

City of Windom
Request for Qualifications and Proposals
for Engineering Services

I. Purpose

The City of Windom is inviting qualifications and proposals for Engineering Services from firms experienced in municipal engineering. Proposals will be considered for project specific City Engineering services.

II. City Background

The City of Windom, located in Cottonwood County, Minnesota with a population of approximately 4,646. Windom is governed by a City Council composed of a Mayor and five Council Members.

III. Service Description (Project Specific Engineer)

The selected contractor will perform the following (but not limited to) as Engineer, the contractor will serve the City related to this scope of services, but are not limited to:

A. General Engineering Services

1. Evaluate existing storm water infrastructure in the Red Leaf Court\18th Avenue, Maple Circle and Jamison Drive neighborhood.
2. Preliminary planning, rough design, cost estimating of two or three specific City improvement/infrastructure projects to mitigate storm water in the specified area.
3. Attend City of Windom meetings as needed and as directed by the City.
4. Work cooperatively with the public, City Council and City Staff on infrastructure projects.
5. Work with other engineering firms as desired by the City as there are previous efforts at obtaining a solution. Utilize existing engineering information as applicable to save cost.
6. Communicate effectively with the public, City Council and/or staff.
7. Update City storm water records for the specified area.
8. Estimate time lines for implementation of solutions.
9. The selected contractor is expected to give the City/community adequate information to select the best course of action and provide more than one alternative as solution when possible.

IV. Specific Scope of Work

- a. Comprehensive review the flooding issues arising adjacent the 18th Avenue storm sewer outlet (~ 422 ac).

- b. Topographic survey of the 18th Avenue ROW, ~ 3,000' (remaining watershed analysis to utilize County Lidar data) (this includes shooting first floor elevations and basement windows for homes along 18th Avenue, North side of Red Leaf Court, North side of Jamison Drive, and Red Leaf Court).
- c. Existing watershed rainfall and existing storm sewer conveyance analysis (includes executive summary of watershed findings and analysis assumptions).
- d. Provide two or three improvement plan concepts with preliminary cost estimates for Council review.
- e. Additional design development of concepts to be reviewed after receiving Council feedback regarding improvements direction and questions that arise.

Upon conclusion of the preliminary work (as shown above), if the City Council were to approve moving forward on a storm water project Engineer may be requested to provide the following services:

- A. Design and Bidding Service Specifics
 - 1. Prepare plans and specifications for all portions of a project and present to the City Council for approval.
 - 2. Assist with funding solutions for infrastructure projects such as grant and loan programs.
 - 3. Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
 - 4. Consult with state and federal agencies having jurisdictional authority over the project as warranted.
 - 5. Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
 - 6. Reproduce Contract Documents for bidding purposes.
 - 7. Review the bids and prepare bid tabulation.
 - 8. Evaluate bids, assist staff in preparing a recommendation to the City Council and assemble and award contracts.
- C. Project Management/Construction Service Specifics
 - 1. Convene a pre-construction conference with staff, contractor, utility company representatives, etc.
 - 2. Perform construction staking and survey work.
 - 3. Provide construction observation during construction.

4. Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
5. Convene regular construction progress meetings, as required.
6. Review of and make recommendations on contractor pay requests.
7. Prepare, review and recommend action for proposed change orders.
8. Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
9. Provide as-built drawings upon conclusion of projects.
10. Contractor shall be responsible for the development of assessment rolls, and other documents related to the assessment process.
11. The engineer shall establish and maintain a library of the following records:
 - a. Permits and applications
 - b. Contract documents
 - c. Addenda
 - d. Copies of referenced standard specifications
 - e. Project schedules
 - f. Shop drawings and submittals
 - g. Applicable correspondence
 - h. Records of pertinent telephone conversations
 - i. File memoranda and directives; change orders
 - j. Requests and recommendations for payment
 - k. Project budget and cost information
 - l. Diaries and logs
 - m. Records of noncompliance
 - n. Field test results
 - o. Materials testing reports
 - p. Record drawings
 - q. Project photographs
 - r. Project studies and reports
 - s. Project progress meeting minutes
 - t. Other information as necessary or required

V. Proposal Qualifications

- A. Company Background
 1. Brief history of Company.
 2. Number of engineers, including number of partners and associates and areas of specialty.
 3. Statement of any insurance claims and/or ethics complaints taken against your firm or firm's engineer(s) over the last five years and the status or outcomes of such action. Indicate whether the action is pending or is currently under review by the State Ethics Board.

- B. Engineer Qualifications
Identify each engineer and support personnel who will be supplying services for which the City will be billed.
 - 1. The name of the P.E. assigned to the project.
 - 2. Description of prior municipal experience with projects in the City of Windom
- C. Names, telephone numbers and contact person of at least three municipal references where firm has done storm water projects.
- D. Copy of Liability Insurance Certificate in a minimum amount of \$1,000,000.
- E. Conflict of Interest
 - 1. Indicate whether designated the company represents, or have represented, any client whose representation may conflict with your ability to provide engineering services to the City.
- F. Fees.
 - 1. Provide a description and explanation of all fees and/or charges that may arise for engineering services.
 - 2. The City requests monthly billing statements which:
 - a. Itemize the date of services
 - b. Identify the engineer and/or support personnel providing the services
 - c. Lists time spent by activity
 - d. Provides a detail description of the services performed and the fee for those services

VI. Instructions to Firms

- A. Responses must provide complete information as described in this request. An electronic copy shall be submitted by 12:00 p.m. on Thursday, November 1, 2018, to the following:

Steve Nasby, City Administrator at Steve.Nasby@windommn.com
Brian Cooley, Streets & Parks Supt at Brian.Cooley@windommn.com

The Company representative must sign the proposal. All proposals shall become the property of the City and the City may, at its option, request an oral presentation prior to selection; notification will be given if such meetings are required.

- B. The City reserves the right to request clarification on the information submitted and to request additional information of one or more applicants.
- C. The contract with the firm will provide that it is not exclusive, that the City may retain other firms for some or all the services described in the RFP, and that the City may terminate the agreement at any time for any reason upon provision of written notice as specified in the final agreement.
- D. The firm shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

- E. All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the firm submitting the proposal.
- F. This is a request for proposals and not bids; therefore, the City reserves the right to negotiate with any party and on any matter.
- G. The proposal should be as concise and responsive as possible.
- H. The proposal should not contain non-applicable promotional materials and should include only that information that is intended to address the information requested in this document.

VII. Selection Process

A. Anticipated Timeline

Following is the anticipated schedule the City expects to utilize for selection:

Distribute RFPs:	October 4, 2018
Deadline for receipt of RFPs:	Noon on November 1, 2018
Review of Responses:	November 2-5, 2018
Selection of Firm:	November 6, 2018 (City Council Meeting – 8:05 pm)

B. Interviews

The City may select companies for oral presentations following the November 6, 2018 City Council meeting if a decision is not reached. Each firm will then give a presentation summarizing their qualifications and their approach to the project followed by a question-and-answer period.

C. Evaluation of Proposals

Staff input and City Council discretion shall be used to evaluate the proposals based on the following criteria:

1. Quality of proposals and response to the Request for Proposal.
2. Experience in providing previous engineering services to Windom.
3. Experience and availability of staff assigned to serve the City.
4. References.
5. Fees: The City of Windom is interested in selecting that firm which professionally provides the City with optimal services, yet also meets the City's concern with regard to cost.

Please direct all inquiries regarding this RFP to: City Administrator, Steve Nasby at Telephone: 507-831-6129 or Steve.Nasby@windommn.com.

18th Avenue Watershed Drainage Analysis



Windom
MINNESOTA



DGR
ENGINEERING



October 31, 2018

Steve Nasby, City Administrator
steve.nasby@windom-mn.com

Brian Cooley, Streets and Parks Supt.
brian.cooley@windommn.com

**RE: 18th Avenue Watershed Drainage Analysis
Statement of Qualifications
Windom, MN**

Dear Steve and Brian:

What sets one consulting engineering firm apart from another? The DGR Engineering team has the experience and qualifications to accomplish your drainage project... that said, so will most of the other firms you consider. We recognize that unless DGR can continue to offer you a trusted voice, you have no reason to continue partnering with us. We accept the challenge!

The following information about DGR Engineering outlines our second-to-none qualifications and engineering experience, and we are pleased to share them with you. We believe the real value of choosing DGR for the City of Windom comes from the benefits of an engineering firm that will:

- **Save Money.** We focus more on our existing clients than on pursuing new client relationships. As a result, DGR has one of the lowest client turnover rates and cost structures in the industry. This approach will save you money.
- **Familiarity with our Work.** You will place your trust in a consultant to be your liaison and advocate for your project. This includes collecting and utilizing information from all sources, including studies from other firms that you have sponsored in the past. We will not "recreate the wheel" to act as good stewards for your budget.
- **Stay Focused in this Region.** We will not chase projects from distances that we can't serve well. Our track record proves it.



We are grateful for your consideration and would appreciate the opportunity to visit with you further or to clarify any information. We are eager for the opportunity to continue to work with you on this drainage analysis.

Sincerely,

DGR Engineering

A handwritten signature in blue ink that reads "Dan Van Schepen".

Dan Van Schepen, P.E.
Project Manager
dan.vanschepen@dgr.com

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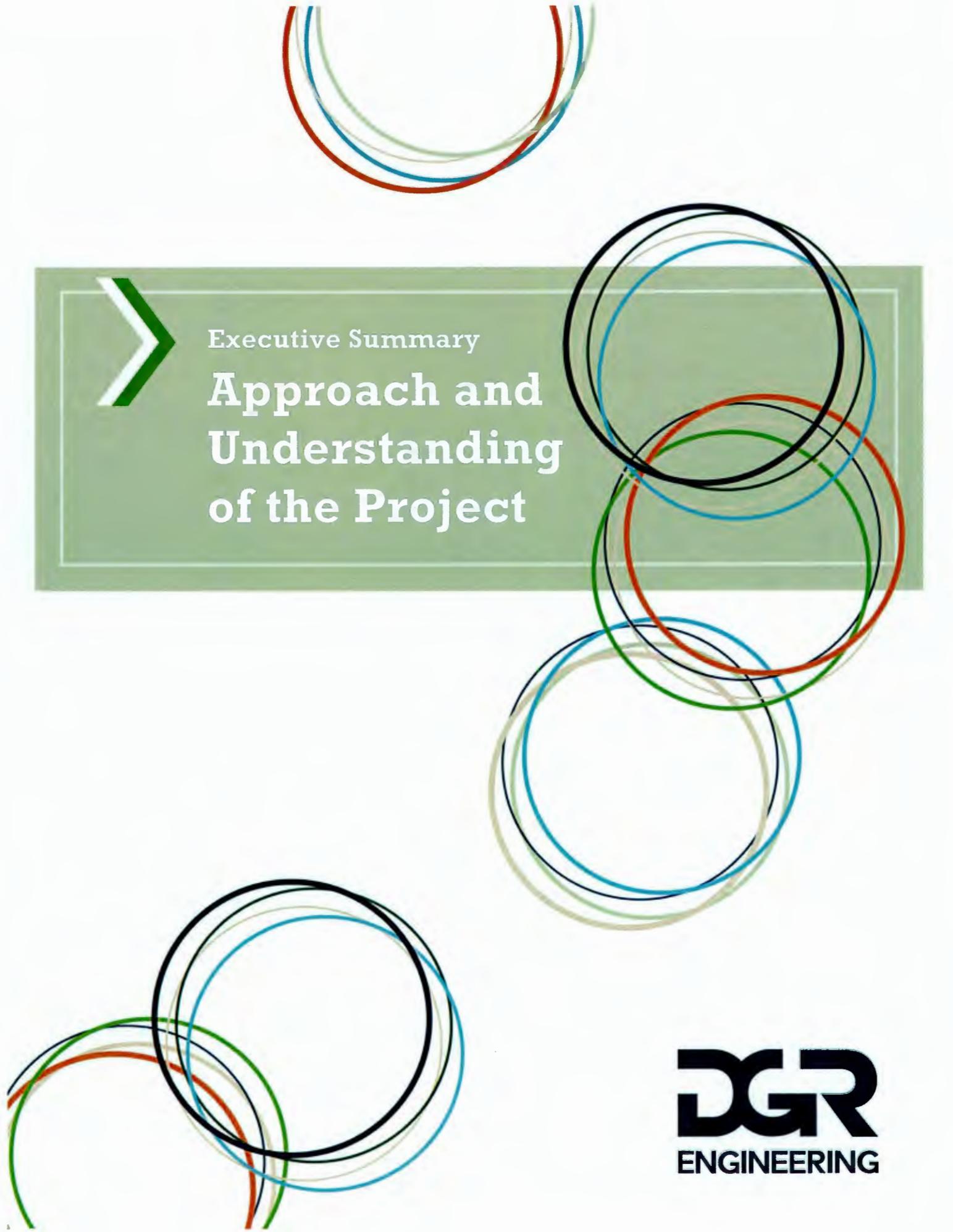
Tab 6
Fees





Executive Summary

Approach and Understanding of the Project



DGR
ENGINEERING

Approach and Understanding of the Project

Our Approach:

DGR Engineering is acquainted with the recent documentation of flooding problems and accumulation of previous engineering review of this watershed, in collaboration with City staff, since early season flooding occurred in June of 2018. During this time, the City produced documents of engineering review, watershed study and cost estimates dating back to at least 2010, including design documents dating back to the original infrastructure development of this area. These documents contain valuable information for portions of the problem and potential partial solutions based on the review parameters. The challenge for the City moving forward will be to balance the cost of proposed solutions with effectiveness of the chosen infrastructure solution paths. Due to the overall size and scope of the drainage issues, without better physical information, effective review of the overall area will be difficult to identify and even more difficult to assign solutions.

Understanding of the scope of the project:

- 422-acre watershed which outlet across River Road at 18th Avenue: 1% storm produces storm water runoff at the rate of 240 cubic feet per second (cfs) [SEH study, 2011]
- Estimated capacity of the existing 36" RCP outlet pipe flowing full ~ 38 cfs, capacity to convey <16% of the 1% storm.
- Estimated capacity of the existing dual 48" arch culverts crossing River Road ~ 156 cfs, capacity to convey approximately 65% of the 1% storm.
- City staff has also reported the existing 36" storm sewer was only flowing about ½ full during even the heaviest of the flooding period. This indicates the existing infrastructure is not functioning efficiently and needs further review.

Next Steps:

As acknowledged during Council review, the next steps proposed do not encompass all the engineering costs necessary in the overall process. These items, as identified by the RFQ as Specific Scope of Work, will provide the City with the physical data necessary to identify options to review with stakeholders and decide where to best place community resources to do the most good:

- Topographic survey of the 18th Avenue, Red Leaf Court, Maple Park Circle & Jamison Drive rights-of-way including select floor elevations of existing homes: Estimated \$3,000-3,600 if completed before snowfall (remaining watershed analysis to utilize previous SEH study provided by the anticipated City timeline)- as soon as directed in order to minimize cost of effort to the City.

Approach and Understanding of the Project

- Compilation of previous Watershed Study and existing storm sewer conveyance analysis- \$6,600 (includes executive summary of watershed findings previously from SEH and analysis assumptions).
 - Timeline: work to occur by January 2019 to allow for public input sessions to be held prior to spring.
- 2-3 improvement plan concepts with preliminary cost estimates for Council and public review (includes 2 public input/Council meetings for discussion of options and answer questions) - \$4,700.
 - Timeline: Work to occur prior to anticipated meeting dates in February and March 2019.
- Additional design development of concepts to be reviewed after receiving Council/public feedback regarding improvements direction and questions that arise during the public input period. DGR will provide the additional services outlined in the RFQ to aid the City on the construction of the infrastructure that will improve the runoff characteristics of the watershed.



Tab 1

Company Background

Tab 1 | A.1 – Company History

A simple handshake on a street corner in 1952 was the foundation that started DGR Engineering. Our values still hold true to that simple handshake. We work hand in hand with our clients to provide engineering and surveying services that meet the highest standards for quality, honesty and integrity leading back to that simple handshake.

With a staff of over 120, DGR Engineering takes pride in building trusted relationships with our clients. Our low staff turnover and long-lasting client relationships are keys to our success and the cornerstones of our business model.

Specializing in civil, aviation, electrical power, water and wastewater engineering, land surveying, and GIS, along with planners and business

For 65 years, DGR Engineering professionals have accumulated “lessons-learned;” knowledge we now share with our clients.

We understand that an on-time and on-budget project experience is important to you. We strive to move beyond being merely a service provider, but to become a trusted partner.

professionals, allows us to leverage a full range of resources across our entire company. Our diversification and experience, not found in most engineering firms, allows us to provide our clients the best solutions possible. A broad array of market insights and professional disciplines gives us the ability to quickly respond to our clients’ evolving needs by utilizing our in-house expertise. We believe that the best solutions combine knowledge with common sense, allowing us to deliver practical, cost

effective solutions that offer our clients the highest quality outcome without compromise.

It is important to our clients to get the best service possible and our multiple locations allow us to do just that. With offices located in Rock Rapids, Sioux City, and Ankeny, Iowa and Sioux Falls, and Yankton, South Dakota, we can ensure that continued on-site resources and focused local support are available to our clients when needed.



Tab 1 | A.2 – Company Organizational Chart

Currently, DGR Engineering has 45 shareholders' (all professional engineers and land surveyors), 28 additional engineers and land survey staff, 32 technicians, and 13 business support personal. Our seasonal staff, which typically consists of 10 or more interns, are not listed in our company organizational chart.



* Denotes Shareholder

Tab 1 | A.3 – Insurance Claims/Ethic Complaints

There have been no ethics complaints against DeWild Grant Reckert and Associates Company d/b/a DGR Engineering, or any of the firm's engineers and no action is pending or currently under review by the State Ethics Board.

See the Insurance Loss Runs Report below for our professional liability insurance claims history which is current through the date of this proposal.

Loss Run Summary

Data valued as of: 10/11/2018

DEWILD GRANT RECKERT AND ASSOCIATES COMPANY

Policy Year *: 2013

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9410439622	of Sioux city, Village Cooperativ	12/20/2013	IA	Closed	12/20/2013	07/15/2015	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410468180	Barchinger, JM	06/18/2014	MN	Closed	06/18/2014	02/10/2015	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410462883	Of Reclamation, Bureau	07/28/2014	MT	Closed	07/28/2014	07/01/2015	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410468421	Sioux Tribe, Cheyenne	08/20/2014	SD	Closed	08/20/2014	06/20/2016	\$1,121.13
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					4		\$1,121.13

Policy Year *: 2014

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9260143015	Pratt, Don	07/15/2015	IA	Closed	07/24/2015	04/15/2016	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9410468670	Drainage Issues, Merrill IA	09/23/2014	IA	Closed	09/23/2014	06/20/2016	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					2		\$0.00

Policy Year *: 2015

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9260149706	Rural Water System,	06/09/2016	SD	Closed	06/09/2016	02/09/2017	\$2,458.58
Acc Description: E/O: Architect/engineer-negligent design							
9260149847	Municipal Utilities, Watertown	06/21/2016	SD	Closed	06/21/2016	08/01/2017	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					2		\$2,458.58

Policy Year *: 2016

Professional Liability

Policy Number: EOC-6552389

Claim #	Claimant	Date of Loss	Loss State	Status	Reported Date	Closed Date	Incurred Total
9260152995	Butte Valley Water,	01/17/2017	SD	Closed	01/18/2017	03/29/2017	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
9260154165	Sioux Gateway Airport	04/13/2017	IA	Opened	04/13/2017	00/00/0000	Pending
Acc Description: E/O: Architect/engineer-negligent design							
9260156573	Valley Energy, Sioux	08/29/2017	IA	Closed	08/29/2017	01/25/2018	\$0.00
Acc Description: E/O: Architect/engineer-negligent design							
Policy Year Totals:					3		Pending

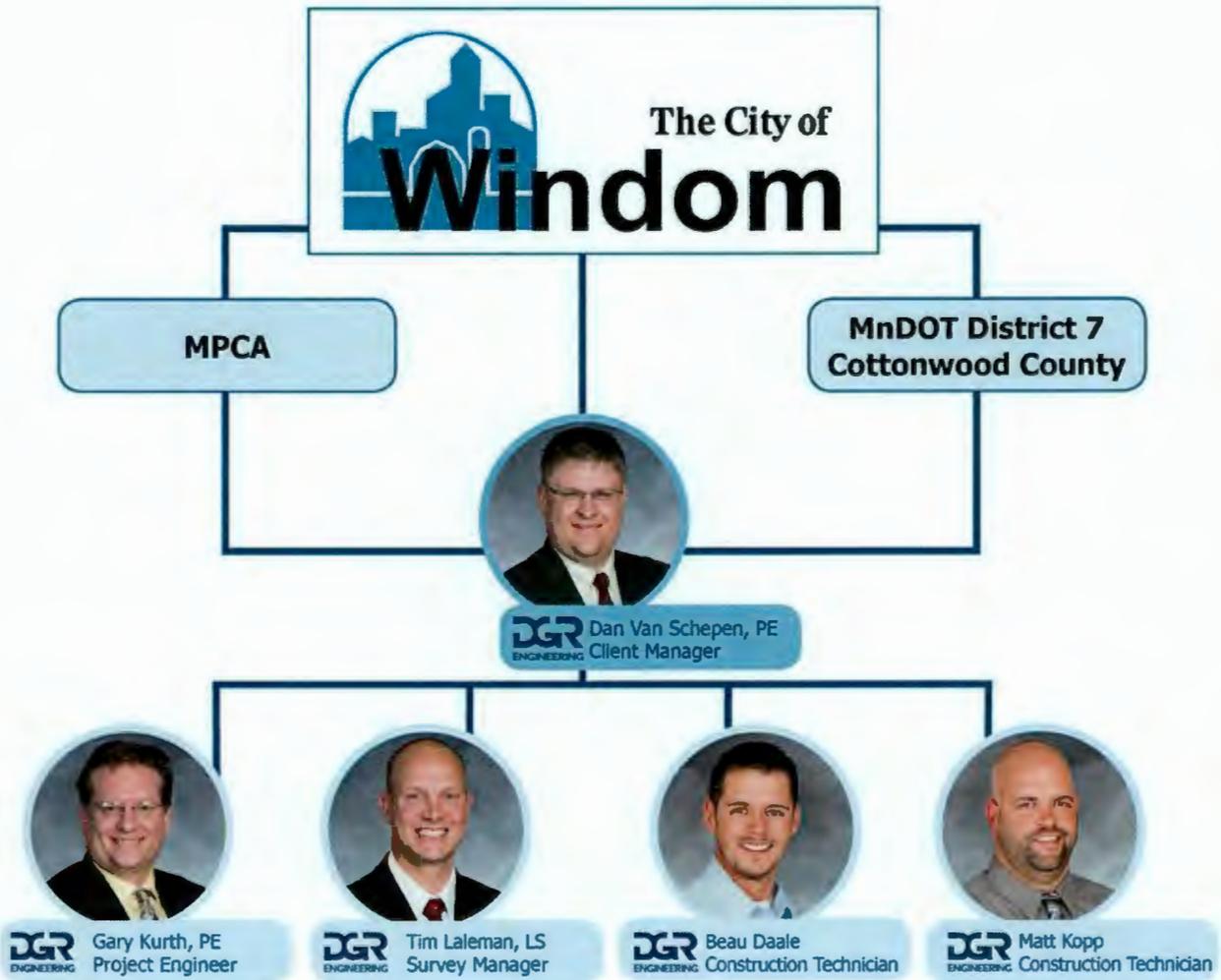


Tab 2

Engineer Qualifications

Tab 2 | B.1 – DGR Engineering Team

DGR Engineering proposes to utilize the following group of professionals with special expertise in each component of your project. These professionals have a long-term working history which sets us apart from the field. The DGR advantage is our years of experience working together on projects.



Tab 2 | B.1 – DGR Engineering Team

DGR has a dedicated team of professionals ready to build a strong relationship with the City of Windom. These professionals, along with various additional support staff, are committed to achieving your goals and ultimate project success. Your team will be an experienced group of professionals with the background, specialized qualifications, industry relationships, and commitment required to help you achieve your future goals. Our ability to assemble teams of experts on projects has allowed us to maintain a level of client satisfaction that keeps clients coming back to DGR time after time. These professionals have a long-term working history which sets us apart from the field. The DGR advantage is our years of experience working together on projects. Key staff for the City of Windom are listed below:



Dan Van Schepen, PE | Client Manager

Dan will continue to serve as your Client Manager for the City of Windom and primary point of contact for all your projects. As a seasoned engineer in municipal, residential and commercial development, as well as construction administration. Dan joined DGR in 2002 and has engineering and management experience on a wide range of civil engineering projects in the region. His expertise includes a variety of successful design and construction management projects, including sanitary sewer, storm sewer, water main, PCC paving and HMA paving elements. With over 17 years of project experience, Dan is well-versed with Minnesota DOT and MPCA regulations and procedures.



Gary Kurth, PE | Department Head | Project Engineer

Gary has experience in design engineering and project management with experience on a wide range of engineering projects in Minnesota, Iowa, and South Dakota. For over 25 years, Gary has worked with communities and private developers on multiple successful projects. His experience includes working on infrastructure improvements and site developments, multiple street grading and utility projects for private developers and municipalities. Gary is familiar with MPCA DNR regulations and Minnesota DOT procedures.



Justin Christensen, PE | Design Engineer

Justin has over 17 years of experience working with communities and industries on development and infrastructure projects. His experience includes a variety of successful design and construction management projects, including sanitary sewer, storm sewer, water main, PCC paving and HMA paving elements. Justin is familiar with project comprising funding from Federal, State, City and private sources. This understanding provides assistance from the inception of an idea, including special assessments for paving improvements. These projects encompass construction budgets of all sizes and complexity levels to provide goal focused solutions to fit your unique situation.

Tab 2 | B.1 – DGR Engineering Team

Matt Knips, PE | Design Engineer/Observation



Matt will assist the Project Manager on the design and construction phases of projects and will also provide construction observation and material testing, and administration. Matt joined DGR upon graduation from South Dakota State University in 2013. Matt has provided construction inspection for storm sewer, sanitary sewer, and water main installation, ADA ramps, as well as concrete and HMA paving. Other responsibilities include assisting in the design of parking lots, new developments, roadways, hydrology for road culverts and detention ponds, construction staking, and construction administration. Matt has Technical Certifications in the State of Minnesota for: Grading and Base, Concrete Field, Bituminous Street, Erosion and Storm Water Management.

Timothy Laleman, PLS | Survey Manager



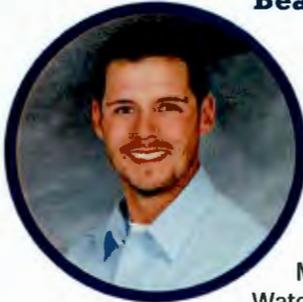
Tim will provide coordination and management of topographic, boundary, and construction surveys. Tim joined DGR in 2005, is a licensed professional land surveyor, and has experience in construction and boundary surveys utilizing the latest technology in Robotic Total Stations and GPS. Tim has worked with private, local, state, and federal agencies performing flood zone elevation surveys adjacent to or within flood hazard areas and the preparation of appropriate documents for submittal to FEMA. Tim has worked with private developers and city and county officials on residential, commercial and industrial developments in Minnesota and Iowa.

Adam N. Wiersma, PLS | Land Surveyor



Adam will assist with topographic, boundary, and construction surveys. Adam is a licensed professional land surveyor with experience in boundary, topographic, and construction surveys utilizing the latest technology in Robotic Total Stations and GPS equipment, along with AutoCAD Civil 3D. Adam has worked with private land owners on boundary surveys and land transfers, as well as with private developers, along with city and county officials on residential, commercial, and industrial development in Minnesota and Iowa.

Beau Daale | Construction Technician



Beau will provide construction observation for infrastructure projects. Beau will also assist with surveying and materials testing. Beau has 13 years of designing, surveying, and construction inspection on municipal renovations and new construction of sanitary sewer, storm sewer, water main and street pavement in southwest Minnesota, northwest Iowa, and southeast South Dakota. Beau has performed topographical surveys and construction staking utilizing Total Station and GPS for multiple projects and is proficient in AutoCAD Civil 3D®. Beau has Technical Certifications in the State of Minnesota for: Grading and Base, Concrete Field, Bituminous Street, Erosion and Storm Water Management.

Tab 2 | B.1 – DGR Engineering Team

Matt Kopp | Construction Technician



Matt will assist with the design and also provide construction observation, administration, and materials testing for projects. Matt has experience in design, survey, construction inspection and construction administration on highway and municipal renovations including new construction of sanitary sewer, storm sewer, water main, street pavement and site grading in southern Minnesota and northwest Iowa. Matt has Technical Certifications in the State of Minnesota for: Grading and Base, Concrete Field, Bituminous Street, Erosion and Storm Water Management.

James Cohoon | Surveying Technician



James will perform the topographic and construction surveying. James has experience in drafting topographic surveying and construction staking. James has performed topographical surveys and construction staking utilizing Total Station and GPS for multiple projects and is proficient in AutoCAD Civil 3D. Currently, James is working on the construction staking needs for several streets, subdivisions and electrical transmission lines in communities in southwest Minnesota and northwest Iowa.

Timothy Bents | GIS Specialist



Timothy is the GIS specialist at DGR. His work has involved GIS database design and development, GPS based data collection, creating and displaying data on web-based mapping platforms, and cartographic design. He provides services to local governments, municipal utilities, rural water utilities, and rural electrical cooperatives. Recently, Timothy has completed GIS record documentation for the City of Windom, gaining extensive knowledge on their system. He is also currently working on a street condition GIS mapping tool for the Street Department. He received his master's degree from the University of Kansas in Geography and his bachelor's degrees from South Dakota State University, double majoring in Geography and Geographical Information Science.

Tab 2 | B.2 – Prior Experience

The City of Windom has worked together with DGR Engineering for a couple years, creating a team, working side by side to improve both the infrastructure and the quality of life for Windom. However, Windom and DGR have become more than just team members, we have become partners, able to work together to create improvements for your community. Together we have been able to work toward shared goals.

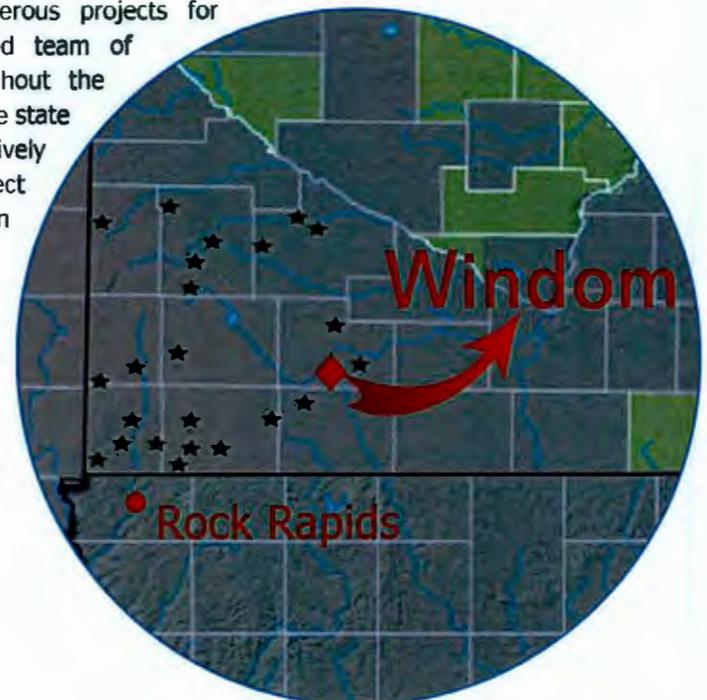
This is what sets DGR Engineering apart from other engineering firms. Building a solid partnership with our clients. Your engineering and planning needs are what we focus on. A common-sense, cost effective solution that provides you, our partner a greater value. It's not how some firms work, but it's who we are.

DGR has a dedicated team of professionals that have built a strong relationship with the City of Windom. These professionals, along with various additional support staff, are committed to achieving your goals and ultimate project success. We are committed to Windom and want to help you achieve your future goals. The long-term working history of our team of professionals, which sets us apart from the field, is a valuable tool we feel will be a benefit to the City of Windom on this project and for years to come. The DGR advantage is our years of experience working together on projects, providing you with trusted professional solutions.

The stars on the map below indicate recent projects throughout Minnesota. The shaded areas on the map indicate current and past DGR Engineering projects, along with our convenient home office location.

As noted on the map, we have completed numerous projects for communities throughout Minnesota. Our dedicated team of professionals have built strong relationships throughout the Midwest. With various projects and clients spanning the state of Minnesota, we are equipped to communicate effectively with the City of Windom and have field staff in the project area that are able to handle construction administration tasks if needed.

In summary, DGR will provide the City of Windom the most experience of any engineering firm in the surrounding area. Our team is familiar with your staff and the City's infrastructure and is ready to hit the ground running. We look forward to partnering with the City of Windom for many years to come.



WINDOM, MN STREET IMPROVEMENTS

- 11 different project locations
- Residential & downtown construction
- Water main, sanitary sewer and storm sewer replacement
- Significant coordination with local businesses/residents during construction to limit inconvenience
- Weekly project updates
- Portion of the funding: Property tax assessments

DGR
ENGINEERING



WINDOM, MINNESOTA

AmericInn Hotel

- FEMA 100-year Base Flood Elevation Study.
- Site parking, sidewalk and utility design.
- Coordination with City of Windom Zoning Staff.
- Meeting development goals that align with City needs.

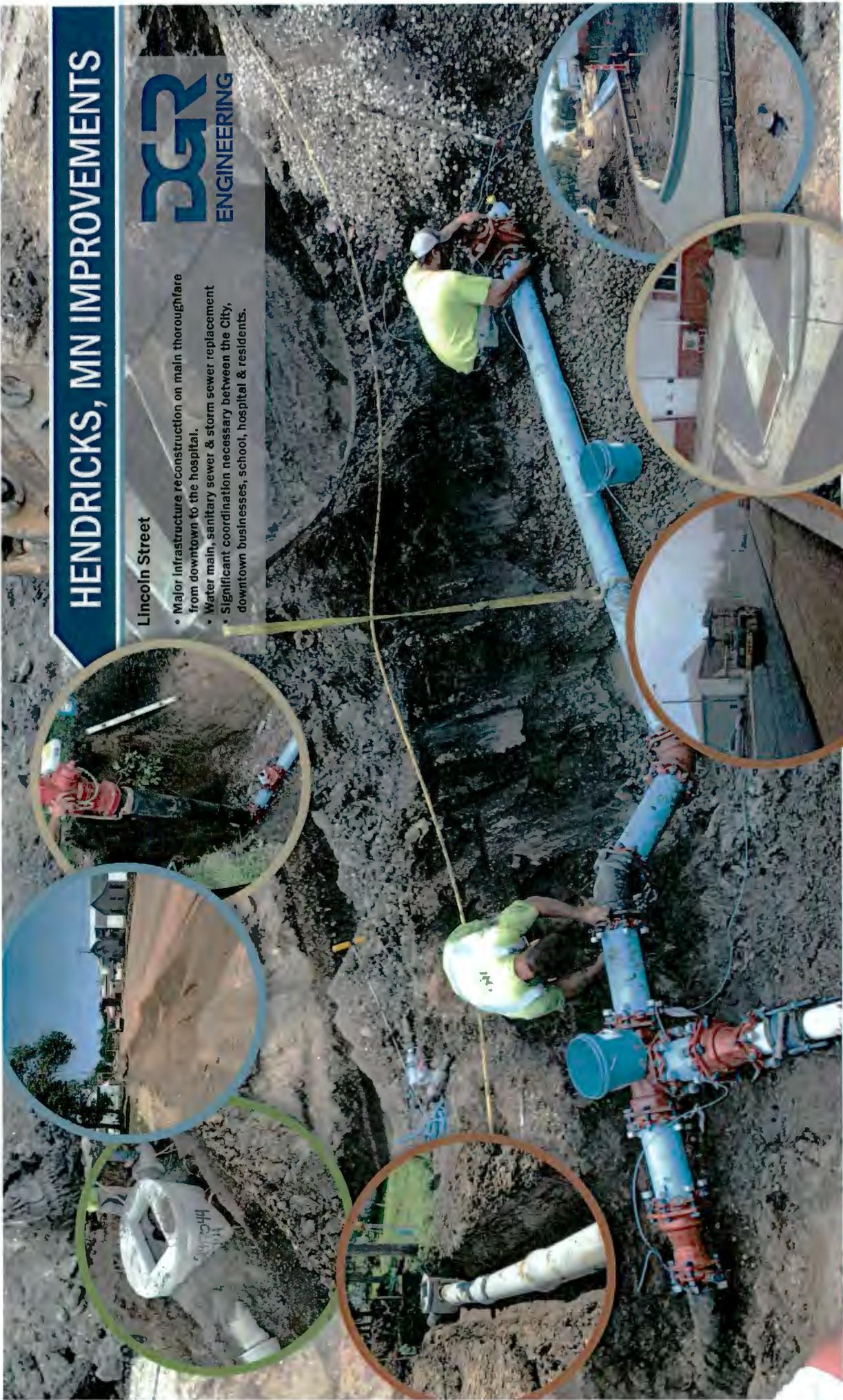


HENDRICKS, MN IMPROVEMENTS

Lincoln Street



- Major infrastructure reconstruction on main thoroughfare from downtown to the hospital.
- Water main, sanitary sewer & storm sewer replacement
- Significant coordination necessary between the City, downtown businesses, school, hospital & residents.





Tab 3

References

Tab 3 | C. – References

The most reliable evidence of a consultant's success is a history and track record of satisfied repeat clients. We are selective and do not chase every client with a project, only those we know we can serve well. This way, our clients get the special attention they expect and deserve. Our approach is to focus more on doing good work and focus less on marketing. In return, our clients have rewarded us with an industry leading percentage of work from repeat clients.

DGR has extensive experience working throughout the region. We feel that providing engineering services in Windom is a partnership between the owner and the engineer. Below is a representative list of references.

Steven Nasby, City Administrator

City of Windom
(507) 831-6129
steve.nasby@windom-mn.com

David Blees, City Administrator

City of Hendricks
(507) 275-3192
hen56136@itctel.com

John Call, City Administrator

City of Luverne
(507) 449-2388
jcall@cityofluverne.org

Dave Harchanko

Apollo Development
(763) 314-0220
davidh@apollodevco.com

Dale Oltmans, City Administrator

City of Alton
(712) 756-4314
daleoltmans@midlands.net



Tab 4

Liability Insurance



DGR
ENGINEERING

Tab 4 | D. - Liability Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/29/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 300 N Cherapa PL Suite 601 Sioux Falls SD 57103	CONTACT NAME: Toni Horton, CISR, AIS PHONE (A/C No. Ext.): 605-339-3874 FAX (A/C No.): 605-339-3620 E-MAIL ADDRESS: toni.horton@marshmma.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Indemnity Co of America</td> <td>25666</td> </tr> <tr> <td>INSURER B : Travelers Cas & Surety Co of America</td> <td>31194</td> </tr> <tr> <td>INSURER C : Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Indemnity Co of America	25666	INSURER B : Travelers Cas & Surety Co of America	31194	INSURER C : Travelers Indemnity Company	25658	INSURER D :		INSURER E :		INSURER F :
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INSURER E :														
INSURER F :														

INSURED DEWILGRANT1
 DeWild Grant Reckert and Associates Company,
 DeWild Grant Reckert and Associates Company,
 dba DGR Engineering
 1302 S Union St, PO Box 511
 Rock Rapids IA 51246-0511

COVERAGES **CERTIFICATE NUMBER:** 1603594539 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	BUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Included <input checked="" type="checkbox"/> Contractual Incl GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			68021194241	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			BA1C505268	9/1/2018	9/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP1C515388	9/1/2018	9/1/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB3J940155	9/1/2018	9/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability Claims Made Retro Date N/A			106796684	9/1/2018	9/1/2019	Each Claim/Aggregate Deductible \$ 5,000,000 \$0,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER To Whom It May Concern	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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Tab 5

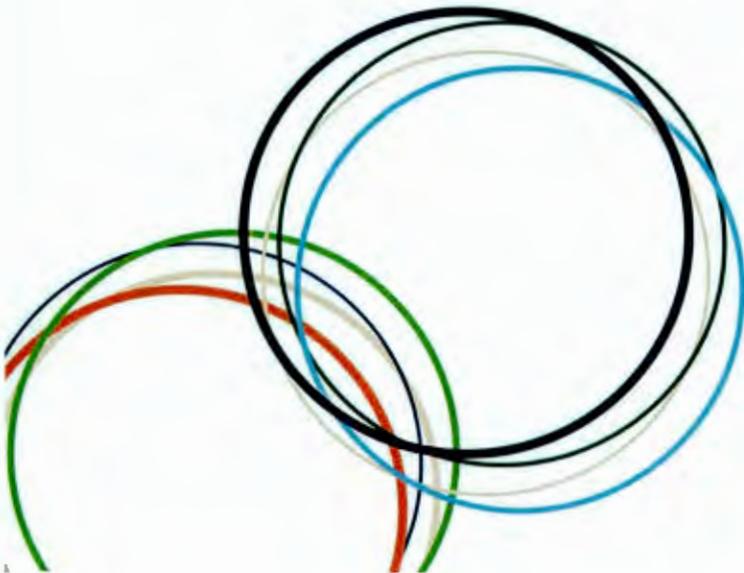
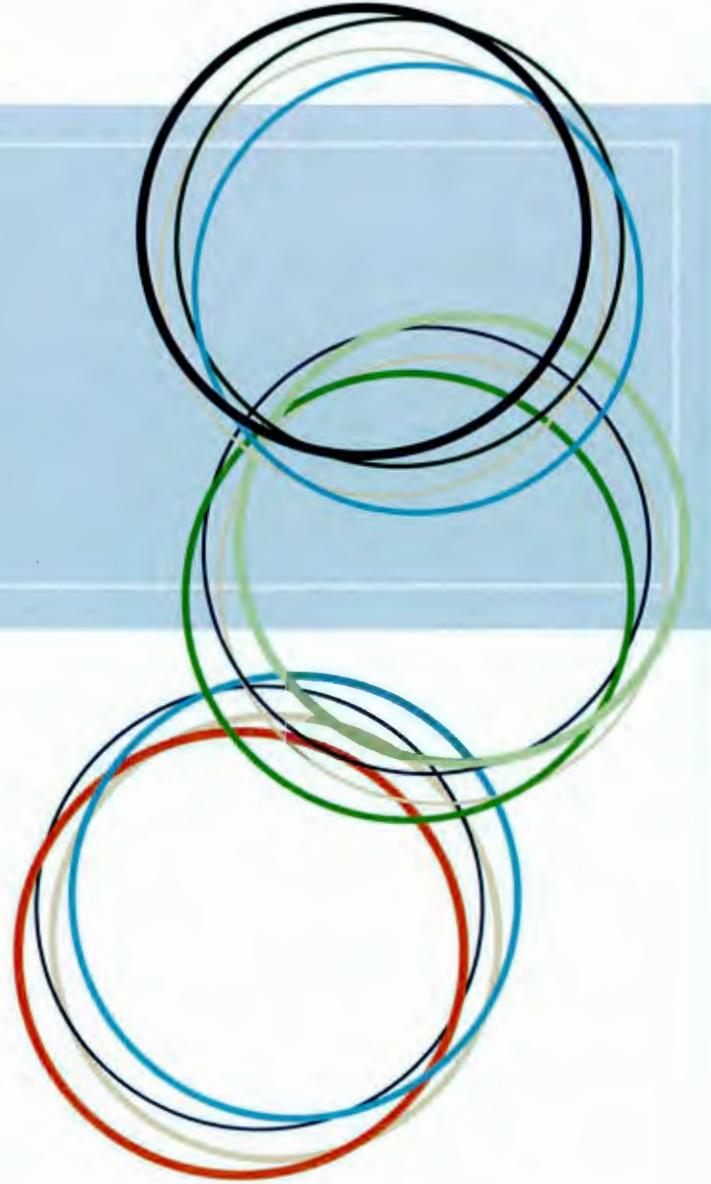
Conflict of Interest

Tab 5 | E. – Conflict of Interest

DGR Engineering, certifies that we have no affiliations or involvement with any organization or entity, with any financial interest or non-financial interest, with the City of Windom, Minnesota. As independent consulting engineers, DGR is responsible for the planning, design and supervision of many large important projects. In order to render professional service of maximum value to our clients, our organization shall remain free of conflicts of interest. Further, staff members will not have significant interest or ownership in firms, businesses, or real estate holdings outside the company which would stand to benefit from work on company projects.



Tab 6
Fees



Tab 6 | F.1 – Description of Fees

Estimated Service Rates [Based on Historical Averages]

Net Construction Cost	Design % Fee	Observation % Fee		
\$30,000	14.00	6.00	A)	For construction projects that are less than \$30,000, the fee will be negotiated between the consultant and the client.
\$50,000	12.50	5.80	B)	The schedule for Design engineering services includes: 1) Preliminary design services. 2) Collection of field data. 3) Final design services. 4) Project management services during construction including periodic inspections.
\$100,000	11.20	5.60		
\$200,000	9.95	5.00	C)	The schedule for Observation Services includes: 1) Full time Resident Construction Observation 2) Actual cost will vary due to weather, contractor work performance and pace of construction.
\$300,000	9.25	4.60		
\$500,000	8.55	4.30	D)	Recent mill and overlay projects have costs in the range of 8 – 10% of total construction costs versus the typical complete reconstruction cost identified.
\$750,000	7.80	4.00	E)	Where net construction cost fall between the figures above, the applicable percentage shall be determined graphically or by interpolation.
\$1,000,000	7.40	3.70	F)	This form is intended as a guide only. DGR Engineering will provide a project specific engineering services proposal for each project requested by the City.
\$2,000,000	6.70	3.40		
\$3,000,000	6.45	3.20		
\$5,000,000	6.15	2.85		
\$10,000,000	5.70	2.40		

Tab 6 | F.2 – Monthly Billing Statements

Sample Invoice



City of Windom, Mn
Mr. Steve Nasby
444 9th Street
Windom, MN 56101-0038

Invoice

1302 South Union Street
P.O. Box 511
Rock Rapids, IA 51246
phone: 712.472.2531 - fax: 712.472.2710

February 9, 2018
Project No: 366090.00
Invoice No: 00227814
Project Manager: Daniel Van Schepen

Invoice Total **\$611.00**

Project 366090.00 2017 Street Improvements
Professional Services through January 31, 2018

Task 0110 FEMA Grant Assistance

Professional Personnel

	Hours	Rate	Amount
Engineer 10 Carr, Michael damage estimation/prediction	1.00	163.00	163.00
Engineer 5 Stearns, Eric Gruver BCA	4.00	112.00	448.00
Totals	5.00		611.00
Total Labor			611.00
Total this Task			\$611.00

AMOUNT DUE THIS INVOICE **\$611.00**

Respectfully Submitted: _____
Daniel Van Schepen

Personnel Providing Services

Time/Hours Spent

Billing Backup
DeWild Grant Reckert & Associates Company Invoice 00227814

Project 366090.00 2017 Street Improvements -- February 9, 2018
Task 0110 FEMA Grant Assistance 1:35:30 PM

Professional Personnel

	Hours	Rate	Amount
Engineer 10 701 210 - Carr, Michael damage estimation/prediction 9/6/2018	.50	163.00	81.50
701 210 - Carr, Michael damage estimation/prediction 9/7/2018	.50	163.00	81.50
Engineer 5 837 205 - Stearns, Eric Gruver BCA 9/6/2018	2.50	112.00	280.00
837 205 - Stearns, Eric Gruver BCA 9/7/2018	1.50	112.00	168.00
Totals	5.00		611.00
Total Labor			611.00
Total this Task			\$611.00
Total this Project			\$611.00
Total this Report			\$611.00

Detailed Description of Services

Itemized Date of Service



Building a Better World
for All of Us®

October 30, 2018

RE: City of Windom
Storm Water Engineering for Red Leaf
Court/18th Avenue/Maple Park
Circle/Jamison Drive Area
SEH No. WINDM 148332 14.00

Steve Nasby, City Administrator
Brian Cooley, Street Superintendent
City of Windom
444 9th Street, P.O. Box 38
Windom, MN 56101-0038

Dear Mr. Nasby & Mr. Cooley:

We appreciate the opportunity to provide this proposal for professional services for storm water engineering for the 18th Avenue area which includes Red Leaf Court, Jamison Drive, Maple Park Circle, the contributing watersheds, and the connecting drainage systems. We have discussed the project and completed a field investigation of the study area with City staff, and have obtained valuable knowledge of the existing drainage patterns and flooding issues in the study area. We recognize that the natural drainage patterns in this area were affected by development in the past, and proper stormwater management was not provided when this area was developed decades ago. We understand that previous efforts have been made to address the flooding issues, including installation of a gate to promote ponding in non-developed areas, and installation of culverts. While these previous attempts have rerouted some flows, flooding continues to be a persistent issue, and the existing drainage system is not performing in an efficient manner. In addition to the existing flooding issues, we understand that there is a need for stormwater management to accommodate future development resulting from recent economic development successes in Windom, specifically two new proposed housing complexes.

Our team of water resources engineers have worked with numerous clients on similar projects which focused on reducing flood risk without inadvertently impacting upstream or downstream areas. To accomplish this for the City of Windom, we propose to take a comprehensive look at the study area and develop a hydrologic and hydraulic model to use as the basis of an alternatives analysis. SEH proposes to work closely with the City to develop feasible, effective alternatives which address the existing flooding issues and also account for future development. We will work cooperatively with other firms to utilize previous engineering studies and topographic data to minimize costs for the current scope.

Our common-sense approach, which is described in more detail on the attachment, keeps communication as a top priority; communication between SEH and the City, and also with the public. We intend to develop the proposed alternatives with input from the City at the project kickoff meeting, and keep the City informed of any necessary changes to the alternatives. The modeling software we propose to use can generate graphical results which makes project concepts and impacts easier to visualize and understand than traditional tabular results, which can help facilitate discussions at City Council and

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 11 Civic Center Plaza, Suite 200, Mankato, MN 56001-7710

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Steve Nasby & Brian Cooley
October 30, 2018
Page 2

project meetings. Through our past experience, we know that communication is a critical component of any successful project, and we intend to hold it at the forefront as we complete this project.

The information requested to support our proposal is included as attachments to this letter. To assist in proposal evaluation, the attachments are provided in the same order presented in the City's request. Please feel free to contact me if you have any questions or to discuss our proposal in more detail.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Rachel Pichelmann

Rachel Pichelmann
Project Engineer

rep

Attachments

c: Alec Boyce (SEH)
Brad Woznak (SEH)

p:\uz\w\windm\common\red leaf court drainage\proposal\seh_redleafct_proposal.docx

SCOPE OF SERVICES

Phase 1 – Data Collection & Review

Task 1 – Review Previous Reports & Data

SEH will gather, review and utilize available existing information and previous reports in order to gain a more complete understanding of the existing drainage characteristics and the previous efforts to address the flooding issues. SEH will gather LiDAR data, aerial photography, and historical rainfall data, soils information, and other publicly available data pertinent to the study. Information provided by the City may include:

- Available record drawing information for the project area,
- Agricultural drain tile maps,
- Previous engineering reports and data,
- Historical rainfall data,
- Observed and recorded flooding information, such as approximate high water marks

All pertinent available data will be reviewed and utilized as the basis of a desktop evaluation of the study area. This desktop evaluation will focus on drainage area delineation, identification of existing flow paths and brainstorming potential design alternatives.

Task 2 – Site Visit & Kickoff Meeting

Although a site visit has already been completed with SEH and City staff during the proposal stage, we are proposing an additional site visit be held with City staff along with the kickoff meeting. The purpose of this meeting is to discuss project background such as previous reports and other relevant data found in Task 1, and also to bring forward preferences and potential concerns early in the process. This will allow for solution consensus in the general approach going forward. By having this discussion, we are inviting City and Economic Development Authority staff to participate in the decision-making process instead of reading about it in a report and wondering why each option was or was not considered. We would specifically request that Steve Nasby, Brian Cooley, and Drew Hage be in attendance at the site visit and kickoff meeting as each will have skin in the game towards the successful resolution of this problem. Prior to the meeting, SEH will prepare maps of the study area which will be marked-up during the meeting.

Task 3 – Topographic Survey

Following the site visit and kickoff meeting, SEH will complete the topographic survey of the study area. This survey will include surface drainage paths, existing storm sewers and culverts, and roadways. As stated in the RFP, this survey will also include first floor elevations and basement window elevations for homes along 18th Avenue, Red Leaf Court, and the north side of Jamison Drive. Survey data collected by SEH in 2011 covers a portion of the current study area and will be used to minimize our current survey effort. If the City is able to provide additional survey data of the study area, it will be incorporated and used to further reduce our survey efforts accordingly.

Phase 2 – Hydrologic and Hydraulic Evaluation

Task 1 – Existing Condition Assessment

SEH understands that previous hydrologic and hydraulic computations have been performed for the study area. It appears that previous watershed delineations were completed using USGS quad maps which display 10-ft contours. Since more accurate elevation data (LiDAR data) is available for Cottonwood County from MnDNR, it will be used to confirm the previous watershed delineations, and make adjustments as needed. In addition, more updated rainfall data for design events is available from NOAA, and will be used for the proposed analysis. Other components of previous studies will be incorporated in the proposed hydrologic and hydraulic analysis as appropriate.



SEH will develop a hydrologic and hydraulic model of the existing conditions for the study area. This model will incorporate survey data of the existing stormwater drainage system and topographic data of the surrounding area. At least one historical rainfall event will be simulated and used for model calibration. SEH assumes that the City will provide data from the selected event, which may include measurements, photographs, or even anecdotal descriptions of water levels. All of this information will be used with rainfall data to calibrate the model of the existing conditions prior to evaluating any alternatives. Model results from the historical event will be presented to the City to confirm the models are generating reasonable results. Model calibration is a critical step to ensure the model is generating reasonable results, and can often lead to identification of "hidden" issues such as collapsed pipes or clogged inlets. In addition to running the calibration event, the model will be used to simulate the 5-, 10-, and 100-year rainfall events.

SEH proposes to develop a 1D/2D xpswmm model of the study area, which will be used to analyze how runoff is routed through open channels, into pipe networks, and stored in ponding areas. Xpswmm is a comprehensive hydrologic and hydraulic modeling software that performs dynamic flow calculations and can be used to estimate impacts upstream and downstream of a project. Full hydrographs from historical and hypothetical rainfall events can be simulated to estimate the resulting hydraulic grade line, pipe flow rates and velocities, and surface ponding depths and drainage patterns. In a 1D/2D xpswmm model, graphical results can be generated to show overland flow paths and ponding areas overlaid on aerial photographs or other backgrounds, making the impacts of a project easy to visualize and understand.

The images below provide an example of the type of output that can be used to communicate model results. These graphics were produced for a stormwater study completed for another community in Minnesota which included developing and evaluating several alternatives to reduce flood risk associated with the stormwater drainage system in order to select the most cost effective solution that maximized the drainage issues corrected.



SEH team members have utilized the graphical results generated by 1D/2D hydrologic and hydraulic models to more effectively communicate model results and potential project impacts. We have found that these model results are more easily understood compared to traditional tabular results, and therefore are



ideal for public meetings. Since the graphical results illustrate inundation areas, the results can also be used to confirm the validity of the model.

Task 2 – Alternatives Analysis

After developing the existing conditions model, two or three improvement plan concepts will be developed and included in the hydrologic/hydraulic model. Alternatives presented in previous studies will be considered, along with the performance of the existing drainage system. While the alternatives will focus on improving the drainage and accommodating the anticipated development, they may also incorporate water quality, recreational, or aesthetic components. These concepts will be primarily created through discussions at the project kickoff meeting, but may be adjusted as needed based on model results. As the alternatives evolve, communication with the City will take place to ensure changes are acceptable. Conceptual drawings depicting the proposed alternatives will be generated for the study report and may be used for public meetings. Each alternative will be simulated in the calibrated 1D/2D xpswmm model, which will be used to estimate the potential upstream and downstream impacts. The rainfall event used for calibration will be simulated, along with the 2-, 5-, 10-, and 100-year events. Side-by-side graphical results of selected rainfall events will be generated to visualize the potential benefits of each alternative.

Phase 3 – Report Production & Meetings

Task 1 – Preliminary and Final Report

A preliminary report will be prepared to summarize the hydrologic and hydraulic analysis completed for the study. This report will present the alternatives analyzed for the study area, along with the corresponding modeling results and recommendations. Concept drawings of each alternative will also be presented in the report. Planning-level construction cost estimates, along with estimated implementation timelines, will be developed for each alternative, and included in the study report.

A draft report will be prepared and submitted to the City for review and comment. A meeting with City staff will be scheduled to discuss and resolve comments and questions. Following the meeting, the report will be finalized and provided to the City.

Task 2 – Meetings

In addition to the kickoff meeting described in Phase 1, SEH proposes to attend a report production meeting as well as one public meeting. At the report production meeting, City staff will be invited to provide feedback on the draft report. We also anticipate attending one public meeting where the study findings will be discussed. For all meetings attended by SEH, we will prepare handouts to help facilitate the discussion.

Next Steps

SEH is confident that the process outlined in the preceding pages will solve Windom's storm water problems in this neighborhood and allow for expedient development of the adjacent property as designated for new housing opportunity. Final design, bidding services, and construction administration are not included in this scope of work. If requested, SEH can provide an additional scope and fee estimate for these elements upon completion of Phases 1 through 3 described in this proposal.



COMPANY BACKGROUND

SEH Overall

SEH is a 100% employee-owned company providing engineering, architectural, planning and environmental services to public and private clients throughout the country. SEH was founded in 1927 and has grown to 31 locations and more than 800 professionals. We are a multi-disciplined firm with groups focusing on highways, traffic, transportation planning, structures, construction services, civil, water/wastewater, water resources, aviation, architecture and surveying.

Our collective purpose and body of work is focused on Building a Better World for All of Us®. "Building a better world" embodies our commitment to improving quality of life through safer roads, bridges, parks and trails; renewable energy and sustainable design; and cleaner air, drinking water, rivers and lakes. "For all of us" means we design customized solutions for our clients including the residents and businesses in the communities we serve, employees in the companies we serve, and citizens of the world. Our approach to project development, design and construction is to listen to our clients and design a solution that fits their needs.

SEH Water Resources

Our water resources team is composed of more than a dozen engineers and scientists, and has extensive experience with projects which focus on identifying, communicating, and minimizing flood risk. SEH offers a diverse portfolio of stormwater project experience – from innovative water quality improvements such as ultra-urban BMPs to master drainage design to large-scale hydraulic structures and watercourse rehabilitation in urban settings. We have designed numerous stormwater projects which balance a multitude of requirements including water quantity, water quality, recreational and aesthetic values and economic considerations. SEH designs multi-objective solutions to stormwater problems. We provide comprehensive planning, analysis, design, permitting and construction assistance that skillfully balances community demand and the needs of the development with the environment.

Claims

In 90 years of practice Short Elliott Hendrickson Inc. (SEH®) has never defaulted on any project or claim process. All claims are fairly evaluated and settled in accordance with our insurance guidelines. We are confident in our ability to successfully defend or settle on favorable terms for all such claims. Furthermore, for the protection of SEH and our clients, we always maintain a comprehensive insurance program, which includes professional liability, worker's compensation, comprehensive general liability, automobile and umbrella policies with limits sufficient to cover the defense and payment of all outstanding claims. In the opinion of our senior management, no claim or lawsuit currently pending against SEH will materially affect our ability to successfully perform our professional obligations.

It is our practice to take responsibility for our actions, and correct issues that do not meet expectations before they escalate to legal action. For confidentiality reasons (often a requirement of a mediated settlement), we have not disclosed specific names or venues. Should this be required, we will share those details verbally as may be required.



ENGINEER QUALIFICATIONS

Brad Woznak, PE, PH, CFM

Senior Professional Engineer

Qualifications: Brad is a Professional Engineer, Professional Hydrologist, and Certified Floodplain Manager with more than 21 years of experience in water resources engineering. As a senior water resources engineer and project manager, his project experience includes hydrologic and hydraulic modeling studies, design of spillways, outlet works, stilling basins, drop structures, channels and channel structures, drainage systems, storm water pump stations, and erosion protection measures. Brad has extensive experience working with communities to manage stormwater and minimize flood risk due to riverine flooding and local drainage issues.



Windom Experience: Brad assisted with the Des Moines River Dam Project by providing QA/QC support. He has also completed floodplain-related tasks for the Fulda Area Credit Union site. Most recently, Brad has assisted with the FEMA floodplain data review project for the City.

Proposed Role: Brad will serve as the project manager and senior technical lead for this project. In this role, he will be responsible for QA/QC, providing senior technical review, coordinating schedules and deliverables, and preparing invoicing.

Rachel Pichelmann, PE, CFM

Professional Engineer

Qualifications: Rachel is a Professional Engineer and Certified Floodplain Manager with over nine years of experience in water resources engineering. Rachel's experience includes hydrologic and hydraulic modeling, storm water alternatives development and analysis, design of traditional and unique hydraulic structures, and preparation of construction plans, specifications, and cost estimates. Rachel has completed the analysis and design of various stormwater improvements ranging from small wet ponds and infiltration basins to complete drainage systems for major metropolitan highway interchanges. Rachel also has extensive experience with flood risk modeling and mapping, and the use of hydrologic and hydraulic models to estimate and communicate flood risk.



Windom Experience: Rachel recently led the initial phases of the FEMA floodplain data review for the City of Windom. This project is ongoing with additional review of FEMA data expected. Rachel has also reviewed the feasibility study for the Des Moines River Dam Project.

Proposed Role: Rachel will serve as the project engineer. In this role, she will be responsible for conducting the stormwater evaluation and alternatives analysis, and preparing the report and corresponding figures. She will also assist with coordinating schedules and deliverables.

Other SEH Team Members – Water Resources

While Brad and Rachel will serve as the primary team members, SEH is also proposing to engage additional water resources staff as needed to complete the work. If work is completed by additional water resources staff, Brad and/or Rachel will provide direct oversight to ensure accuracy and quality.

Other SEH Team Members – Surveying

Matt Solmonson is a Survey Crew Chief with nearly 20 years of experience surveying at SEH. As the lead surveyor for this project, he will be responsible for conducting the topographic survey, and the survey of the first floor elevations in the study area. Matt will also work closely with Rachel to identify additional survey needs and ensure the data collection is complete.

Resumes

Resumes will be provided upon request.



MUNICIPAL REFERENCES

Name: Michael McCarty

Position: Senior Civil Engineer

Municipality: City of Mankato, Minnesota

Phone Number: 507-387-8643

Email Address: mmccarty@mankatomn.gov

Reference Projects: Upper Indian Creek Watershed Study (Rosewood Stormwater Study & Alternatives Analysis), Indian Creek Watershed Study, University Park Pond Evaluation & Alternatives Analysis, Minnesota River Bank Stabilization Projects, Flood Risk Reduction System Pump Station Modernization Study, Wilson Creek Watershed Study, and Ravine Erosion Studies

Name: Dan Coughlin

Position: City Administrator

Municipality: City of Olivia, Minnesota

Phone Number: 320-523-2361

Email Address: danc@olivia.mn.us

Reference Projects: Northeast Olivia Stormwater Study & Alternatives Analysis, Remington Seeds Drainage Evaluation, City Capital Improvement Plan

Name: Steven Lang

Position: City Engineer & Director of Public Works

Municipality: City of Austin, Minnesota

Phone Number: 507-437-9949

Email Address: slang@ci.austin.mn.us

Reference Projects: North Main Flood Mitigation Phases 1-12, Lion's Park Flood Mitigation, Waste Water Treatment Plant Flood Mitigation Feasibility Study, Independent Technical Review of Turtle Creek Flood Mitigation Project, and Dam Inspection Reports

The reference projects listed above were led by the SEH water resources team and completed with significant contributions from one or both of the Professional Engineers listed on our proposal (Brad Woznak and Rachel Pichelmann). In addition to the projects referenced above, SEH has completed other projects which focused on areas other than stormwater management or flooding for the municipalities listed above. Upon request, SEH will gladly provide additional information about the scope of any of the reference projects listed above.

LIABILITY INSURANCE

Copies of our certificates of liability insurance are attached.

CONFLICT OF INTEREST

SEH does not represent any client whose representation may conflict with our ability to provide engineering services to the City.

COMPENSATION

SEH will perform the work outlined herein on an hourly basis with a fee not to exceed \$28,900. Our detailed fee estimate is attached and provides a breakdown of the hours and fees associated with the proposed engineering services. Compensation will be based on the rates in effect at the time the work is completed plus reimbursable expenses including mileage, reproductions and equipment.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	CONTACT NAME: Jeanne Danmeier PHONE (A/C, No, Ext): (952) 893-1933 E-MAIL ADDRESS:		FAX (A/C, No): (952) 893-1819
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Short-Elliott-Hendrickson, Incorporated 3535 Vadnais Center Drive St. Paul MN 55110	INSURER A: XL Specialty Insurance Co.		37885
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 2018 - 2019 1 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. SUBR. INSD. WVD.	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
A	Professional Liability		DPR9932443	10/1/2018	10/1/2019	Each Claim/ \$5,000,000 Each Policy Year Aggregate \$10,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER City of Windom 444 9th Street P.O. Box 38 Windom, MN 56101-0038	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Project Task Hours (Windom Red Leaf Court Neighborhood Drainage Study)

	SEH				
	Project Mgr Brad Woznak	Project Eng Rachel Pichelmann	Surveyor Matt Solmonson	CAD Tech Sandra Pomplun	Admin Tech Julie Brinkman
1. Data Collection & Review					
Review Previous Reports & Data	2	6			
Site Visit & Kickoff Meeting	2	8			
Topographic Survey		4	60	8	
2. Hydrologic and Hydraulic Evaluation					
Existing Condition Assessment	2	24			
Alternatives Analysis	4	40		8	
3. Report Production & Meetings					
Preliminary & Final Report Production	2	24		8	2
Meetings (1 Public Meeting & 1 Report Production Meeting)	2	8			
Total Hours	214	114	60	24	2

Design labor cost	\$27,410.00
Expenses	
Travel/Mileage	\$700.00
Equipment	\$790.00
Total project cost	\$28,900.00



Responsive partner.
Exceptional outcomes.

November 1, 2018

City of Windom

Steve Nasby – City Administrator
Brian Cooley – Streets & Parks Superintendent

Dear Mr. Nasby and Mr. Cooley:

We appreciate the opportunity to present to the City of Windom our qualifications to provide engineering services to the City of Windom addressing storm water infrastructure in the neighborhoods of Red Leaf Court, 18th Avenue, Maple Circle, and Jamison Drive. We are committed to providing the City of Windom with the highest level of quality and service throughout this project.

The enclosed proposal provides an overview of our extensive experience and expertise in storm water infrastructure improvements. We can provide the following unique qualifications to the City of Windom.

- ▲ **30+ Years of Experience** - providing municipal and storm water services.
- ▲ **Proven Track Record** - of success serving our clients.
- ▲ **Excellent Customer Service** - our track record is a testament to our mantra "Responsive Partner, Exceptional Outcomes".

On behalf of the 275+ employee-owners of Wenck, thank you for this opportunity to work with the City of Windom. Should you have any questions or need clarification of anything presented in the attached proposal, please do not hesitate to call me at 507-831-2703.

Sincerely,

Wenck Enterprises, Inc.

A handwritten signature in blue ink, appearing to read 'Dennis Johnson', with a long horizontal line extending to the right.

Dennis Johnson, P.E.
Principal/Senior Engineer

Wenck Company Profile

Year established: 1985
Professional disciplines:
Environmental
Engineering
Construction
Response

Legal status: Corporation

Ownership: ESOP

Size: 275+
employee-owners

Main contact:
Name: Dennis Johnson
Title: Senior Engineer
Phone: 507-831-2703

Locations:

- Golden Valley, MN
- Woodbury, MN
- Maple Plain, MN
- Windom, MN
- New Hope, MN
- Duluth, MN
- Fargo, ND
- Mandan, ND
- Roswell, GA
- Fort Collins, CO
- Denver, CO
- Sheridan, WY
- Cheyenne, WY

Markets:

- Water Resource Management
- Food & Agriculture
- Manufacturing
- Power & Utilities
- Metals
- Mining
- Government
- Oil & Gas
- Real Estate
- Transportation
- Sports & Recreation
- Education
- Waste Management

About Us

Wenck is a 100 percent employee-owned consulting enterprise that was founded 30+ years ago and now features 13 branch offices in five states strategically located around the country. Water resource services was and is a key service area since Wenck's beginning.

We are a united team of engineers, scientists, consultants, hazardous materials specialists, and construction professionals prepared to deliver the outcome you need. We are known and trusted for our technical excellence, and our experienced team can help manage every aspect of your most complex projects. Working jointly with all stakeholders, we are your **responsive partner** committed to producing **exceptional outcomes** for your organization.

Wenck has 9 main resource groups within the company with each group specializing in different engineering services. The resource groups include- Resource Disposal & Recovery Services, Environmental Compliance & Permitting Services, Engineering Design Services, Facility & Process Engineering, Water Services, Real Estate & Development Services, Business & Operation Services, Response Services, and Construction.

In total Wenck has- 50 licensed professional engineers (PE), 7 licensed geologists (PG), 46 principals, and 34 associates. A breakdown by Resource Group is provided below.

- ▲ Resource Disposal & Recovery (21 Employees)
 - ❖ 8 PE, 0 PG, 6 Principals, 5 Associates
- ▲ Environmental Compliance & Permitting (49 Employees)
 - ❖ 9 PE, 0 PG, 10 Principals, 9 Associates
- ▲ Engineering Design (30 Employees)
 - ❖ 9 PE, 0 PG, 6 Principals, 5 Associates
- ▲ Facility & Process Engineering (17 Employees)
 - ❖ 3 PE, 0 PG, 1 Principal, 1 Associate
- ▲ Water (50 Employees)
 - ❖ 19 PE, 4 PG, 11 Principals, 7 Associates
- ▲ Real Estate & Development (27 Employees)
 - ❖ 0 PE, 2 PG, 3 Principals, 3 Associates
- ▲ Business & Operation (38 Employees)
 - ❖ 3 PE, 1 PG, 8 Principals, 3 Associates
- ▲ Response (29 Employees)
 - ❖ 0 PE, 0 PG, 1 Principal, 1 Associate
- ▲ Construction (30 Employees)

Wenck Project Team & Qualifications

The Wenck project team will consist of five members who have numerous years of experience planning, modeling, analyzing, and designing storm water infrastructure projects of various types and sizes. This experience gives our team a unique advantage in formulating storm water infrastructure improvements that are not only cost effective but also meet the City of Windom and its residents' expectations.

The Wenck project team will be led by 2 members in our Windom office. The project manager will be Dennis Johnson (PE) and project engineer will be Mike Johnson (EIT). Our other team members consist of two members who specialize in storm water modeling and design, and an engineering technician.

An overview of our project team members and their expertise is outlined below.

Dennis Johnson, P.E. | Project Manager/Senior Engineer- Windom Office

Coordinate execution of project tasks
Manage Project Team & Budget
Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates

Qualifications – Mr. Johnson is a principal in Wenck Engineering Design Services group and has thirty-seven years of experience in municipal and storm water engineering. He has managed numerous projects ranging in size and complexity. Projects have included; waterworks improvements, street improvements, drainage improvements, and several county drainage systems. Mr. Johnson responsibilities include the supervision and preparation of plans and specifications, design, inspection, and construction supervision.

Mike Johnson, EIT | Project Engineer – Windom Office

Communicate with City of Windom
Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates
Topographic Survey

Qualifications – Mr. Johnson is a project engineer in Wenck Engineering Design Services group. He has 5 years of experience in municipal and private development design, project and construction management, and construction inspection. Projects have included; street improvements, drainage improvements, and public and private storm water modeling and design. He is responsible for performing design tasks, communication with client, inspection, and construction supervision.

Joel Toso, PhD, PH, PE | Senior Water Resources/Hydraulics Engineer

Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates

Qualifications – Mr. Toso is a civil engineer with more than 30 years of experience specializing in water resources engineering and hydraulics. Mr. Toso is a recognized project manager with expertise working with federal, state, local, and private clients. He has worked on numerous projects that include hydrologic and hydraulic modeling, surface water management plans, best management practice design, flood studies, wetland hydrology, as well as cost estimates. In addition to field work, Mr. Toso has taught Applied Hydrology and Hydraulics at the University of Minnesota for more than 18 years.

Bryce Cruey, PE, CFM | Water Resources Engineer

Analysis of Existing Watershed & Infrastructure
Assist in formulating Improvement Plan Concepts & Estimates

Qualifications – Mr. Cruey has over ten years of project experience working for clients from both private and public industry throughout the Midwest. Mr. Cruey areas of expertise include, hydraulic modeling, flood plain management, water resource management, and surface water management plans. Mr. Cruey is proficient using many hydrologic models including HEC-RAS, FLO-2d, HEC-HMS, and HydroCAD.

Todd Thurmer | Engineering Technician- Windom Office

AutoCad Drafting
Topographic Survey

Qualifications – Mr. Thurmer has over 25 years of experience in construction observation and AutoCad technician work. Mr. Thurmer has worked on numerous public and private storm sewer and street rehabilitation projects as lead AutoCad draftsman which include plan and profiles for sewer, water, storm sewer, and streets, excavation quantities, and site topography.

Other team members who will play a support role to the main team members outlined above include Wenck administration personal and include – Becki Wormstadt and Melissa Winterhalter.

Windom Experience

Our project team is familiar working with the City of Windom and its staff having worked on numerous projects since 1993. This experience includes work on the cities streets, wastewater collection system, water distribution system, stormwater collection system, wells, and residential/commercial developments. This gives our team a competitive advantage because we are familiar with Windom, its utility infrastructure, and neighborhoods that would be affected by this project. Below is a list of projects Wenck has worked on in the City of Windom since 2010.

- ▲ City of Windom 2016 Sealcoat
- ▲ Fiber Optic Extension
- ▲ City of Windom 2015 Sealcoat
- ▲ 2015 Street Repairs
- ▲ North Windom Industrial Park Phase II
- ▲ North Windom Industrial Park Extension
- ▲ Windom EDA River Bend Addition
- ▲ City of Windom 2014 Sealcoat
- ▲ North Redding Avenue Extension
- ▲ North Windom Industrial Park
- ▲ TH 71 Turn Lanes
- ▲ 4th Avenue Bridge
- ▲ 2013 Windom Street Improvements
- ▲ 6th Avenue Sidewalk
- ▲ 2012 Windom Streets
- ▲ City of Windom 2012 Sealcoat
- ▲ TH 60 Watermain and Services
- ▲ City of Windom Street Shop Repair
- ▲ 2010 Stormwater Prevention Plan
- ▲ TH 60 Watermain
- ▲ City of Windom 2010 Sealcoat
- ▲ 6th Street Hydrants
- ▲ Sykora Addition Water and Sewer
- ▲ City of Windom EDA WAHS Single Family Housing

In addition to the above projects and experience in Windom, our team has provided preliminary engineering services to the City of Windom regarding the area outlined in this RFP since 1996. The most recent services Wenck provided for this area was in 2015 while working with the Economic Development Director on storm sewer design options for the Windom Area High School Housing Subdivision. During this project Wenck looked at a total of 5 storm sewer options for the subdivision including 2 which included options that looked at alleviating storm water issues in the neighborhoods outlined in this RFP.

Municipal Storm Water Projects

The Wenck project team has experience working with small rural communities and private clients throughout the State of Minnesota. Some of the recently completed or in various stages of design are listed below.

Miller Creek | Mankato, MN

Contact: Tim Paulsen (Owner): 507-345-3007

Project Overview – HydroCAD modeling and storm water design of a 77 lot privately owned subdivision. Each lot was modeled individually and then analyzed as a system. Storm sewer consisted of a system of infiltration ditches, catch basins, storm sewer, and drain tile. Approval of design through the City of Mankato Engineering Department.



City of Fridley, City Hall/Civic Center Complex | Fridley, MN

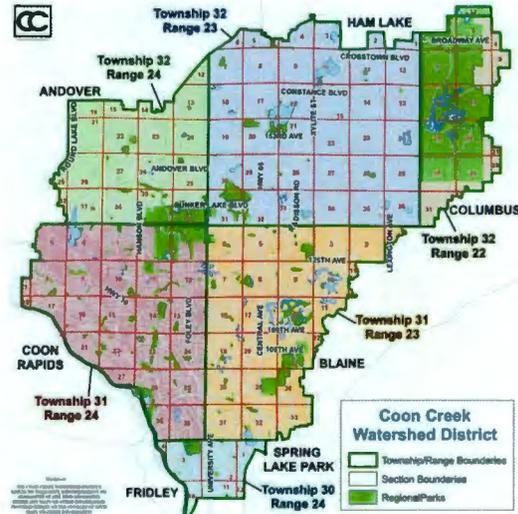
Contact: John Lennander (Engineering Division): 763-572-3551

Project Overview – Water management plan for the renovation of City Hall/Civic Center complex. The work included storm sewer, storm water quality and quantity infrastructure.



Coon Creek Watershed | Blaine, MN
 Contact: Tim Kelly (District Administrator): 763-755-0975

Project Overview – Numerous storm water management plans for development and municipalities. Wenck has performed the water management plan for the entire district.



Scope of Work

The scope of work proposed is as follows:

- 1) Evaluate existing work completed in the area prior to the RFP.
- 2) Interview City staff and local residents for past flooding, elevations and nature of flooding.
- 3) Take elevations on pertinent houses and existing infrastructure.
- 4) Using lidar data and elevations from above, determine sub watershed areas. Also, with aerial photographs, determine land use for insertion into the HydroCAD model.
- 5) Insert existing data into HydroCAD model, verify with City staff and local residents on results.
- 6) Review results of existing conditions with City staff.
- 7) Propose up to 3 different scenarios for remedies to the flooding, confirming with City staff on options.
- 8) Perform HydroCAD modeling of 3 scenarios.
- 9) Review results with city staff and revise as necessary.
- 10) Prepare technical memorandum to City Council with cost estimates.

Wenck Fees

The estimated fees are as follows:

1) Evaluate Existing Work	\$1,000
2) Interviews	\$400
3) Elevations	\$1,500
4) Lydar and Elevations – sub watersheds	\$1,700
5) HydroCAD Modeling	\$7,000
6) Review existing model with City and revise as necessary	\$1,000
7) Propose 3 Options	\$1,500

8) HydroCAD Model of 3 options	\$3,000
9) Review with Staff	\$800
10) Final report	\$3,000

TOTAL \$20,900

Wenck Billing

Monthly billing statements will be sent to the City of Windom following internal review by Dennis and Mike Johnson. Each monthly billing statement will include the following information:

- ▲ Itemized dates of service
- ▲ Engineer and/or support personal providing the services
- ▲ Time spent by activity
- ▲ Detailed description of the services performed and the fee for those services

An example billing statement is attached outlining what a potential billing statement from our project team could be formatted like. It should be noted, Wenck, is willing to work with City personal to determine a format that works best for all parties involved.

Conflicts of Interest

Wenck and the Wenck project team do not have any conflicts of interest that would hinder our ability to provide engineering services to the City of Windom. It should be noted that Wenck is assisting two clients located in the City of Windom in regard to the ongoing City of Windom Wastewater Treatment Plant Facility upgrades. The clients are listed below:

- ▲ Windom Wash, LLC – Wenck including 3 of the project team members are assisting Windom Wash in the design of a 11 Million Gallon Earthen Lagoon for wastewater produced from wash water.
- ▲ Prime Pork – Wenck is assisting Prime Pork with analysis of the cost for services to the proposed expansion for the City of Windom. It should be noted, Wenck representatives contacted the City Administrator prior to conducting this consulting work and it was stated it should not be a conflict.

Wenck Statement of Insurance Claims & Ethics Complaints

Wenck Associates Inc. ("Wenck") is not aware of existing ethics violations or ethics investigations of Wenck employees. Wenck is also not aware of any pending or past lawsuits which Wenck is a party. Wenck is aware of one pending/potential automobile insurance claim, two pending/potential workers compensation claims, and three pending/potential professional liability claims. None of these pending/potential claims is expected to impact Wenck's ability to conduct business.

The pending auto claim occurred on August 10, 2018 when a Wenck Construction, Inc. (insured under the same policy as Wenck Associates, Inc.) vehicle was struck from behind, causing the Wenck vehicle to collide with a vehicle in front of it. Wenck incurred \$1,396 in paid losses and \$23,675 has been reserved by our insurance carrier.



The first pending workers compensation claim occurred on August 6, 2018 when a Wenck Construction, Inc. (insured under the same policy as Wenck Associates, Inc.) employee fell from a golf cart and the employee's forehead was cut. No paid losses have been incurred, and \$400 has been reserved by our insurance carrier.

The second pending workers compensation claim occurred on August 29, 2018 when a Wenck employee found a wood tick embedded in the employee's neck. No paid losses have been incurred, and \$2,000 has been reserved by our insurance carrier.

All three pending professional liability claims are anticipated to be resolved at a cost below the applicable insurance deductible, but these incidents were reported to Wenck's insurance carrier in an attempt to be pro-active with dispute resolution. Wenck's insurance provider is also confident that these potential claims will be resolved at a cost below the applicable insurance deductible, and there, only \$1 has been reserved for each potential claim.

Wenck is not aware of other pending insurance claims. The attached insurance claim history report is for the 5 year period ending in May 2018.

City of Windom



Attachment 1: Wenck Proposed Billing Statement

Invoice

October 16, 2018
Invoice No:



Responsive partner.
Exceptional outcomes.

Mr. Steve Nasby
City Administrator
444 9th Street
PO Box 38
Windom, MN 56101

Project Manager Dennis Johnson
Mike Johnson

Project 0045 18th Avenue Stormwater

Professional Services Through

- Phase 1 – Meetings
- Phase 2 – Modeling & Design
- Phase 3 – Concept Plans & Estimates
- Phase 4 – Design Plans & Specifications
- Phase 5 – Project/Construction Management
- Phase 6 – Project Closeout

Professional Personnel

	Hours	Rate	Amount
Dennis Johnson	--	--	--
Mike Johnson	--	--	--
Joel Toso	--	--	--
Bryce Cruey	--	--	--
Todd Thurmer	--	--	--

Totals	--		--
Total Labor			--

Reimbursable Expenses

Mileage - Reimbursable			--
Total Reimbursables			--

Additional Fees

Technology Fee			--
Total Additional Fees			--

Total Invoice Amount			--
-----------------------------	--	--	----

Billing Backup

Tuesday, October 16, 2018

WAI - Wenck Associates, Inc.

Invoice

Dated 10/16/2018

9:19:46 AM

Project	0045	18th Avenue Stormwater
---------	------	------------------------

Professional Personnel

				Hours	Rate	Amount
	WINDOM Engineer II					
323	19031 - Johnson, Dennis look at site	10/16/2018		2.00	--	--
	WINDOM Engineer I					
443	19030 - Johnson, Michael	10/16/2018		10.00	--	--
	structural foundation calculations and drawings					
443	19030 - Johnson, Michael	10/16/2018		9.00	--	--
	structural foundation calculations and drawings					
443	19034 - Johnson, Michael	10/16/2018		3.50	--	--
	final structural revisions based on Paul comments, and horizontal loads					
	WINDOM Clerical/Technician					
157	921 - Winterhalter, Melissa Administrative assistance	10/16/2018		.50	--	--
	Totals			25.00		--
	Total Labor					--

Reimbursable Expenses

Mileage - Reimbursable						
EX	000000030934	10/16/2018	Johnson, Dennis / 18th Avenue / Site visit / 10.00 miles @ 0.545			--
	Total Reimbursables					--
					Project Total	--
					Total this Report	--

City of Windom



Attachment 2: Wenck Insurance Claim History Report

Wenck Enterprises

Coverage Line	Policy Period	Carrier	Claims	Paid	Reserved	Total Incurred
Workers Compensation	7-1-17/18	C N A	4	\$2,705	\$0	\$2,705
	5/8/16-7/1/17	C N A	2	\$211	\$0	\$211
	5/8/15-5/8/16	Travelers	11	\$18,103	\$2,304	\$20,407
	5/8/14-5/8/15	Travelers	5	\$126,477	\$11,410	\$137,887
	5/8/13-5/8/14	Travelers	5	\$10,429	\$0	\$10,429
	5/8/12-5/8/13	Travelers	6	\$64,444	\$15,841	\$80,285
	5/8/11-5/8/12	Travelers	2	\$19,976	\$28,436	\$48,412
				\$242,345	\$57,991	\$300,336
General Liability	7-1-17/18	C N A	0	\$0	\$0	\$0
	5/8/16-7/1/17	C N A	2	\$0	\$1,959	\$1,959
	5/8/15-5/8/16	Travelers	1	\$35,000	\$0	\$35,000
	5/8/14-5/8/15	Travelers	1	\$0	\$0	\$0
	5/8/13-5/8/14	Travelers	1	\$0	\$0	\$0
	5/8/12-5/8/13	Travelers	0	\$0	\$0	\$0
	5/8/11-5/8/12	Travelers	0	\$0	\$0	\$0
				\$35,000	\$1,959	\$36,959
Automobile	7-1-17/18	C N A	7	\$18,543	\$0	\$18,543
	5/8/16-7/1/17	C N A	3	\$7,317	\$0	\$7,317
	5/8/15-5/8/16	Travelers	2	\$3,419	\$0	\$3,419
	5/8/14-5/8/15	Travelers	3	\$8,250	\$0	\$8,250
	5/8/13-5/8/14	Travelers	1	\$0	\$0	\$0
	5/8/12-5/8/13	Travelers	5	\$9,787	\$0	\$9,787
	5/8/11-5/8/12	Travelers	6	\$1,818	\$0	\$1,818
				\$49,134	\$0	\$49,134
Inland Marine	7-1-17/18	C N A	0	\$0	\$0	\$0
	5/8/16-7/1/17	C N A	0	\$0	\$0	\$0
	5/8/15-5/8/16	Travelers	1	\$0	\$0	\$0
	5/8/14-5/8/15	Travelers	0	\$0	\$0	\$0
	5/8/13-5/8/14	Travelers	5	\$24,342	\$0	\$24,342
	5/8/12-5/8/13	Travelers	1	\$2,755	\$0	\$2,755
	5/8/11-5/8/12	Travelers	0	\$0	\$0	\$0
				\$27,097	\$0	\$27,097
ANNUAL TOTALS	7-1-17/18			\$21,248	\$0	\$21,248
	5/8/16-7/1/17			\$7,528	\$1,959	\$9,487
	5/8/15-5/8/16			\$56,522	\$2,304	\$58,826
	5/8/14-5/8/15			\$134,727	\$11,410	\$146,137
	5/8/13-5/8/14			\$34,771	\$0	\$34,771
	5/8/12-5/8/13			\$76,988	\$15,841	\$92,827
	5/8/11-5/8/12			\$21,794	\$28,436	\$50,230
				\$353,576	\$59,950	\$413,526

NOTES:

C N A Loss Runs Valued 5-18-18

Travelers Loss Runs Valued 5-20-18

Wenck Enterprises

Coverage Line	Policy Period	Carrier	Claims	Paid	Reserved	Total Incurred
Workers Compensation	7-1-17/18	C N A	4	\$2,705	\$0	\$2,705
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Inland Marine	7-1-17/18	C N A	0	\$0	\$0	\$0
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	5/8/15-5/8/16	Travelers	1	\$0	\$0	\$0
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	5/8/13-5/8/14	Travelers	5	\$24,342	\$0	\$24,342
	5/8/12-5/8/13	Travelers	1	\$2,755	\$0	\$2,755
	5/8/11-5/8/12	Travelers	0	\$0	\$0	\$0
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	5/8/14-5/8/15			\$134,727	\$11,410	\$146,137
	5/8/13-5/8/14			\$34,771	\$0	\$34,771
	5/8/12-5/8/13			\$76,986	\$15,841	\$92,827
	5/8/11-5/8/12			\$21,794	\$28,436	\$50,230
				\$353,576	\$59,950	\$413,526

NOTES:

C N A Loss Runs Valued 5-18-18

Travelers Loss Runs Valued 5-20-18

City of Windom



Attachment 3: Wenck Certificate of Liability Insurance



ADDITIONAL REMARKS SCHEDULE

AGENCY Cobb Strecker Dunphy & Zimmermann		NAMED INSURED Wenck Enterprises Inc., etal P.O. Box 249 Maple Plain, MN 55359-0249	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

States West Water Resources Corporation
 Wenck Construction, Inc. dba Bossardt Corporation
 Wenck Response Services, Inc.
 Lidstone & Associates - A Wenck Company

1800 Pioneer Creek Drive; Maple Plain, MN 55359
 1012 5th Avenue; Windom, MN 56101
 1802 Wooddale Drive; Woodbury, MN 55125
 301 First Street NE; Mandan, ND 58554
 1904 E 15th Street; Cheyenne, WY 82201
 3303 Fiechtner Drive; Fargo, ND 58103
 5130 Winnetka Ave N; New Hope, MN 55428
 2 N Main Street, Ste 402; Sheridan, WY 82801
 1080 Holcomb Bridge Rd, Bldg 100 Ste 190; Roswell, GA 30076
 7500 Olson Memorial Hwy, Ste 300; Golden Valley, MN 55427
 1025 Automation Way, Bldg E; Fort Collins, CO 80525
 240 Rudy Chase Dr.; Glenville, NY 12302
 5445 DTC Parkway P4; Greenwood, CO 80111