



STAFF REPORT

DATE: September 7, 2021

CONSENT

AGENDA ITEM: Order the Improvements and Preparation of Plans and Specifications for the Section 16 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

ISSUE BEFORE COUNCIL: Should the City Council order the Improvements and preparation of Plans and Specifications for the Section 16 Sanitary Sewer Extension?

BACKGROUND: The City of Lake Elmo has been working with Oakdale to establish a sanitary sewer connection to Oakdale to serve the 180 acres located along Ideal Avenue and County State Aid Highway 14 (CSAH 14). Amongst these efforts the city has approved a Comprehensive Plan Amendment to allow for sewer development, is in the process of negotiating and establishing an ongoing sanitary sewer use agreement with the City of Oakdale, and has entered into a purchase agreement with NorthPoint Development, LLC to develop the approximately 75 acres located at Ideal Avenue, South of CSAH 14. At the August 17, 2021 council meeting the city approved the Cooperative Agreement with Oakdale for the reconstruction of the Oakdale lift station (Lift Station 6) located at the intersection of Ideal Avenue and Stillwater Boulevard

PROPOSAL DETAILS/ANALYSIS: Staff met with the Oakdale City Engineer and SEH, Inc. to develop a coordinated work scope, project schedule and engineering fees to extend sanitary sewer from the reconstructed Lift Station 6 to the intersection of Ideal Avenue (CSAH 13) and 31st Street North. A sewer stub will be left along the east boulevard of Ideal Avenue for connection by the developer.

In order to secure a sanitary sewer connection with the City of Oakdale by the fall of 2022, and to support the proposed development schedule, the design for this work should be initiated at this time with a project schedule as attached. The proposed schedule allows for the sanitary sewer design and construction to be coordinated with the Oakdale lift station project, and to receive contractor bids for construction in 2022.

FISCAL IMPACT: Not to exceed \$74,600 for SEH, Inc. Task Order 19.

If authorized, FOCUS Engineering and SEH, Inc. will prepare the plans and specifications. The design phase of the improvements for SEH is in the amount of \$58,700. The city will also require geotechnical services for the design of the improvements, estimated to be +/- \$12,000.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the consent agenda*, a Resolution Ordering the Improvement and preparation of Plans and Specifications for the Section 16 Sanitary Sewer Extension. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2021-095, Ordering the Improvement and preparation of Plans and Specifications for the Section 16 Infrastructure Improvements, including the approval of Task Order 19 for SEH, Inc. in the not to exceed amount of \$74,600.”

ATTACHMENTS:

1. Resolution Ordering the Improvement and Preparation of Plans and Specifications.
2. Section 16 Sanitary Sewer Extension – Location Map.
3. Section 16 Sanitary Sewer Extension – Project Schedule.
4. Task Order 19 for SEH, Inc. for the Sanitary Sewer Extension.

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

**RESOLUTION NO. 2021-095
A RESOLUTION ORDERING THE IMPROVEMENT AND
PREPARATION OF PLANS AND SPECIFICATIONS THE SECTION 16
INFRASTRUCTURE IMPROVEMENTS**

WHEREAS, the City of Lake Elmo has requested, by mutual agreement with Oakdale, to add future sanitary sewer flows from 180-acres of undeveloped land ("Property") in Lake Elmo near Ideal Avenue and County Road 14, which is proposed to be developed with industrial, commercial, and residential uses; and

WHEREAS, Lake Elmo has approved a Comprehensive Plan Amendment to allow for sewer development and is in the process of negotiating and establishing an ongoing sanitary sewer use agreement with the City of Oakdale; and

WHEREAS, the sewage from the Property would flow to Oakdale's existing Lift Station 6 located at Ideal Avenue and Stillwater Boulevard, which will be reconstructed and relocated as a separate project with Oakdale as the lead agency with Lake Elmo cost participation; and

WHEREAS, the City has entered into a purchase agreement with NorthPoint Development, LLC to develop the approximately 75 acres located at Ideal Avenue, South of CSAH 14; and

WHEREAS, as part of the purchase agreement, Lake Elmo is obligated to extend the sanitary sewer from the reconstructed Lift Station 6 to the intersection of Ideal Avenue (CSAH 13) and 31st Street.

NOW, THEREFORE, BE IT RESOLVED,

1. Such improvement is hereby ordered as proposed in the council resolution adopted this 7th day of September, 2021.
2. The city engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the preparation of the Plans and Specifications for the making of such improvement.
3. The city engineer shall retain the services of a SEH, Inc., in the amount not to exceed \$74,600, to assist, where needed, to prepare Plans and Specifications for the making of such improvement and to assist the city engineer during the construction phase of the improvement as requested.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SEVENTH DAY OF
SEPTEMBER, 2021.**

CITY OF LAKE ELMO

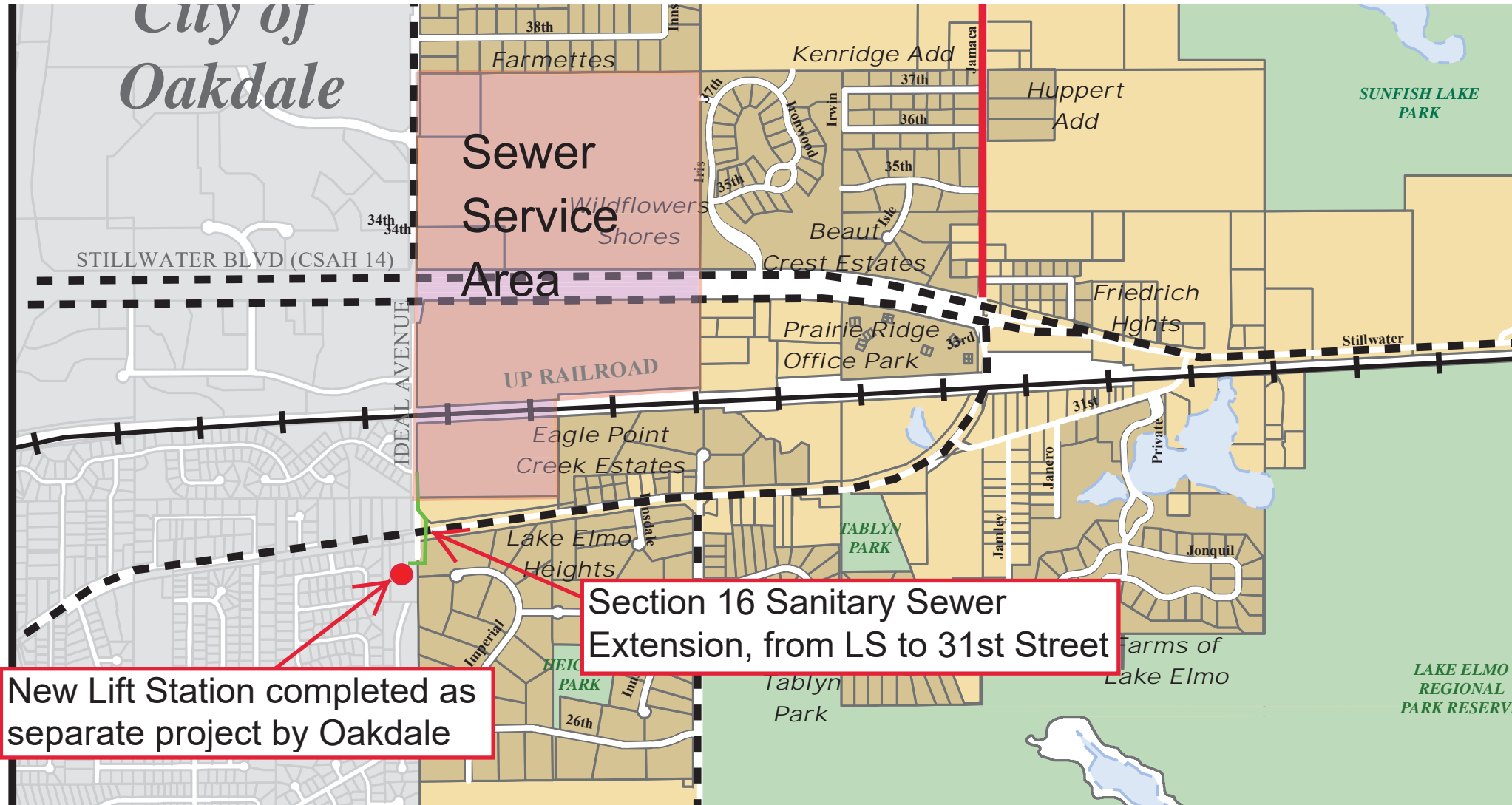
(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson, City Clerk

CITY OF LAKE ELMO

SECTION 16 INFRASTRUCTURE IMPROVEMENTS



PROJECT LOCATION MAP

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

SECTION 16 INFRASTRUCTURE IMPROVEMENTS
PROJECT NO. 2021.116

SEPTEMBER 7, 2021	Council orders preparation of preparation of Plans and Specifications.
MARCH 1, 2022	Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 30, 2022	Project Bid Date: Receive contractor bids.
APRIL 19, 2022	Council accepts Bids and awards Contract.
MAY 30, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">OCTOBER 7, 2022 Substantial Completion.NOVEMBER 18, 2022 Final Completion.

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

SECTION 16 SANITARY SEWER EXTENSION

PROJECT OVERVIEW: The City of Lake Elmo requires professional design and construction phase engineering services for the Section 16 Sanitary Sewer Extension. The City of Lake Elmo has been working with Oakdale to establish a sanitary sewer connection to Oakdale to serve the 180 acres located along Ideal Avenue and County State Aid Highway 14 (CSAH 14). This project will extend sanitary sewer along the east side of Ideal Avenue (CSAH 13) from Oakdale's reconstructed Lift Station 6, located at the intersection of Stillwater Boulevard (CSAH 6) and Helmo Avenue/Ideal Avenue, to the intersection of Ideal Avenue (CSAH 13) and 31st Street North. A sewer stub will be left along the east boulevard of Ideal Avenue for connection by a future development project. The sanitary sewer extension work will include cased roadway crossings at Helmo Avenue and Stillwater Boulevard (CSAH 6).

The services outlined in this task order are intended to assist the city to complete the final design, including the preparation of plans and specifications and contract documents, bidding phase services, and construction phase support services as detailed in this Task Order.

SERVICES TO BE PROVIDED BY ENGINEER: SEH, Inc. shall provide the following Professional Engineering Services:

1. Project Management throughout the course of the work for preparation of design documents and construction phase services including submittal of a weekly progress memo and job to date budget form.
2. Preparation of Plans and Specifications, and Contract Documents.
 - 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.
 - 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.
 - Prepare preliminary pipe route layout and review with city to confirm location of sanitary sewer along the corridor.
 - Prepare geotechnical evaluation services work plan and solicit proposals for inclusion into the project plans and specifications for the sanitary sewer installation.

- Provide 60% plans and specifications to city for review, including design criteria and assumptions memorandum.
- Provide 90% plans and specifications to city for review, including updated design criteria and assumptions memorandum.
- Revise and final plans and specifications based on city comments.
- Prepare opinion of probable cost based on final plans.
- Identify permits required to complete the proposed work. The 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 format (PDF) and hard copy format (2 full size and 4 half size).
- Specifications in electronic format and hard copy format (3 copies for the city and the appropriate number for contracts and required permits).
- 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. Easements shall be placed on the final plans.
- Completed project permit applications ready for signature by city representative.

3. Bidding Phase Services for each bid package.

- Submit “Advertisement for Bids” to Stillwater Gazette and Quest CDN.
- Distribute plans and specifications as requested by bidders.
- Maintain plan-holder list.
- Respond to bidders’ questions and issue addenda as necessary.
- Tabulate bid in electronic format.
- Prepare contract award recommendation letter.

4. Construction Phase Services.

- Assist the city to prepare for the preconstruction meeting and attend meeting.
- Provide technical and construction administration support throughout the project as requested by the City’s Project Manager (assume 40 hours from the design engineer of record).
- Coordinate and provide construction staking.
- Provide review of shop drawings and make recommendations regarding acceptability of submittals.
- Prepare and submit record drawings in electronic format (AutoCAD and PDF) and hard copy format (1 full size and 2 half-size) based upon staking information and information provided by the contractor and city.

- Prepare and submit the utility as-built survey data as GIS Shape Files, including relevant asset information (such as date of install, material type, size, structure type).
5. City Responsibilities. The city (or its consultants) will provide the following:
- Retain geotechnical investigation services based on recommended scope of services and provide copy of geotechnical report as completed for the project area.
 - Coordination with the public and conduct public meetings.
 - Presentation(s) to the City Council.
 - Easement negotiations and acquisition, if needed.
 - Review of 60% and 90% plans and specifications.
 - Coordination with small utility companies if conflicts are identified.
 - Construction Administration of the Contract.
 - Construction Observation.
 - Retain Material and Compaction testing services based on recommended scope.
 - One year warranty inspections.
 - Preparation of Feasibility Report, if any, including assessment calculations, assessment role and conduct Final Assessment Hearing.

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

- | | |
|----------------------|--|
| 1. September 7, 2021 | Council orders preparation of Plans and Specifications. |
| 2. March 1, 2022 | Council approves Plans and Specifications; Authorizes Ad for Bids. |
| 3. March 30, 2022 | Receive contractor bids. |
| 4. April 19, 2022 | Council accepts bids and awards contract. |
| 5. May 30, 2022 | Conduct Pre-Construction Meeting and issue Notice to Proceed. |
| 6. October 7, 2022 | Substantial Completion. |
| 7. November 18, 2022 | Final Completion. |

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 shall be based on the hourly billing rates for each staff as assigned and provided in the CONSULTANT'S Proposal and Fee Estimate for the work. Invoices shall be submitted once each month and should be sent to the attention of the City Engineer.

Compensation to CONSULTANT for Project Management, the Preparation of Plans and Specifications, Contract Documents, and Bidding Phase Services shall be on an hourly rate basis in a not to exceed amount of **\$58,700.00.**

Compensation to the CONSULTANT for the Construction Phase Services shall be on an hourly rate basis in a not to exceed amount of **\$15,900.00**.

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: This agreement supersedes and replaces all previous understandings, agreements or contracts, written or verbal, between CONSULTANT and City, regarding the Section 16 Sanitary Sewer Extension. The following documents are attached for reference:

1. ENGINEER's Proposal and Fee Estimate dated August 23, 2021.

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 **September 7, 2021**.

SHORT ELLIOTT HENDRICKSON, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____

(Authorized Principal of the Firm)

By _____

City Administrator



Building a Better World
for All of Us®

August 23, 2021

RE: City of Lake Elmo
Section 16 Sanitary Sewer Extension (Ideal
Avenue from Stillwater Boulevard to 31st
Street)
Proposal for Design & Construction
Administration Services
SEH No. LAKMO 162405

Jack Griffin, P.E.
City Engineer
City of Lake Elmo
3880 Laverne Avenue North, Suite 100
Lake Elmo, MN 55042

Dear Mr. Griffin:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for design services, preparation of bidding documents, permitting and construction administration assistance for the Ideal Avenue sanitary sewer extension from Stillwater Boulevard to 31st Street. The proposed project consists of approximately 700 feet of new sanitary sewer connecting to the City of Oakdale Lift Station at Stillwater Boulevard and Ideal Avenue and extending north along Ideal Avenue to 31st Street. These improvements are planned to be constructed in 2022 to provide service to proposed development.

We propose the following team to assist the City of Lake Elmo (City) with this project: Todd Blank – Project Manager, Joe Meemken – Project Engineer, Jeff Thene – Lead Technician, and Luke Thompson – Geotechnical Engineer. If authorized to proceed, we will begin work promptly.

We propose to furnish the scope of services as described in City Task Order 19, and as listed in the attached work task and hour breakdown, on an hourly basis plus reimbursable expenses for an estimated maximum fee of \$74,600. Project challenges include boring casing pipe under the County roads, avoiding/minimizing wetland impacts, and potential water main, gas main and fiber optic conflicts along the proposed alignment. Additional assumptions relating to our understanding of the desired scope of services are included at the bottom of the work task breakdown.

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 provided in accordance with the Master Agreement between SEH and the City of Lake Elmo and will be invoiced monthly.

Jack Griffin, PE
August 23, 2021
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We appreciate the opportunity to assist the City with this project! 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 651.490.2017.

Sincerely,



Todd M. Blank, PE
Principal/Project Manager

Accepted this _____ day of _____, 2021

CITY OF LAKE ELMO, MINNESOTA

By _____

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City of Lake Elmo - Proposal for Inwood Avenue Sanitary Sewer Extension (Oakdale Lift Station No. 6 - 31st Street)

SHORT ELLIOTT HENDRICKSON: PROJECT WORK PLAN	
PROJECT NAME:	Inwood Ave (CR13) Sanitary Sewer Extension (Oakdale LS No. 6 - 31st Street)
PROJECT NUMBER:	
CLIENT:	CITY OF LAKE ELMO
CLIENT CONTACT:	Jack Griffin
PROJECT MANAGER:	Todd Blank

Task	TOTAL HOURS	544			56	20	150	98	51	50	10	44	16	29	6	14
	HOURLY BILLING RATE				\$183.00	\$162.00	\$136.00	\$116.00	\$144.00	\$136.00	\$136.00	\$117.00	\$81.00	\$93.00	\$136.00	\$136.00
	TOTAL LABOR COST	\$72,621	\$1,994	\$74,600	\$10,248.00	\$3,240.00	\$20,400.00	\$11,368.00	\$7,344.00	\$6,800.00	\$1,360.00	\$5,148.00	\$1,296.00	\$2,697.00	\$816.00	\$1,904.00
	% OF TOTAL COST				13.7%	4.3%	27.3%	15.2%	9.8%	9.1%	1.8%	6.9%	1.7%	3.6%	1.1%	2.6%
	DESCRIPTION OF TASK	Labor Total	Expenses Total	Task Total	Todd Blank	Scott Haupt	Joe Meemken	Mike LaDoux	Jeff Thene	Rebecca Beduhn	Chad Jorgenson	Greg Tvedt	Survey Assistant	Anjie Hanson/Lynn Howe	Emily Jennings	Luke Thompson
					Project Mgr.	QA/QC	Project Engineer	Staff Engineer	Lead Tech	Sr. Wetland Scientist	Sr. Traffic Engineer	Survey Crew Chief	Survey Assistant	Admin.	Water Resources Engineer	Geotechnical Engineer
1	PROJECT MANAGEMENT	\$4,717.00		\$4,700												
	Project mgmt throughout including monthly progress & budget updates	\$3,112.00		\$3,112.00	12		4							4		
	Internal Kick-off and progress meetings	\$957.00		\$957.00	3		3									
	QA/QC	\$648.00		\$648.00		4										
2	PREPARATION OF PLANS AND SPECIFICATIONS	\$50,798.00	\$941.00	\$51,700												
	Project Kick-off meeting	\$638.00	\$39.00	\$677.00	2		2									
	Develop critical success criteria, obtain project info, budget and schedule	\$638.00		\$638.00	2		2									
	Site visit to review existing conditions & obtain site photos	\$910.00	\$39.00	\$949.00	2		4									
	Review record plan data	\$743.00		\$743.00	1		2		2							
	Coordination with private utilities, conduct one private utility meeting	\$2,030.00	\$39.00	\$2,069.00	2		8		4							
	Coordination with Washington County	\$1,454.00		\$1,454.00	2		8									
	Delineate existing wetlands east side CR 13, prepare report, review with VBWD	\$3,361.00		\$3,361.00	1		2			20				2		
	Topographic Survey	\$1,960.00	\$476.00	\$2,436.00				2				12	4			
	Prepare Base Map	\$1,008.00		\$1,008.00			4	4								
	Evaluate existing Oakdale sanitary sewer & evaluate capacity	\$1,271.00		\$1,271.00	1		8									
	Set Sanitary Sewer Alignment	\$743.00		\$743.00	1		2		2							
	Preliminary Sanitary Sewer Design	\$1,303.00		\$1,303.00	1		4		4							
	Finalize Sanitary Sewer Design	\$1,247.00		\$1,247.00	1		4	2	2							
	Prepare geotechnical scope of services for City to solicit proposals	\$796.00		\$796.00			1	1								4
	Mark & survey boring locations, review geotechnical recommendations	\$1,521.00	\$98.00	\$1,619.00	1				2			2				6
	Prepare Construction Documents															
	Title sheet	\$484.00		\$484.00			1	3								
	General Notes and Tabulations	\$368.00		\$368.00			1	2								
	Details	\$736.00		\$736.00			2	4								
	Sanitary Sewer Plan and Profiles	\$1,240.00		\$1,240.00			4	6								
	Erosion Control and SWPPP	\$1,240.00		\$1,240.00			2	6							2	
	Prepare Detour/Traffic Control Plan & Tabulations	\$4,447.00		\$4,447.00	1		6	18			10					
	Constructability Review	\$848.00		\$848.00					4							2
	Design Summary Memoranda	\$1,276.00		\$1,276.00	4		4									
	Project Specifications	\$4,512.00		\$4,512.00	4	16	4							4		2
	Identify small utility conflicts and communicate them to the city	\$1,248.00		\$1,248.00			6		3							
	VBWD & USCOE Wetland Permitting	\$5,906.00		\$5,906.00	2		4			30				4	4	
	Identify, prepare and submit permit applications (MPCA, Wash Co)	\$1,008.00	\$250.00	\$1,258.00			4	4								
	60% plans with utility layout. Design criteria and assumptions memo	\$1,646.00		\$1,646.00	2		6	4								
	90% plans with updated design criterion and assumptions memo	\$1,646.00		\$1,646.00	2		6	4								
	Revised final plans and specs	\$1,795.00		\$1,795.00	1		4	6						4		
	Opinion of probable costs based on final plans	\$2,775.00		\$2,775.00	1		8	8	4							
3	BIDDING SERVICES	\$2,296.00		\$2,300												
	Submit ad for bids to Stillwater Gazette and Quest CDN	\$186.00		\$186.00										2		
	Maintain planholders list	\$93.00		\$93.00										1		
	Respond to bidders questions and issue addenda as necessary	\$1,096.00		\$1,096.00	2		4							2		
	Attend virtual bid opening	\$276.00		\$276.00	1									1		
	Tabulate bids & downloaded submitted information in electronic format	\$369.00		\$369.00	1									2		
	Prepare contract award recommendation letter	\$276.00		\$276.00	1									1		
4	CONSTRUCTION ADMINISTRATION SERVICES	\$14,810.00	\$1,053.00	\$15,900												
	Prepare contract documents & construction plans	\$186.00		\$186.00										2		
	Attend preconstruction meeting	\$638.00	\$45.00	\$683.00	2		2									
	Shop Drawing review	\$576.00		\$576.00					4							
	Technical and construction admin support - 40 hours assumed	\$5,600.00		\$5,600.00			20		20							
	Coordinate and provide construction staking	\$3,780.00	\$1,008.00	\$4,788.00								24	12			
	Record drawings based on staking info and info from contractor and city	\$2,400.00		\$2,400.00			4	16								
	Utility as-built survey data as GIS shape files	\$1,630.00		\$1,630.00				8				6				
			Total:	\$74,600												

- Assumptions:**
- Proposal assumes topographic survey only needed from roadway centerline to edge of right-of-way (half the corridor width).
 - Valley Branch Watershed District's stormwater management requirements are not anticipated to be triggered, therefore no VBWD coordination/permitting time for stormwater management is included.
 - No wetland mitigation costs are included in the proposal.
 - Proposed construction is within County ROW, so no easement preparation or acquisition is included in the proposal.