



STAFF REPORT

DATE: July 2, 2019

CONSENT

AGENDA ITEM: Authorize Topographic Survey and Preliminary Design for the Old Village Phase 5 and 6 Street, Drainage and Utility Improvements

SUBMITTED BY: Jack Griffin, City Engineer

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

ISSUE BEFORE COUNCIL: Should the City Council authorize a topographic survey and preliminary design for the Old Village Phase 5 and 6 Street, Drainage and Utility Improvements?

BACKGROUND: The City of Lake Elmo is extending sanitary sewer to serve the existing properties in the Old Village area to replace the use of private on-site sewage treatment systems. The projects also include drainage improvements to continue addressing historic flooding issues in the Downtown area, the replacement of aged watermain pipes and reconstructing the public streets that are disturbed during the work. The Improvements are being constructed in phases and through separate projects. The first four phases were constructed in 2015, 2016, 2017, and 2018. As part of the Old Village Capital Improvement Plan, Phase 5 is programmed for construction in 2021 and Phase 6 is programmed for construction in 2022. The City wanted to take a two-year break from construction activities in the Downtown area.

PROPOSAL DETAILS/ANALYSIS: In order to be prepared for the 2021 Phase 5 and 2022 Phase 6 Old Village Improvements, staff is recommending that detailed topographic survey and preliminary design be initiated this year. The early start is needed and recommended because of the potential difficulties these improvements may pose due to the installation of sewer within narrow right-of-way corridors (only 40-foot right-of-way exists along many of the streets) and the lack of available storm water retention and treatment opportunities. Both project phases will likely require right-of-way and easement acquisition to allow for the sewer installation and to obtain storm water management areas.

A topographic survey and door to door property owner investigations will serve to obtain the detailed information on the service area topography, including building first floor and basement elevations to assess gravity sewer or the need for grinder stations. The detailed field information will inform the required preliminary design for the project as well as help staff identify the necessary right-of-way/easement needs for the project. The City Engineer has met with SEH, Inc. to review the preliminary design scope of work in detail and a scope and fee has been developed as attached. The preliminary engineering fees will be funded through the project costs which will be part of the project assessments once the improvements proceed to construction.

The Old Village Phase 5 and Old Village Phase 6 Improvements include the following described areas and as shown on the attached Location Map:

- 36th Street North, from CSAH 17 to the west end.
- 34th Street North, from CSAH 17 to the west end.
- Upper 33rd Street North, from CSAH 17 to the west end.

- 33rd Street North, from CSAH 17 to Klondike Ave N.
- 32nd Street, from CSAH 17 to the 32nd / 33rd Street intersection.
- Langly Court North, from 33rd Street N to the south end.
- Lampert Ave North, from 33rd Street N to 32nd Street N
- Kraft Circle North, from 33rd Street N to the south end.
- 33rd Street Lane North, from 33rd Street N to 33rd Street N.

FISCAL IMPACT: \$73,800.

If authorized, SEH, Inc. will initiate the topographic survey and preliminary design services in a not to exceed amount of \$73,800. If the improvements are ordered, the preliminary design costs will be charged against the project fund and become assessable to the benefitting properties once the improvements proceed into construction. Should the project not be constructed, these costs cannot be assessed.

RECOMMENDATION: Staff is recommending that the City Council authorize SEH, Inc. to complete the topographic survey and preliminary design services for the Old Village Phase 5 and 6 Street, Drainage and Utility Improvements. The recommended motion for this action is as follows:

“Move to authorize SEH, Inc. to complete the Topographic Survey and Preliminary Design for the Old Village Phase 5 & 6 Street, Drainage and Utility Improvements in the not to exceed amount of \$73,800.”

ATTACHMENTS:

1. SEH, Inc. Task Order No. 7 – Old Village Phase 5 and 6 Street, Drainage and Utility Improvements.
2. Project Location Map.

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo (“CITY”) and **Short Elliot Hendrickson, Inc. (SEH)** (“CONSULTANT”), dated August 13, 2014 (“AGREEMENT”), the CONSULTANT agrees to provide Professional Consulting Support Services as follows:

OLD VILLAGE PHASE 5 AND 6: STREET, DRAINAGE, AND UTILITY IMPROVEMENTS

PROJECT OVERVIEW: The City of Lake Elmo requires professional engineering services for preliminary design efforts for the Old Village Phase 5 and 6: Street, Drainage and Utility Improvements. The project includes improvements to nine streets in the Old Village including: 1) Street reconstruction, drainage improvements, sanitary sewer improvements and watermain replacement of 36th St N, 34th St N, and Upper 33rd St N. 2) Street reconstruction, drainage improvements, sanitary sewer improvements and watermain replacement of the 33rd Street N / 32nd Street N neighborhood.

SERVICES TO BE PROVIDED BY CONSULTANT: SEH, Inc. will provide the following Professional Consulting Services:

1. Project Management throughout the course of the work including submittal of a weekly progress memo and job to date budget form.

2. Preliminary Design.
 - Project kick-off meeting with city staff.
 - Work with city staff to develop critical success criteria for the project, obtain project information and formalize the budget and schedule.
 - Site visit to review existing conditions.
 - Survey: Coordinate Gopher State One Call utility locates and perform topographic survey of existing conditions within project limits for the purposes of preparing design documents.
 - Right of way verification: Review title work and verify right-of-way for all properties impacted by the proposed improvements.
 - Prepare preliminary design including recommendations on street widths, stormwater management, extension of sanitary sewer, and replacement of watermain.
 - Identify right of way and easement needs to construct the proposed infrastructure.
 - Identify small utility conflicts related to the proposed design to the City’s Project Manager. The City will coordinate necessary relocation efforts with the respective small utility company as needed.

- Provide recommendation on the amount and location of soil borings for geotechnical investigation.
- Prepare opinion of probable cost based on the preliminary design layout.
- Identify permits required to complete the proposed work. The design shall incorporate measures to meet compliance requirements for all permits necessary.

DELIVERABLES:

- Exhibits displaying recommended infrastructure.
- Opinion of Total Probable Project Costs.
- Design Memorandum summarizing final design assumptions and performance criteria incorporated into the project design.
- Identification of easements needed for the construction of the project.

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

- Coordination with the public and conduct public meetings.
- Presentation(s) to the City Council.
- Easement negotiations and acquisition, if needed.
- Coordination with small utility companies if conflicts are identified.
- Hire geotechnical firm for geotechnical investigation.

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

1. All Task Order Services shall be substantially completed by September 10, 2019.

CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION: The CITY's representative with respect to services rendered by CONSULTANT 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 CONSULTANT for Project Management and preliminary design work for the Old Village Phase 5 and 6: Street, Drainage, and Utility Improvements shall be on an hourly rate basis in a not to exceed amount of **\$73,800**. Invoices shall be submitted once each month and should be sent to the attention of the City Engineer.

Payment for Services shall be in accordance with ARTICLE 3.2 of the Master AGREEMENT.

ADDITIONAL SERVICES: If authorized by the City, CONSULTANT 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 CONSULTANT for services completed outside the approved scope of work which are completed prior to CONSULTANT submitting a written request to the City, and receiving written approval of the City.

ATTACHMENTS: The following documents are attached for reference:

- 1. CONSULTANT’S Proposal to the CITY dated, June 25, 2019.

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. CONSULTANT 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 July 2, 2019.

SHORT ELLIOT HENDRICKSON, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____

By _____

(Authorized Principal of the Firm)

City Administrator



Building a Better World
for All of Us®

June 25, 2019

RE: City of Lake Elmo
Old Village Phase 5: Street, Drainage & Utility
Improvements
Proposal for Preliminary Design Services
SEH No. P-LAKMO 151254

Jack Griffin PE
City Engineer
City of Lake Elmo
3800 Laverne Avenue N
Lake Elmo, MN 55042

Dear Mr. Griffin:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for topographic surveying and preliminary design services for proposed street and utility improvements in the Old Village Phase 5 project area. The project consists of nine streets as shown on the Location Map provided by FOCUS Engineering, including: 36th Street North, 34th Street North, Upper 33rd Street North, 33rd Street North, 33rd Street Lane North, Kraft Circle, Lampert Avenue, Langly Court, and 32nd Street North. We understand these improvements would be planned for construction in 2020.

We propose the following team to assist the City with this phase of the project: Scott Haupt – Project Manager, Jeff Thene – Lead Technician, Adam Bona – Lead Designer, and Jeremy Walgrave – Lead Stormwater Engineer. If authorized, we would schedule/begin the field work promptly.

If acceptable, we propose to furnish the requested scope of services outlined in Task Order No. 6 in accordance with the Master Agreement between SEH and the City of Lake Elmo on an hourly basis plus reimbursable expenses for a maximum fee of \$73,800. A detailed work task and hour breakdown is attached showing the tasks and staff hours we anticipate to complete our understanding of the work based on our recent discussions. Because of the topography and heavy tree cover in the majority of the project area, we do not anticipate being able to use GPS to perform the topographic survey. For these reasons, our survey fee is based on the use of a total station to complete the work, which is more time-consuming and accurate than GPS.

Payment for any additional services shall be based on the actual time required to perform the services and the billable rates for the employees engaged directly on the project, plus actual reimbursable expenses. All services will be invoiced monthly.

If this proposal is acceptable, please sign below and return a copy for our records. If you need any further information or wish to review this together, please contact me at 651.490.2055 or Todd Blank at 651.490.2017.

Sincerely,

Scott D. Haupt, PE
Project Manager

Todd M. Blank, PE
Principal

Accepted this _____ day of _____, 2019

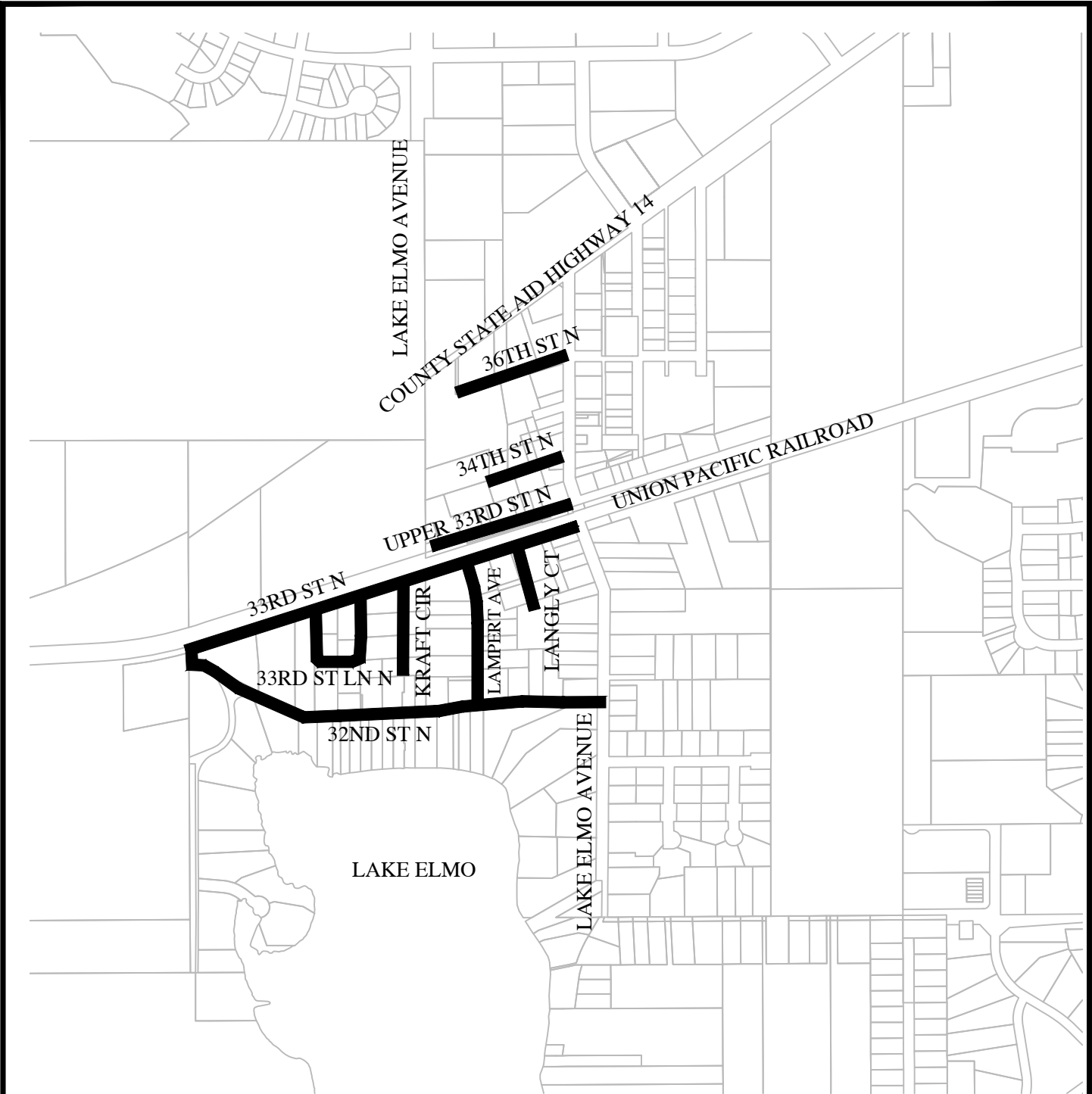
CITY OF LAKE ELMO, MINNESOTA

By _____

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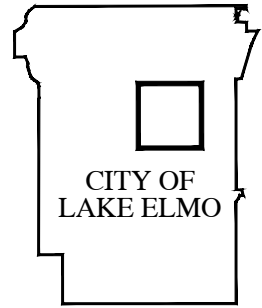
Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



LEGEND

 OLD VILLAGE PHASE 5 STREET, DRAINAGE, AND UTILITY IMPROVEMENTS



FOCUS
ENGINEERING, inc.

OLD VILLAGE PHASE 5:
STREET, DRAINAGE, AND
UTILITY IMPROVEMENTS
PROJECT NO. 2019.XXX
JUNE, 2019

FIGURE NO. 1
LOCATION MAP
OLD VILLAGE PHASE 5