the Hudson Manufacturing Plant site. Our work is proposed to be done in two phases. Phase I includes the preparation of construction contract documents, including plans and specifications, to remove the structure, foundation and restore the site to open space. Phase II includes contract administration and observation for building removal extending through construction completion.

After our meeting and site tour on May 5<sup>th</sup>, we are confident in our understanding of your project goals. The proposal as described below includes our Project Understanding, Scope of Services and Compensation.

### **PROJECT UNDERSTANDING**

The project site, formerly the home to Hudson Manufacturing, is located on 3.8 acres adjacent to the new TH61 Bridge. The Hastings Economic Development and Redevelopment Authority (HEDRA) purchased the property in 2010. The City, with the assistance of the Minnesota Department of Transportation, commissioned a building reuse study. Due to the proximity to the river and not being in character with the historic area, the Study recommended the removal of the 48,000 S.F, 1974 vintage precast concrete tip-up panel building. Removal of the building would provide additional riverfront greenspace and improved pedestrian/trail links between downtown and existing riverfront parks.



The HEDRA is moving forward with plans to demolish and remove from the site the 1974 addition, up to the 1920 and 1948 building exteriors. Removal includes the building superstructure and foundation, remaining interior equipment, electrical systems and underground utilities. After removal is complete the site will be graded smooth and restored to open space.

Stantec understands the HEDRA has secured \$250,000 in grant funds to be used towards the demolition of the 1974 addition. Budget information was provided by Liesch Associates, Inc. (Liesch) in a December 27, 2011 letter to the City. Building demolition and site restoration is expected to be complete in 2012.

Stantec has reviewed the Limited-Destructive Asbestos, Hazardous/Special Materials Survey Report, dated October 21, 2010, prepared by Liesch. This report indicates a collection of building materials were randomly

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selected and assumed to be representative of the material wherever it is found throughout the building. It also indicates some materials were concealed or inaccessible and therefore assumed to contain asbestos or other hazardous/regulated materials. Within the 1974 Hudson addition these materials were either found or assumed to be present:

- Asbestos Containing Materials (ACM)
- Lead Based Paint (LBP)
- Other Regulated Materials: PCB, Metal and ozone depleting chemicals (ODC-containing items), and miscellaneous materials.

Stantec understands that Liesch, under separate contract with the City, will perform a destructive pre-demolition survey for the 1974 Building to supplement the previous non-destructive survey. The new survey would define the extent of hazardous materials (asbestos, lead paint, mercury containing materials, PCB-containing materials, miscellaneous hazardous chemicals, etc.) to be removed from the building prior to demolition.

The existing and proposed supplemental reports would be inserted into the construction contract documents so that both the abatement work and demolition work could be completed under one construction contract. The City may also want to consider a supplemental service to an Asbestos Containing Materials (ACM) Project Design, which would also be inserted into the construction contract documents. A certified asbestos Project Designer would prepare technical specifications addressing several topics, including methods for complying with all applicable work practice requirements. The work plan could help the City ensure control during abatement and compliance with regulations related to the removal and disposal of ACM. Depending on the extent of material found and if thresholds are exceeded this option may not be necessary.

**Environmental Reports**

Stantec is aware of a number of investigations and reports that have been prepared addressing the environmental conditions at the referenced project site. These reports provide important background information pertaining to the proposed removal of the 1974 addition. Some of the key reports and a brief description of their purpose are:

- *“Phase I Environmental Site Assessment of Hudson Manufacturing Facility, 200 West 2nd Street, Hastings, Minnesota.” Unpublished report dated August 2010 prepared on behalf of the Hastings Economic Development and Redevelopment Authority (Liesch, 2010a).* A Phase I ESA report for the property was completed by Liesch Companies in August 2010 (Liesch, 2010a) on behalf of the City of Hastings/HEDRA and identified several recognized environmental conditions (RECs) associated with the property.
- *“H.D. Hudson Manufacturing Facility, Hastings, MN, Preliminary Phase II Investigation Results.” Unpublished report prepared on behalf of the HEDRA dated November 3, 2010 (Liesch, 2010b).* The purpose of the Preliminary Phase II Investigation was to follow up on the recognized environmental conditions (RECs) identified in past investigations of the property and to assist HEDRA in making decisions regarding the purchase of the Property.
- Stantec Consulting Services, Inc. (Stantec; formerly Bonestroo) was contracted by Dakota County to conduct a Phase II environmental site assessment (ESA) of the referenced site. The Phase II ESA was performed on behalf of the HEDRA utilizing funding from a United States Environmental Protection Agency. The purpose for the Phase II ESA was to further assess the nature, magnitude

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and extent of environmental impacts detected at the site as part of prior investigations both at the property and on adjoining parcels. A scope of work for the investigation was detailed in a Site Specific Sampling and Analysis Plan prepared by Stantec and submitted to the Minnesota Pollution Control Agency (MPCA) and the U.S. EPA in July 2011.

- *“Limited-Destructive Asbestos, Hazardous/Special Materials Survey Report, H.D. Hudson Manufacturing Facility, Hastings, MN, prepared for the HEDRA dated October 21, 2010, prepared by: Liesch Associates, Inc. Limited-Destructive Asbestos/Hazardous Materials survey and report for an approximately 3.75-acre developed parcel.*

**SCOPE OF SERVICES**

The City of Hastings has committed to the redevelopment of the Hudson Manufacturing Site and is ready to move forward with the removal of the 1974 building addition. Stantec’s proposed Scope of Work consists of engineering services necessary to prepare construction bid documents, assist with bidding, and to provide construction administration/observation for the demolition of the building, and the removal of selected underground utilities, retaining walls and south parking lot surface. The construction also includes backfill, grading, and landscaping to restore the site to green space.



We assume intermediate and the final inspection after abatement would be performed by the Contractor and Liesch (Project Designer) under separate contract with the City. Inspections and testing of suspect materials if discovered after abatement would also be performed by Liesch.

The Stantec team will deliver this project in two phases:

**Phase I – Construction Documents:** This phase includes data collection and assembling construction contract documents for the abatement, building removal and site restoration activities.

**Phase II – Construction Administration and Observation:** This phase includes the administration of the construction contract according to the terms, conditions, and provisions of the contract documents. In general, services include interpreting the requirements of the contract documents, observing demolition and keeping the City informed of progress.

**Key factors for a successful project include:**

- Project management and coordination with HEDRA
- Data collection and existing conditions documentation
- Abatement understanding and planning upfront to minimize unknowns
- Plans that clearly convey project intent and define constraints on the demolition operations
- Monitoring construction for compliance.

**Reference: Hudson Manufacturing Redevelopment Site – 1974 building addition demolition**

## **TASK DESCRIPTION AND DELIVERABLES**

Our work plan as outlined below provides the key tasks necessary to organize and execute the project.

### ***Phase I: Construction Documents***

*Task 1 – Kick-off Meeting.* A kick-off meeting will be held with the HEDRA staff to confirm the project program and goals. General project understanding, site issues, property status, coordination, and schedule will be among the topics of discussion. We will use this opportunity to further discuss the details and vision for the completed project.

*Task 2 – Data Collection.* Stantec will collect existing data regarding the building, site and utilities. Our team will perform the following:

- Site Survey: Johnson & Scofield Inc. has completed an ALTA/ACSM Land Title Survey of the project site. Stantec assumes Cad data associated with this survey would be made available for our use.
- Investigate the existence of utilities on or adjacent to the site through coordination with Gopher State One Call and City as-built utility information.
- Conduct a field survey to confirm basic site utilities and site features shown on the ALTA survey. Determine underground utilities for example roof leaders, water and sanitary service, that exist within the building interior.
- Obtain supplemental destructive pre-demolition survey from Liesch for incorporation into construction contract documents. Obtain Project Design for abatement and compliance with regulations related to the removal and disposal of Asbestos Containing Materials (ACM), if required.
- Photograph the site and building to document pre-demolition conditions.

*Task 3 – Construction/Demolition Documents.* Stantec will prepare final construction/demolition documents for building removal and site restoration. Contract documents will include plans and technical specifications detailing the requirements for the project and will include use of the Standard General Conditions of the Construction Contract, prepared by Engineers Joint Contract Document Committee (EJCDC). Other design related activities include:

- Coordinate design activities with City and their sub-consultants. Establish communications hierarchy.
- Attend and document meetings with City to review progress of project. Request approvals when appropriate.
- Coordinate with appropriate permitting agencies. Determine permitting requirements and assist the City with applications. We anticipate a General Storm Water Permit for Construction Activity, MPCA forms and SWPPP Narrative will be required.
- Coordinate work with City's hazardous material abatement designer and inspector.



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*Task 4 – Permitting.* Stantec will discuss project plans with appropriate permitting entities, and determine which permits will be required for the project. We will prepare permit applications and supporting documents, and submit applications to the respective permitting entities as necessary to obtain approval for the project. Permit application fees will be paid for by the City. We do not anticipate any impact to wetlands or work in public waters. We have budgeted 20 hours for this task. Permitting requirements and agency response is highly variable. If this effort requires more time than budgeted, we will discuss events and justification for additional time with the City prior to proceeding with this work.

*Task 5 – SWPPP.* A Stormwater Pollution Prevention Plan (SWPPP) is anticipated for the project as a BMP or because more than one acre of land will be disturbed as a result of project activities. Stantec will prepare this narrative and include it in the construction contract documents.

*Task 6 – Bidding Assistance.* Stantec understands the City will print and distribute the Project Manual to plan services and prospective bidders. Stantec will assist the City during the bidding period as follows:

- Respond to contractor inquiries, review manufacturer/supplier requests for prior approvals and prepare addenda as needed.
- Coordinate and conduct a mandatory pre-bid conference.
- Review bids and provide City with written recommendation to award or not to award the contract.

*Deliverables:*

1. Kickoff meeting minutes and other record of decisions
2. Draft Drawings for review and approval by HEDRA.
  - a. Cover sheet
  - b. Existing site plan with utilities, building lines, property lines and site appurtenances
  - c. Site restoration plan including limits of construction/demolition, building penetration closures and/or abandonment details and site restoration requirements.
  - d. Phasing plans
  - e. Demolition Plans
3. Draft Project Manual for review and approval by HEDRA.
4. Final Project Manual (electronic file in .pdf format)
5. Permit applications
6. SWPPP
7. Coordinate and facilitate a pre-bid conference. Attend and prepare minutes.
8. Addenda to the contract if necessary
9. Recommendation to award or not award.



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***Phase II: Construction Administration and Observation***

*Task 1 – Construction Administration.* Stantec's Project Engineer will function as the central contact person for administration and observation activities associated with the project. The Project Engineer will partner with the HEDRA Staff person assigned to the project and act as the central communication point between City, Liesch Associates, Inc., the general contractor and inspectors. Regular meetings will be organized to confirm the work is performed on schedule and in accordance with the contract requirements. The primary work tasks of this role are to:

- Maintain close working relationships with HEDRA's Project Manager and Abatement Project Designer
- Maintain an administrative relationship with Contractor representatives
- Attend recurring and special construction progress, status, and coordination meetings
- Conduct periodic observation of construction in progress
- Review documentation prepared by the project inspectors
- Review testing procedures and results
- Prepare and submit partial payment requests
- Prepare and submit supplemental agreements for HEDRA Staff review
- Prepare and submit the final payment request
- Make final inspection and recommend project acceptance

*Task 2 - Construction Observation.* Stantec will provide an experienced construction inspector to provide on-site observation of construction activities to help achieve compliance with project specifications. The primary work tasks of the project inspector are to:

- Observe construction activities on a part time basis.
- Keep construction diary reporting activities and prepare weekly reports
- Attend recurring and special construction progress, status, and coordination meetings
- Document work quantities completed as required
- Coordinate field activities of survey crews and material testing personnel
- Record changes from plans and specifications
- Prepare punch list and conduct final inspection



*Task 3 - Construction Staking and Surveying.* Stantec construction staking and surveying provides the City with the level of accuracy necessary for the type of work involved. The primary work tasks of the survey crew are to:

- Provide alignment and grade stakes for site restoration

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- Provide working points with offsets for the site restoration
- Provide periodic alignment and elevation checks for the site restoration

*Task 4 - Project Closeout / Final Documentation.* The Project Engineer will prepare and provide the City with the final contract documentation. This documentation will include:

- Verification that the contractor has completed punch list items
- Asbestos abatement contractor license, certifications for site supervisors, work area sign-in/sign-out sheets
- Waste transport and disposal manifests
- Material certifications and project testing have been completed
- Final Quantities have been documented and Contractor has agreed with these quantities
- Verification that regulatory forms are completed and up to date

*Task 5 - Material Testing.* Stantec anticipates work by a qualified testing/laboratory consultant may be required for sampling/testing construction materials, and field density testing of backfill materials. Stantec will coordinate this work with our sub-consultant American Engineering, Testing Inc.

*Deliverables:*

1. Contract change documents – Supplemental Agreements, Work Orders, Change Orders (if required)
2. Partial payment requests
3. Final payment requests
4. Project closeout documentation
5. Weekly progress reports

**COMPENSATION**

Compensation to complete the project is identified below by phase for your consideration. Services will be performed on an hourly estimated not to exceed basis plus expenses. Hourly rates are shown in the attached Attachment A. A detailed breakdown of tasks with estimated hours is shown in Attachment B.

Total Labor Phase I – Construction Documents	\$35,383
Total Estimated Labor Phase II – Construction Administration and Observation**	\$28,312
Reimbursable expenses (mileage, survey equipment, etc.)	\$3,000
Direct expenses Geotechnical Sub-consultant (Phase II)*	\$1,500
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Total Estimated Not-to-exceed Fee (including expenses)	\$68,195

\* Services will be performed by a Sub-Consultant (American Engineering Testing, Inc.) under direct contract with Stantec.

\*\*Based on 50% time construction observation time and an estimated 30 working day duration.

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**PROJECT SCHEDULE**

Stantec shall keep the City informed if there are any variations to the following schedule:

Date	Task
June 11, 2012	Signed Contract/authorization to begin
July 23, 2012	Draft Project Manual for review
July 30, 2012	Final Project Manual
August 6, 2012	Authorization to Bid
August 27, 2012	Receive Bids
September 10, 2012	Begin Construction
October 26, 2012	Complete Construction

**SUMMARY**

Stantec is excited about this project and we appreciate your consideration of our firm. Our Phase II ESA project for this site has gone well and we see this project building on that success. We have completed a number of similar projects with the Minnesota Department of Administration and other agencies. Please let me know if you need additional staff information or project references. We recognize this is a substantial undertaking by the City of Hastings and our staff is ready to get started. If you have any questions about our proposal please contact me or Phil Caswell at (651) 604-4766.

Respectfully,

**STANTEC CONSULTING SERVICES INC.**



Gary Morien, P.E.  
Senior Project Manager  
Tel: (507) 529-6047  
Fax: (507) 282-3100  
Gary.Morien@stantec.com

Attachment:

c. Phil Caswell – Stantec, Dave Constant – Stantec



**Attachment A**

**2012  
RATE SCHEDULE  
(Municipal)**

<u>Classification</u>	<u>2012</u>	
Senior Principal	\$ 125.00 - \$	159.00
Principal	\$ 119.00 - \$	149.00
Specialist*	\$ 110.00 - \$	228.00
Project Manager	\$ 115.00 - \$	144.00
Senior Geologist   Environmental Health & Safety Specialist   Hygienist	\$ 125.00 - \$	149.00
Senior Engineer  Scientist   Architect  Landscape Architect   Planner	\$ 110.00 - \$	144.00
Architect   Landscape Architect	\$ 99.00 - \$	119.00
Land Surveyor	\$ 85.00 - \$	144.00
Engineer   Planner   Scientist   Geologist   Hygienist   EH&S Specialist	\$ 83.00 - \$	119.00
Designer   GIS   Landscape Designer  Graphics	\$ 83.00 - \$	104.00
Engineering Technician   Senior Project Technician	\$ 65.00 - \$	98.00
Project Technician	\$ 44.00 - \$	67.00
Field Supervisor	\$ 88.00 - \$	135.00
Crew Chief	\$ 68.00 - \$	107.00
Inspector	\$ 67.00 - \$	92.00
Environmental/Agricultural Inspector	\$ 75.00 - \$	140.00
Survey Technician	\$ 46.00 - \$	67.00
GPS Survey Equipment	\$	38.00
Total Station Equipment	\$	28.00
GIS Workstation Equipment	\$	22.00
GPS Sub meter Unit (per use)	\$	80.00
Flow Meter (per week)	\$	200.00
Air Detection Equipment (per half day)	\$	25.00

\* Specialist: Experts in highly technical disciplines including Principal Planners, Market Analyst and Certified Industrial Hygienist

These rates are adjusted annually in accordance with the normal review procedures of Stantec.

**City of Hastings (HEDRA)**  
**Hudson Manufacturing 1974 Building Removal**  
**Design and Construction Admin/Observation**  
**Summary of Estimated Hours and Fees**



5/18/2012

Work Tasks	Project Engineer	Structural Engineer	Environmental Scientist	Design Engineer	CAD Technician	Environmental Scientist	Survey Crew Chief	Const Observation	Admin		Total Hours	Cost
	Gary Morien	Phil Caswell	Dave Constant	Brett Grabau	Ken Hames	Ben Meyer Chad Johnson	Chris Bredesen	Jeff Barton	Ann Kellogg			
Phase I - Construction Documents	65	12	8	102	62	39	16		28		332	\$35,383.00
Phase II - Construction Administration and Observaton	58	36					8	160	8		270	\$28,312.00
Hourly Rates	\$144.00	\$144.00	\$144.00	\$97.00	\$98.00	\$103.00	\$80.00	\$85.00	\$67.00		602	
<b>Total Estimated Labor (Hourly, Not to Exceed)</b>												<b>\$63,695.00</b>
<b>Reimbursable Expenses</b>												
Milage												\$2,600.00
Supplies												\$400.00
Subconsultant - American Engineering Testing Inc.												\$1,500.00
<b>Total Estimated Reimbursable Expenses</b>												<b>\$4,500.00</b>
<b>TOTAL ESTIMATED PROJECT COSTS</b>												<b>\$68,195.00</b>

Attachment B - Consultant Scope of Services (Estimated Labor/Expenses)

**City of Hastings (HEDRA)**  
**Hudson Manufacturing 1974 Building Removal**  
**Design and Construction Admin/Observation**



Estimated Hours Breakdown by Task

5/18/2012

Tasks/Description of Work	Project Engineer	Structural Engineer	Environmental Scientist	Design Engineer	CAD Technician	Environmental Scientist	Survey Crew Chief	Const Observation	Admin	Total Hours
	Gary Morien	Phil Caswell	Dave Constant	Brett Grabau	Ken Hames	Ben Moyer Chad Johnson	Chris Bredesen	Jeff Barton	Ann Kellogg	
<b>Phase I - Construction Documents</b>										
1 Kick-off meeting										
1.2 Meeting prep	2									2
1.3 Attend meeting	4	4		4		4				16
1.4 Meeting notes	1								1	2
2 Data Collection										
2.1 Obtain & process ALTA survey				2	2					4
2.2 Gopher Call .obtain utility as-builts								4		4
2.3 Field survey to verify site utilities/features							16			16
2.4 Collect environmental reports				1						1
2.5 Photo document site				6				4		10
3 Construction/Demolition Documents										
3.1 Coordinate w/Liesch				2						2
3.2 Design mtgs	8			8						16
3.3 Permitting						20				20
3.4 Plan Preparation	15	8	8	60	60					151
3.5 Specifications	15			15				15		45
3.6 SWPPP						15				15
3.7 Bidding Assistance	8							4		12
3.8 Pre-bid Conference	4			4						8
4 Project Management										
4.1 Administration	8									8
<b>Total Estimated Labor Hours</b>	<b>65</b>	<b>12</b>	<b>8</b>	<b>102</b>	<b>62</b>	<b>39</b>	<b>16</b>	<b>28</b>		<b>332</b>
<b>Phase II - Construction Administration and Observaton</b>										
1 Construction Administration										
1.2 Contract Administration	20									20
2.2.1 Document Reviews	8	10								18
2.2.2 Meetings	8	8								16
2.2.3 Site visits	8	8								16
2.2.4 Final inspection	4									4
2 Construction Observation										
2.1 Observation								130		130
2.2 Weekly Reports								8		8
2.3 Final Inspection								4		4
2.4 Pay Requests								8	8	16
3 Construction Staking										
3.1 Staking							8			8
4 Project Closeout										
4.1 Documentation reviews	10	10						2		22
4.2 Quantities								4		4
5 Material Testing										
5.1 Coordination								4		4
<b>Total Estimated Labor Hours</b>	<b>58</b>	<b>36</b>					<b>8</b>	<b>160</b>	<b>8</b>	<b>270</b>