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MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: April 1, 2015

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:

- I. Flow Calculations/ Assumptions
 - A. Developed flow calculations and assumptions for facility sizing.
 - B. Received forecast flows for airport from airport consultant.
 - C. Plan to review with PMT on April 3rd with goal to receive PMT consensus on flow calculations and assumptions to take into cost estimating.
- II. Location/Alignment Options Development
 - A. Developed first iteration roll map with existing Right of Way (ROW), utilities, and property owners; and proposed facility alignments, sizing, flow assumptions.
 - B. Plan to review with PMT on April 3rd with goal to receive PMT consensus on the options to take into cost estimating.
- III. Design Parameter Assumptions
 - A. Developed design parameter assumptions.
- IV. Right of Way
 - A. Boundary survey to establish existing right of way completed and incorporated into mapping.
 - B. Owner and encumbrance reports procured and incorporated into drawings.
 - C. Goal to develop easement needs and start meeting with key property owners after April 3rd PMT meeting decisions are made.
- V. Meetings (other than with PMT)
 - A. Meeting held with utility companies March 30, 2015 to discuss types and locations of their facilities along the project corridor.
 - B. Goal to meet with MNDOT and some key property owners along the TH 210 corridor between April 3rd and 17th PMT meetings.
- VI. External Communications
 - A. Consultant team letter dated March 13, 2015 mailed to property owners east of 8th Ave NE/Mill Ave informing them of the general nature, location, schedule, and contact information for the project.
 - B. SEH received calls from four property owners along TH 210 in response to the letter with the following types of questions and concerns:
 1. Which side of TH 210 are the pipes planned → still reviewing options
 2. Will they be forced to connect → no

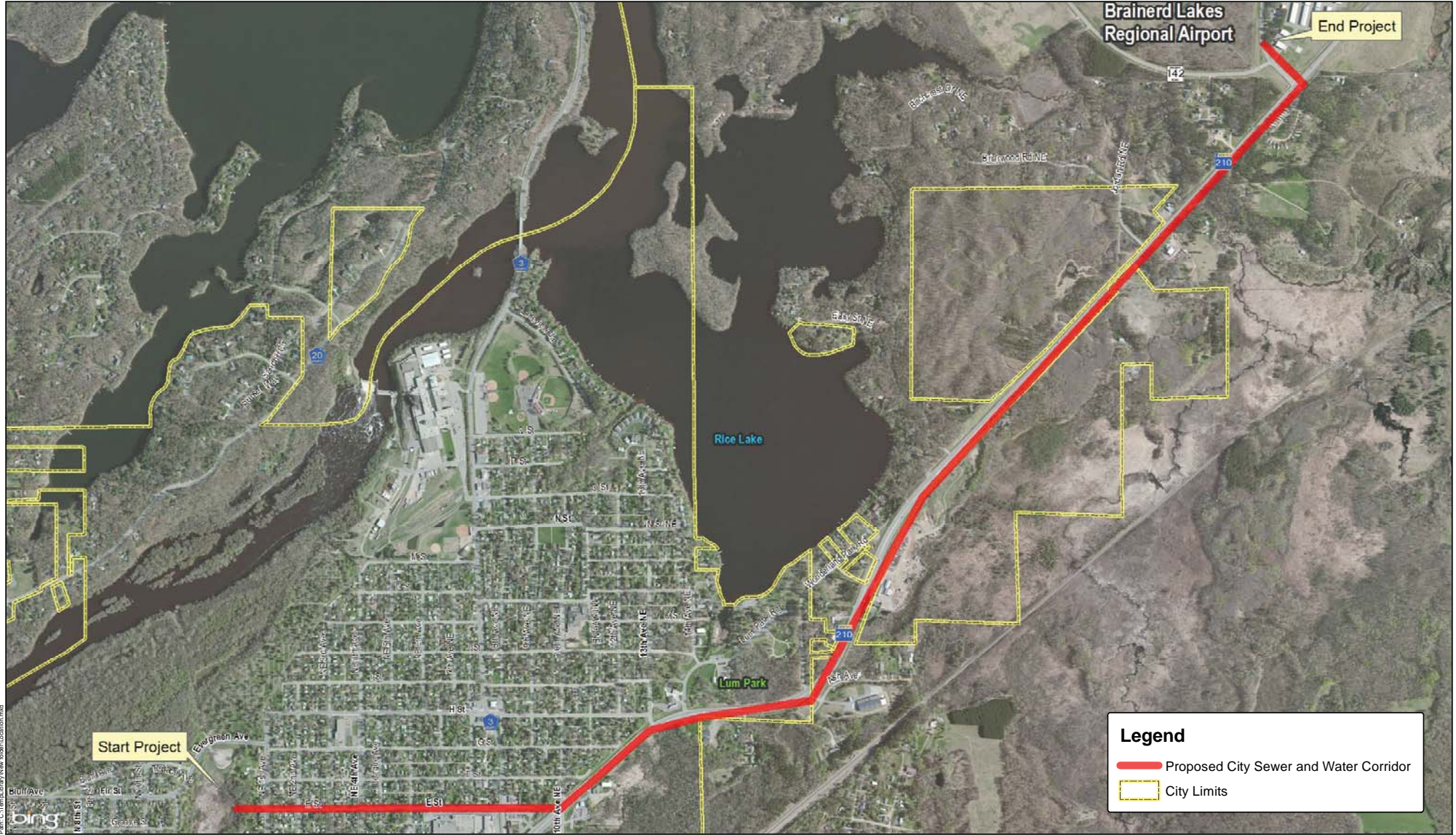
Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 416 South 6th Street, Suite 200, Brainerd, MN 56401-3540


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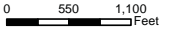
3. Concerns with possibility of losing trees due to construction → still reviewing options including trenchless installations in some areas
 4. Will they be assessed → no.
 - C. Project website hosted by SEH set up → <http://www.sehinc.com/online/brd>
- VII. Budget Status
- A. Overall project budget
 1. City's estimate from LOST appropriation is \$8M overall total budget (construction, engineering, contingency, admin, legal, right of way, etc) plus interest.
 - B. Goal to start cost estimating the preliminary location/alignment/scope options after April 3^d PMT meeting decisions are made.
 - C. Consultant budget:
 1. Approved contract: \$190,786.00
 2. Invoiced to date: \$0 (SEH will receive first invoice mid to late April).
 3. Scope changes
 - a. Prepared and mailed early contact letters to adjacent property owners east of Mill Ave/8th Ave NE.
 - b. This task was outside of the current contract scope and may be incorporated into a fee amendment request if at such time the contract limits are exceeded.
- VIII. Schedule (subject to change)
- A. SEH/WSN Notice to Proceed: March 2, 2015
 - B. PMT Kickoff Meeting: March 9, 2015
 - C. PMT Meetings: April 3, 17, May 1, 15, 22
 - D. Public Open House: May 21, 2015
 - E. City Council Approval of Basis of Design: June 1, 2015

Attachment – project location map
sh



Path: C:\Temp\Library\New\Job\Location.mxd





Project: BRDMN 131759
 Print Date: 4/1/2015
 Map by: matsemmagel
 Projection: Crow Wing County Coordinates
 Source: Crow Wing County, MnDOT

Project Location Map

Brainerd Lakes Regional Airport Utility Extension Brainerd, Minnesota

Legend

- Proposed City Sewer and Water Corridor
- City Limits

April 1, 2015

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