



STAFF REPORT

DATE: December 5, 2017

REGULAR

Item #: 13

AGENDA ITEM: 2018 Street Improvements – Public Improvement Hearing; Resolution Ordering the Improvement and the Preparation of Plans and Specifications; Approve Engineering Services Contract

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Brian Swanson, Finance Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: The City Council is respectfully requested to open the Public Improvement Hearing for the 2018 Street Improvements; and following the Hearing, consider adopting a Resolution Ordering the Improvement and the Preparation of Plans and Specifications; and awarding a Professional Engineering Design and Construction Support Services Contract.

BACKGROUND: Pursuant to Minnesota Statutes, Section 429.011 to 429.111, a Public Improvement Hearing was noticed for December 5, 2017, to consider making the improvements necessary to rehabilitate approximately 2.0 miles of residential streets including Jane Road North, from Lake Jane Trail North to Jamaca Avenue North, Jane Court North, from Jane Road North to dead end, Jamaca Avenue North, from Jane Road North to Jamaca Avenue North, Jerome Avenue North, from 49th Street North to 53rd Street North, Jerome Avenue Court North, from Jerome Avenue North to dead end, and 53rd Street North, from Jamaca Boulevard North to 9480 53rd Street North.

The attached notice was published in the official newspaper and individual notifications were sent to each address that will be wholly or partially assessed for the improvements.

A feasibility report was adopted by the City Council on November 7, 2017 in order to ready these improvements for 2018 construction. The feasibility report is needed to meet state statutory requirements if any portion of the project is to be assessed. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against benefitting properties.

PROPOSAL DETAILS/ANALYSIS: The total estimated project cost is \$1,229,000. The improvements would be partially assessed against the benefitting properties consistent with the City's Special Assessment Policy. Street and drainage improvements are assessed at a rate of 30% of the total project costs for residential properties using a unit method. Residential properties are considered to provide an equal demand on street use and are therefore assessed on a per unit basis. The remaining 70% of the project costs are paid through the City general fund. Residential properties along Jane Road North, Jane Court North, Jamaca Avenue North, Jerome Avenue North, Jerome Avenue Court North, and 53rd Street North with direct access to the street are included as benefitting properties. Each property is assessed one unit unless the property has the ability to be subdivided using the current underlying land use and zoning regulations. The city planning department reviews larger parcels to determine if a parcel can be subdivided and the number of

lots that could be obtained. Corner lots are assessed a partial unit according to the assessment policy, typically 50%.

The preliminary assessment rolls detailing each property's proposed assessment amount are included in the Appendix of the report and are attached to this agenda report. Assessments for street and drainage improvements will be levied over a 15-year period. Assessments will be charged an interest rate of 1% over the bond rate for the project.

To complete the engineering design, the City Engineer prepared and sent out a Request for Proposal (RFP) for the Engineering Support Services that include topographic survey, the preparation of plans and specifications; plan printing, distribution and bidding services; construction administration support to the city engineer, and construction staking. FOCUS Engineering will provide council communication, project management, and construction administration and observation services for the project. FOCUS will also oversee the project design standards and documents to be incorporated with the project plans and specifications.

The RFP was sent to three firms from the city's Engineering Consultant Pool, including Bolton and Menk, TKDA and SEH. Proposals were received on December 1, 2017 and were ranked as follows:

- Project Team Qualifications with a focus on a Project Manager capable of leading and delivering a cost effective street reclaim design.
- Demonstrated understanding and experience with the project and understanding of the critical success factors.
- Understanding the scope of work and roles and responsibilities of the Consultant.
- Collaboration of skills and responsiveness demonstrated during the RFP submittal process and:
- Engineering Fees, indicating a detailed breakdown that is consistent with the Consultant's written proposal and the needs for delivery of a successful project.

Since the proposals were received after this agenda report was due for council packet, a Proposal Fee Summary and City Engineer recommendation will be presented at the meeting for council consideration.

FISCAL IMPACT: The 2018 Street Improvements is an estimated \$1,229,000 infrastructure project that will be partially assessed against the benefitting properties consistent with the City's Special Assessment Policy. The project is funded through the issuance of general obligation bonds and special assessments. Ordering the Improvements and authorizing the preparation of plans and specifications commits the City to incur the engineering costs necessary to complete detailed design and receive contractor bids to ready the project for construction in 2018. The council will be asked to award a contract for construction in May 2018, at which time the City would be asked to commit to the remaining project costs.

OPTIONS:

1. Adopt the Resolution and motions as presented to proceed with the 2018 Street Improvements as outlined in the Feasibility Report approved on November 7, 2017.
2. Following public input, amend any portion of the recommended improvements or recommendations of the Feasibility Report and adopt an amended Feasibility Report along with an amended Resolution and/or motions accordingly.
3. Take no action thereby cancelling the 2018 Street Improvements and direct staff for reprogramming these improvements within the Capital Improvement Plan.

RECOMMENDATION: Staff is recommending that the City Council adopt a Resolution Ordering the Improvements and the Preparation of Plans and Specifications for the 2018 Street Improvements. The recommended motion for this action is as follows:

“Move to adopt Resolution No. 2017-134 Ordering the 2018 Street Improvements and the Preparation of Plans and Specifications.”

Staff is also recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract for the 2018 Street Improvements. A staff recommendation will be presented at the meeting. The recommended motion for this action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract to _____ in the not to exceed amount of \$ _____ for the 2018 Street Improvements.”

ATTACHMENTS:

1. Resolution 2017-134 Ordering the Improvements and Preparation of Plans and Specifications.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Location Map.
5. Project Schedule.

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2017-134

**A RESOLUTION ORDERING THE IMPROVEMENT AND
PREPARATION OF PLANS AND SPECIFICATIONS FOR THE
2018 STREET IMPROVEMENTS**

WHEREAS, pursuant to city council authorization, adopted on November 7, 2017, the council ordered a hearing on improvement for the 2018 Street Improvements; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 5th day of December 2017, at which all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the feasibility report prepared by FOCUS Engineering, Inc., and dated October 2017 states that the project is necessary, cost-effective, and feasible.

NOW, THEREFORE, BE IT RESOLVED,

1. Such improvement is deemed necessary, cost-effective, and feasible as detailed in the Feasibility Report dated October 2017.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 5th day of December, 2017.
3. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.
4. The city engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the preparation of the Plans and Specifications for the making of such improvement.
5. The city engineer shall retain the services of a consulting engineering firm to assist, where needed, to prepare Plans and Specifications for the making of such improvement and to assist the city engineer during the construction phase of the improvement as requested.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTH DAY OF DECEMBER
2017.**

CITY OF LAKE ELMO

(Seal)
ATTEST:

Julie Johnson
City Clerk

By: _____
Mike Pearson
Mayor

**CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
2018 STREET IMPROVEMENTS**

Notice is hereby given that the City Council of Lake Elmo will meet in the council chambers of the city hall at or approximately after 7:00 P.M. on **Tuesday, December 5, 2017**, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

Street and drainage improvements including a new bituminous pavement supported by a renewed recycled aggregate base with new concrete curb and gutter, and a repair or restoration of the existing street drainage system for the following streets:

- Jane Road North, from Lake Jane Trail North to Jamaca Avenue North.
- Jane Court North, from Jane Road North to dead end.
- Jamaca Avenue North, from Jane Road North to Jamaca Avenue North.
- Jerome Avenue North, from 49th Street North to 53rd Street North.
- Jerome Avenue Court North, from Jerome Avenue North to dead end.
- 53rd Street North, from Jamaca Boulevard North to 9480 53rd Street North.

The area proposed to be assessed for these improvements include properties abutting the above referenced streets or properties that gain direct driveway access from the above referenced streets. The estimated total cost for the project is \$1,229,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desiring to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: November 7, 2017

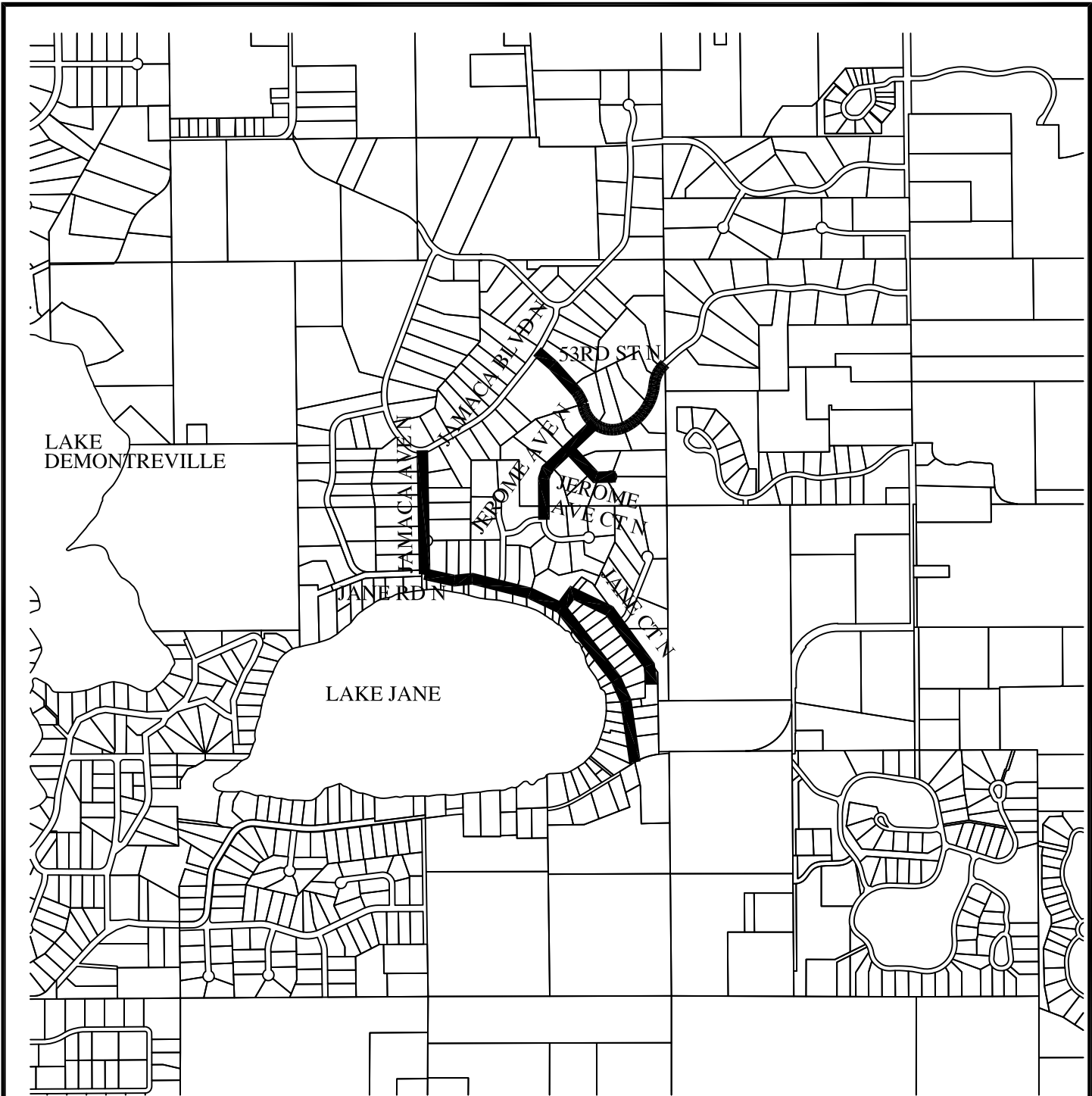
BY ORDER OF THE LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

(Published in the Oakdale/Lake Elmo Review on November 15, 2017 and November 22, 2017)

NO.	NAME	ADDRESS	MAILING ADDRESS	PID	AMOUNT
JANE ROAD N: LAKE JANE TRAIL N TO JAMACA AVE N					
1	TRS AGR JEFFERY & LEEANN LEITC	9025 JANE RD N	9025 JANE RD N LAKE ELMO MN	55042 1002921220003	\$5,000.00
2	BRASH JASON M & TARA M	9030 JANE RD N	9030 JANE RD N LAKE ELMO MN	55042 1002921220010	\$5,000.00
3	KENNEDY KIRBY A & MARILYN J	9051 JANE RD N	9051 JANE RD N LAKE ELMO MN	55042 1002921220014	\$5,000.00
4	HOMNICK PAUL & KATELYNN KEIR	9060 JANE RD N	9060 JANE RD N LAKE ELMO MN	55042 1002921220009	\$5,000.00
5	THOMPSON JAMES E & DENISE M EL	9077 JANE RD N	9077 JANE RD N LAKE ELMO MN	55042 1002921220015	\$5,000.00
6	MECHELKE RENEE F	9090 JANE RD N	9090 JANE RD N LAKE ELMO MN	55042 1002921220008	\$5,000.00
7	ZITON DEXTER J & TONI E	9109 JANE RD N	9109 JANE RD N LAKE ELMO MN	55042 1002921220004	\$5,000.00
8	BAUERFELD WARREN JR & BARBARA	9112 JANE RD N	9112 JANE RD N LAKE ELMO MN	55042 1002921220017	\$5,000.00
9	O'SULLIVAN BASIL J JR	9133 JANE RD N	9133 JANE RD N LAKE ELMO MN	55042 1002921220006	\$5,000.00
10	SINGER DONALD R & LORETTA L	9161 JANE RD N	9161 JANE RD N LAKE ELMO MN	55042 1002921220005	\$5,000.00
11	KLECKER KATHRYN A	9199 JANE RD N	9199 JANE RD N LAKE ELMO MN	55042 1002921220002	\$5,000.00
12	QUINN LISA J & TERENCE S	9220 JANE RD N	9220 JANE RD N LAKE ELMO MN	55042 1002921220019	\$5,000.00
13	MARTIN DOROTHY L	9233 JANE RD N	9233 JANE RD N LAKE ELMO MN	55042 1002921220001	\$5,000.00
14	OLSEN BRIAN R & DEANA M	9287 JANE RD N	9287 JANE RD N LAKE ELMO MN	55042 1002921210003	\$5,000.00
15	DROMMERHAUSEN SCOTT A & JULIE	9359 JANE RD N	9359 JANE RD N LAKE ELMO MN	55042 1002921240006	\$5,000.00
16	OFFORD DAVID R & HEIDE M	9369 JANE RD N	9369 JANE RD N LAKE ELMO MN	55042 1002921240007	\$5,000.00
17	TRAN NANG TRI & THU HUONG	9393 JANE RD N	7970 DEMONTREVILLE TRL N LAKE ELMO MN	55042 1002921240008	\$5,000.00
18	VANDEMMELTRAADT MARK & SHARON	9397 JANE RD N	9399 JANE RD N LAKE ELMO MN	55042 1002921240009	\$5,000.00
19	KOREN CHRISTOPHER	9406 JANE RD N	9406 JANE RD N LAKE ELMO MN	55042 1002921240020	\$5,000.00
20	FOSTER DOUGLAS A & JILL M	9409 JANE RD N	9409 JANE RD N LAKE ELMO MN	55042 1002921240010	\$5,000.00
21	HAMERLY JOHN P & LAURIE J	9429 JANE RD N	9429 JANE RD N LAKE ELMO MN	55042 1002921240011	\$5,000.00
22	VOSBERG DARYL E & HEIDY M	9436 JANE RD N	9436 JANE RD N LAKE ELMO MN	55042 1002921240033	\$5,000.00
23	KIMLINGER GARY P & REBECCA L	9461 JANE RD N	9461 JANE RD N LAKE ELMO MN	55042 1002921240013	\$5,000.00
24	HEROFF GERALD S JR & LISA M	9477 JANE RD N	9477 JANE RD N LAKE ELMO MN	55042 1002921240012	\$5,000.00
25	AARON R & JESSICA A RUNK LIV T	9497 JANE RD N	9497 JANE RD N LAKE ELMO MN	55042 1002921240015	\$5,000.00
26	FUHRMAN MARINA	9498 JANE RD N	9498 JANE RD N LAKE ELMO MN	55042 1002921240032	\$5,000.00
JANE COURT N: JANE ROAD N TO DEAD END					
27	DEGERSTROM JAMES & ROSE STARK	9260 JANE CT N	9260 JANE CT N LAKE ELMO MN	55042 1002921210017	\$5,000.00
28	SCHOONOVER GARY W & GRACE	9317 JANE CT N	9317 JANE CT N LAKE ELMO MN	55042 1002921210006	\$5,000.00
29	HAU DONALD M & VALERIE SUE	9330 JANE CT N	9330 JANE CT N LAKE ELMO MN	55042 1002921210008	\$5,000.00
30	MORGAN SPENCER L & DAVID H	9337 JANE CT N	9337 JANE CT N LAKE ELMO MN	55042 1002921210005	\$5,000.00
31	CREPEAU ALIXANDRA & ERIC POPPE	9357 JANE CT N	9357 JANE CT N LAKE ELMO MN	55042 1002921210004	\$5,000.00
32	BENESCH GREGORY P	9377 JANE CT N	9377 JANE CT N LAKE ELMO MN	55042 1002921240027	\$5,000.00
33	FORSTER STEVEN C & JANE E	9397 JANE CT N	9397 JANE CT N LAKE ELMO MN	55042 1002921240026	\$5,000.00
34	WALFOORT MICHAEL R	9407 JANE CT N	9407 JANE CT N LAKE ELMO MN	55042 1002921240025	\$5,000.00
35	VINCENT M HARNICK TRS	9417 JANE CT N	9417 JANE CT N LAKE ELMO MN	55042 1002921240024	\$5,000.00
36	COLIANNI JOSEPH W & MARSHA K	9427 JANE CT N	9427 JANE CT N LAKE ELMO MN	55042 1002921240023	\$5,000.00
37	PAULSON THOMAS E & BONNIE J	9437 JANE CT N	9437 JANE CT N LAKE ELMO MN	55042 1002921240022	\$5,000.00
38	BURKHART DAVID & LISA ANDREW-B	9447 JANE CT N	9447 JANE CT N LAKE ELMO MN	55042 1002921240021	\$5,000.00
39	BURRESS PATRICK M & SHAWN M	9441 JANE CT N	9441 JANE CT N LAKE ELMO MN	55042 1002921240029	\$5,000.00
40	BARRERA SUSAN M	9420 JANE CT N	9420 JANE CT N LAKE ELMO MN	55042 1002921240031	\$10,000.00
SUBTOTAL					\$ 205,000.00

NO.	NAME	ADDRESS	MAILING ADDRESS	PID	AMOUNT
JAMACA AVE N: JANE ROAD N TO JAMACA AVE N					
41	KOSTICHKA STEVEN D & HILARY S	4940 JAMACA AVE N	4940 JAMACA AVE N LAKE ELMO MN	0902921110017	\$5,000.00
42	HUOT PAUL F & JEANINE E	4955 JAMACA AVE N	4955 JAMACA AVE N LAKE ELMO MN	1002921220011	\$5,000.00
43	MAXEY JOSEPH D & PATRICIA M	4960 JAMACA AVE N	4960 JAMACA AVE N LAKE ELMO MN	0902921110018	\$5,000.00
44	JACKSON GERALD A & DEBRA A	4990 JAMACA AVE N	4990 JAMACA AVE N LAKE ELMO MN	0902921110019	\$5,000.00
45	MARY QUANBECK BARBER TRS	4995 JAMACA AVE N	4995 JAMACA AVE N LAKE ELMO MN	1002921220012	\$5,000.00
46	CODERRE JAMES C & CHERYL A	5020 JAMACA AVE N	5020 JAMACA AVE N LAKE ELMO MN	0402921440003	\$5,000.00
47	CLAUDE E CYBULSKI TRS	5025 JAMACA AVE N	5025 JAMACA AVE N LAKE ELMO MN	0302921330007	\$5,000.00
48	FOSSEY MITCHELL S & AMY B	5040 JAMACA AVE N	5040 JAMACA AVE N LAKE ELMO MN	0402921440004	\$5,000.00
49	NEBUR MICHAEL J & LINDA S GILB	5055 JAMACA AVE N	5055 JAMACA AVE N LAKE ELMO MN	0302921330008	\$5,000.00
50	PETERSON ELIZABETH & BJORN	5060 JAMACA AVE N	5060 JAMACA AVE N LAKE ELMO MN	0402921440005	\$5,000.00
51	RESEMIUS WILLIAM H & MARY B	5080 JAMACA AVE N	5080 JAMACA AVE N LAKE ELMO MN	0402921440006	\$5,000.00
52	GROSS CHRISTOPHER L & KATHLEEN	5111 JAMACA BLVD N	5111 JAMACA BLVD N LAKE ELMO MN	0302921330009	\$2,500.00
JEROME AVE N: 49TH ST N TO 53RD ST N					
53	SRIENC FRIEDRICH & IWONA T	4955 JEROME AVE N	4955 JEROME AVE N LAKE ELMO MN	1002921210023	\$5,000.00
54	MARTIN NAOMI J & DAVID	5055 JEROME AVE N	5055 JEROME AVE N LAKE ELMO MN	0302921340006	\$5,000.00
55	WEBBER WALTER J & DORIS L	5080 JEROME AVE N	5080 JEROME AVE N LAKE ELMO MN	0302921330016	\$5,000.00
56	KRAHN RICHARD R & ELEANOR L	5170 JEROME AVE N	5170 JEROME AVE N LAKE ELMO MN	0302921330015	\$5,000.00
57	JEAN GRAY DUNBAR TRS AGR	5230 JEROME AVE N	5230 JEROME AVE N LAKE ELMO MN	0302921340005	\$5,000.00
58	AMUNDSON RODNEY E & CAROL F	5277 JEROME AVE N	5277 JEROME AVE N LAKE ELMO MN	0302921340013	\$5,000.00
JEROME AVE CT N: JEROME AVE N TO DEAD END					
59	KROUSE RUSHFORD W & MARY W	5217 JEROME AVE CT N	5217 JEROME AVE CT N LAKE ELMO MN	0302921340007	\$5,000.00
60	GRAVES CHARLES W & CAROL A	5227 JEROME AVE CT N	5227 JEROME AVE CT N LAKE ELMO MN	0302921340008	\$5,000.00
61	ABBOTT MICHAEL W & MARIANNE M	5237 JEROME AVE CT N	5237 JEROME AVE CT N LAKE ELMO MN	0302921340009	\$5,000.00
62	MELIN GARY R & ELIZABETH	5247 JEROME AVE CT N	5247 JEROME AVE CT N LAKE ELMO MN	0302921340010	\$5,000.00
63	MONSON FAMILY LIVING TRS	5257 JEROME AVE CT N	5257 JEROME AVE CT N LAKE ELMO MN	0302921340011	\$5,000.00
64	SPOFFORD NEIL K & MARGARET A	5267 JEROME AVE CT N	5267 JEROME AVE CT N LAKE ELMO MN	0302921340012	\$5,000.00
53RD STREET: JAMACA BLVD N TO 9480 53RD ST N					
65	CITY OF LAKE ELMO		3800 LAVERNE AVE N LAKE ELMO MN	0302921330001	\$10,000.00
66	FANG RICHARD S & MARY K	9220 53 RD ST N	PO BOX 73 LAKE ELMO MN	0302921310006	\$5,000.00
67	ALME DENNIS F & COLLEEN C	9280 53 RD ST N	9280 53 RD ST N LAKE ELMO MN	0302921340003	\$5,000.00
68	CROSS SUE E	9287 53 RD ST N	9287 53 RD ST N LAKE ELMO MN	0302921340004	\$5,000.00
69	JOHN W THATCHER TRS & LAVERNE	9320 53 RD ST N	9320 53 RD ST N LAKE ELMO MN	0302921340002	\$5,000.00
70	EDITH JOAN NICHOLSON TRS	9355 53 RD ST N	9355 53 RD ST N LAKE ELMO MN	0302921340014	\$5,000.00
71	WEGWERTH RUSSELL W & JANA L	9377 53 RD ST N	9377 53 RD ST N LAKE ELMO MN	0302921340015	\$5,000.00
72	PETERSON DALE D & JACLYN G	9380 53 RD ST N	9380 53 RD ST N LAKE ELMO MN	0302921340001	\$5,000.00
73	HINIKER JAMES & KATHRYN ROBERT	9400 53 RD ST N	9400 53 RD ST N LAKE ELMO MN	0302921310005	\$5,000.00
74	GIERKE CATHY J L & CHARLES H	9440 53 RD ST N	9440 53 RD ST N LAKE ELMO MN	0302921310004	\$5,000.00
SUBTOTAL					\$ 172,500.00



LEGEND

 2018 STREET IMPROVEMENTS



FIGURE NO. 1

LOCATION MAP
SOUTH TRI LAKES AREA

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempki, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

2018 STREET IMPROVEMENTS
PROJECT NO. 2017.156

OCTOBER 2017

- AUGUST 15, 2017 Council authorizes Feasibility Report.
- NOVEMBER 7, 2017 Presentation of Feasibility Report. Council accepts Report and calls Hearing.
- DECEMBER 5, 2017 Public Improvement Hearing. Council Orders the Improvement and orders the preparation of Plans and Specifications (Requires 4/5th vote).
- MARCH 20, 2018 Council approves Plans and Specifications and orders Advertisement for Bids.
- APRIL 19, 2018 Receive Contractor Bids.
- MAY 1, 2018 Council accepts Bids and awards Contract.
- MAY 28, 2018 Conduct Pre-Construction Meeting and issue Notice to Proceed.
- SEPTEMBER 21, 2018 Substantial Completion.
 - OCTOBER 26, 2018 Final Completion.