



STAFF REPORT

DATE: August 20, 2019
CONSENT

AGENDA ITEM: Authorize Engineering Services for Village Parkway UPRR Crossing Improvements

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Ken Roberts, Planning Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council authorize Engineering Services for the Village Parkway Union Pacific Railroad (UPRR) Crossing Improvements?

BACKGROUND: The City of Lake Elmo is seeking to negotiate, permit, design and construct a new at-grade railroad crossing over the Union Pacific Railroad to complete the connection for Village Parkway from 30th Street North to 39th Street North at CSAH 14 (see attached project location map). Village Parkway has been planned and designed as part of the Old Village planning efforts to serve as a neighborhood collector roadway for the new development along the east side of the Old Village and to provide connectivity to the Village center. Design standards were developed and approved by the City council in January 2014 and developers were required to incorporate segments of the roadway into various phases of their developments. As part of the developer discussions the at-grade railroad crossing itself would be completed as a City improvement project and developers agreed to provide financial contributions to the crossing on a per REC basis. These contributions have been addressed through the development agreements for each respective development and phase.

PROPOSAL DETAILS/ANALYSIS: To initiate the public project for the at-grade crossing the City has worked with SEH, Inc. to develop a scope of work to negotiate, permit, and design the crossing improvements. This work is outlined in the attached Task Order No. 8 and includes the engineering support efforts needed to work through the Union Pacific permitting process. The improvements include the at-grade street crossing, pedestrian crossing, safety improvements and watermain crossing.

FISCAL IMPACT: \$82,100 with this authorization.

The Village Parkway UPRR Crossing Improvements, including planning, engineering and construction will be completed and paid by the City of Lake Elmo. However, the City is collecting "Railroad Crossing Improvement" fees from adjacent developments through each respective development agreement.

RECOMMENDATION: Staff is recommending that the City Council authorize SEH, Inc. to complete Engineering Services for the Village Parkway UPRR Crossing Improvements. The recommended motion for this action is as follows:

"Move to authorize SEH, Inc. to complete Engineering Services for the Village Parkway UPRR Crossing Improvements in the not to exceed amount of \$82,100."

ATTACHMENTS:

1. SEH, Inc. Task Order No. 8 – Village Parkway UPRR Crossing 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:

VILLAGE PARKWAY UPRR CROSSING IMPROVEMENTS

PROJECT OVERVIEW: The City of Lake Elmo requires professional engineering services for topographic survey, preliminary design, preparation of plans and specifications, bidding services, permitting and support with Union Pacific Railroad Crossing Applications and Agreements for the Village Parkway UPRR Crossing Improvements located within the Union Pacific Railroad’s (UPRR) right-of-way. The project includes crossing improvements from 5-feet south of the UPRR right-of-way to 5-feet north of the UPRR right-of-way including street, pedestrian and watermain facilities.

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 monthly budget/progress emails and job to date budget form.

2. Preliminary Design.
 - Kickoff Meeting with City staff & perform site visit & obtain site photos.
 - Work with city staff to develop critical success criteria for the project, obtain project information and formalize the budget and schedule.
 - Obtaining UPRR permit to perform topographic survey within UPRR ROW.
 - Perform Topographic Survey and GSOC request for markings/maps.
 - Obtain design files and record plan information from adjacent development.
 - Create Base Map and confirm right-of-way with topographic survey, GSOC maps, and information from adjacent development.
 - Develop/revise roadway alignment and profile after topographic survey.
 - Draw proposed geometrics, prepare Title Sheet, prepare Typical Section & preliminary Cross Sections and construction limits, prepare preliminary Water Main & Casing Pipe Layout/Design, and prepare Preliminary Street and Utility Plan/Profile Sheet.
 - Prepare Preliminary Design Memorandum.
 - Prepare Preliminary Opinion of Probable Cost.
 - Submit draft partial preliminary plans to City, UPRR, and MNDOT for review.

- Address review comments and finalize preliminary geometrics and plans.
- Assistance with the development of a UPRR design review contract and the development of a UPRR crossing application, including permit fee (\$500).
- Engineering services related to the Railroad-Highway Crossing Field Diagnostic Review.
- Coordination meetings (and exhibit preparation) with City, MnDOT, and/or UPRR including attendance up to 4 meetings.

2. Preparation of Plans and Specifications.

- Finalize Street Alignment, Profile and Geometrics; Water Main and Casing Pipe Design and Profile.
- Private Utility Coordination and ID Conflicts.
- Conduct one Private Utility Coordination Meeting.
- Preparation of Construction Documents.
- Finalize Title Sheet.
- Prepare General Notes and Earthwork Summary.
- Prepare Detail Sheets.
- Prepare Alignment and Staking Sheet.
- Finalize Typical Sections.
- Finalize Street and Utility Plan and Profile Sheet.
- Prepare Signing and Striping Plan and Detail Sheets.
- Prepare Erosion Control and Turf Establishment Plan.
- Finalize Cross Sections.
- Prepare Final Design Summary Memorandum.
- Prepare Technical Specifications.
- Perform Quality Control Review and Constructability Review.
- Provide Estimated Quantities and Prepare Opinion of Probable Cost.
- Submit 90% plans/specs to City and UPRR for review.
- Conduct 90% Plan Review Meeting.
- Prepare Final Plans and Specifications.
- Compile information, prepare and submit UPRR Pipeline Crossing Permit Application.
- Prepare and Submit MDH Permit Application.

3. Railroad Crossing Application/Agreements Support

- Grade Crossing Application Support for establishing a new crossing.
- UPRR Easement Support.
- UPRR Highway At-Grade Crossing Agreement Support.
- Appraisal Coordination with Appraiser, UPRR and City (UPRR parcels only).
- Prepare legal description & exhibits (UPRR parcels only).

4. Bidding Services

- Submit Ad for Bid.
- Distribute plans and specs and maintain Plan Holders List.
- Respond to Bidders Questions.
- Attend Bid Opening.
- Bid tabulation and Award Recommendation Letter.

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, including easement descriptions and exhibits for UPRR parcels.
- Final Project Plans and Specifications.

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.
- Responsible for UPRR's Subconsultant plan review costs.

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

1. Services will be initiated upon execution of Task Order by City and SEH, and will proceed diligently until the project is permitted and advertised for construction. The timeframe will be highly dependent upon Union Pacific permitting and application processes.

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 Village Parkway UPRR Crossing Improvements shall be on an hourly rate basis in a not to exceed amount of **\$82,100**. 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, August 12, 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 August 20, 2019.

SHORT ELLIOT HENDRICKSON, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____

By _____

(Authorized Principal of the Firm)

City Administrator

VILLAGE PARKWAY UPRR CROSSING IMPROVEMENTS

Village Parkway by future development

Village Parkway UPRR Crossing by City

Village Parkway by Easton Village and Northport developers

