



MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: January 10, 2016

RE: Brainerd Lakes Regional Airport Utility Extension
Monthly Project Status Update
SEH No. BRDMN 131759 20.00

The following is an update on the status of the various work tasks for this project:

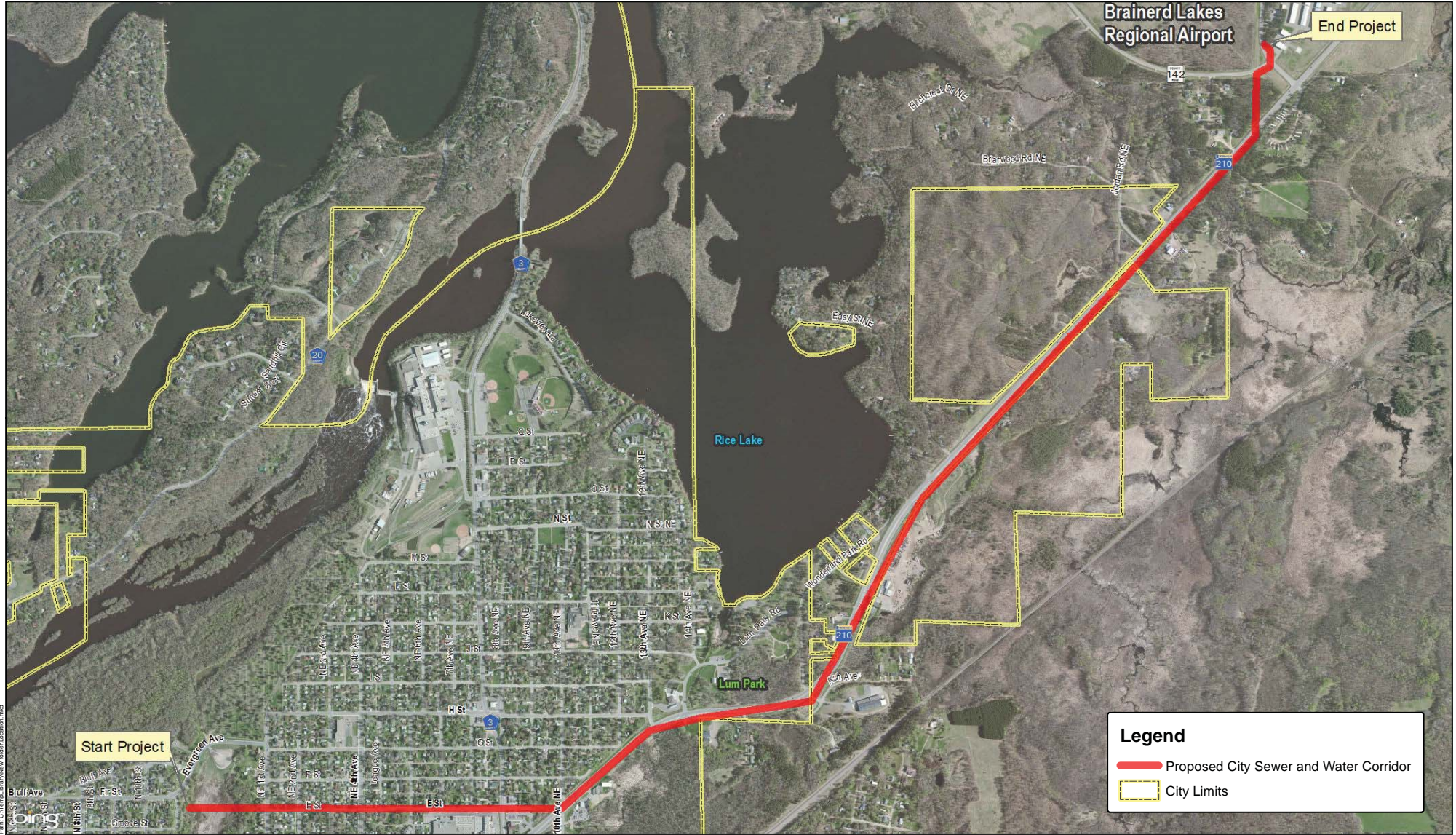
- A. Field Data Collection
 1. Gopher state one calls placed.
 2. The topographic design survey is substantially complete.
 3. Wetland delineation LGU verbal concurrence complete (Level 1 delineation per permit).
 4. Additional topographic design survey was collected the week of November 30, 2015 for sewer and water realignment at the east project limits along TH 210.
- B. Geotechnical Evaluation
 1. Braun Intertec completed field work in August 2015.
 2. Written report to be completed in September 2015.
 3. Additional deeper soil borings report addendum completed in November 2015.
- C. Final Design
 1. Completed preparation of construction plans and specifications.
 2. City Council approved the Construction Plans and Specifications on December 21, 2015.
- D. Bidding
 1. The project is out for bids with the bid opening planned for February 9, 2016.
 2. Plan Holders List can be viewed by doing the following:
 - a. Go to www.sehinc.com
 - b. At the bottom on the home page click on "Project Bid Information" (this exports you to the QuestCDN website)
 - c. In the middle of the page click on "Brainerd 2016 Brainerd Airport Utility Extension"
 - d. At the top left of the page click on "View Plan Holders"
- E. Permits

1. Wetland permit applications were completed, submitted and reviewed at the November 3, 2015 Crow Wing County Technical Evaluation Panel (TEP) meeting.
 - a. The Wetland Conservation Act (WCA) permit through Crow Wing County is anticipated to be secured within 30 days of the TEP meeting.
 - b. The US Army Corps of Engineers (USACE) permit is anticipated to be secured within 90 days of the TEP meeting.
 2. Other permit application submittals are anticipated before the end of January 2016.
- F. Easements
1. City staff completed acquisition of needed easements.
- II. Meetings (other than with PMT)
- A. Multiple internal design coordination meetings.
 - B. Multiple design meetings with City and BPU staff.
- III. External Communications
- A. Project website → <http://www.sehinc.com/online/brd>
 1. Currently has project location map, PMT meeting minutes, monthly update memos, and basis of design report available for viewing and download.
 2. Intent to keep the website updated through the construction phase.
- IV. Budget Status
- A. Overall project budget
 1. Design based on project budget of \$8M LOST funds from Baxter (plus financing costs).
 2. Later formalized agreement stipulating Baxter LOST allocation capped at \$8M (with no additional allocation for financing costs) has significant impacts on the project budget.
 3. Project and Bid broken down into 4 project areas (Base Bid and 3 Alternates) to provide flexibility with budget considerations.
 - B. Consultant budget:
 1. Approved contract: \$640,786.00
 2. Invoiced to date: \$519,971.71.
 3. Scope changes: none that are anticipated to exceed the contract limits at this time.
- V. Schedule (subject to change)
- A. Preliminary Design
 1. City Council Approval of Basis of Design: June 1, 2015
 - B. Final Design and Bidding
 1. SEH/WSN Notice to Proceed: June 1, 2015
 2. PMT Meetings:
 - a. September 30, 2015, December 1, 2015
 - b. Future meeting February 15, 2016
 3. Appraisals: September 2015
 4. 90% Plans submitted to City/BPU Staff: October 2015
 5. Permit applications submitted: November/December 2015
 6. Council approved appraisals and offers: October 2015
 7. Easement Offer Letters mailed to property owners: October 2015
 8. City Council Authorization to Advertise for Bids: December 7, 2015
 9. Final Plans Approved by the City Council: December 21, 2015
 10. Easements Secured: January 2016
 11. Pre-Bid Meeting with potential bidders: January 15, 2016
 12. Bid Opening: February 9, 2016
 13. City Council Award Construction Contract: February 22, 2015
 14. Start Construction: May 2016

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January 10, 2016
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Attachment – project location map
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Legend

- Proposed City Sewer and Water Corridor
- City Limits

Path: C:\Temp\Brainerd\New\UtilityLocation.mxd

0 550 1,100 Feet

Project: BRDMN 131759
 Print Date: 5/8/2015
 Map by: malsamagel
 Projection: Crow Wing County Coordinates
 Source: Crow Wing County, MnDOT

Project Location Map

Brainerd Lakes Regional Airport Utility Extension Brainerd, Minnesota

May 6, 2015

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.