



## STAFF REPORT

DATE: March 6, 2024

### **CONSENT**

**AGENDA ITEM:** Approve Plans and Specifications and Order Advertisement for Bids for the 2024 Street Improvements

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

**REVIEWED BY:** Clark Schroeder, Interim City Administrator  
Clarissa Hadler, Finance Director  
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 the 2024 Street Improvements?

**BACKGROUND:** On November 21, 2023, following a Public Improvement Hearing, the City Council ordered the improvements and preparation of the plans and specifications for the 2024 Street Improvements. The project was initiated as part of the City's annual Capital Street Improvement Program.

The project includes street and utility improvements in two areas: Carriage Station and Jamaca Court N. Proposed improvements in Carriage Station include full depth reclamation of the street pavement; spot curb replacement; new bituminous paving; installation of a parking bay adjacent to the neighborhood Park; storm sewer and drainage maintenance; and adjustments to existing hydrants. Proposed improvements to Jamaca Court N include full depth reclamation, new concrete ribbon curb and gutter, upsizing of the existing four-inch watermain to a twelve-inch watermain, and creating a stormwater ditch and culverts along the south side of the road.

The scope of improvements as designed remains generally consistent with the feasibility report recommended improvements that was approved by the City Council on November 8, 2023. Upsizing a section of watermain in the Carriage Station neighborhood is no longer included in the project scope. During the project design, it was determined that increasing the diameter of this watermain section would not significantly improve flow in the watermain system in this area. The existing hammerhead at the end of Jamaca Court will be converted into a smaller diameter cul-de-sac based on available right-of-way and review by the Public Works Director and Fire Chief.

**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 April 4, 2024. Contractor bids will be received and reviewed by staff with a tentative staff recommendation for award of contract to be presented for council consideration at the April 16, 2024 council meeting.

**FISCAL IMPACT:** The project will be funded through the issuance of general obligation bonds with a portion of the cost assessed to the benefitting properties. 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 consider approving the plans and specifications and ordering the advertisement for bids for the 2024 Street Improvements. The recommended motion for this action is as follows:

***“Move to approve Resolution No. 2024-028, approving the Plans and Specifications and Ordering the Advertisement for Bids for the 2024 Street Improvements.”***

**ATTACHMENTS:**

1. Resolution approving the Plans and Specifications and Ordering the Advertisement for Bids for the 2024 Street Improvements.
2. Location Map.
3. Project Schedule.
4. Advertisement for Bids.

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

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

**RESOLUTION NO. 2024-028**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS FOR THE  
2024 STREET AND UTILITY IMPROVEMENTS**

**WHEREAS**, pursuant to City Council resolution, adopted on November 21, 2023, the City Engineer, together with Bolton and Menk, Inc., has prepared plans and specifications for 2024 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.

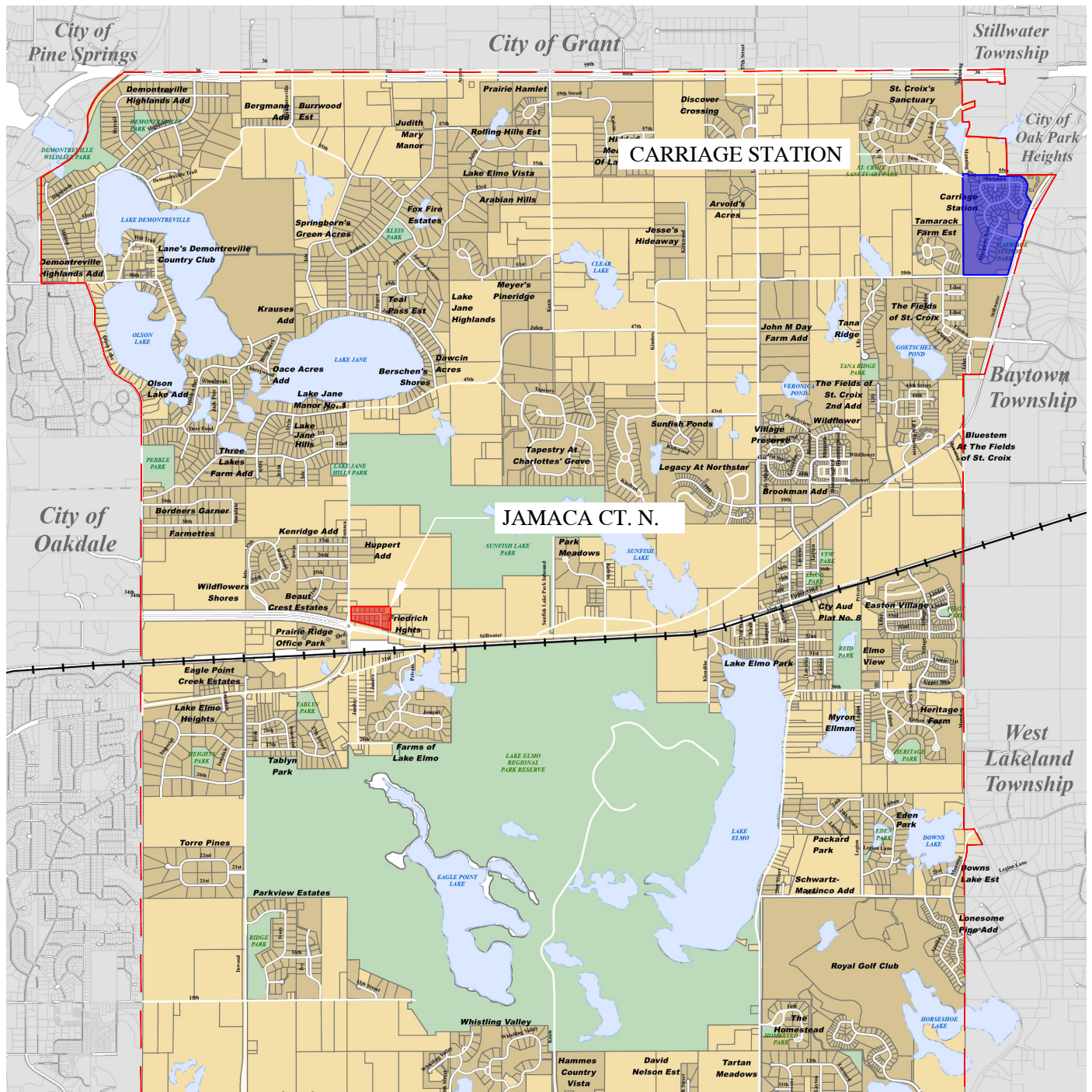
**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF MARCH, 2024.**

**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

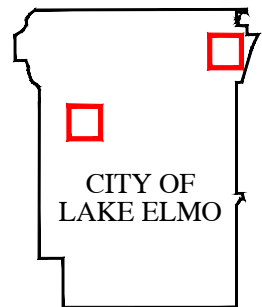
By: \_\_\_\_\_  
Charles Cadenhead  
Mayor

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



**LEGEND**

- █ CARRIAGE STATION
- █ JAMACA CT. N.



**FOCUS**  
ENGINEERING, inc.

2024 STREET AND UTILITY  
IMPROVEMENTS  
PROJECT NO. 2023.111  
OCTOBER, 2023

FIGURE NO. 1  
LOCATION MAP

PROJECT SCHEDULE  
CITY OF LAKE ELMO



2024 STREET IMPROVEMENTS  
PROJECT NO. 2022.123

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APRIL 18, 2023	Council orders preparation of Feasibility Report.
OCTOBER 17, 2023	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
NOVEMBER 8, 2023	Council accepts the revised Feasibility Report.
NOVEMBER 9, 2023	Neighborhood informational meeting(s).
NOVEMBER 21, 2023	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote) and preparation of Plans and Specifications.
MARCH 6, 2024	Council approves Plans and Specifications and orders Advertisement for Bids.
APRIL 4, 2024	Project Bid Date: Receive contractor bids.
APRIL 16, 2024	Council accepts Bids and awards Contract.
MAY 21, 2024	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none"><li>• SEPTEMBER 23, 2024      Substantial Completion.</li><li>• OCTOBER 25, 2024      Final Completion.</li></ul>

*\*Final Assessment Hearing Schedule TDB*

**SECTION 0100 – ADVERTISEMENT FOR BIDS**

**2024 STREET & UTILITY IMPROVEMENTS  
PROJECT NO. 2023.111**

**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 CDST, on Thursday, April 4, 2024, via QuestCDN for furnishing all work and materials for the construction, complete in place, of the 2024 Street & Utility Improvements project, consisting of the major work items in the following approximate quantities:

5 EA	Clear and Grub Tree
1,285 LF	4"-12" DIP, CL 52 Watermain, Incl Poly Wrap
440 LF	1" Water Service Pipe
2 EA	Hydrants
6 EA	4"-12" Gate Valves & Boxes
22 EA	Storm Sewer Structures
230 LF	12"-15" RCP Storm Sewer
160 LF	12" CS Pipe Culvert
1 EA	5' CIPP, 24" HDPE
620 LF	Jet / Clean Storm Sewer Pipe
530 LF	Storm Sewer Televising
2000 LF	4" Drain Tile w/ Backfill and Wrap
22,700 SY	Reclaim Existing Bituminous and Base Material
1,750 CY	Haul Excess Reclaimed Material Off Site
5,200 TN	Bituminous Pavement
550 SY	Patch Bituminous Driveway
7,300 LF	Concrete Curb and Gutter
550 SY	6"-8" Concrete Driveway/Parking Pavement
24 SF	Sign Type C
1,000 SY	Seed and Blanket
5,500 SY	Sod
2,700 CY	Topsoil Borrow

This project is subject to Responsible Contractor Certification.

The bid opening will be conducted via Microsoft TEAMS Meeting, at which time the bids will be publicly opened and read aloud:

Lake Elmo 2024 Street & Utility Improvements Bid Opening  
Thursday, April 4, 2024 10:00 AM (CDST)

<http://tiny.cc/2024StreetAndUtilityImp>

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 Bolton & Menk, Inc., [www.bolton-menk.com](http://www.bolton-menk.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.

Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids will only be accepted from Contractors who purchase Bidding Documents as specified above.

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 \$50.00 by inputting Quest Project No. 9002890 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.

No bid will be considered unless submitted online 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: March 5, 2024

Julie Johnson, City Clerk  
City of Lake Elmo

**PUBLISHED:** QuestCDN.com: March 8, 2024  
Stillwater Gazette: March 8, 2024