



## STAFF REPORT

DATE: May 7, 2019

### **CONSENT**

**AGENDA ITEM:** Production Well No. 5 -Authorize Preliminary Design

**SUBMITTED BY:** Jack Griffin, City Engineer

**REVIEWED BY:** Kristina Handt, City Administrator  
Chad Isakson, Assistant City Engineer

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**ISSUE BEFORE COUNCIL:** Should the City Council authorize engineering services to complete the preliminary design for Production Well No. 5?

**BACKGROUND:** The City of Lake Elmo has been working with the MN-DNR and MPCA to replace the lost capacity for Well #1 by pursuing the development and construction of Production Well #5 to be located in Tana Ridge Park. The MN-DNR and MPCA have accepted the City's Feasibility Report to construct Well #5 and is now working on a Joint Powers Agreement to address terms and process for the State's reimbursement to the City for the project.

**PROPOSAL DETAILS/ANALYSIS:** To initiate the improvements, the City Engineer has developed a scope of work for the preliminary design for Production Well No. 5, which includes site planning and well site location work, and the construction of a test well to verify the water quality and chemistry at the proposed location. Staff is recommending that the City retain Bolton & Menk to assist the City Engineer with the following scope of work:

- Topographic and Boundary Survey of the site.
- Determination and approval of the location of wetlands at the site.
- Quote package for drilling a test well.
- Determine water quality and location of a potential well at this site.

**FISCAL IMPACT:** \$20,569.

**RECOMMENDATION:** Staff is recommending that the City Council approve engineering services to complete preliminary design for Production Well No. 5. The recommended motion for the action is as follows:

*“Move to authorize Bolton & Menk to complete engineering services to complete preliminary design for Production Well No. 5 in the amount not to exceed \$20,569”.*

**ATTACHMENTS:**

1. Task Order No. 12 – Production Well #5 Preliminary Design.

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo (“CITY”) and Bolton and Menk, Inc. (“ENGINEER”), dated **MARCH 20, 2013** (“AGREEMENT”), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

## **PRODUCTION WELL #5 – PRELIMINARY DESIGN**

**PROJECT OVERVIEW:** The Project includes Preliminary Design Engineering Services for Production Well No. 5. A proposed well site has been identified at Tana Ridge Park (PID 1202921130003). Engineering services will include a topographic survey, boundary survey and preliminary site plan design for the purpose of establishing the well site and working with state agencies to approve the well location. Site planning work will also include wetland delineation and floodplain determination in the area of the proposed well. Test Well plans and specifications shall be prepared to allow the City to obtain quotes and award a contract to a licensed well contractor. The Test Well shall be constructed for the purpose of testing and confirming the adequate production capacity and drinking water quality for the proposed Production Well at the Tana Ridge Park location.

Test Well No. 5 Objectives:

1. Determine suitability of the proposed well site at Tana Ridge Park for construction of a new production well.
2. Determine production capacity of a potential well at this site.
3. Determine water quality of a potential well at this site.

**SERVICES TO BE PROVIDED BY ENGINEER:** Bolton and Menk, Inc. shall provide the following Professional Engineering Services:

1. Project Management throughout the course of work and construction phase services, including submittal of a weekly progress memo and job to date budget form.
2. Design phase services, including preparation of Plans, Specifications, and Contract Documents to obtain quotes from licensed well contractors.
  - Project Kick-off meetings with City staff.
  - Work with City Staff to develop a project budget for each project.
  - Site visits to verify and review existing conditions and survey.
  - Survey: Topographic survey of existing conditions within project limits for the purposes of preparing site plan and design documents.
  - Survey: Boundary survey of proposed well site parcel.
  - Complete the private utility locate request, identify location of the utilities on the plans, and complete design with location of private utilities in mind.

- Prepare construction plans and specifications to obtain contractor quotes. Plans and Specifications will incorporate Contract Documents required by the project funding source, including the MPCA-3M Settlement funds.
- Provide 60% plans and specifications for each project to the City for review.
- Provide 90% plans and specifications for each project to City for review.
- Revise and prepare final plans and specifications for each project based on City comments.
- Prepare updated Opinion of Probable Cost for each project based on final plans.
- Identify permits required to complete the proposed work. Each design shall incorporate measures to meet compliance requirements for all permits necessary.
- Prepare and submit any necessary permit applications for approval.

#### DELIVERABLES

- Plans in Electronic (PDF) and Hard Copy formats (4 full size and 4 half size).
- Specifications in electronic and hard copy formats (3 copies for the City and the appropriate number for contracts and required permits).
- Engineer's opinion of probable costs at 60% and 100% plan review.
- Design memorandum summarizing final design assumptions and performance criteria incorporated into the project design.
- Identification of easements on the plans, if needed for the construction of the project.
- Identification of anticipated conflicts with private utilities due to construction.

#### TEST WELL NO. 5 DELIVERABLES:

- Boundary and topographic survey of the property with review to verify site is adequate for placing a municipal well.
- Test well monitoring results.
- A report summarizing the monitoring results and suitability of site for construction and operation of Production Well #5 consistent with Well #5 objectives.

#### 3. Bidding Phase Services

- Send out Quote packages to solicit contractor quotes.
- Maintain plan holder's list.
- Respond to contractors' questions and issue addenda as necessary.
- Tabulate bids in electronic format.
- Prepare contract award recommendation letter.

#### 4. Test Well Construction Phase Services

- Attend preconstruction meeting.
- Construction administration.

- Construction staking.
- Construction observation and periodic site visits to review progress of work and general compliance of work to the plans and specifications.
- Review of test well and recommendations to the City.

**CITY’S RESPONSIBILITIES:** The City (or its Consultant) will provide the following:

1. Coordination with the public and conduct public meetings.
2. Presentation(s) to the City Council.
3. Easement acquisition, if needed.
4. Provide answers to specific project questions, provide requested information and make decisions regarding project direction during the course of the project.
5. Review of 60%, 90%, and 100% Plans and Specifications.
6. Pay all permit and plan review fees for agencies as required for review and approval of Project components.
7. Attend bid opening.
8. Attend pre-construction conference and construction progress meetings.

**TIMES FOR RENDERING SERVICES:** ENGINEER shall perform its services and provide final deliverables in a timely and appropriate manner. ENGINEER is responsible for appropriately managing design and construction tasks for each project so that they may proceed as planned and with minimal delay. The project schedule is as follows:

- |  |                 |
|--|-----------------|
| • Preliminary Site Plan and Final Well Site: | June 7, 2019    |
| • Test Well Final Plans and Specifications:  | June 14, 2019   |
| • Award Test Well Contract:                  | July 2, 2019    |
| • Test Well Complete:                        | August 23, 2019 |

**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](mailto:Jack.griffin@focusengineeringinc.com)

**COMPENSATION:** Invoices shall be submitted once each month and should be sent to the attention of the City Engineer. Compensation to ENGINEER shall be based on the hourly billing rates for each staff as assigned and provided in the ENGINEER’s Proposal for the work in the following not to exceed amounts:

- Topographic and Boundary Survey: \$ 5,691
  - Site Planning and Test Well: \$ 14,878
- TOTAL ENGINEERING SERVICES \$ 20,569

**ADDITIONAL SERVICES:** If authorized by the City, ENGINEER shall furnish or obtain from others Additional Services which are not considered under this Task Order. Such services shall be compensated for on an Hourly Rate basis in an amount approved by the City prior to any services being started or as otherwise mutually agreed. The City is not obligated to compensate ENGINEER for services completed outside the approved scope of work which are completed prior to ENGINEER submitting a written request to the City, and receiving written approval of the City.

**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 **May 7, 2019**.

BOLTON AND MENK, INC.

CITY OF LAKE ELMO, MINNESOTA

By \_\_\_\_\_

By \_\_\_\_\_

(Authorized Principal of the Firm)

City Administrator