



Bassett Creek Watershed Management Commission

MEMO

To: BCWMC Commissioners and Alternate Commissioners
From: Administrator Jester
Date: March 11, 2026

RE: Consider Amendment to Project Budget and Total Reimbursement for Ponderosa Woods Stream Restoration Project (CIP ML-22)

At their meeting in September 2023 the Commission ordered the [Ponderosa Woods Stream Restoration Project](#) and approved an agreement with the City of Plymouth to design and construct the project. The project budget was set at \$352,000 based on the estimated design and construction cost + contingency of the feasibility study's Alternative 1.5 that was chosen by the Commission, plus the estimated Commission's costs. The agreement with Plymouth included a maximum reimbursement to the city for design and construction of \$352,000 less Commission expenses.

The City of Plymouth recently submitted a project reimbursement request for \$334,582 which exceeds the remaining funds available for this project by \$55,238. Upon review, it's apparent that all areas of the project budget were more costly than anticipated.

The City of Plymouth is requesting an amendment to the project budget from \$352,000 to \$407,238 and a subsequent amendment to the cooperative agreement such that city costs can be fully reimbursed. If approved, the additional funding of \$55,238 could come from the CIP Closed Project Account which is currently estimated at \$322,293.

The following table includes a breakdown of budgets and actual expenses for project activities with additional information.

Activity	Budget	Actual	Difference	Notes
Commission Expenses	\$55,000	\$72,656	\$17,656	Feasibility study: \$43,789 (\$43,500 scope/budget approved 8/18/22) Administrative costs: \$8,800 (2.5% of total levy of \$352,000) Design Review by Comm Engineers: \$20,067 Design reviews were more involved than anticipated
Project Design and Engineering	\$85,000	\$94,130	\$9,130	The contract between the City of Plymouth and Midwest Wetlands was originally \$90,630. One change order (\$4,127) was required after the U.S. Army Corps of Engineers required a wetland delineation during permitting. Due to the specialized nature of the project, the City relied on the design engineer to provide additional site visits and coordination during construction beyond what was originally anticipated.
Construction + Contingency	\$212,000	\$236,490	\$24,490	The contract amount between the City of Plymouth and Sunram Construction was originally \$238,685. One change order (\$2,000) was issued for additional tree clearing identified once construction began. Contract Total with Change Order: \$240,685 The City realized cost savings in several areas: • Street sweeping: Not required due to winter construction conditions and no material tracking off site. • Field stone: The contractor did not need the full bid quantity due to favorable on-site conditions. These savings resulted in the project finishing \$4,195 under the revised construction contract amount.
City Project Administration	\$0	\$3,962	\$3,962	Permit fees, mailings, and public notices
TOTAL	\$352,000	\$407,238	\$55,238	