



STAFF REPORT

DATE: December 4, 2018
CONSENT
ITEM #: 10

AGENDA ITEM: TH36-Keats Avenue Acceleration Lane -Authorize Engineering Services

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Chad Isakson, Assistant City Engineer
Rob Weldon, Public Works Director

ISSUE BEFORE COUNCIL: Should the City Council authorize engineering services to prepare and submit a Municipal Agreement Program application to MnDOT for FY-2021 Funding for the TH36-Keats Avenue Acceleration Lane?

BACKGROUND/PROPOSAL DETAILS/ANALYSIS: SRF Consulting has submitted an Engineering Task Order outlining the scope of services to prepare and submit, on behalf of the City of Lake Elmo, a Municipal Agreement Program application to MnDOT for FY-2021. The application is for State Funding to design and construct an eastbound acceleration lane on TH36 extending east from Keats Avenue. The proposed project is intended to be similar to the eastbound acceleration lane constructed east of the DeMontreville Trail N intersection with TH36.

The proposed services include the preparation of a geometric layout for the scope of improvements together with a one-page summary of the project including benefits and project cost splits for all contributing agencies. The geometric layout and scope of improvements will include the identification of storm water management and right-of-way needs that may be required to implement the improvements.

The engineering work would commence in January 2019 and would be completed with sufficient time for City review, adoption of a Resolution of Support by the City Council, and submittal of the complete application in June 2019.

FISCAL IMPACT: \$6,000.

RECOMMENDATION: Staff is recommending that the City Council approve engineering services to prepare and submit a Municipal Agreement Program application to MnDOT for FY-2021 Funding for the TH36-Keats Avenue Acceleration Lane. The recommended motion for the action is as follows:

“Move to approve an Engineering Services Task Order for SRF Consulting in the amount not to exceed \$6,000 to prepare and submit a Municipal Agreement Program application to MnDOT for FY-2021 Funding for the TH36-Keats Avenue Acceleration Lane”.

ATTACHMENTS:

1. Engineering Task Order No. 7.

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo (“CITY”) and SRF Consulting Services, Inc. (“ENGINEER”), dated JUNE 27, 2012 (“AGREEMENT”), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

**TH36-KEATS AVENUE ACCELERATION LANE
MNDOT MUNICIPAL AGREEMENT PROGRAM APPLICATION**

PROJECT OVERVIEW: SRF agrees to provide professional Engineering Services to prepare and submit, on behalf of the City of Lake Elmo, a Municipal Agreement Program application to MnDOT for FY-2021. We understand that the proposed project is to design and construct an eastbound acceleration lane on TH 36 extending east from Keats Avenue. The proposed project is intended to be similar to the eastbound acceleration lane constructed east of the De Montreville Trail N intersection with TH 36.

SERVICES TO BE PROVIDED BY ENGINEER: SRF Consulting Services, Inc. shall provide the following Professional Engineering Services:

Mn DOT requires that the application submittal package shall include the following:

1. A cover letter describing the benefit of the project to trunk highway system and the city.
2. Geometric Layout or concept drawing.
3. Cost Estimate/ Cost Split to include all agencies contributing funds to the project.
4. Signed Resolution of support from the City Council.
5. One-page summary of the project including the benefits and cost splits.
6. Additional Materials as necessary.

SRF shall prepare, for the City's submittal, all required application documents.

CITIES RESPONSIBILITIES: The City (or its consultants) will provide the following:

1. Base mapping with contours.
2. Any previous work completed.
3. Feedback of concepts and cost estimates.
4. Setting up meetings.
5. Provide concrete or bituminous pavement preference and typical depths.
6. Provide unit costs for Right of Way takes.
7. Provide locations of septic, wells and potential soil issue areas during concept development in order to avoid impacts.

TIMES FOR RENDERING SERVICES: ENGINEER shall perform its services and provide deliverables in accordance with the following schedule:

1. Agreed based on available meeting times with agencies and council.
2. Draft application submitted to CITY by May 1, 2019.
3. Final application submitted by SRF to MnDOT prior to June 2019 deadline.

CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION: The CITY's representative with respect to services rendered by ENGINEER under this TASK ORDER shall be the City Engineer. Project correspondence must be addressed to:

Jack Griffin, P.E., City Engineer
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042
651.300.4264
Email: Jack.griffin@focusengineeringinc.com

COMPENSATION: Compensation to ENGINEER shall be on an hourly rate basis using the hourly billing rates provided in the ENGINEER's Proposal for the work, in a not to exceed amount of \$6,000.

Payment for Services shall be in accordance with ARTICLE 3.2 of the Master AGREEMENT. Invoices should be sent to the attention of the City Engineer.

APPROVAL AND ACCEPTANCE: Approval and Acceptance of this Task Order, including the attachment(s) listed above, shall incorporate this document as part of the AGREEMENT. ENGINEER is authorized to begin performance of services upon receipt of a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is December 4, 2018.

SRF CONSULTING SERVICES, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____

By _____

(Authorized Principal of the Firm)

City Administrator