



South St. Paul

MAYOR/COUNCIL WORKSESSION
SSP City Hall
125 3rd Avenue North

Monday, April 25, 2016
7:00 p.m.

AGENDA:

1. PowerPoint Presentation – Dakota County Sheriff’s Office – Sheriff Tim Leslie – No Attachment
2. Police – Discussion on expansion of Community Service Officer Program
3. Police Office Manager Discussion – No Attachment
4. Update from Sanimax - Ben Bertram, Plant Manager and Donn Johnson, GM – No Attachment
5. Kaposia Landing Professional Services Agreement Adjustment
6. 2016 City Administrator compensation matters – No Attachment



COUNCIL WORKSESSION REPORT

DATE: April 25, 2016

DEPARTMENT: Police

ADMINISTRATOR: *DKSO*

AGENDA ITEM: Community Service Officer Program

ACTION TO BE CONSIDERED:

Discussion on Expansion of Community Service Officer Program

OVERVIEW:

The Police Department currently employs two Community Service Officers (CSO) on a part time basis. As part of the 2017 budget process, we like to discuss hiring additional Community Service Officers to assist us with two separate goals. One of the goals will be freeing officers from non-law enforcement related tasks, the other goal would be to recruit minority and second language officer candidates to our department.

The Police Department has also discussed the concept of the CSO's taking over the Park Patrol duties if additional CSOs were hired. This would transfer budget dollars to the Police Department to assist with the hiring of additional CSOs.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
8:00 AM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
9:00 AM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
10:00 AM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	7 days - 5 hour shifts (35 hours)
11:00 AM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
12:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
1:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
2:00 PM						CSO	CSO	
3:00 PM						CSO	CSO	2 days - 5 hour shifts (10 hours)
4:00 PM						CSO	CSO	
5:00 PM						CSO	CSO	
6:00 PM						CSO	CSO	
7:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
8:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	7 days - 5 hours shifts (35 hours)
9:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
10:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	
11:00 PM	CSO	CSO	CSO	CSO	CSO	CSO	CSO	80 hours

SOURCE OF FUNDS:

2017 Police Program Budget

SOUTH ST. PAUL POLICE DEPARTMENT POSITION DESCRIPTION

Position: Community Service Officer
Department: Police
Reports To: Shift Supervisor
Revised: June 2004

The mission of the South St. Paul Police Department is to ensure public safety and provide assistance to the community through prompt response, thorough investigation, pro-active policing and community involvement. We are committed to the values of integrity, professionalism and courtesy.

Primary Purpose of the Position:

The Community Service Officer (CSO) performs all duties assigned in connection with the operation of the police department (Department). The CSO position is a non-sworn position that assists in carrying out the mission of the Department by providing support services to all divisions of the police department and performing all tasks as apparent or assigned by a superior officer. The CSO is expected to handle calls for service as directed by supervisor, dispatch, and sworn personnel. The CSO has primary responsibility for all animal control calls received during her or his shift as well as responsibility for follow-up on animal control issues. The CSO does parking enforcement; maintains Department equipment and the related documentation; makes deliveries and does other duties as directed. The CSO is expected to be able to maintain good working relationships with colleagues and the general public. The CSO reports to and receives direction from a superior officer but must be able to perform without direct supervision and exercise independent judgment when required.

Major Position Functions:

- Responds on or off duty to calls for service and emergencies as directed.
- Primary responsibility for all animal control functions including, without limitation, animal pick up and transport and all documentation required by the Department and the South St. Paul Animal Hospital; response to complaints involving nuisance animals, animal welfare and other issues; conducts any required follow-up and issues summons for violations. Responsible for maintaining adequate supplies of Animal Control equipment, supplies, forms and written materials.

- Ensures that all police fleet vehicles are serviced at proper intervals. Delivers vehicles to the appropriate service facility and maintains any required service documentation.
- Exercises care in the use of Department facilities and equipment. Returns equipment to its designated location after use. Reports damage, loss or improperly operating equipment to an immediate supervisor.
- Responsible for cleaning all police fleet vehicles, exterior and interior.
- Monitors squad supplies (necessary forms, log sheets, first aid equipment, traffic control equipment, personal protective gear, etc) and replaces as needed. Reports damage to any police fleet vehicles or equipment to her or his supervisor.
- Conducts patrol by squad, motorcycle, bicycle or on foot as assigned while observing and reporting suspicious occurrences, persons and activities. Provides citizen assists. Performs routine non-emergency duties including such things as extra patrol and vacation home checks, positioning and monitoring the “speed trailer”, building checks, monitoring crime areas, patrolling parks and schools.
- As directed by the shift supervisor or dispatch, handles minor calls (e.g. thefts, vandalism, etc.) Reports to her or his supervisor any similar situation that the CSO may come upon during the normal course of duty without being dispatched. (The supervisor will assign the call to either the CSO or a sworn officer at the supervisor’s discretion.)
- Assists with traffic control and direction only when directed by a superior officer.
- Responsible for parking enforcement and responds to parking complaints received during her or his tour of duty. Conducts follow-up on overtime parking and other pending parking complaints. Special attention is paid to high traffic and the high school area; restricted, timed parking and “resident only” parking zones; and handicap parking areas.
- Responsible for all abandoned or found bike calls occurring during the CSO’s tour of duty. Completes any pending bike calls.
- Responsible for vehicle unlocks; checks “fix-it” tickets; handles fingerprinting requests; conducts “Safe Streets” checks; etc.
- May respond to medical calls when directed and no other squad is available. *Code 2* response only, a *Code 3* response is not authorized.
- May be assigned to property room management and may be responsible to check in and release property if assigned.

- Inspects several areas of the Department at the beginning of each tour of duty and completes the specific tasks associated with each area including but not limited to:
 - Jail Area Retrieves any used blankets and has them cleaned
 - Booking Area Verifies that all necessary jail supplies, fingerprint cards, Intoxilizer mouthpieces, audio tapes, forms, etc. are available and replaced as needed.
 - Clerical Area Completes all communication and other deliveries
 - Garage Area Keeps squad stalls clear of property
- Performs necessary clerical duties as directed by a supervisor.
- Maintains excellent public relations through communications with the public and other departments and agencies. Responds courteously to inquiries made in person, by telephone or electronically and makes appropriate referrals. Provides information, directions and prompt assistance within the scope of responsibility and refers calls as appropriate to other parties. Participates in public relation activities, crime prevention activities and awareness programs as directed.
- Issues citations for ordinance violations as directed. Appears and testifies in court as required.
- Only wears the CSO uniform when officially acting in the capacity of a CSO. As appropriate, keeps available and uses all required PPE. Subject to routine Department uniform and equipment inspections.
- Prominently displays the “Community Service Officer” placards on the vehicle assigned to the CSO for the performance of her or his duties. Short term transport of other police vehicles (e.g. for cleaning or repair) does not require the attachment of the “Community Service Officer” placards. Drives with due regard for safety and wear and damage to vehicle.
- Conducts and carries herself and himself in a professional manner. Maintains a neat and well-groomed appearance. Copes with difficult situations in a courteous and tactful manner.
- Keeps superior officers advised of developments and of all unusual or sensitive occurrences. Performs other duties as assigned.
- Supports and assists the department’s traffic mitigation program, including speed trailer deployment, vehicular counts and monitoring.
- Covers front office reception area for support staff when support staff is not available.
- Transports prisoners and others to Dakota County Jail, detox, and other destinations as directed.

Extent Of Supervision Or Guidance Provided:

- Under the direct supervision of the shift supervisor and subject to the chain of command.

Responsibility For Public Contact:

- Daily and continuous, requiring a high degree of tact, courtesy and sound judgment.

Directly Supervises:

- No regular supervisory responsibilities

Knowledge, Skills and Abilities:

- Working knowledge of city ordinances and state and federal laws and rules of evidence within the scope of responsibility.
- Ability to quickly acquire knowledge and skill in the behavior, habits, care and handling of both domestic and non-domestic animals normally encountered in animal control functions.
- Ability to follow oral and written instructions and established procedures, set priorities, organize workload, handle multiple responsibilities, meet deadlines and maintain regular attendance.
- Ability to effectively utilize public relations skills and abilities in resolving disputes and problems through verbal and non-verbal communication.
- Ability to work professionally with other employees and to deal with the public in a courteous, tactful manner.
- Ability to communicate effectively both verbally and in writing in the English language and the ability to provide clear explanations and answers.
- Ability to write clear concise reports.
- Ability to evaluate situations, innovate, improvise as necessary, and adapt to rapidly changing circumstances.
- Ability to sit and stand for long periods of time.
- Ability to walk or run on slippery surfaces.

- Ability to follow animals on foot over all types of ground conditions and over fences and walls if necessary.
- Ability to climb stairs and ladders and climb over or crawl under objects.
- Possess the necessary cardiovascular capability for rapid stair climbing and other strenuous activity, in all weather conditions, while wearing body armor and other equipment.
- Ability to administer first aid and assist the Fire Department as necessary
- Ability to have sufficient grip strength to handle equipment and animals normally associated with animal control functions.
- Ability to drive a motor vehicle for long periods of time, in congested traffic, day and night, and in all environmental conditions.
- Ability to enter and exit a motor vehicle frequently during the course of a shift.
- Ability to balance self while handling weighted equipment.
- Ability to lift or carry equipment from floor to overhead.
- Ability to push and pull objects using total body movements.
- Ability to walk long distances.
- Ability to move around with a combination of weighted gear and equipment and while carrying the additional weight of an object or leading or carrying an animal.
- Ability to hear within normal hearing range with capability to hear and understand spoken English delivered at a normal conversational level.
- Ability to read road signs, house numbers, license plates, etc. day and night. Possess visual acuity correctible to drive a motor vehicle and read common documents.
- Ability to work under stress and pressure.

Working Conditions:

- ~~Day hours with some regularly scheduled weekend hours.~~ Day, evening, and weekend hours. May require additional and extended hours, evening and weekend events, and night and weekend callouts.

- Work may take place in a normal office setting or while operating automobiles or other equipment, occasionally for extended periods, day and night, in all weather conditions and extremes; and outdoors for extended periods in all weather and environmental conditions.
- Occasionally may be required to do sustained physical work at a variety of emergency scenes, on difficult terrain, in all kinds of buildings and in dangerous environment.
- Subject to weather extremes and may be required to perform work around moving objects and people; slippery or uneven surfaces; mechanical, chemical and electrical hazards; noise; vibrations; hazardous waste; odors and toxic fumes; lung and skin irritants; infectious diseases, needles, body fluids and blood borne pathogens; and other hazards.

Minimum Qualifications:

- High School Graduate or equivalent.
- At least 18 years of age.
- Possess a driver's license valid in the State of Minnesota with no suspensions or revocations within the past five years.
- Must be able to pass a background investigation.
- Currently enrolled in, or a recent graduate of, a post-secondary law enforcement program



COUNCIL WORKSESSION REPORT

DATE: April 25, 2016

DEPARTMENT: Parks and Recreation

ADMINISTRATOR: SPK

5

AGENDA ITEM: Kaposia Landing Phase 1 Professional Services Agreement Adjustment

DESIRED MEETING OUTCOMES:

Review and discuss Kaposia Landing Phase 1 Professional Services Agreement Amendment request by WSB, Inc. related to construction and monitoring of Kaposia Landing Phase 1.

OVERVIEW:

We have received a request of items related to the project services provided by WSB Inc. that have increased design and monitoring cost for the Kaposia Landing Phase 1 project. Their request is a culmination of five design and monitoring aspects of the project spanning May, 2014 to now. Staff has been made aware at every step of the project when cost may increase or decrease according to design modifications and project monitor/supervision. Each aspect and justification for change in cost is itemized below with attached supporting documentation:

1. Topographical survey addition: \$6,250.
Justification: WSB Inc.'s original Professional Services Proposal included options for predesign work as add-ons if deemed appropriate or necessary. After we entered into the original Agreement we did not include the option and extra cost for additional topographical site surveying and base mapping. After the design process commenced, WSB recommended an additional site survey to ensure the four northern softball fields would fit exactly on the site as the concept design shows and according to the original survey completed in 2007. After consulting our Engineering Department, all agreed that for assured accuracy the updated survey should be completed. The survey also provided an AutoCAD survey format that was later necessary for Dakota County and Xcel Energy's plans for electrical and regional trail extension to the park.
2. Additional MPCA dredging material coordination and research \$1,569.50.
Justification: As a cost saving measure, WSB approached the city with an idea to import dredging material to provide the extra needed fill at Kaposia Landing. The dry dredge material would have been imported at a substantial cost saving to the project if deemed appropriate for the site. At the city's direction, WSB analyzed local dredge material, consulted the Minnesota Pollution control Agency (MPCA) and worked with the St. Paul Port Authority to negotiate pricing and importing. At the conclusion of the process, it was deemed that there were too many unknowns regarding the material and the importing would have been more expensive than originally thought. The research and testing WSB accomplished during the process was outside the scope of the original Agreement, thus an extra charge was assessed.
3. Parking lot lighting design: \$3,500.
Justification: The original design of Kaposia Landing did not include parking lot lighting. After proposing the overall Phase 1 design to the Parks and Recreation Advisory Commission and subsequently the city council, all agreed that lighting in the parking lot should be added to the project. WSB uses an electrical subcontractor, EDI to design

lighting and electrical work. The addition of the parking area lighting was outside of EDI's original scope of design work thus WSB incurred an additional fee to add the design and engineering of the parking lot lights to the plan based upon our direction.

4. Kaposia Landing Building Architectural Redesign: \$2,362.50.

Justification: At the 90% Kaposia Landing design review meeting at the January 26, 2015 city council work session, the Kaposia Landing concession/restroom building exterior wall and roofing materials came into question. At the conclusion of the discussion, the city council directed that the exterior material of the building be changed from natural wood to block and that the roofing be changed from wood planking material to asphalt shingles. Being at 90% completion, there was a cost to have the subcontracted architect, Oertel Architects, redesign the material specification and design resulting in an extra charge.

5. Environmental Services related to Construction Administration: \$22,046.50.

Justification: The original Professional Services Proposal included an estimate related to environmental services which included on-site inspections, testing, and removal/oversight of contaminated materials. As a reminder, we are building a park on top of a former demolition landfill so many assumptions were made regarding the cost of environmental services at the beginning of the process. Now that the environmental work and observation is completed, WSB assessed the extra cost above the original agreement in specific areas including: test pits, preparing and submitting the environmental covenant, imported fill material reviews, and Beneficial Reuse Determination coordination with the Minnesota Pollution Control Agency. With the project's earthwork completed and Phase 1 development nearing overall completion, WSB is optimistic there will be no other environmental services required on site.

The total Professional Services Agreement Amendment request for all five aspects is \$35,728.50. Contingency budgeted for Kaposia Landing Phase 1 is \$253,518. Deducting this request, in addition to the three previously approved construction change order requests, would leave a contingency balance of \$152,692.50 available for the remainder of the project.

The detailed documentation associated with the Professional Services Agreement Amendment request including cost breakdown, justification, and correspondence are attached.

SOURCE OF FUNDS:

Park Referendum – 5% contract contingency.



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701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

April 5, 2016

Mr. Chris Esser
Director of Parks and Recreation
City of South St. Paul, Parks & Rec. Director
100- 7th Avenue North
South St. Paul, MN 55075

Re: Contract Amendment Request - Additional Environmental Services Performed
Kaposia Landing Phase 1 Site Improvements - City of South St. Paul

Dear Mr. Esser:

WSB's team of consultants have provided additional services for the project referenced above per the request of the city in accordance with the memorandum sent on August 31, 2015. This letter, along with the attached memorandum dated August 31, 2015, serves as a formal request for contract amendment to account for these additional services performed as they relate to Environmental Services required during construction. With the draft copy of the RAP Implementation Report submitted to the MPCA, WSB has a firm grasp on scope remaining as it relates to Environmental Services Scope. As indicated in the attached memorandum, WSB's Environmental Services for this project was budgeted at \$19,540.50. Fees for professional services related to this work are currently at \$41,587.00, a difference of \$22,046.50. WSB is requesting a contract amendment to increase fees by \$22,046.50. With the project's earthwork completed and park improvements nearing completion, WSB is optimistic that no other Environmental Services will be required on site. Professional fees will continue to be billed on an hourly not exceed basis. The adjustments are included in the table below for your reference to summarize the total contract amount including the requested changes.

Original Contract Amount:		\$358,501.00
Contract Amendment #1	Topographical Survey, dredging research, parking lot lighting design, architectural redesign	\$13,682.00
Add'l Services Request	Environmental Services related to Construction Administration	\$22,046.50
Total Adjusted Contract Amount		\$394,229.50

Please review and call me at 763-231-4844 if further discussion is required. If you agree with the additional services, please sign in the appropriate location below and return a copy for our records.

Sincerely,

WSB & Associates, Inc.

Robert A Slipka, RLA, ASLA
Sr. Landscape Architecture

ACCEPTED BY:
City of South St. Paul, MN

By _____

Date _____

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701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

March 16, 2015

Mr. Chris Esser
Director of Parks and Recreation
% City of South St. Paul, Parks & Rec. Director
100- 7th Avenue North
South St. Paul, MN 55075

Re: Contract Amendment Request for Additional Services Requested by City
Kaposia Landing Phase 1 Site Improvements - City of South St. Paul

Dear Mr. Esser:

WSB's team of consultants have provided additional services requested by the city for the project referenced above. This letter serves as a formal request (contract 'housekeeping') based on the past emails and verbal communications related to these additional services. The adjustments are defined the table below for your reference to summarize the total contract amount including the requested changes.

Original Contract Amount:		\$358,501.00
Add'l service	Topographical Survey – approved via email from Chris Esser on 5-8-14	\$6,250.00
Add'l service	Additional MPCA dredging material coordination and research	\$1,569.50
Add'l service	Parking lot lighting design	\$3,500.00
Add'l service	Architectural Redesign	\$2,362.50
Total Adjusted Contract Amount		\$372,183.00

Please review and call me at 763-231-4841 if further discussion is required. If you agree with the additional services, please sign in the appropriate location below and return a copy for our records.

Sincerely,

WSB & Associates, Inc.

Jason L. Amberg, RLA
Group Manager - Landscape Architecture

ACCEPTED BY:
City of South St. Paul, MN

By _____

Date _____

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wsbeng.com

Jason Amberg

From: Chris Esser <cesser@southstpaul.org>
Sent: Thursday, May 08, 2014 4:32 PM
To: Jason Amberg
Subject: RE: Kaposia Landing - confirmation of survey work?

Jason,

Yes – sorry I'm a day late with this. Thanks for the voice message.

Let this serve as confirmation to complete the optional survey work (Item "C") in an amount not to exceed \$6,250 per the proposal dated April 16, 2014.

If you need anything else at this point, please let me know. Thanks.

Chris Esser
Director of Parks and Recreation
City of South St. Paul
Central Square Community Center
100 - 7th Avenue North
South St. Paul, MN 55075
Ph: 651.306.3692 Fax: 651.306.3691



Please consider the environment before printing this e-mail

From: Jason Amberg [<mailto:JAmberg@wsbeng.com>]
Sent: Wednesday, May 7, 2014 8:45 AM
To: Chris Esser
Subject: Kaposia Landing - confirmation of survey work?

Chris, just a quick follow up to our meeting yesterday afternoon. Please confirm whether you would like us to proceed with the topographical survey for the phase 1 development, which will provide an accurate basemap of the site for detailed design purposes. This was listed as an optional service in the amount of \$6,250.00. We recommend this step to ensure proper fit of the layout related to detailed survey of existing conditions, monitoring wells, terrain, and other existing site features. Please advise and we will proceed accordingly. Thanks again Chris – it was good to see you yesterday!

Jason Amberg, RLA
Senior Landscape Architect
d. 763-231-4841 | c. 612-518-3696
WSB & Associates, Inc. | 701 Yonkers Avenue South, Suite 200 | Minneapolis, MN 55416

WSB and McGhie & Betts, Inc. have joined forces! McGhie & Betts is now a Division of WSB, providing a presence in Rochester and Northfield, MN.



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Jason Amberg

From: Jason Amberg
Sent: Tuesday, September 30, 2014 1:22 PM
To: Chris Esser (cesser@southstpaul.org)
Cc: Jamie Wallerstedt
Subject: RE: Port Authority material / PCA

Tracking:	Recipient	Delivery	Read
	Chris Esser (cesser@southstpaul.org)		
	Jamie Wallerstedt	Delivered: 9/30/2014 1:22 PM	Read: 9/30/2014 1:43 PM

Chris,

It was great to see you and Shannon at the MRPA conference last week!

I am just getting back to you about the additional services we have been tracking separately for this unexpected dredging material aspect of the project. We are currently at approximately \$1,600 with the expectation that the remaining PCA permit and coordination related to the use of the dredging material will be another \$1,000. In summary... we expect the total additional WSB fee for this work to be approx. \$2,600.

Please let me know if you have any questions or wish to discuss further.

Thanks!

-----Original Message-----

From: Jason Amberg [mailto:JAmberg@wsbeng.com]
Sent: Monday, September 08, 2014 3:49 PM
To: cesser@southstpaul.org
Cc: JWallerstedt@wsbeng.com
Subject: Port Authority material / PCA

Chris, this email serves as a brief follow up to our meeting this afternoon with the port authority to explore opportunities to obtain low cost fill material to thicken the 'cap' for the Kaposia Landing site.

Per your direction, we will begin the process of further coordinating the dredging material analytical data from the Port Authority with the PCA to confirm that they will accept the material for the use at Kaposia landing and begin the permitting process. We will track our time separately for this additional work and I will relay the anticipated additional fee to you once Jamie has a chance to review the specific PCA permit requirements for this further.

Please respond if you do not agree.

Thank you.

Jason Amberg
- Sent from my iPhone

Jason Amberg

From: Jason Amberg
Sent: Wednesday, January 21, 2015 5:39 PM
To: Chris Esser
Subject: FW: Kaposia - Parking Lot Lighting

Chris, below is the estimated electrical fee to expand scope of services to include the parking lot lighting. We can provide a more formal proposal, but I wanted to share the \$ amount with you as soon as I learned it. We can talk more later this week following our meeting tomorrow.

Thanks.

From: Jay Hruby [<mailto:JHruby@edilimited.com>]
Sent: Wednesday, January 21, 2015 4:56 PM
To: Jason Amberg
Subject: Kaposia - Parking Lot Lighting

Jason:

You had asked what the upcharge to complete the parking lot lighting design for Kaposia. I estimate the cost to complete the electrical design to be \$3,500.

Do you want a formal proposal?

Thanks,

Jay Hruby, PE | Principal

edi
engineering design initiative
1112 N. 5th St. | Minneapolis, MN 55411
Direct 612-767-2935 | Cell 612-518-6285

[email](#) [website](#) [v-card](#) [bio](#)

OERTEL
ARCHITECTS

DATE:
January 26, 2015

TO:
Chris Esser, City of South St.
Paul

FROM:
Andrew Cooper, Project
Architect, Oertel Architects

RE:
South St. Paul, Kaposia Landing
Concession Building Cost
Alternatives

Mr. Chris Esser-

The purpose of this memo is to provide you with construction cost information and cost alternatives for the Kaposia Landing Concession Building, as requested in your email from Friday, January 23, 2015.

I will provide you total cost for the current, 99% complete design, as well as alternatives for the following:

- Concrete block exterior finish in lieu of Natural wood siding
- Asphalt shingles in lieu of Natural Wood Plank Roofing
- Insulating and heating the building, two (2) individual options.

Where possible, each alternative will include itemized cost reductions or cost additions where applicable to help explain the total cost change. Also where applicable, a short narrative will be provided to explain the changes or design issues with those changes.

Each total cost provided represents the Architect's estimate for building construction plus a percentage of contractor's profit and overhead costs. The total cost has been generated using quantities on the project as determined by the drawings, and associated unit costs for those quantities. Those unit costs have been determined by historical, industry wide published data and/or recent, actual bid projects, as well as independent contractor reference during the course of the design process.

The costs have been rounded from the final spread sheet estimates for ease of presentation.

Current Design

The current design features a CMU block back up wall, which is clad in with a natural wood board siding as a rain-screen wall system and a decorative cultured stone base. The roof structure is provided by glued laminated trusses at exposed areas, such as the picnic shelter, and pre-engineered dimensional trusses at the remainder of the building. The roof is decked with 2" structural wood decking, also at exposed areas and plywood at the un-exposed. The finished roof material is a wood plank attached to wood furring strips to allow an air chamber behind the finished roof, essentially creating a rain-screen at the roof as well.

Interior finishes include Minnesota Department of Health required finishes for the use of concession sales.

This building is un-insulated, and is therefore un-heated. The use is seasonal and measures must be taken at the end of each season of use to winterize the facility.

As the facility is unheated and soils are susceptible to frost damage, the entire building is constructed on a structural footing and foundation.

Current Total Cost: \$627,000

Cost Alternative #1

This cost alternative involves the following:

- Replace wood plank roofing with asphalt shingles
- Remove wood board siding, and portions of wood plank siding and provide a finished CMU face at exterior.
- Add for a decorative block material and installation

Some wood board siding is still provided at the roof line to conceal gutters and provide cover to structural elements. Some wood plank siding is still being provided at the gable ends of the building, where wood framing is placed on top of the concrete block to reduce concrete block costs.

The decorative block becomes the finished face of the wall.

Resulting image is provided as an attachment to this memorandum.

Total Cost Alternative #1:	\$577,000	(\$49,000 total deduct)
Shingles Deduct: Net		(\$27,700)
Wood Board Siding Deduct: Net		(\$10,300)
Wood Plank Siding Deduct: Net		(\$5,600)
Cultured Stone Veneer		(\$5,400)
Add Decorative Block Cost:	\$3,000	
General Conditions Scope Deduct:		(\$3,000)

Add for additional design time to revise Architectural documents at 99% completion level: Revise exterior elevations, building sections, wall sections, construction details and project specifications:

1 work week of schedule delay

Add **Note: Only \$2,362.50 incurred for redesign. JLA 3-16-15**
 \$6,000 Not to Exceed
(Billed hourly based on \$95/hr)

Cost Alternative #2-a

This cost alternative involves insulating and heating the building.

The heating and insulating of the building is slightly complicated to forecast exactly because of pending changes to Minnesota Energy Code. The estimate provided here is based on current forecasts of what may be required in the new Energy Code, which will be applicable at the time of this projects permitting).

This alternative provides the following:

- Provide foundation, wall and roof insulation in amounts required per code
- Decrease the amount of foundation wall at interior walls
- Provide/ add masonry veneer with all related accessories, in lieu of wood board siding
- Add for increase foundation wall thickness, also increasing footing width with masonry veneer addition
- Asphalt Shingles and additional layer of roof decking for shingle installation

-Add electrical heat sources

Total Cost Alternative #2-a:	\$711,000
Footing Increase	\$1,500
Masonry	
Foundation Wall Net Change	\$16,000
Masonry Veneer	\$23,000
Cultured Stone Veneer	(\$5,450)
Added Layer Roof Sheathing (Above Insulation)	\$20,300
Below Grade Insulation	\$3,000
Above Grade Wall Insulation	\$4,650
Above Roof Deck Insulation	\$14,000
Shingles Deduct: Net	(\$27,700)
Wood Board Siding Deduct: Net	(\$11,700)
Wood Plank Siding Deduct: Net	(\$5,600)
Electrical Heat Addition	\$45,000
Increased Scope & Increased General Conditions	\$11,000

Roofing Option: Original Cedar Plank Roofing and furring and omit shingles and added layer of roof sheathing: Add \$7,400.

Add for additional design time to revise documents at 99% completion level:
Revise Building Plans (Architectural, Structural, Mechanical and Electrical).
Revise exterior elevations, building sections, wall sections, construction details and project specifications:

3-4 work weeks of schedule delay

Add \$21,500 (Billed Hourly)
Includes all disciplines

Cost Alternative #2-b

This cost alternative also involves insulating and heating the building, but changes the method of construction.

In lieu of concrete block, foundation wall insulation, above grade wall insulation, roof deck and roof insulation, the construction would consist of structural insulated panels (SIPs). This alternative is like a pre-cast concrete wall panel, but constructed with expanded polystyrene insulation sandwiched between layers of wood sheathing. The result is a wall and roof panel that provides an air-tight, fully insulated building with the insulation values required by code.

The alternative includes the following:

- SIP Wall and Roof panels
- Current project exterior finishes, with alternate costs for alternate materials
- Add electrical heat sources

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Total Cost Alternative #2-a:	\$718,000
Foundation wall and Exterior Wall Deduct:	(\$21,600)
SIP Roof Panel Add (R-30)	\$27,500
SIP Wall Panel Add (R-30)	\$25,250
Lintel Deduct:	(\$500)
Restroom Backerboard and Tile	\$8,000
Concession Backerboard and Tile	\$8,000
Electrical Heat Addition	\$45,000
Increased Scope & Increased General Conditions	\$2,000

Exterior Finish Deducts (Similar to Cost Alternative #1)
Shingles Deduct: Net (\$27,700)

Masonry Veneer in lieu of Wood Board Siding
Add \$10,000

**Masonry products can be installed on SIPs, however,*

Add for additional design time to revise documents at 99% completion level:
Revise Building Plans (Architectural, Structural, Mechanical and Electrical).
Revise exterior elevations, building sections, wall sections, construction
details and project specifications:

5-6 work weeks of schedule delay

Add \$26,500 (Billed Hourly)
Includes all disciplines

Summary

Chris, I hope this helps compare the costs in an apples to apples way. As mentioned with each option, some level of additional design time and additional design fee is going to be incurred as the current project time line has the current design at a stage of 95% or more completion. Those additional fee numbers are very rough, quick estimates based on initial review of the scope of work for each option. In every case, the fee would be billed hourly as the costs are incurred.

If you have any questions, please feel free to contact me at any time.

Thank you.

Andrew Cooper
Oertel Architects



Memorandum

To: Chris Esser, City of South St. Paul

From: Robert Slipka, WSB & Associates, Inc.

cc: John Sachi, City of South St. Paul

Date: August 31, 2015

Re: Kaposia Landing – Phase 1
Additional Services Related to Environmental Services
WSB Project No. 1261-720

This memorandum is being sent to provide a brief status update of environmental costs incurred to date as we recently discussed over the telephone related to out of scope and additional environmental-related work that has been performed at this project to date. As per the scope outlined in the original Contract Agreement dated April 16, 2014 and Contract Amendment dated March 16, 2015, fees related to (environmental) on-site inspections, testing and removal oversight/ observation were based on certain assumptions. These factors included unknown subsurface debris/contamination types and locations as well as uncertainty of duration and schedule of contractor removal activities. It was further noted that the City was aware of these assumptions and that this aspect of the scope and fee was subject to future adjustment.

Environmental services for this project are budgeted at \$19,540.50, which included Project Design (MPCA coordination, work plan, landfill permit updates) and Project Implementation/Oversight (MPCA related inspections, testing and final document reporting). As of July 24, 2015, our incurred labor and expenses is currently \$22,646.75 for the above listed tasks as well as out of scope/additional services performed. The following is a brief summary for previously mentioned out of scope/additional services that have been provided by WSB for this Project including:

- *Test Pits* – Following previous conversations and approval from the City, the completion of 38 exploratory test pits were obtained to provide point specific data for soil strata and waste characterization purposes in areas of known deep excavation. This data was used to aid in project planning and schedule management of site excavations and removals between the Contractor and WSB's Environmental Staff. The data and analytical information received from test pit samples allowed the Contractor to immediately remove materials from the site instead of stockpiling and testing. WSB's Environmental Staff also had a more clearly defined schedule of when work would require their presence minimizing on site observation time. The on-site

observation of test pit digging and sampling of test pit materials was not included in the contractual scope of professional services.

- *Environmental Covenant* – During the MPCA review process for this project, it was discovered that previously prepared and submitted RAP and Environmental Covenant conducted by a previous consultant were not formally approved by the MPCA. WSB's Environmental Staff was required to utilize additional time to review the previous consultants (McCain & Associates) RAP and additional communications were conducted with both the previous consultant and MPCA to determine what had been submitted to/received by the MPCA. Additional investigation and communications were also had with the City, MPCA & previous consultant (McCain & Associates) to verify the status of the Environmental Covenant. WSB's Environmental Staff provided revisions and updating/editing of Environmental Covenant for submittal to and review by the MPCA as well as on-going communications between the City and MPCA to finalize covenant. The facilitation and administrative support of this review and re-submittal process was not included in the contractual scope of professional services.
- *Proposed Imported-fill Materials Review* – It was originally assumed that the landfill cap was of sufficient depth to construct the proposed improvements. During the initial stages of this project it was learned that the cap depth was minimal. As such, the cost to excavate landfill material for construction of footings and utilities would be cost prohibitive. At this time, WSB and the Owner reviewed costs to export solid waste materials related to excavations for said footings and utility improvements in comparison to importing fill material to raise the site. It was determined that raising existing elevations by importing fill material would minimize solid waste material extraction which would provide an overall project savings. To date, WSB has provided geotechnical and analytical review of nine (9) different sources proposed for use of imported fill material. The MPCA and Dakota County have specific analytical criteria that have to be met for imported materials on a landfill site. Similarly, WSB specifies geotechnical requirements for imported soils to ensure proper compaction, organic content, moisture content, as well as additional technical requirements for the various forms of proposed site improvements. Many of these sources submitted by the Contractor included in-situ materials sampled during Phase II activities and have included as many 50-60 analytical samples per source. For sites with soils identified as both acceptable and unacceptable for reuse, the contractor also provided a quality control plan to identify how the soils would be assessed and managed during removal to ensure that no contaminated soil would be brought to the Site. We have currently completed review of three (3) quality control plans associated with proposed imported fill materials at the Site. The analytical and geotechnical review of soils from various borrow sites was not included in the contractual scope of professional services.
- *Beneficial Reuse of Non-ACM Debris* –Based on historical information for the project site and as a precaution for project related excavation, Asbestos Containing Waste Material (ACWM) debris was presumed to be present at locations throughout the construction limits. During the course of project excavation it was determined by WSB staff that there were locations where no

Mr. Chris Esser
August 3, 2015
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suspect asbestos containing materials were identified and that the debris located in some areas was suitable for potential Beneficial Reuse Determination (BUD) granted by the MPCA. WSB administered communications with the MPCA and prepared a written proposal requesting a BUD for non-ACM debris (primarily concrete block, asphalt and glass) at the Site. After receiving authorization for beneficial reuse at the site, WSB provided oversight of BUD implementation including documentation of material sorting (removal of wood, steel, plastic and other degradable material), documentation of material placement (depths and locations), material reuse quantification and landfill cap restoration. This documentation will be included as part of the overall Response Action Plan Implementation Report that will be submitted to the MPCA following project completion.

As we move towards project completion we have identified a number of tasks that remain to be completed. It is our understanding that the contractor will require more import sources to have sufficient material to reach the proposed grade. Analytical data from these additional source materials will need to be reviewed to ensure they meet MPCA and Dakota County requirements. We further understand that the force main and score board footings installations have the potential to impact buried debris and anticipate up to 3 more partial days of field oversight for removal, assessment and disposal documentation to complete work at these locations. Following the completion of oversight activities, additional MPCA communications will be required as we move toward completion of both the Environmental Covenant and finalization of RAP Implementation reporting. Based on our past experience with similar projects, we expect that completion of the RAP Implementation report will require approximately 60-80 hours for completion, plus additional time for MPCA communications, report review and revisions.

Following conversations with the Owner, it is our hope that there is enough unused budget from other tasks to cover the additional environmental costs associated with this project. However, if this cannot be accomplished, a Contract Amendment will be required to cover expenditures for these additional services.

Upon review of this letter, please do not hesitate in contacting me with any questions or clarifications related to the submitted information.

Thank you again for the opportunity to work with you on this great project.

Sincerely,

WSB & Associates, Inc.



Robert A. Slipka RLA, ASLA
Senior Landscape Architect