



Engineering ■ Planning ■ Environmental ■ Construction

701 Xenia Avenue South  
Suite 300  
Minneapolis, MN 55416  
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June 15, 2012

Jon G. Olson, PE  
Division Manager, Public Services  
County of Anoka  
2100 3<sup>rd</sup> Avenue, Suite 700  
Anoka, MN 55303-5024

Re: Proposal to Provide Engineering Services Associated with  
Outlet Diversion of Anoka County Ditch 56

Dear Jon:

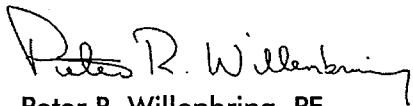
Attached is our proposal to provide engineering services to facilitate a diversion of the outlet of Anoka County Ditch 56. In addition to information on our proposed project team and our related experience, we have included a detailed scope of work for activities to be completed, along with a cost estimate and schedule for the various phases of the project as requested in your RFP.

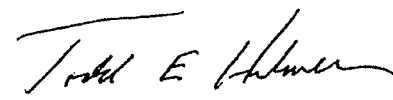
As you will see in our proposal, members of our project team have extensive experience designing and constructing projects within officially established public ditch systems, and are also thoroughly familiar with and have functional knowledge of the procedural requirements outlined in Minnesota Statutes Chapter 103E.227.

We look forward to your favorable consideration of our proposal. Should you have any questions, please contact either of us at 763-541-4800.

Sincerely,

**WSB & Associates, Inc.**

  
Peter R. Willenbring, PE  
Vice President

  
Todd Hubmer, PE  
Vice President

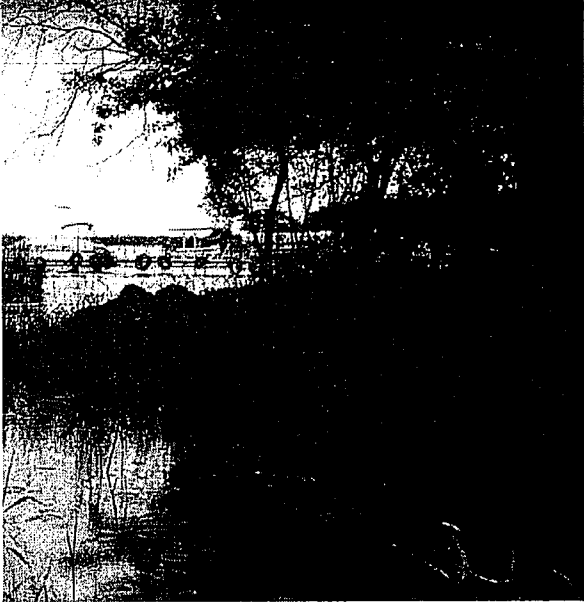
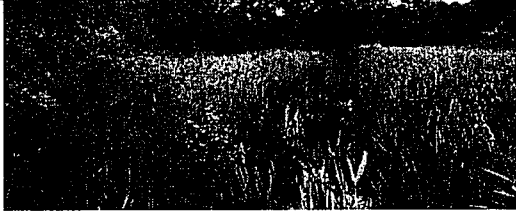


A PROPOSAL TO PROVIDE  
ENGINEERING SERVICES



OUTLET DIVERSION  
of  
**Anoka County**  
**Ditch 56**  
DITCH 56

June 15, 2012



A PROPOSAL TO PROVIDE  
ENGINEERING SERVICES:



OUTLET DIVERSION  
of  
**Anoka County**  
**Ditch 56**

June 15, 2012

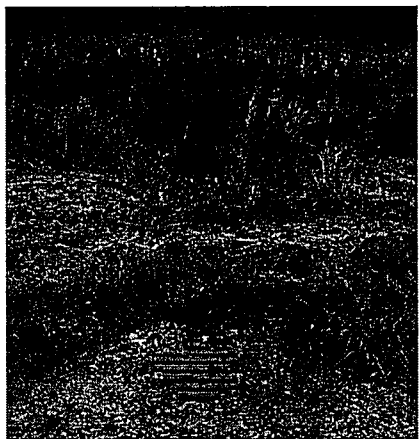
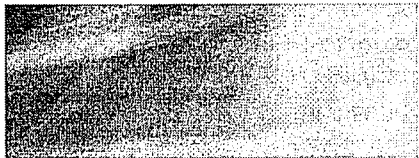
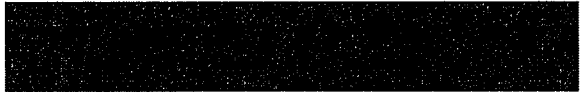


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Contact:  
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## Project Team



*Pete Willenbring, PE*

**Project Manager**

Pete is a registered professional engineer with more than 30 years of experience. He has provided consulting services to 100+ city, county, state, and federal

clients and has expertise in most fields of civil engineering. Pete is widely recognized to have focused on and developed special expertise in water resource and environmental engineering, project management, design, and planning.

Over the course of his career, Pete has managed water resource-related projects or regulatory programs for more than 50 cities or watershed districts within the Twin Cities metropolitan area. He has reviewed, analyzed, designed, or managed the construction of more than 1,000 projects that were built to manage stormwater runoff rates, volumes, or quality in lakes, streams, or drainage systems throughout Minnesota.

Pete is an ideal project manager for this project. He managed public ditch systems while serving as the District Engineer for the Rice Creek Watershed District from 1980-1987 and as the water resources engineer for the City of Hugo from 1991 to the present. During this time, Pete has addressed dozens of drainage issues, taking into full consideration the various aspects of Minnesota Statutes Chapter 103E.

Furthermore, Pete served as the primary technical resource and author of the nationally distributed APWA white paper entitled "A Public Works Perspective on the Cost vs. Benefit of Various Stormwater Management Practices." He developed five citywide water quality/habitat management plans that outline, as part of development or redevelopment, the implementation of hundreds of projects that utilize dozens of different types of water reuse and water quality BMPs/improvements.

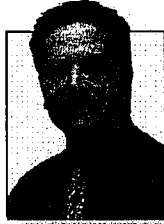
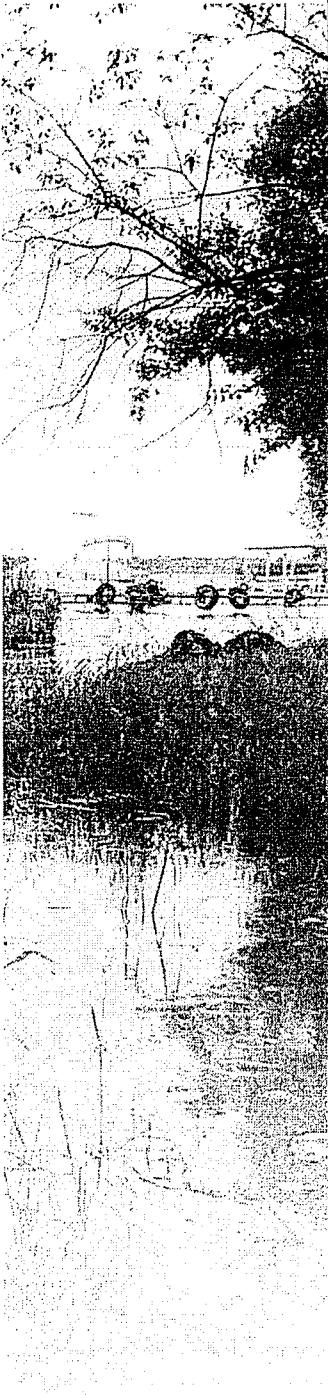


*Todd Hubmer, PE*

**Project Engineer**

Todd has completed hydrologic and hydraulic analyses for drainage systems in a wide variety of water resource, transportation, environmental, and municipal projects. He has been responsible for the development of comprehensive water resource management plans, numerous feasibility studies, preparations of plans and specifications, and construction management. Todd is also an expert in utilizing numerous water quality and quantity models used in hydrologic/hydraulic analysis. He is a recognized expert in developing alternative or integrated stormwater management technologies for difficult or unique projects.

Todd also has recent experience working on improvements associated with Ramsey County Ditches 2, 3, and 5, combined with his hydraulic and hydrologic modeling and construction management skills, will serve Anoka County well on this project.



*Ted Witkowski*

**Design Engineer**

Ted has more than 19 years of experience in the field of water resources engineering. As a Hydrologic Technician, he is responsible for completing hydrologic and hydraulic analyses of drainage systems for a wide variety of surface water management-related projects. Ted is also familiar with numerous water quantity and quality models that can be used to assist in hydrologic/hydraulic analysis.

Ted's work on county ditch improvements in the City of Hugo over the past 15 years provides him with directly applicable experience that he can bring to this project.



*Ed Youngquist*

**Project Designer**

Ed has more than 20 years of experience in civil engineering design. He has extensive background in grading, design, street and utility plans, SWPPP and MPCA permits, specifications, and construction administration. Ed's recent work includes stormwater volume reduction projects for the City of St. Paul - incorporating pervious pavement, rain gardens, and underground infiltration systems as best management practices. He is proficient in CADD technology, including Autodesk Land Desktop/Civil 3D and HydroCAD Modeling and will use these skills in the development of the plans for this project.



*Rich Hibbard, PE*

**Project Engineer**

Rich has more than five years of experience on a variety of projects ranging from erosion control inspections, GIS mapping and analysis, water quality monitoring and modeling, stormwater modeling, permitting, channel stabilization design, stormwater management planning, storm water utility and trunk fees, environmental site assessments, volume reduction and water quality BMP design, and project management. This skill set will assist the project team in completing many of the tasks outlined in the work plan.

## Similar Experience

### *Work Associated with Diversion of Flows From Anoka County Ditch 53-62 into Adjacent Wetland*

Our project team worked with the Rice Creek Watershed District on a project very similar to the proposed Anoka County Ditch 56 Outlet Diversion project. As part of the Anoka County Ditch 53-62 Wetland Enhancement/Stormwater Treatment Project, water carried by Anoka County Ditch 53-62 was diverted at its downstream end into a treatment basin/wetland prior to returning it to the last few hundred feet of the County Ditch alignment immediately upstream of Golden Lake. This project diverted low flows into this treatment area, removing in excess of 80% of the suspended solids loading carried by the water in the channel prior to allowing this water to be discharged into Golden Lake in Circle Pines. As part of this project, an evaluation of the impact of partially diverting flows in the channel on upstream properties was completed in the context following the proper procedures needed to fully address Minnesota ditch law requirements was undertaken.

### *Anoka County Judicial Ditch 2 Repair Project*

Our project team worked with the City of Hugo to implement a repair project on Judicial Ditch 2, a system that generally served as a drainage system for areas within the City of Hugo, Forest Lake Township, and other adjoining communities.

As part of this project, the impact of repairing the ditch system to its original cross section and profile was evaluated for conformance with state ditch law (Minnesota State Statutes Chapter 103E), U.S. Army Corps of Engineers, Minnesota Department of Natural Resources, and Minnesota Wetland Conservation Act Statutes. The team developed the design for a repair project that was deemed to "walk the line" between maintaining drainage rights as provided for in state ditch laws and minimizing or eliminating the draining of jurisdictional wetlands under the three sets of wetland protection laws that greatly affected the ultimate design of the repair project.

### *Low Flow Diversion and Treatment for Runoff Directed to Judicial Ditch 3 (Clearwater Creek)*

As part of this project, low flows within Clearwater Creek were diverted through an area that was constructed to provide treatment for stormwater flowing within Judicial Ditch 3. After treatment, the water was returned to the ditch system at a downstream location. Hydraulic and water quality analyses were completed to quantify the impact the project would have on flow within the ditch. This information was utilized to address requirements of Minnesota Statutes Chapter 103E.227.



### *Ramsey County Ditch 1 Abandonment*

While working as the District Engineer for the Rice Creek Watershed District, our project manager worked with Ramsey County to abandon a reach of Ramsey County Ditch 1 within the City of Arden Hills. This abandonment was allowed and in conformance with Minnesota Ditch Law because the ditch system was replaced with an urban pipe drainage system that was needed to facilitate a widening of Lexington Avenue, and the responsibilities for long-term maintenance were taken over by the County. This abandonment option could be considered by Anoka County as part of the implementation of this project.

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### *Flood Analysis of Ramsey County Ditches 2,3 and 5*

WSB's project team was retained by the Cities of New Brighton and St. Anthony Village to complete a detailed Hydrologic Analysis and develop flood mitigation solutions in response to the July 16th 2011 Storm Event that damaged many homes and properties. The area that flooded are adjacent to Ramsey County Ditches 2,3, and 5. WSB completed an XP-SWMM analysis and used radar intensity video to model the July 16th storm and determine the area where Ditch modifications may be made to increase flood protection to the adjacent residents and properties. We are currently working to design and construct several of the recommended project for these Cities and will be working with the Ditch Authority on ditch modifications, taking in to consideration requirements of Minnesota Statute 103E.

# Scope of Work

## *Project Understanding/Description*

We understand that Anoka County, in conjunction with the Coon Lake Improvement Association, wishes to investigate the possibility of redirecting part or all of the flow in County Ditch 56 into a manmade channel located just north and west of the boat launch (east of Thielen Boulevard) in East Bethel. This channel provides access to Coon Lake for properties located along the channel and becomes stagnant during the summer months. To facilitate this improvement, three distinct activities will need to be performed independently. They include:

1. Provide an engineering report consistent with Minnesota Statutes Chapter 103E.227 for impounding, rerouting, and diverting drainage system waters. This report will need to address all of the issues as required by Minnesota statutes for a project such as this.
2. Provide final design services for these selected improvements and prepare necessary permit applications.
3. Provide construction services as needed to facilitate project construction.

Outlined below is a breakdown of the tasks to be completed for each of the three project phases.

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## *Phase 1: Engineering Report*

### **Task 1: Gather Background Information/Hold Kickoff Meeting**

Background information for the project will be obtained from Anoka County, the Coon Lake Improvement Association, and other stakeholders having an interest in the project. Background technical information will also be gathered from a variety of sources to facilitate completion of all of the tasks. Specifically, at a minimum the following information will be gathered:

- Copies of Anoka County Ditch 56 ditch records
- Names and addresses of property owners in the original watershed district that were assessed to drain to the original ditch
- Available Topographic surveys of the outlet area
- Information on local property owner perspectives on the project
- Hydraulic, hydrologic and other available GIS data for the study area

It is understood that there is a concern that diverting all of the flow from the channel may not be acceptable to property owners west of the outlet and this concern will need to be addressed.



**Task 2: Analysis of Diverting All or Portion of Flow from County Ditch 56 to Channel**

As part of this task, a design analysis will be completed to determine the extent to which base flows, typical rainfall event flows, and peak flows can be accommodated if a diversion project such as this one is implemented. As part of this analysis the hydraulic capacity of the ditch system in this reach under both existing and proposed improvement conditions will be evaluated and compared; the impact on upstream and downstream properties as it relates to flow velocities, flood stages, and sediment deposition will be evaluated; the potential impact of large flows in County Ditch 56 moving sediment into the lake that originates from the channel will be evaluated; and a brief investigation will be performed to determine if a slight flow could occur from east to west under Thielen Boulevard.

**Task 3: Complete Preliminary Design of Infrastructure**

Using the information gathered in Task 2, a preliminary design of the necessary improvements will be developed. The design will take into consideration the use of reinforced concrete pipe, the installation of manholes to replace existing drywells, a perspective that some areas that may no longer be needed to convey stormwater along the original ditch alignment, and other issues as identified.

**Task 4: Prepare Cost Estimate**

A cost estimate for the preliminary design that was developed in Task 3 will be prepared.

**Task 5: Quantification of Public Benefit**

As part of the preparation of the engineers report, an evaluation of the public benefit of this project will be made and, if possible, a finding indicating this project has public benefit will be provided.

**Task 6: Make Determination if Drainage System Will Deprive or Affect Landowners**

As part of this task, an analysis will be completed and findings made as to if the proposed improvement will impair the utility of the drainage system or deprive affected upstream landowners the benefits they are currently receiving.

**Task 7: Complete Flood Impact Analysis**

As part of this task, areas west of County Ditch 56 where there appears to be little freeboard to structures, a specific analysis will be completed to determine if the project could result in increased flooding in the area around the outlet. Findings regarding this analysis will be provided within the engineers report.

**Task 8: Prepare Notice of Public Hearing**

WSB will prepare a formal notice of public hearing in strict conformance with Minnesota Statutes 103E.227.

**Task 9: Develop and Present Engineering Report to Anoka County Board**

The findings of the analysis completed in the above tasks, the proposed preliminary design for the infrastructure needed to accomplish the flow diversion, a cost estimate, and other information as required by Minnesota statute 103E will be compiled and presented in an engineering report to the Anoka County Board at a Public Hearing.

**Task 10: Provide Written Summary of Proceedings**

As part of this task, a written summary of the proceedings from Task 9 will be prepared. A recommendation of the advisability of implementing the next phase of the project will be provided to the Public Works Committee of the County Board and to the County Board in two separate meetings.

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*Phase 2: Final Design Services*

Provided the Public Works Committee of the County Board and the County Board order moving ahead with final design services for the project, the final design phase of the project is detailed in the tasks below.

**Task 1: Coordinate Design with Coon Lake Improvement Association and Anoka County**

As the final design is completed, the design will be coordinated with the Coon Lake Improvement Association and Anoka County. It is anticipated that three meetings will be held to facilitate this design coordination. Hard copies of the plans will be submitted at 75% and 95% complete stage for this review.

### **Task 2: Develop Traffic Control Plan**

This task includes the development of a traffic control plan that will ensure there is continuous access to Thielen Boulevard during construction.

### **Task 3: Submit Electronic Set of Plans and Specifications**

A complete set of plans and specifications will be delivered to Anoka County on a disc and these plans will become the property of Anoka County.

### **Task 4: Provide Updated Cost Estimate**

A cost estimate will be prepared when the 75% plans are completed and when the final plans are completed.

### **Task 5: Develop and Submit Permit Applications to Appropriate Agencies**

Permit applications will be prepared and submitted to the Sunrise River Watershed Management Organization, Anoka Conservation District, Board of Soil and Water Conservation, U.S. Army Corps of Engineers, and Minnesota Department of Natural Resources. We anticipate that most applications will be submitted along with 75% complete construction plans, so that input from the agencies can be received prior to the completion of final design. WSB will track each permit through its review process, be available to answer agency questions, provide additional information as needed, and make reasonable adjustments to the plans to reflect permit review comments.

### **Task 6: Provide Support for Geotechnical Investigations**

Should geotechnical work be needed, WSB will work a geotechnical consultant to define the scope of work needed and obtain information needed to facilitate the final design. Support of the geotechnical investigations are included as part of this work. However, payment to subconsultants for the geotechnical work would be outside of this scope of work.

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## *Phase 3: Construction Services*

WSB will provide construction services as need to facilitate the construction of this project consistent with the plans and specifications that were prepared. Construction services will include the following:

- Provide services needed during the bidding process, respond to contractor questions, prepare addenda as necessary
- Attend bid opening and tabulate bids after they are received by the County
- Review bids and provide a written recommendation on the award of bids to the Public Works Committee of the Anoka County Board
- Provide field staking of the appropriate components of the project for the contractor
- Provide in-field supervision of the construction and track all contract items for payment
- Provide support for all geotechnical and material testing that is needed to ensure that the construction materials used meet the requirements of the design. Payment of fees charged by the geotechnical consultant would be outside of this scope of work
- Prepare contract payment requests and final payment requests
  - WSB must verify the work that was completed was done satisfactorily and in conformance with the plans and specifications, track and record all contract items for payment, prepare contract payment and final payment requests.
- Prepare record drawings consistent with the requirements of Minnesota Statute Chapter 103E for such projects

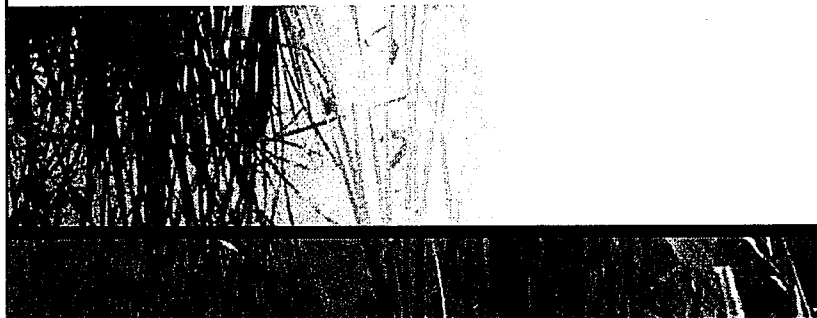
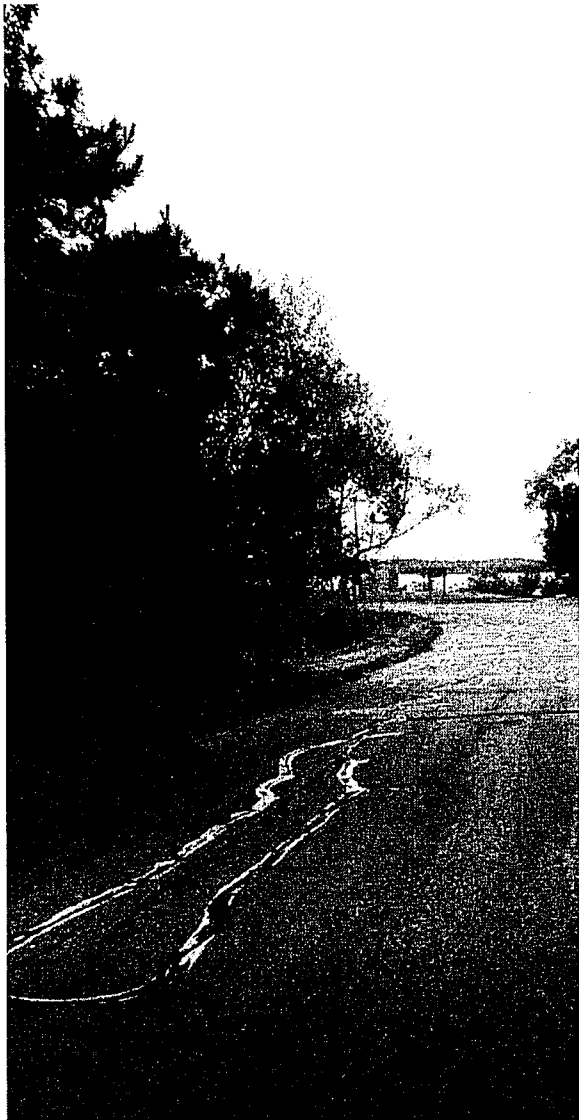
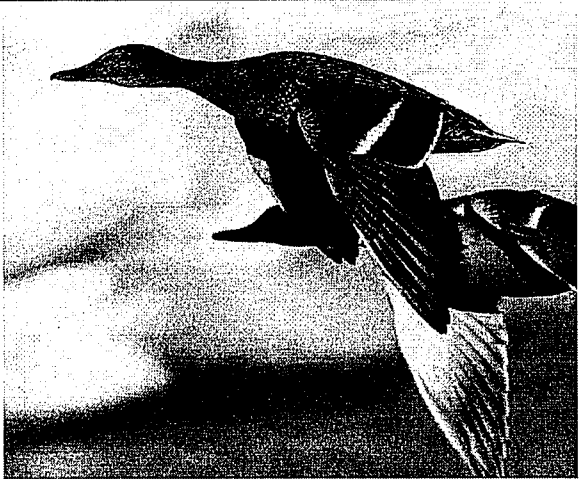
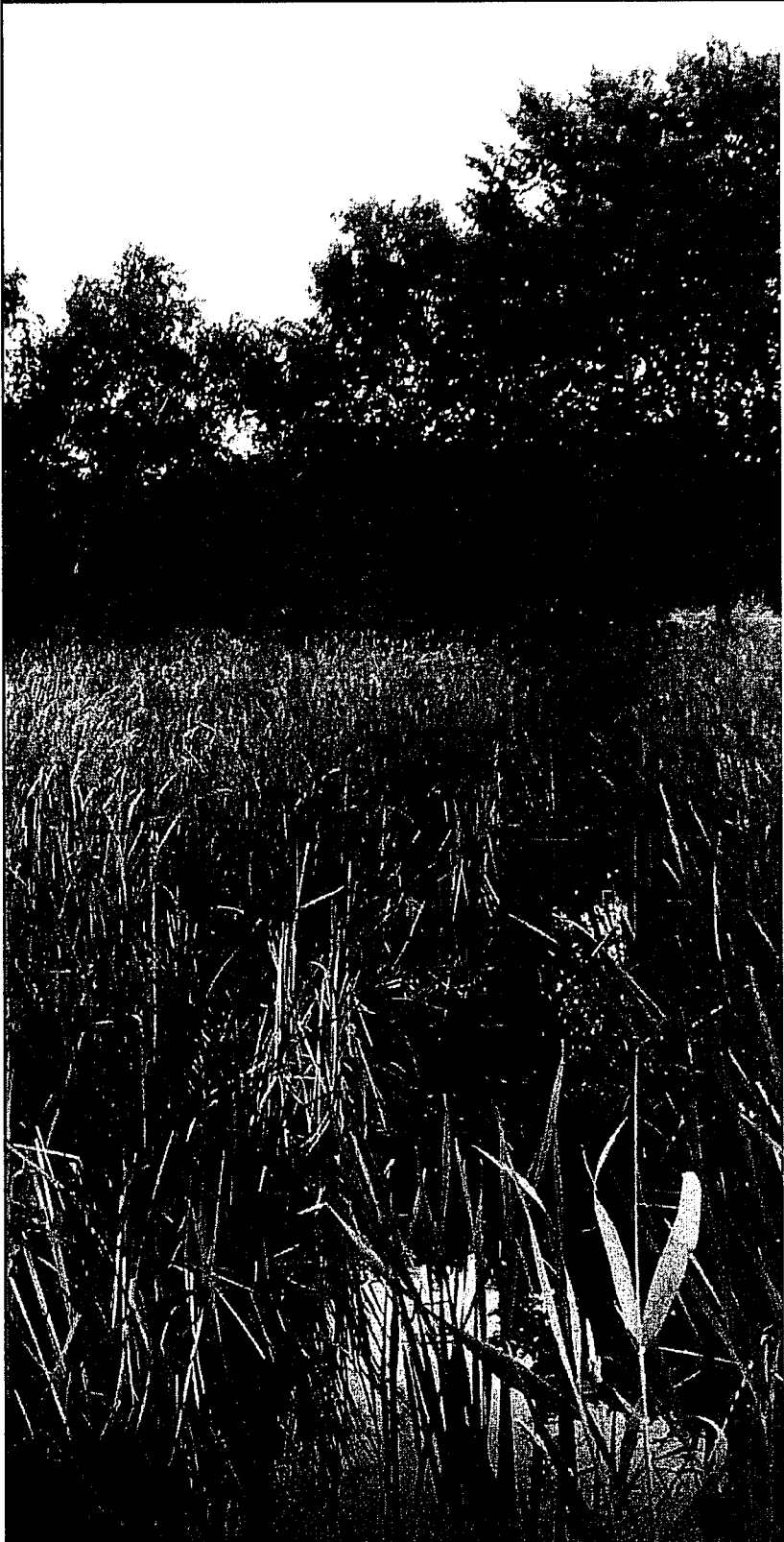


# Cost Estimate



	Estimated Hours	Approximate Hourly Rate	Subtotal
<b>1.1. Gather Background Information/Hold Kickoff Meeting</b>			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	4	\$137	\$548
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	8	\$89	\$712
(Clerical) Elizabeth Foster	4	\$62	\$248
<b>1.2. Analysis of Diverting All or Portion of Flow from County Ditch 56 to Channel</b>			
Pete Willenbring	8	\$137	\$1,096
Todd Hubmer	4	\$137	\$548
Ted Witkowski	8	\$107	\$856
Ed Youngquist	0	\$107	\$0
Rich Hibbard	16	\$89	\$1,424
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>1.3 Complete Preliminary Design of Infrastructure</b>			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	2	\$137	\$274
Ted Witkowski	0	\$107	\$0
Ed Youngquist	8	\$107	\$856
Rich Hibbard	10	\$89	\$890
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>1.4 Prepare Cost Estimate</b>			
Pete Willenbring	3	\$137	\$411
Todd Hubmer	1	\$137	\$137
Ted Witkowski	4	\$107	\$428
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	2	\$62	\$124
<b>1.5 Quantification of Public Benefit</b>			
Pete Willenbring	2	\$137	\$274
Todd Hubmer	1	\$137	\$137
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	1	\$62	\$62
<b>1.6 Make Determination if Drainage System Will Deprive or Affect Landowners</b>			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	4	\$89	\$356
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>1.7 Complete Flood Impacts Analysis</b>			
Pete Willenbring	2	\$137	\$274
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	12	\$89	\$1,068
(Clerical) Elizabeth Foster	1	\$62	\$62
<b>1.8 Prepare Notice of Public Hearing</b>			
Pete Willenbring	1	\$137	\$137
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	1	\$62	\$62
<b>1.9 Prepare and Present Engineering Report to Anoka County Board</b>			
Pete Willenbring	8	\$137	\$1,096
Todd Hubmer	2	\$137	\$274
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	4	\$89	\$356
(Clerical) Elizabeth Foster	8	\$62	\$496
<b>1.10 Provide Written Summary of Proceedings</b>			
Pete Willenbring	2	\$137	\$274
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	2	\$62	\$124
<b>Task 1 Total</b>			<b>\$15,248</b>
<b>Task 2</b>			
<b>2.1 Coordinate Design with Coon Lake Improvement</b>			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	4	\$137	\$548
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	2	\$89	\$178
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>2.2 Develop Traffic Control Plan</b>			
Pete Willenbring	0	\$137	\$0
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	2	\$107	\$214
Rich Hibbard	2	\$89	\$178
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>2.3 Prepare and Submit Electronic Set of Plans and</b>			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	4	\$137	\$548
Ted Witkowski	20	\$107	\$2,140
Ed Youngquist	12	\$107	\$1,284
Rich Hibbard	8	\$89	\$712
(Clerical) Elizabeth Foster	0	\$62	\$0

<b>2.4 Provide Updated Cost Estimate</b>			
Pete Willenbring	1	\$137	\$137
Todd Hubmer	0	\$137	\$0
Ted Witkowski	4	\$107	\$428
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>2.5 Develop and Submit Permit Applications to Appropriate Agencies</b>			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	2	\$137	\$274
Ted Witkowski	0	\$107	\$0
Ed Youngquist	2	\$107	\$214
Rich Hibbard	20	\$89	\$1,780
(Clerical) Elizabeth Foster	8	\$62	\$496
<b>2.6 Provide Support for Geotechnical Investigations</b>			
Pete Willenbring	1	\$137	\$137
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	4	\$89	\$356
(Clerical) Elizabeth Foster	2	\$62	\$124
<b>Task 2 Total</b>			<b>\$11,392</b>
<b>Task 3</b>			
Provide services needed during the bidding process, respond to contractor questions, prepare addendums as necessary			
Pete Willenbring	6	\$137	\$822
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	2	\$89	\$178
(Clerical) Elizabeth Foster	4	\$62	\$248
Attend bid opening and tabulate bids after they are received by the County			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	4	\$62	\$248
Review bids and provide a written recommendation on the award of bids to the Public Works Committee of the Anoka County Board			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	2	\$62	\$124
Provide field staking of the appropriate components of project for the contractor			
Pete Willenbring	0	\$137	\$0
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	8	\$107	\$856
Rich Hibbard	8	\$89	\$712
(Clerical) Elizabeth Foster	0	\$62	\$0
Provide in-field supervision of the construction and track all contract items for payment			
Pete Willenbring	4	\$137	\$548
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	40	\$89	\$3,560
(Clerical) Elizabeth Foster	0	\$62	\$0
Provide support for all geotechnical and material testing			
Pete Willenbring	0	\$137	\$0
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	4	\$89	\$356
(Clerical) Elizabeth Foster	0	\$62	\$0
Prepare contract payment requests and final payment requests			
Pete Willenbring	6	\$137	\$822
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	0	\$107	\$0
Rich Hibbard	2	\$89	\$178
(Clerical) Elizabeth Foster	4	\$62	\$248
Prepare record drawings consistent with the requirements of Minnesota Statute Chapter 103E for such projects			
Pete Willenbring	2	\$137	\$274
Todd Hubmer	0	\$137	\$0
Ted Witkowski	0	\$107	\$0
Ed Youngquist	8	\$107	\$856
Rich Hibbard	0	\$89	\$0
(Clerical) Elizabeth Foster	0	\$62	\$0
<b>Task 3 Total</b>			<b>\$11,126</b>
* Construction observation cost are estimated and will be billed hourly at rate in conformance			



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