City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Ryan Stempski – Public Works Director
Date: May 4, 2026
Item: Accept Proposal and Authorize Work for Professional Design and Bidding Services – Well No. 9

Council Action Requested:
The Council has been requested to authorize the City to enter a contract with WSB for the purpose of utilizing their professional services to assist the City with design and bidding of Well No. 9.

Background Information:
A new well is planned for 2026 to meet the demands of our water system. The well location in Wallin Park was identified previously based on investigations and the construction of a test well to confirm adequacy. This site has been monitored for several years to confirm water levels in the aquifer. The 2040 Comprehensive Water Plan includes Well No. 9.

The plan is to prepare architectural renderings to show and discuss with the public and City Council for final direction on the aesthetics of the well house. Geotechnical investigations, design, and agency approvals would continue and allow bidding of the well in fall 2026. This would allow us to get a well driller on board for early 2027 when construction schedules open back up for the industry. The well house structure and generator would be bid out as a separate package late 2026 for coordinated construction once the well has been drilled and developed. Completion of the construction is anticipated in 2027.

Financial Impact:
The estimated cost for the attached scope of engineering services is not-to-exceed $165,892. The total project budget for 2026 is $1.7M for Well No. 9. This budget would need to continue into 2027 to complete construction of Well No. 9.

Attachments:
- WSB Proposal for Well No. 9 Professional Services

April 29, 2026

Mr. Ryan Stempski, PE
Public Works Director
City of Hastings
101 4th Street East
Hastings, MN 55033

Re: Proposal for Professional Engineering Design and Bidding Services
Production Well No. 9 and Well House No. 9

Dear Mr. Stempski:

We appreciate the opportunity to submit this proposal to the City of Hastings to provide professional engineering design and bidding services for municipal production Well No. 9, well house, process piping and valves, instrumentation and controls, permanent generator, and site improvements.

Project Understanding

The construction of municipal production Well No. 9 will be necessary to meet the City's projected water demands. Well No. 9 will be located in the eastern corner of Wallin Park near the existing monitoring well #768841. The monitoring well water was sampled in May 2024 and contains PFAS above the US EPA Maximum Contaminant Level (MCL) for PFOA similar to other municipal wells in the area, so it's anticipated that the raw water from Well No. 9 will require treatment at the planned Western Water Treatment Plant (WTP).

The design will generally consist of the following:

- Production Well No. 9 designed and constructed as an open hole well that is drilled approximately 400 ft into the Jordan formation.
- Vertical turbine well pump and motor.
- Well house to enclose the well pump motor, discharge piping and valves, electrical equipment, permanent standby diesel generator, and single stall garage.
- Site improvements including driveway, berming, and landscaping.
- Treatment and chemical feed of the raw well water is intended be provided at the Western WTP planned to startup in late 2028 or early 2029.
- Electrical service to the new Well No. 9 control panel, including a permanent standby diesel generator.
- Electrical instrumentation and controls to integrate into the City's existing SCADA system.
- The construction work will be bid under two separate contracts: one for the well and one for the well house and site improvements.

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Scope

WSB and its subconsultants will provide the following services:

Design

1. Coordinate one design kick-off meeting with City staff.
2. Prepare and submit the MN Department of Natural Resources (DNR) Preliminary Well Construction Assessment.
3. Perform topographic survey of the well site.
4. Perform two (2) 14.5 ft deep standard penetration test (SPT) borings and prepare a Geotechnical Evaluation Report.
5. Prepare engineering design, drawings, and specifications.
6. Begin correspondence for electric service to the new Well No. 9 with the electrical utility, for the contractor to coordinate during construction.
7. Coordinate one design review meeting with City staff.
8. Oertel Architects will prepare architectural plans and specifications for the well house as detailed in their attached proposal. The preliminary conceptual design will include two design concept options matching the park buildings versus matching the residential housing for comparison and selection.
9. Design Tree will prepare structural, mechanical, and electrical plans and specifications for the well house as detailed in their attached proposal. The electrical design includes a permanent standby diesel generator and connections to the City's SCADA system.
10. Prepare Project Manual Plans and Specifications.
11. Prepare final construction cost estimate.
12. Prepare and submit Preliminary Wellhead Protection Area Delineation and final plans and specifications to MDH for review and site inspection.

Bidding

13. Prepare and publish advertisement for bids.
14. Answer questions from contractors during bidding and issue addenda.
15. Administer the bid opening and evaluate the bids.
16. Provide a letter of recommendation to the City regarding award of the construction contract.

Schedule

WSB will complete the scope of work outlined above based on the following preliminary schedule:

Description	Date
Authorization to Proceed	May 2026
Design	June - Dec. 2026
Bidding	Jan. - Feb. 2027
Construction	Apr. 2027 - Oct. 2027

Estimated Fee

WSB proposes to complete the scope of services outlined within this proposal for an hourly, not-to-exceed fee of **$165,892**. Permit fees are *not* included in this estimated fee and can either be paid by the City directly or paid by WSB and reimbursed by the City. Upon request, additional services not identified herein can be provided on an hourly basis.

This letter represents our understanding of the project scope. If you are in agreement, please sign on the space provided below and return one original signed copy to us for our records.

If you have any questions about this proposal, please feel free to call me at (612) 437-7967. We look forward to working with you and greatly appreciate the opportunity to assist the City of Hastings in the completion of this project.

Sincerely,

WSB

Jon Christensen
Project Manager

Steve Nelson
Director of Water/Wastewater

Acceptance
City of Hastings, MN

Name _____

Title _____

Date _____

Well No. 9

Proposed Estimate of Hours and Fees
Professional Engineering Design and Bidding Services
City of Hastings, MN

		QA/QC (Steve Nelson)	Project Manager (Jon Christensen)	Design Technician (Daniel Papp)	Design Technician (Will Scofield)	Sr. Civil Engineer (Justin Messner)	Civil Graduate Engineer (Justin Babcock)	Sr. Civil Design Technician (Tim Cartony)	Civil Design Technician	Water Resources Engineer (Henry Meeker)	Landscape Architect (Jared Lee)	Two Person Survey Crew	Administrative Technician (Jen Croft)	Total Hours	
1	**DESIGN PHASE**														
1.1	Project management	2	8											10	$2,498
1.2	Meetings	4	4	4		4	4				2			22	$4,782
1.3	Collect all required survey data		2	2								16		20	$5,384
1.4	Prepare plans and specifications for well	2	8	20	20								8	58	$9,370
1.5	Prepare plans and specifications for well house and site work	2	8	20	40	4	8	16	40	8	20		16	182	$31,102
1.7	Apply for and secure all required permits from regulatory agencies		4	8			2			4			4	22	$3,674
1.8	Prepare final bidding documents	2	8	20		2	4			4			16	56	$9,244
1.9	Geotechnical report including two soil borings													LS	$7,974
1.10	Structural engineering design services													LS	$6,450
1.11	Architectural design services													LS	$49,950
1.12	Mechanical engineering design services													LS	$7,200
1.13	Electrical engineering design services													LS	$11,240
Total Phase Fee		12	42	74	60	10	18	16	40	16	22	16	44	370	**$148,868**
2	**BIDDING PHASE**														
2.1	Prepare and publish advertisements for bids		2										2	4	$730
2.2	Publish and administer bidding documents on QuestCDN		2										8	10	$1,474
2.3	Receive and respond to questions from all plan holders	2	4	8	4	2	4	2	4	2	2		4	38	$6,812
2.4	Coordinate and administer a virtual bid opening		2										2	4	$730
2.5	Check bids for errors and omissions		1										2	3	$489
2.6	Tabulate all bids and provide tabulation to the City		1										2	3	$489
2.7	Provide a letter of recommendation for awarding the bid	2	2										2	6	$1,300
2.8	Structural engineering bidding services													LS	$1,000
2.9	Architectural bidding services													LS	$2,000
2.10	Mechanical engineering bidding services													LS	$1,000
2.11	Electrical engineering bidding services													LS	$1,000
Total Phase Fee		4	14	8	4	2	4	2	4	2	2	0	22	68	**$17,024**
Total Estimated Hours		16	56	82	64	12	22	18	44	18	24	16	66	438	
2026 Hourly Billing Rate		$285	$241	$139	$155	$285	$155	$241	$155	$198	$181	$289	$124		
WSB Total Fee by Labor Classification		$4,560	$13,496	$11,398	$9,920	$3,420	$3,410	$4,338	$6,820	$3,564	$4,344	$4,624	$8,184		**$78,078**
WSB Geotechnical Services															**$7,974**
Oertel Architects Total Fee															**$51,950**
Design Tree Engineering Total Fee															**$27,890**
Total Proposed Fee															**$165,892**

City of Hastings:

Wellhouse No. 9

OERTEL ARCHITECTS

Submitted by: Thomas Stromsodt, AIA, Vice President
Oertel Architects, Ltd.
1795 St. Clair Avenue, St. Paul, MN 55105
(651) 696-5186 x 314

OERTEL ARCHITECTS

April 27, 2026

RE: Hastings Wellhouse No. 9

Jon Christensen,

Thank you contacting us about Wellhouse No. 9. We have had a great experience with the city and we are excited to continue working with staff on another critical piece of city infrastructure.

PROJECT SCOPE ASSUMPTIONS:

As discussed, the department is in the process of exploring a new wellhouse in an existing park. The building will house a well head and simple chemical feeds. Given the existing site context, the city would like to pursue (2) design options.

- Match existing park building/shelter
- Match the materials, massing, and context of new housing development

Preliminary options with be reviewed with staff and city officials before pursuing final design.

FEE SCOPE ASSUMPTIONS:

- There will be (6) meetings to review the proposed layout and walkthrough/review/coordinate the equipment layout and design features.
- The deliverables will include bid documents as required to obtain bids/quotes and building permits for the scope of work identified.
- The design includes architectural design services only

TASK 1.0 – CONCEPT DESIGN: *(3 weeks)*

1. Provide concept floor and site plan layouts for City review
2. Provide (2) design concepts with 3D renderings for City review
3. Provide estimated Opinion of Cost for each design concept

TASK 2.0 – SCHEMATIC/DESIGN DEVELOPMENT: *(6 weeks)*

1. Incorporate changes as necessary to plans

2. Develop detailed architectural building plans to 50% completion
    a. Plans
    b. Interior Elevations
    c. Wall Sections
    d. Details
    e. Schedules
3. Incorporate engineering disciplines and design standards

TASK 3.0 - CONSTRUCTION DOCUMENTS: *(8-10 weeks)*

1. Complete drawing package and specifications for bidding (90% and 100% Reviews)
2. Incorporate City of Hastings bidding requirements into the project manual
3. Review plans with City Building Official for preliminary plan review
4. Provide end of phase cost estimate

TASK 4.0 – BIDDING:

TBD as part of a future proposal

TASK 5.0 - CONSTRUCTION ADMINISTRATION:

TBD as part of a future proposal

Exclusions:

- Geotechnical evaluation
- Special inspections, construction testing
- Special foundation design coordination

Owner provided items:

- Survey
- City procurement and Contractual requirement for bidding process
- List of proposed equipment, storage needs, and chemicals including MSDS sheets for review
- Telecom,Security, & System designs (coordination with City staff/vendors for pathways included in Task 3.0)

PROPOSED FEE:

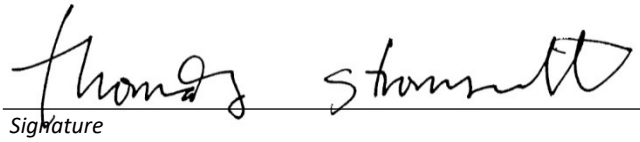
PHASE	fee
Concept Design	$8,000
Schematic/Design Development	$11,200
Construction Documents	$30,750
Total	$49,950

Thank you again for the opportunity.
Sincerely,

Thomas Stromsodt, AIA, Vice President

CONTACT
Oertel Architects, Ltd.
Thomas Stromsodt, AIA, Principal
1795 St. Clair Avenue | Saint Paul, MN 55105
p: (651) 696-5186 ext. 314
e: tstromsodt@oertelarchitects.com

SIGNATURE PAGE:

Signature	*Name Printed*
Title	*Date*
	Thomas Stromsodt
Signature	*Name Printed*
Vice President, Oertel Architects	April 27, 2026
Title	*Date*

April 10, 2026

Jon Christensen
WSB

RE: Hastings MN Well House No. 9 – DTE Proposal

Dear Jon,
Thank you for the invitation to propose our Engineering services for this well house project in Hastings MN. It is our understanding this project will be to design a new wellhouse which consists of well pump room, single stall garage, electrical room and indoor generator. The wellhouse will have an exterior style to match the residential HOA standards. The well will connect to the City's existing SCADA system.

Fees for Proposed Services

Design Tree Engineering will provide engineering services for the following fees:

Design & bidding Services
Structural: $7,450
HVAC & Plumbing: $8,200
Electrical: $12,240
Lump Sum Design & Bidding Fee: $27,890

Construction Administration
Structural: $2,050
HVAC & Plumbing: $2,450
Electrical: $3,200
Lump Sum CA Fee: $7,700

Total Lump Sum Fee: $35,590

Proposed Scope of Engineering Services

Design Services:

1. Attendance at virtual design meetings.
2. Provide progress submittals for Owner review and project team coordination as requested.
3. Provide signed Construction Documents for the use of permitting and construction.
4. Responding to the reviewing authorities' electrical comments, if any, to receive the necessary approvals from governing agencies.
5. Opinions of probable contractor's electrical construction costs.
6. Structural Design Services:
   a) Design of gravity and lateral systems for the primary structure.
   b) Foundation Design for the primary structure.
   c) Review of existing primary structure for added loads from renovation and design for reinforcement of the existing structure, as needed.
   d) Review of secondary or non-structural elements attached to the primary structure.
   e) Establishing criteria for pre-engineered and delegated design components.
   f) Coordination of structural design with other disciplines.
   g) Prepare and provide finalized structural calculations for the reviewing authorities approvals, as required.

7. HVAC Design Services:
   a) Identifying heating and cooling loads for compliance with codes and Owner standards.
   b) Equipment selection coordination with Owner and Design Team.
   c) Duct sizing, layouts and coordination.
   d) Ventilation systems.
   e) Coordination with utilities and other disciplines.
8. Plumbing Design Services:
   a) Domestic water and sanitary sewer systems interior to the building.
   b) Design of gas lines, as required.
   c) Floor and roof drain systems.
   d) DOLI submittal coordination and preparation.
9. Fire Suppression Design Services:
   a) Not Included.
10. Power Distribution Design Services to include:
   a) Coordinate the electrical feed points for the project areas.
   b) Coordinate with the electric utility as required via telephone or email contact.
   c) Electrical load calculations.
   d) Coordinate space needs of the new electrical equipment with the Design Team.
   e) Power distribution in the building and addition which is to include receptacle layouts and coordination with HVAC, plumbing, and process equipment loads.
   f) Generator design.
11. Lighting Design Services to include:
   a) Wellhouse interior and building mounted exterior.
   b) Photometric analysis of project areas to verify proposed lighting performance and compliance with IES recommendations and Owner's guidelines.
   c) Emergency lighting design.
   d) Documents with lighting layouts using final luminaire selection, circuiting, controls, and schedules.
12. SCADA/Controls Design Services:
   a) Review of Owner's existing SCADA system and coordinate Owner preferences.
   b) Motor control design modifications for existing well.
   c) Flow meters, pressure transducer(s), and other field instrumentation, both new and replacement of existing.
   d) Conduit and wire controlling and monitoring process systems.
   e) Details and specifications for control panel and tie-in to existing system. Control description identifying desired system functionality will be included in the specifications.
   f) Design to incorporate into City's existing SCADA system. To be coordinated with the Owner and Design Team.

Bidding Administration:

1. Respond to Contractor questions via email or telephone.
2. Prepare and assist with Addenda, if required, during the bidding period.

Proposed Scope of Construction Administration Services

1. Review Contractor submittals and shop drawings.
2. Respond to Contractor questions via telephone or email during the construction period.
3. A design representative will attend the following site visits:
   a) One visit during construction to attend a construction meeting, review issue(s), and/or to meet with the contractor(s) in the field.
   b) One visit at or near substantial completion to prepare a final punch list.

Assumptions

1. Process engineer will provide information on the process systems, such as the well motor HP, chemical feed pumps, and other requested systems.
2. Building, HVAC and Process digital files will be provided in the form of AutoCAD or Revit for use of Electrical documents.
3. Existing SCADA hardware outside of the wellhouse, if any, will not be modified under this scope of work.
4. Site lighting or than a possible parking lot (6 stalls or less) is not required under this project.
5. A bidding contractor will provide controls programming and the supply and installation of controls hardware.
6. Required temporary support of on-site soils during construction will be provided by the contractor.
7. Design, layout, and installation of all required shoring and bracing to complete work is the sole responsibility of the contractor.
8. Code required special inspections will be performed by a 3rd party contracted by the Owner or Construction Manager.
9. Foundations will be of the shallow type.
10. Relevant architectural wall sections are required before the work can commence.

Supplemental Services

For the purposes of this proposal, Supplemental Services is defined as any service authorized by the Client and is to be performed by the Consultant which is not included in the above scope. The Client will be billed the additional design fee as agreed upon when the additional service is approved. Such supplemental services include, but not limited to:

1. Early construction design packages, including but not limited to foundation and concrete construction documents, prior to completion of final design.
2. Design of foundation system, other than shallow foundation, including but not limited to helical piles, caissons, or deep pile foundations.
3. Design of support structure for renewable energy sources, such as wind or solar power systems.
4. Design of site structures, including retaining walls, not included in civil drawings.
5. Design of in-floor or in-grade heating and cooling systems.
6. Design of geo-thermal heating and cooling systems.
7. Energy Modeling
8. Technology systems, other than the scope mentioned above.
9. Equipment life cycle cost comparisons.
10. Arc Flash Hazard Study for the electrical distribution equipment.
11. Design of or incorporating renewable energy sources, such as wind or solar power systems.
12. Making revisions in Drawings, Specifications, or other documents when such revisions are:
    a) Inconsistent with approvals or instructions previously given, including revisions made necessary by adjustments in the Client's program or Project budget.
    b) Required by the enactment or revisions of codes, laws or regulations after the preparation of such documents.
    c) Due to changes because of Client or Owner failure to render decisions or deliver information in a timely manner.
13. Significant revisions to the project after 50% design has been completed.
14. Restarting work on project after direction has been issued to pause or cease work.
15. Incorporation of alternates which require additional design or redesign.
16. Revisions to drawings due to value engineering after the signed documents have been issued.
17. Payment of permits, City, County or other fees needed for governing authority reviews and/or the construction of the proposed project.

18. Modification to systems or other additional work required to identify and resolve conflicts due to incorrect installation or use of materials by others.

Reimbursable Expenses

Costs which are incurred while performing the services of the project, such as mileage or travel expenses, are included in the proposed fee(s).

Thank you for giving us the opportunity to work with you on this project. If you have any questions or see a need for modifying the above services, please feel free to contact our office. When you find this proposal acceptable, please prepare and send over the WSB standard contracts for this work.

Sincerely,

DESIGN TREE ENGINEERING & LAND SURVEYING

Aaron R. Mueller, PE, LEED AP, WELL AP
Owner/Electrical Team Leader
Phone: 763-270-6313
Email: arm@DTE-LS.com