



## STAFF REPORT

DATE: December 15, 2020  
**CONSENT**

**AGENDA ITEM:** Approve Plans and Specifications and Order Advertisement for Bids for the Old Village Phase 5 and 6 Street and Utility Improvements

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

**REVIEWED BY:** Kristina Handt, City Administrator  
Sarah Sonsalla, City Attorney  
Marty Powers, Public Works Director  
Chad Isakson, Project Engineer

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**ISSUE BEFORE COUNCIL:** Should the City Council approve the plans and specifications and order advertisement for bids for the Old Village Phase 5 and 6 Street 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 project also includes 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. A location map is included in the attachments to indicate the project area.

**PROPOSAL DETAILS/ANALYSIS:** On June 16, 2020 the City Council authorized final design services for the Old Village Phase 5 and 6 Street and Utility Improvements. The plans and specifications have been completed for the improvements and are ready to be advertised for contractor bids. A bid date has been scheduled for January 27, 2021. Once received, bids will be reviewed by staff with results to be presented to council on February 16, 2021 along with a feasibility report outlining special assessment calculations based on the bid results. Council will be asked to call a final assessment hearing and consider award of contract at the March 16, 2021 meeting.

**FISCAL IMPACT:** The improvements are proposed to 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. Approval of this motion does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known, assessment amounts determined, and the council will be asked to consider entering into a contract to complete the work.

**RECOMMENDATION:** Staff is recommending that the City Council consider approving a Resolution, approving the plans and specifications and ordering the advertisement for bids for the Old Village Phase 5 and 6 Street and Utility Improvements. The recommended motion for the action is as follows:

***“Move to approve Resolution No. 2020-105, approving the plans and specifications and ordering the advertisement for bids for the Old Village Phase 5 and 6 Street and Utility Improvements.”***

**ATTACHMENTS:**

1. Resolution approving the plans and specifications and ordering the advertisement for bids for the Old Village Phase 5 and 6 Street and Utility Improvements.
2. Advertisement for Bid.
3. Location Map.
4. Project Schedule.

*\*Project Plans and Specifications available for review at City Hall.*

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

**RESOLUTION NO. 2020-105**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS FOR THE  
OLD VILLAGE PHASE 5 AND 6 STREET AND UTILITY  
IMPROVEMENTS**

**WHEREAS**, pursuant to a resolution passed by the City Council on the 16th day of June 2020, the City Engineer, together with SEH, Inc., has prepared plans and specifications for the Old Village Phase 5 and 6 Street and Utility Improvements and has presented such plans and specifications to the Council for approval.

**NOW, THEREFORE, BE IT RESOLVED,**

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall, and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided by following required electronic bidding procedures outlined by QuestCDN prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTEENTH DAY OF  
DECEMBER, 2020.**

**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

By: \_\_\_\_\_  
Mike Pearson  
Mayor

\_\_\_\_\_  
Julie Johnson  
City Clerk

**SECTION 0100 – ADVERTISEMENT FOR BIDS**

**OLD VILLAGE PHASE 5 AND 6: STREET, DRAINAGE AND UTILITY IMPROVEMENTS  
PROJECT NO. 2019.116**

**FOR THE CITY OF LAKE ELMO  
WASHINGTON COUNTY, MINNESOTA**

Notice is hereby given that bids will be received online through QuestCDN.com until **10:00 AM CST on Wednesday, January 27, 2021**, via [QuestCDN](https://questcdn.com) for furnishing all work and materials for the construction, complete in place, of the Old Village Phase 5 and 6 Street, Drainage and Utility Improvements Project, consisting of the major work items in the following approximate quantities:

<b>EST. QTY</b>	<b>UNIT</b>	<b>ITEM</b>
19,900	SY	PULVERIZE BITUMINOUS PAVEMENT
29,800	CY	COMMON EXCAVATION
19,400	CY	SELECT GRANULAR BORROW
5,400	CY	CLASS 6 AGGREGATE BASE
6,400	TN	BITUMINOUS MIXTURE
1,000	SF	MODULAR BLOCK RETAINING WALL
7,400	LF	SANITARY SEWER (8" & 14" PVC/C-900)
970	LF	24" & 36" CASING PIPE W/ 15" PVC
975	LF	2" HDPE SANITARY FORCEMAIN (HDD)
4,500	LF	STORM SEWER (12"-24" RCP)
8,350	LF	WATER MAIN (6"-8" DIP)
1,000	LF	6" HDPE WATERMAIN (HDD)
17,600	LF	CONCRETE CURB & GUTTER
3,300	CY	TOPSOIL BORROW
13,700	SY	SODDING
4.5	AC	SEEDING

The bid opening will be conducted via GoToMeeting, at which time they will be publicly opened and read aloud:

Bid Opening - OLD VILLAGE PHASE 5 AND 6: STREET, DRAINAGE AND UTILITY IMPROVEMENTS, PROJECT NO. 2019.116  
Wed, Jan 27, 2021 9:50 AM - 10:15 AM (CST)

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/857819589>

**You can also dial in using your phone.**

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**Access Code:** 857-819-589

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/857819589>

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Bids must be submitted electronically through QuestCDN no later than the date and time noted above, on the Proposal Forms provided in accordance with the Contract Documents, Plans and Specifications as prepared by Short Elliott Hendrickson Inc. (SEH®), [www.sehinc.com](http://www.sehinc.com), which are on file for inspection in the office of the City Clerk and City Engineer. For this project, the City will only be accepting online electronic bids through QuestCDN.

To access the electronic bid form, download the project document and click the bidding button at the top of the advertisement.

Complete digital Proposal Forms, Plans, and Specifications for use by Contractors submitting a bid are available at [www.QuestCDN.com](http://www.QuestCDN.com). Digital plan documents may be downloaded for a non-refundable fee of \$30.00 by inputting Quest Project No. 7449572 on the website's Project search page. Please contact QuestCDN at (952) 233-1632 or [info@QuestCDN.com](mailto:info@QuestCDN.com) for assistance in free membership registration, downloading, and working with this digital project information.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid will be charged an additional \$30 at the time of bid submission via the online electronic bid service QuestCDN.com. To access the electronic Bid Worksheet, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through Quest CDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by SEH dated December 15, 2020.

Bid bond in an amount not less than five percent (5%) of the total bid as a guarantee that the bidder, if successful, will enter into a contract with the City to perform the work described in the proposal. This deposit will be subject to forfeiture as provided by law. The deposits for the three lowest bidders will be retained by the City until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

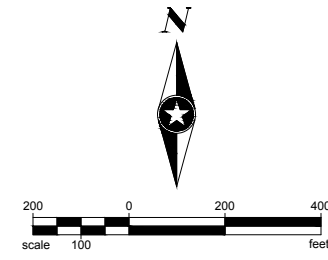
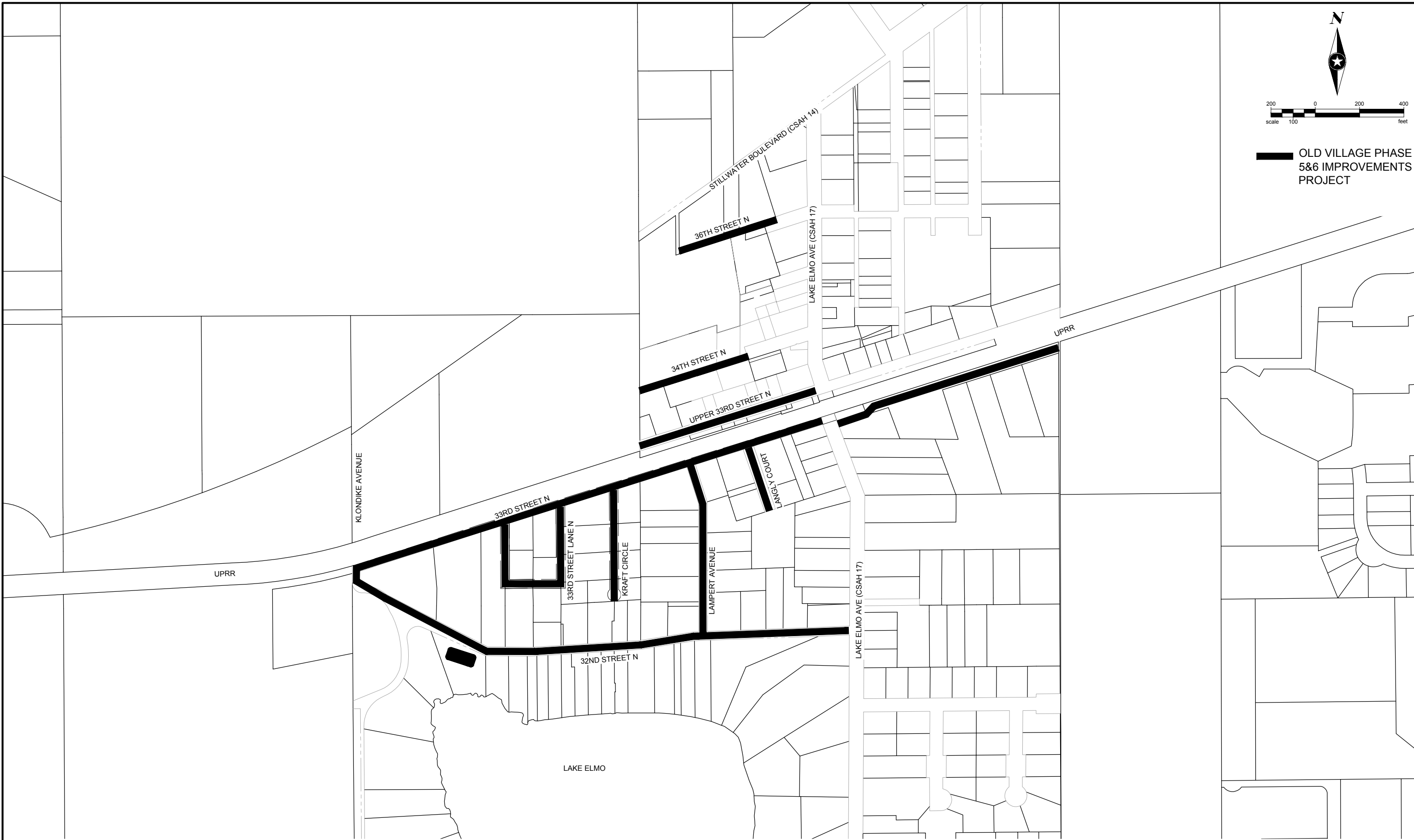
The City reserves the right to reject any or all bids, to waive informalities or to award the contract to the lowest responsible bidder, in the best interest of the City. For Bids exceeding \$50,000, the Bidder shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3 on the Responsible Contractor Verification Form included with the Bid Proposal.

Dated: December 15, 2020

Julie Johnson, City Clerk  
City of Lake Elmo

**PUBLISHED:** QuestCDN.com: December 18, 2020  
Stillwater Gazette: December 18 and December 25, 2020.

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**OLD VILLAGE PHASE 5&6 IMPROVEMENTS PROJECT**

**SEH**  
 PHONE: 651.490.2000  
 3535 VADNAIS CENTER DRIVE  
 ST. PAUL, MN 55110-5196  
 www.sehinc.com

FILE NO.  
151537  
 DATE:  
3/3/2020

**LOCATION MAP  
 LAKE ELMO OLD VILLAGE  
 IMPROVEMENTS PHASE 5 & 6**

**EXHIBIT  
 NO.  
 1**

PROJECT SCHEDULE  
CITY OF LAKE ELMO

**FOCUS** ENGINEERING, inc.

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

OLD VILLAGE PHASE 5 AND 6 IMPROVEMENTS  
PROJECT NO. 2019.116

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JULY 2, 2019	Council orders preparation of Preliminary Design and Topographic Survey.
JUNE 16, 2020	Presentation of Preliminary Design. Council orders preparation of plans and specifications.
DECEMBER 16, 2020	Council approves Plans and Specifications and orders Advertisement for Bids.
JANUARY 27, 2021	Receive Contractor Bids.
FEBRUARY 16, 2021	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing; Declares Costs to be Assessed and Calls for Hearing on Assessment.
MARCH 16, 2021	Final Assessment Hearing. Council Orders the Improvement; accepts Bids and awards Contract; and adopts the Final Assessment Roll.
MAY 19, 2021	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none"><li>• OCTOBER 2020 Substantial Completion (Phase 1)</li><li>• OCTOBER 2021 Substantial Completion (Total Project)</li><li>• JUNE 30, 2022 Final Completion.</li></ul>