



## STAFF REPORT

DATE: May 5, 2020

### **CONSENT**

**AGENDA ITEM:** Approve Plans and Specifications and Order Advertisement for Bids for the Hamlet on Sunfish Lake Sanitary Sewer Extension

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

**REVIEWED BY:** Kristina Handt, City Administrator  
Marty Powers, Public Works Director  
Chad Isakson, Assistant City Engineer

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**ISSUE BEFORE COUNCIL:** Should the City Council approve the Plans and Specifications and order the Advertisement for Bids for the Hamlet on Sunfish Lake Sanitary Sewer Extension?

**BACKGROUND:** On October 16, 2018, the City Council authorized the preparation of a feasibility report and preliminary design for the Hamlet on Sunfish Lake Sanitary Sewer Extension. A petition requesting municipal sanitary sewer service was received from the Hamlet on Sunfish Lake property owners in August 2018. The petition was signed by 27 of the 41 properties benefitting from the requested improvements.

Hamlet on Sunfish Lake currently operates a privately owned community wastewater treatment system which was determined to be non-compliant in 2006 due to several system deficiencies. The Hamlet on Sunfish Lake HOA is currently operating the system in accordance with a Schedule of Compliance dated March 13, 2014 and Amended January 18, 2017 through the Minnesota Pollution Control Agency (MPCA), and per the Stipulation Agreement dated May 1, 2007 with the City of Lake Elmo. The Schedule of Compliance requires the subdivision to connect to the city sanitary sewer system and decommission the private wastewater system by December 31, 2020, or to abandon and replace the private wastewater treatment system altogether.

**PROPOSAL DETAILS/ANALYSIS:** 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 June 4, 2020. Once received, bids will be reviewed by staff and a recommendation for awarding a contract will be prepared for council consideration at a future council meeting, tentatively scheduled for June 16, 2020.

The plans include the extension of the city sanitary sewer from its current location in the Legacy at North Star development, extending the 10-inch sewer main approximately 550 feet to the property line, then another 410 feet to the west side of the HOA wastewater treatment system. At this location the HOA sewer conveyance system will be directly connected to the city sanitary sewer to remove the HOA wastewater treatment system from operation. Minimum requirements have been identified to decommission the HOA wastewater treatment system, including pumping out and disposing of the remaining wastewater from two septic tanks and 1 lift station, bulkheading and abandoning in place all tanks and structures, and disconnecting and salvaging control panels and equipment. In the wetland treatment cell, the PVC stand pipes will be exposed and removed and the liner will be perforated.

**FISCAL IMPACT:** The total estimated project cost is \$544,500. All costs are required to be paid upfront in accordance with the 2007 Stipulation Agreement between the city and Hamlet on Sunfish Lake HOA. Payment must be made from the HOA in the estimated amount of \$489,500 for the 2020 improvements and \$620,000 for the 2021 improvements. Payment must be made from GWSA Land Development LLC (Legacy at North Star developer) in the estimated amount of \$55,000 for completing a portion of the developer's required improvements.

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 and the council will be asked to consider entering into a contract to complete the work.

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the consent agenda*, a resolution approving the plans and specifications and ordering the advertisement for bids for the Hamlet on Sunfish Lake Sanitary Sewer Extension. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Resolution No. 2020-047, approving the plans and specifications and ordering the advertisement for bids for the Hamlet on Sunfish Lake Sanitary Sewer Extension.”***

**ATTACHMENTS:**

1. Resolution approving the plans and specifications and ordering the advertisement for bids for the Hamlet on Sunfish Lake Sanitary Sewer Extension.
2. Location Map.
3. Project Schedule.
4. Advertisement for Bids.

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

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

**RESOLUTION NO. 2020-047**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS FOR THE  
HAMLET ON SUNFISH LAKE SANITARY SEWER EXTENSION**

**WHEREAS**, pursuant to a resolution passed by the City Council on the 16<sup>th</sup> day of October, 2018, the City Engineer has prepared plans and specifications for the Hamlet on Sunfish Lake Sanitary Sewer Extension 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.

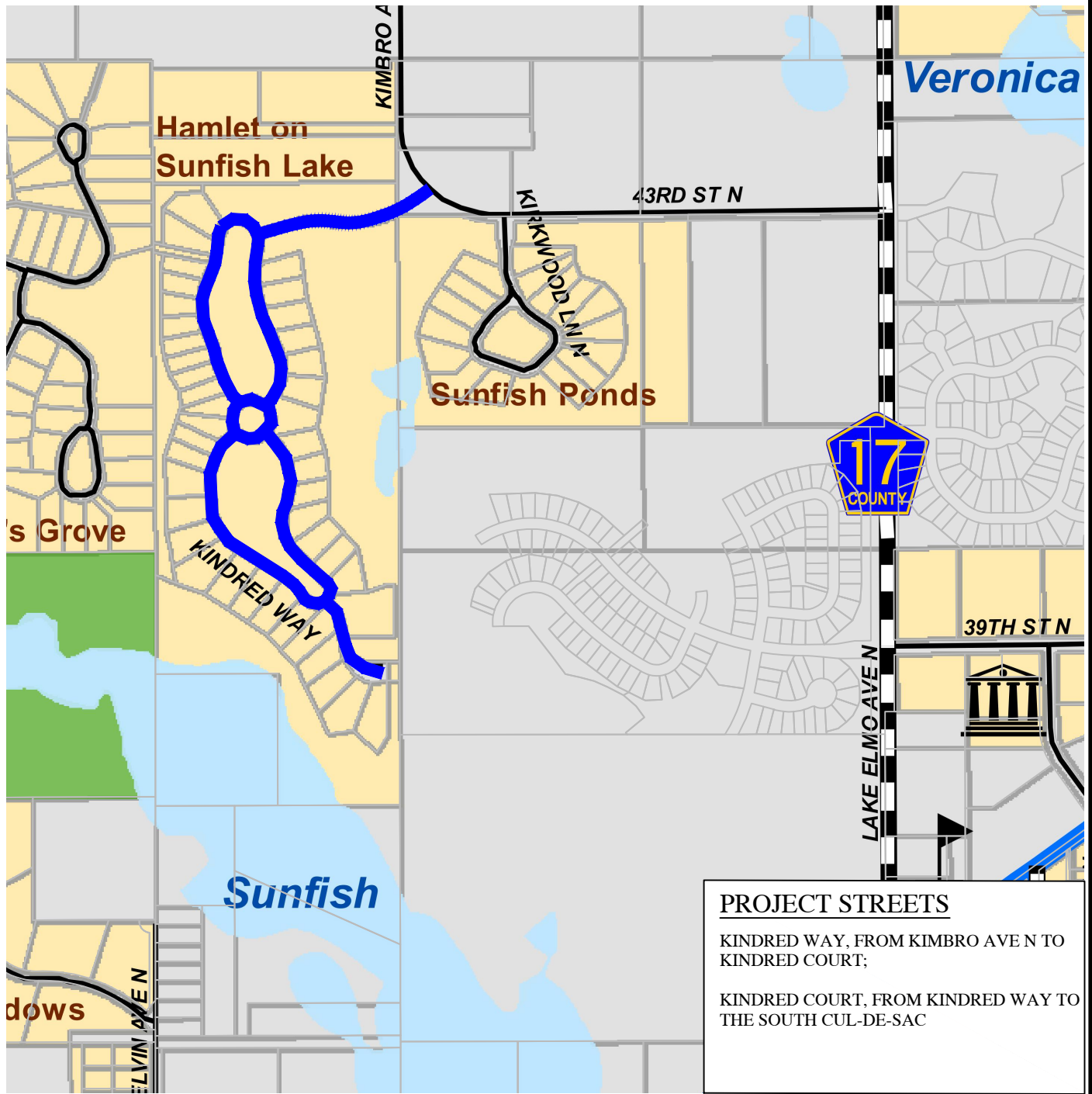
**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTH DAY OF MAY, 2020.**

**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

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

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



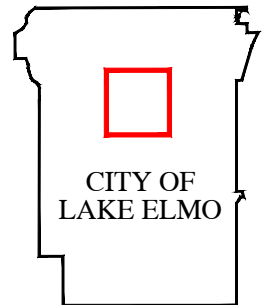
**PROJECT STREETS**

KINDRED WAY, FROM KIMBRO AVE N TO KINDRED COURT;

KINDRED COURT, FROM KINDRED WAY TO THE SOUTH CUL-DE-SAC

**LEGEND**

 HAMLET ON SUNFISH LAKE



**FOCUS**  
ENGINEERING, inc.

HAMLET ON SUNFISH LAKE  
SANITARY SEWER  
EXTENSION  
PROJECT NO. 2018.128

FIGURE NO. 1  
LOCATION MAP  
HAMLET ON SUNFISH NEIGHBORHOOD

PROJECT SCHEDULE  
CITY OF LAKE ELMO

**FOCUS** ENGINEERING, inc.

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

HAMLET ON SUNFISH LAKE SANITARY SEWER IMPROVEMENTS  
PROJECT NO. 2018.128

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- OCTOBER 16, 2018 Council accepts Petition; authorizes preparation of Feasibility Report and Preliminary Design.
- APRIL 21, 2020 Presentation of Feasibility Report. Council accepts Report and calls Hearing on Improvement.
- MAY 5, 2020 Approve the Plans and Specifications and Order the Advertisement for Bids.
- MAY 19, 2020 Public Improvement Hearing. Council Orders the Improvement (4/5th Vote). Declare Costs to be Assessed and Calls for Hearing on Assessment.
- JUNE 4, 2020 Project Bid Date: Receive contractor bids.
- JUNE 16, 2020 Final Assessment Hearing. Council adopts the Final Assessment Roll. Council accepts Bids and awards Contract.
- JULY 14, 2020 Conduct Pre-Construction Meeting and issue Notice to Proceed.
- OCTOBER 9, 2020 Substantial completion date for Construction.
- NOVEMBER 20, 2020 Final completion date for Construction.

*\*\*2021 Construction Season: HOA sanitary sewer conveyance system repair and replacement to be completed with the Hamlet on Sunfish Lake Street and Utility Improvements.*

**SECTION 0100 – ADVERTISEMENT FOR BIDS**

**HAMLET ON SUNFISH LAKE  
SANITARY SEWER EXTENSION  
PROJECT NO. 2018.128**

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

Notice is hereby given that sealed bids will be received online through Questcdn.com and read aloud by representatives of the City of Lake Elmo, Minnesota, at City Hall, 3880 Laverne Avenue N. Suite 100, Lake Elmo, Minnesota 55042, at 11:00 PM CST, on Thursday, June 4, 2020. Bids are for furnishing all work and materials for the construction, complete in place, of the Hamlet on Sunfish Lake Sanitary Sewer Extension, consisting of the major work items in the following approximate quantities:

**SANITARY SEWER EXTENSION**

1 LS	CLEARING AND GRUBBING
45 SY	REMOVE AND REPLACE BIT. TRAIL
280 LF	12" HDPE SANITARY SEWER, HDD, DR11
681 LF	10" PVC SANITARY SEWER, SDR35, 0-20' DEPTH
7 EA	48" DIA SANITARY SEWER MANHOLE
4 EA	SANITARY SEWER SERVICE STUBS
5,900 SY	SEED,FERTILIZER AND WOOD FIBER BLANKET

**WASTEWATER TREATMENT SYSTEM DECOMMISSION**

1 LS	DISCONNECT, REMOVE & SALVAGE CONTROL PANELS AND EQUIPEMENT
1 LS	SALVAGE PUMPS, TABLET CHLORINATION & APPURTANCES
5 EA	ABANDON SEPTIC TANK STUCTURES PER STATUTE 7080.2500
12 EA	DISCONNECT, REMOVE PIPE, BULHEAD ENDS OF PIPE
8 EA	REMOVE STANDPIPES
8 EA	PERFORATE EXISTING POND LINER

Bids must be submitted on the Proposal Forms provided in accordance with the Contract Documents, Plans and Specifications as prepared by FOCUS Engineering, Inc., [www.FOCUSengineeringinc.com](http://www.FOCUSengineeringinc.com), which are on file for inspection in the office of the City Clerk and City Engineer.

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 \$25.00 by inputting Quest Project No. [7007182] 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.

A Bid shall be submitted online no later than the date and time prescribed. For this project the City will only be accepting online electronic bids through Quest CDN. Prospective bidders must be on the planholders list through QuestCDN for bids to be accepted.

No bid will be considered unless submitted online no prior to the time noted above for the closing of the bids, and accompanied by a 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: May 6, 2020

Julie Johnson, City Clerk  
City of Lake Elmo

**PUBLISHED:** QuestCDN.com: May 8, 2020  
Stillwater Gazette: May 8 and May 15, 2020.