



MEMORANDUM

TO: Honorable Mayor and City Council
c/o Rena Weber – City Administrator
Rockville, Minnesota

FROM: Scott D. Hedlund, PE - City Engineer

DATE: December 22, 2008

RE: *Engagement of SEH Services*
SEH No. ROCKV 103361 14

Per the request of Mayor-elect Hagen, the following is a brief explanation of how SEH is currently operating in Rockville. We organize our accounting around projects. Every project has its own unique project number and generates its own invoice which we send out monthly.

We have two basic project types in Rockville: those with and those without a definable scope.

Recent example projects with definable scopes include:

- 2008 DataView GIS program (105295)
- 2008 Update Water Main Mapping – approved by council with DataView approval (105651)
- 2008 EDA Services (AROCKV0716)
- 2007 West Broadway Street Sewer and Water Extension (to SJ Louis) (AROCKV0708)

For projects with definable scopes we have written contracts outlining a specific scope of services and associated fees. Each contract is approved by the City Council.

Recent example projects without definable scopes include:

- Cowmart Site Plan Review (106179) - reimbursable
- Shoreland/Stormwater Ordinance development (AROCKV0719)
- Detachment Support (104794)
- Schilplin Senior Housing Campus concept plan meeting w/Developer (billed to 103363 – a new project number will be set up as/if the project moves forward which will then be reimbursable)
- Special Assessment Committee (AROCKV0712)
- FY'09 General Engineering (103363) – miscellaneous minor, short duration, non-reimbursable services

For projects without a definable scope we charge staff hourly rates plus reimbursable expenses (mileage, reproductions, etc) as necessary for the staff engaged in the work. The length of time and the amount of effort required varies with each project. This is the most common project type in Rockville as of late. We are engaged by the City Administrator upon request. For planning and zoning reviews, the applicant is required to reimburse the City for our fees.

It has been our policy not to charge for attending regular City Council meetings. I'd be happy to explain this in further detail to the council or a committee. Let me know.

We appreciate your business. Thank you.

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MEMORANDUM

TO: Honorable Mayor and City Council of Rockville, Rena Weber, Amy Goerger, Judy Neu, Rick Hansen

FROM: Scott D. Hedlund, PE - City Engineer

DATE: December 22, 2008

RE: **ACTIVE PROJECT/STATUS**
SEH No. ROCKV 103361 14

- 1) **NORTHWEST PLEASANT LAKE DRAINAGE IMPROVEMENTS (102267)** – This is the storm sewer realignment project on Lake Road near the 400 Club and Pleasant Lake Public Access. MN DNR is reviewing our State of Minnesota Application for Easement Across State Land submittal. Construction is anticipated for spring/summer 2009.
- 2) **COWMART SITE PLAN REVIEW (106179)** – This is a building expansion project. The initial application was reviewed. Waiting for submittal of a Stormwater Management Plan.
- 3) **TAMARACK COURT DRAINTILE IMPROVEMENTS (AROCKV0805)** - Construction is complete. Final payment/release of 5% retainage is pending.
- 4) **DETACHMENT SUPPORT SERVICES (104794)** – SEH services related to this project should be complete. At the request of the City Attorney, earlier this month we completed a legal description and exhibit of the existing centerline of the westerly approximate 1,500' of Grand Lake Road; survey crew time was required.
- 5) **DATAVIEW ONLINE IMPLEMENTATION (105295)** – This project is complete. Only training of staff remains.
- 6) **UPDATE WATER MAIN MAPPING/SURVEY CURB STOPS (105651)** –The project involves surveying all curb stops marked by Public Works in the old core city, updating the water main map, and incorporating into DataView Online. This project is on hold until spring 2009.
- 7) **2008 EDA SERVICES (AROCKV0716)** – This is for Heidi Peper's services on the EDA. This project number is active until the end of December 2008, then 2009 EDA Services project begins (106467).
- 8) **J&T EXPRESS SITE PLAN REVIEW (105344)** – This project is under construction. As-built grading review/acceptance is pending.
- 9) **FY'09 GENERAL ENGINEERING (103363)** – Recently attended Schilplin Senior Housing Campus concept plan meeting with Developer and City Staff.

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