



## MEMORANDUM

TO: Project Management Team (PMT)

FROM: Scott D. Hedlund, PE, PMP

DATE: December 5, 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:

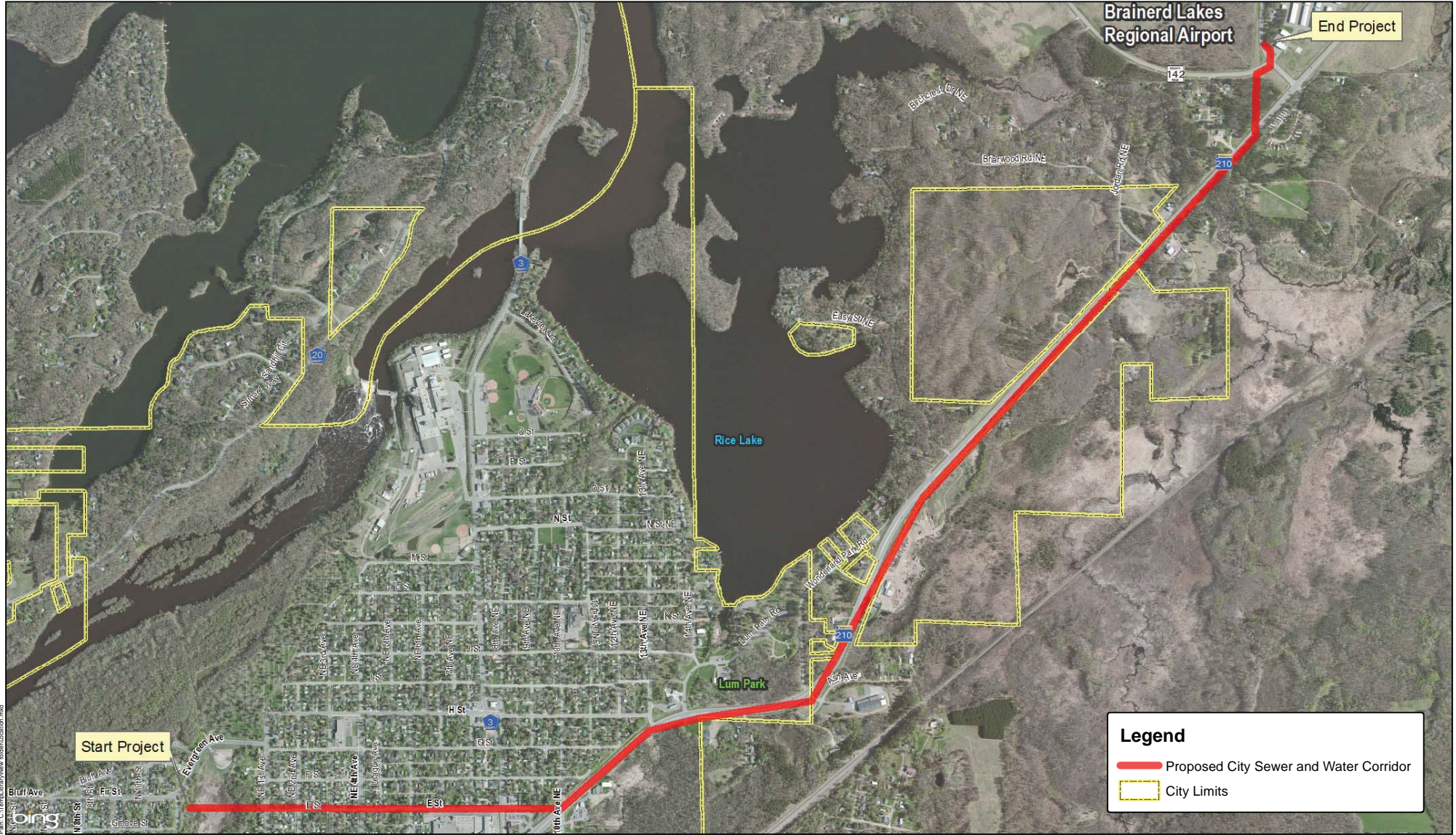
- A. Field Data Collection
  1. Gopher state one calls placed.
  2. The topographic design survey is substantially complete.
  3. Wetland delineation LGU verbal concurrence complete (Level 1 delineation per permit).
  4. Additional topographic design survey was collected the week of November 30, 2015 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. Draft construction drawings for all project elements have been completed and submitted to City and BPU staff for review on October 30, 2015.
  2. Updated engineer's estimate was completed and submitted to City Staff and BPU on November 4, 2015.
  3. Draft project specifications have been developed and elements discussed to City and BPU staff for review in November 2015.
  4. Updating the plans for sewer and water realignment at the east project limits along TH 210 resulting from easement negotiations.
- D. 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 2015.
    - E. Easements
      1. Appraisals were completed by Ludenia Appraisals (direct contract with City)
      2. Multiple individual property owner easement meetings have occurred.
      3. Final easement exhibits with legal descriptions for 21 parcels were completed.
      4. City's attorney incorporated the easement exhibits into individual easement agreements.
      5. City staff prepared and mailed offer letters with the easement agreements early October.
      6. Easements from 15 parcels have been secured.
      7. City Staff is following up and negotiating the other easements.
      8. Based on negotiations, 1 of the original 21 easement parcels has been removed and 2 new easement parcels have been added → currently 22 easement parcels.
        - a. City staff has met with both new parcel owners and anticipates sending offer letters in December 2015.
- 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. Consultant team letter mailed to property owners along TH 210 in early June notifying them of upcoming survey crew work, wetland delineation work, and soil borings along the general TH 210 corridor.
  - B. Project status, scope, and schedule written email correspondence to one property owner.
  - C. 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: \$476,001.94.
    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
      - b. December 1, 2015
      - c. 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. Bid Opening: February 9, 2016
11. City Council Award Construction Contract: February 22, 2015
12. Start Construction: May 2016

Attachment – project location map  
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**Legend**

- Proposed City Sewer and Water Corridor
- City Limits

Path: C:\Temp\Brainerd\New\brainerd\Location.mxd

Project: BRDMN 131759  
 Print Date: 5/8/2015  
 Map by: matsuemagel  
 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.