



STAFF REPORT

DATE: September 17, 2024

REGULAR

AGENDA ITEM: Authorize Preliminary Design, Geotechnical Services and Feasibility Report for the 2025 Street and Utility Improvements

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Nicole Miller, City Administrator
Clarissa Handler, Finance Director
Marty Powers, Public Works Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council authorize preliminary design, geotechnical services and the preparation of a feasibility report for the 2025 Street and Utility Improvements?

BACKGROUND: The City maintains a 10-year revolving Street Capital Improvement Program (Street CIP) to promote the strategic use of limited financial resources while maintaining, developing or replacing the City's local street network to an acceptable level of service. The Street CIP consists of a 10-year overview of scheduled capital street projects to address pavements that have or are projected to exceed their useful pavement service life and can no longer be effectively maintained, and to address transportation capacity limitations. The 10-year horizon of the CIP provides the city with an opportunity to evaluate project priorities annually and to adjust the timing, scope, and cost of projects as new information becomes available.

PROPOSAL DETAILS/ANALYSIS: The following public streets have been identified for improvement in 2025:

- 59th Street Circle North, from Keats Avenue to the west loop (Prairie Hamlet);
- 55th Street North, from 57th Street to the north cul-de-sac (Judith Mary Manor);
- 57th Street North, from 55th Street to Julep Way (Rolling Hills Estates);
- Julep Way North, from 57th Street to the south cul-de-sac and 55th Street North, from Keats Avenue to the west cul-de-sac (Lake Elmo Vista);
- Jasper Avenue North, from Jane Road to the north cul-de-sac, 49th Street North, from Jasper Avenue to Jerome Avenue, and Jerome Avenue North, from 49th Street to the east cul-de-sac (Teal Pass Estates); and
- Irish Court North, from Lake Jane Trail to south end cul-de-sac, have been identified for improvement in the year 2025.

The project will include street and drainage improvements along and within the public right-of-way, with the type and extent of the street improvement to be based upon a geotechnical services investigation of the existing pavement sections and conditions. Existing storm sewer inspections will be conducted to identify storm sewer repairs or corrections deemed necessary to restore or improve the existing roadway drainage. There is no existing sanitary sewer or public watermain along any of the existing streets, and all areas reside outside of the City's planned MUSA boundaries. Therefore, no sanitary sewer extensions are planned with this Project. In addition, no public watermain extensions have been planned or programmed by the City along these identified streets. However, staff is proposing that the Project investigate the feasibility and cost to potentially extend City water to the Prairie Hamlet properties, along 55th Street (Lake Elmo Vista) and

along Irish Court as these neighborhoods are currently adjacent to existing public watermain. The feasibility and costs can then be presented to the Council and the impacted property owners to decide whether to proceed with the installation of public watermain as part of the Project.

In order to initiate the improvement, the council must authorize the preparation of a feasibility report as required by the statutory process for public improvements that are specially assessed. The feasibility report will advise on the scope of recommended improvements; provide estimated project costs; identify easement and right-of-way, permits and other requirements of other local agencies needed to implement the improvements; recommend whether the improvements should be best made as proposed or in connection with some other improvement; and advise if the improvements are necessary, cost effective, and feasible. The report will also provide a proposed preliminary assessment roll for each of the benefitting properties based upon the City's Special Assessment Policy for Local Improvements.

FOCUS Engineering has prepared the project work plan and engineering services task order to initiate detailed topographic survey and preliminary design for this Project. These preliminary design efforts are recommended for this Project to better identify the specific infrastructure improvements that will be needed, before reliable costs and proposed assessments can be determined and brought forward in the feasibility report. The City Engineer worked with SEH, Inc. and Bolton and Menk, Inc. to prepare a preliminary design scope of work and fee estimate. Each proposal has been reviewed to verify that the full scope of services being requested have been provided. Staff is recommending that the City authorize the City Administrator to sign a Task Order for Preliminary Design Services with Bolton and Menk in the amount of **\$55,570** (SEH proposal was in the amount of \$74,450).

FOCUS Engineering also obtained proposals from AET, Inc. and Braun Intertec for Geotechnical Investigations. The Geotechnical Services will review the in-place roadway structure and soil conditions and provide recommendations on proposed roadway improvements. Staff is recommending that the City authorize the City Administrator to retain AET, Inc. in the amount of **\$16,294.50** (Braun Intertec proposal was in the amount of \$19,520).

A project schedule is attached and outlines the implementation timeframe necessary to address public involvement, acquire field survey, identify and obtain project related easements, complete the detailed design, and to receive contractor bids to ready the improvements for construction in 2025.

FISCAL IMPACT: \$91,900. If authorized, Bolton and Menk will complete topographic survey and preliminary design services in a not to exceed amount of \$55,570; FOCUS Engineering will be the engineering lead for all services and prepare the feasibility report in a not to exceed amount of \$20,000; and AET Inc. will complete Geotechnical Services in a not to exceed amount of \$16,294.50. If the improvements are ordered, the preliminary design costs will be charged against the project fund and become assessable to the benefitting properties. Should the project not be constructed, these costs cannot be assessed.

RECOMMENDATION: Staff is recommending that the City Council approve a Resolution Ordering Preparation of Preliminary Design, Geotechnical Services and Feasibility Report for the 2025 Street and Utility Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2024-101, ordering preparation of Preliminary Design, Geotechnical Services and Feasibility Report for the 2025 Street and Utility Improvements”.

ATTACHMENTS:

1. Resolution Ordering Preparation of Preliminary Design, Geotechnical Services and Feasibility Report for the 2025 Street and Utility Improvements.
2. Project Location Map.
3. Project Schedule.
4. Bolton and Menk Task Order for Preliminary Design Engineering Support Services.

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

RESOLUTION NO. 2024-101

**A RESOLUTION ORDERING THE PREPARATION OF PRELIMINARY DESIGN,
GEOTECHNICAL SERVICES AND FEASIBILITY REPORT
FOR THE 2025 STREET & UTILITY IMPROVEMENTS**

WHEREAS, the City maintains a 10-year revolving Street Capital Improvement Program (Street CIP) to promote the strategic use of limited financial resources while maintaining, developing or replacing the City's local street network; and

WHEREAS, the Street CIP represents the City's long-range street improvement program that identifies the present and future needs and priorities, and develops a schedule of public improvements to address the most essential improvements first; and

WHEREAS, the public streets located along 59th Street Circle North, from Keats Avenue to the west loop (Prairie Hamlet); 55th Street North, from 57th Street to the north cul-de-sac (Judith Mary Manor); 57th Street North, from 55th Street to Julep Way (Rolling Hills Estates); Julep Way North, from 57th Street to the south cul-de-sac and 55th Street North, from Keats Avenue to the west cul-de-sac (Lake Elmo Vista); Jasper Avenue North, from Jane Road to the north cul-de-sac, 49th Street North, from Jasper Avenue to Jerome Avenue, and Jerome Avenue North, from 49th Street to the east cul-de-sac (Teal Pass Estates); and Irish Court North, from Lake Jane Trail to south end cul-de-sac, have been identified for improvement in the year 2025; and

WHEREAS, the 2025 Street and Utility Improvement project also proposes to investigate the feasibility and cost to potentially extend City water to the Prairie Hamlet properties, along 55th Street (Lake Elmo Vista) and along Irish Court as these neighborhoods are currently adjacent to existing public water mains; and

WHEREAS, it is proposed to assess the benefiting properties for all or a portion of the cost of the improvement, pursuant to the City's Special Assessment Policy and Minnesota Statutes Chapter 429.

NOW, THEREFORE, BE IT RESOLVED, That the proposed improvement, called 2025 Street and Utility Improvements, be referred to the City Engineer, and his consultants to complete the preliminary design engineering, geotechnical investigations, and prepare a feasibility report in accordance with Minnesota Statutes Chapter 429 for the proposed improvements, and to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be best made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

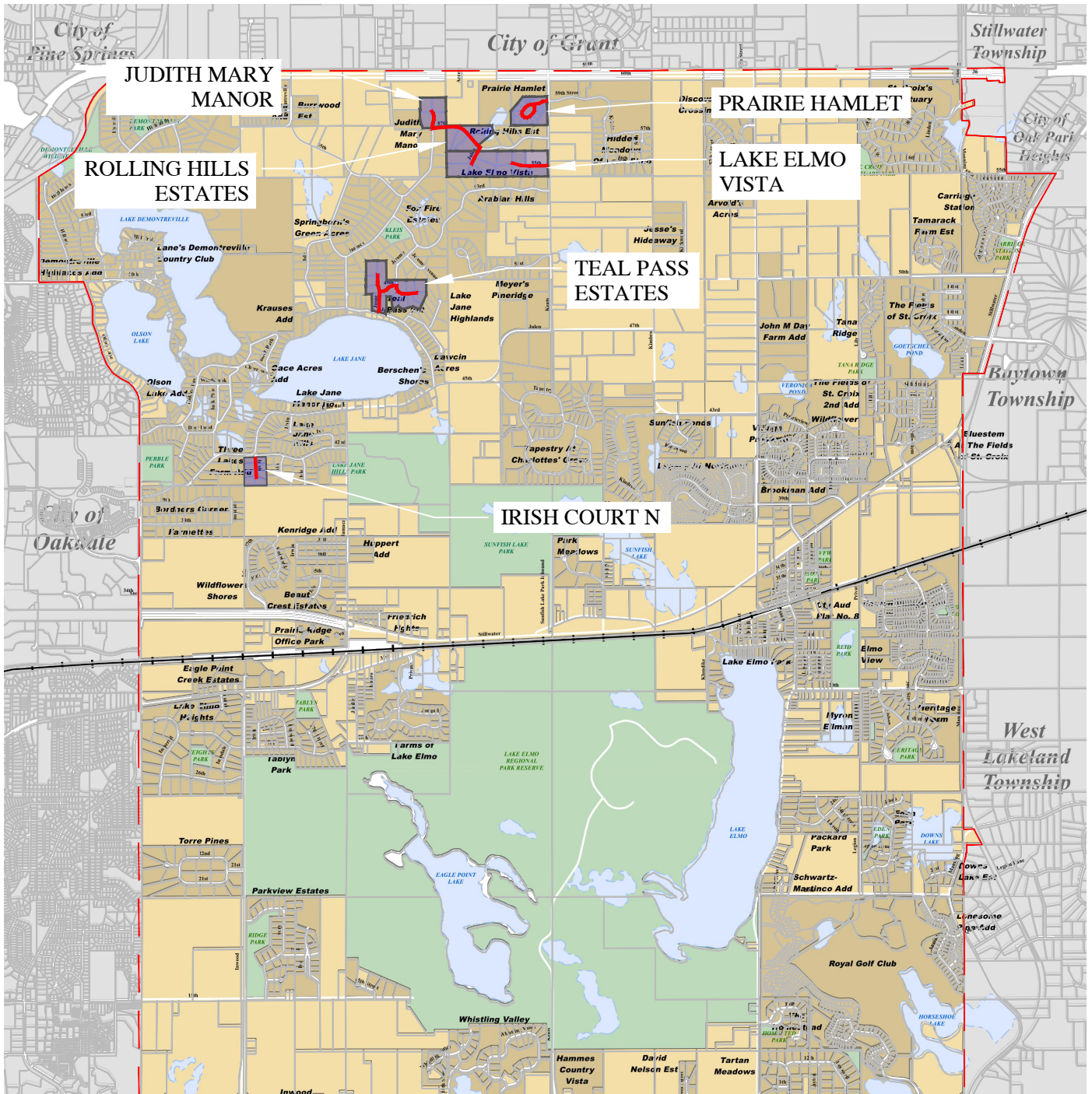
ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SEVENTEENTH DAY OF SEPTEMBER, 2024.

CITY OF LAKE ELMO



(Seal)
ATTEST:

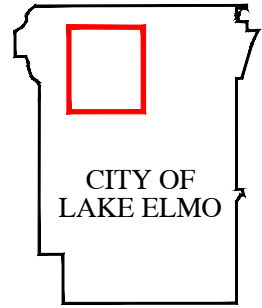
By: _____
Charles Cadenhead, Mayor

Julie Johnson, City Clerk



LEGEND

-  PROJECT NEIGHBORHOOD
-  PROJECT STREETS



FOCUS
ENGINEERING, inc.

2025 STREET & UTILITY
IMPROVEMENTS
PROJECT NO. 2024.114

FIGURE NO. 1
LOCATION MAP

PROJECT SCHEDULE CITY OF LAKE ELMO



2025 STREET AND UTILITY IMPROVEMENTS PROJECT NO. 2024.114

SEPTEMBER 17, 2024	Council authorizes preparation of Preliminary Design, Geotechnical Services and Feasibility Report.
DECEMBER 3, 2024	Presentation of Preliminary Design Findings and Recommendations. Authorize preparation of Plans and Specifications.
JANUARY 16, 2025	Neighborhood informational meeting(s) on scope of improvements.
FEBRUARY 18, 2025	Council accepts the Feasibility Report and Calls for Public Hearing. Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 20, 2025	Project Bid Date: Receive contractor bids.
MARCH 27, 2025	Neighborhood informational meeting(s) on Preliminary Assessments.
APRIL 1, 2025	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote). Council accepts Bids and awards Contract.
MAY, 2025	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">• SEPTEMBER 12, 2025 Substantial Completion.• OCTOBER 31, 2025 Final Completion.

**Final Assessment Hearing Schedule TDB*

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo (“CITY”) and Bolton and Menk, Inc. (“ENGINEER”), dated **MARCH 20, 2013** (“AGREEMENT”), the ENGINEER agrees to provide Professional Consulting Support Services as follows:

2025 STREET AND UTILITY IMPROVEMENTS

PROJECT OVERVIEW: This Project includes Professional Engineering Services for the 2025 Street and Utility Improvements, to be authorized in phases and beginning with preliminary design and feasibility report support services. Upon completion of the preliminary design and feasibility report support services, this Task Order may be later amended to authorize the preparation of plans and specifications and/or construction phase support services as may be applicable.

The improvements include the rehabilitation of the public streets, consisting of approximately 8,000 feet (1.5 miles) of local streets located in 6 neighborhoods as follows:

- Prairie Hamlet: 59th Street Circle North, from Keats Avenue to the west loop.
- Judith Mary Manor: 55th Street North, from 57th Street to the north cul-de-sac.
- Rolling Hills Estates: 57th Street North, from 55th Street to Julep Way.
- Lake Elmo Vista: Julep Way North, from 57th Street to the south cul-de-sac; and 55th Street North, from Keats Avenue to the west cul-de-sac.
- Teal Pass Estates: Jasper Avenue North, from Jane Road to the north cul-de-sac; 49th Street North, from Jasper Avenue to Jerome Avenue; and Jerome Avenue North, from 49th Street to the east cul-de-sac.
- Irish Court North, from Lake Jane Trail to south end cul-de-sac.

The improvements will consist of either a full street reconstruction or full-depth pavement reclamation, to be determined through a detailed geotechnical investigation. New concrete curb and gutter will be installed to replace the existing bituminous curb. In addition to the street improvements, the storm sewer or drainage along each street will be reviewed and upgraded as necessary to prevent water from standing on or along the street, and to repair or replace existing storm sewer infrastructure as recommended through the preliminary design site investigations.

Due to the proximity to existing public watermains, the preliminary design will also include a recommended layout and cost estimate to extend City water to serve each property along 59th Street Circle (Prairie Hamlet); 55 Street (Lake Elmo Vista), and Irish Court. The preliminary cost estimates will be presented to the property owners and City Council as part of the feasibility report for consideration to incorporate watermain extensions in one or more area of the project.

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

1. Project management throughout the course of work for preparation of preliminary design documents including a monthly PMT meeting, and submittal of a weekly progress memo and job to date budget form.
2. Work with city staff to develop success criteria for the project, obtain project information and formalize the budget and schedule.
3. Review of existing as-built plans as made available by the CITY.
4. Site visit to review existing pavement conditions, drainage patterns and to define project limits based on existing pavements.
5. Survey: Coordinate Gopher State One Call utility locates and perform topographic survey of existing conditions within project limits for the purposes of preparing design documents.
6. Perform condition review of existing drainage and storm sewer systems, perform unconfined visual observations, and make recommendations regarding additional storm sewer televising, if needed.
7. Make recommendations of storm sewer repairs and new storm sewer improvements to be completed as part of the project.
8. Review Geotechnical Report findings and recommendations obtained by the CITY.
9. Prepare preliminary design including street rehabilitation recommendations, watermain layout, where applicable, and stormwater management.
10. Review County GIS maps and half section maps to review existing right-of-way and easements within the project area. Identify right of way and easement needs to construct the proposed infrastructure.
11. Identify any major utility conflicts related to the proposed preliminary design.
12. Identify permits required to complete the proposed work.
13. Prepare Preliminary Design Memorandum outlining the proposed scope of improvements and a summary of the stormwater management plan for meeting watershed permit requirements.
14. Prepare opinion of probable cost based on the preliminary design layout. Project Costs shall be categorized as directed by the CITY for the purpose of preparing preliminary assessment calculations and for use in the feasibility report. Assessment calculations to be performed by the CITY.
15. Prepare Exhibit(s) showing the proposed improvements for use in the Feasibility Report.

DELIVERABLES:

- Preliminary Plans in electronic format (PDF).
- Preliminary Opinion of Total Probable Project Costs.
- Preliminary Design Memorandum summarizing preliminary final design assumptions, proposed scope of improvements, watershed management requirements and mitigation measures, and other performance criteria incorporated into the project.
- Identification of easements needed for the construction of the Project. Preliminary easement needs Exhibit(s), if needed.
- Feasibility Report Exhibit(s).

CITY RESPONSIBILITIES: The CITY (or its consultants) will provide the following:

1. Retain geotechnical investigation and provide copy of geotechnical report.
2. Coordination with the public and conduct public meetings.
3. Presentation(s) to the City Council.
4. Easement negotiations and acquisition.
5. Review of preliminary plans.
6. Preparation of the Feasibility Report, including assessment calculations, assessment Role and Conduct Public Improvement Hearing.

TIMES FOR RENDERING SERVICES: ENGINEER shall perform its services and provide deliverables in accordance with the following schedule, contingent upon receipt of the Geotechnical Services Report.

1. September 17, 2024. Preliminary Design Services authorized.
2. December 3, 2024. Presentation of Preliminary Design Findings and Recommendations to Council.

CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION: The CITY's representative with respect to services rendered by ENGINEER 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 ENGINEER shall be based on the hourly billing rates for each staff as assigned and provided in the ENGINEER'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. Payment for Services shall be in accordance with ARTICLE 3.2 of the Master AGREEMENT.

Compensation to ENGINEER for Project Management, Topographic Survey, and the Preliminary Design Services shall be on an hourly rate basis in a not to exceed amount of **\$55,570**.

ADDITIONAL SERVICES: If authorized by the CITY, ENGINEER 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 ENGINEER for services completed outside the approved scope of work which are completed prior to ENGINEER submitting a written request to the CITY, and receiving written approval of the CITY.

ATTACHMENTS: ENGINEER's Proposal and Fee Estimate dated September 9, 2024.

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. ENGINEER 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 17, 2024**.

BOLTON AND MENK, INC.

CITY OF LAKE ELMO, MINNESOTA

By 
(Authorized Principal of the Firm)

By _____
City Administrator

Client: City of Lake Elmo Project: 2025 Street and Utility Improvements		BOLTON & MENK, INC.										
TASK NO.	WORK TASK DESCRIPTION	Project Manager Mike Warner	Project Engineer Coleton Nelson	Engineering Technician	Stormwater Manager Brent Johnson	Stormwater Engineer Brian Rucker	Survey Manager Ron Alwin	Graduate Surveyor Jeff Cornell	Survey Field Technician	Survey Crew (2-person)	Clerical Courtney Maul	Totals
1.0	Preliminary Design											
1.1	Project Management	10	2									12
1.2	Develop Critical Success Criteria	1	1									2
1.3	Review Existing As-Built Plans	1	4									5
1.4	Site Visit to Review Existing Conditions	4	4									8
1.5	Topographic Survey of Existing Conditions	1	4				10	10	70	16	4	115
1.6	Review Condition of Existing Storm Sewer System	1	12	10								23
1.7	Recommendation of Storm Sewer Repairs and Modifications	1	4		4	16						25
1.8	Review Geotechnical Report	2	4									6
1.9	Preliminary Design and Stormwater Management Plan	8	24		2	4						38
1.10	Review Existing R/W and Easements and Identify Needs	1	4				2					7
1.11	Identify Major Private Utility Conflicts	1	2									3
1.12	Identify Applicable Permits	1	2		1	2						6
1.13	Prepare Preliminary Design Memo	4	20			4						28
1.14	Prepare Preliminary Opinion of Probable Costs	2	12									14
1.15	Prepare Feasibility Report Exhibit(s)	2	16									18
TOTAL HOURS - TASK 1		40	115	10	7	26	12	10	70	16	4	310

Client: City of Lake Elmo		BOLTON & MENK, INC.											
Project: 2025 Street and Utility Improvements													
TASK NO.	WORK TASK DESCRIPTION	Project Manager Mike Warner	Project Engineer Coleton Nelson	Engineering Technician	Stormwater Manager Brent Johnson	Stormwater Engineer Brian Rucker	Survey Manager Ron Alwin	Graduate Surveyor Jeff Cornell	Survey Field Technician	Survey Crew (2-person)	Clerical Courtney Maul	Total Hours	Total Cost
1.0	Preliminary Design	40	115	10	7	26	12	10	70	16	4	310	\$55,570
TOTAL HOURS		40	115	10	7	26	12	10	70	16	4	310	
AVERAGE HOURLY RATE		\$196.00	\$156.00	\$147.00	\$200.00	\$166.00	\$200.00	\$129.00	\$189.00	\$325.00	\$121.00		
SUBTOTAL		\$7,840	\$17,940	\$1,470	\$1,400	\$4,316	\$2,400	\$1,290	\$13,230	\$5,200	\$484		
TOTAL FEE												\$55,570	