



STAFF REPORT

DATE: January 21, 2025

CONSENT

AGENDA ITEM: Approve Plans and Specifications and order Advertisement for Bids for the Village Parkway UPRR Crossing Improvements.

SUBMITTED BY: Jack Griffin, Sr. Project Manager

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

ISSUE BEFORE COUNCIL: Should the City Council approve the Plans and Specifications and order the Advertisement for the Village Parkway UPRR Crossing Improvements?

BACKGROUND: The City of Lake Elmo is seeking to permit, design and construct a new at-grade railroad crossing over the Union Pacific Railroad to complete the connection for Village Parkway from 30th Street North to CSAH 14. Village Parkway has been planned and designed as part of the Old Village planning efforts to serve as a neighborhood collector roadway for the new development along the east side of the Old Village and to provide vehicle and pedestrian connectivity to the Village center. Design standards were developed and approved by the City council in January 2014 and developers were required to incorporate segments of the roadway into various phases of their subdivision. As part of the developer discussions the at-grade railroad crossing itself would be completed as a city improvement project and developers agreed to provide financial contributions to the crossing on a per REC basis. These contributions have been addressed through the applicable development agreements.

In 2019, the City Council authorized design phase services to be completed by SEH, Inc. to initiate the public at-grade railroad crossing improvements. Then in November, 2024 the City Council approved the At-Grade Crossing Agreement with Union Pacific Railroad, establishing the coordination and construction requirements for the project, together with the fees and costs to be paid to the Railroad for their portion of the surface and signal improvements.

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 February 18, 2025. 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 March 4, 2025 council meeting

FISCAL IMPACT: The Total Estimated Project Cost is \$1,418,000, including \$1,065,200 for the At-Grade Roadway Crossing and \$352,800 for the Trunk Watermain Crossing. The City would also be required to pay annual maintenance fees to the Union Pacific Railroad in the amount of \$14,730. The street portion of the project will be paid for with levy-funded debt or cash. The watermain portion of the project will be paid for with enterprise-funded debt or cash. A portion of the street improvements would be offset by "Railroad Crossing Improvement" fees collected from adjacent developments.

RECOMMENDATION: Staff is recommending that the City Council consider approving the plans and specifications and ordering the advertisement for bids for the Village Parkway UPRR Crossing Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2025-010, approving the Plans and Specifications and Ordering the Advertisement for Bids for the Village Parkway UPRR Crossing Improvements.”

ATTACHMENTS:

1. Resolution approving the Plans and Specifications and Ordering the Advertisement for Bids.
2. Advertisement for Bids.
3. Location Map.

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

RESOLUTION NO. 2025-010

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE
VILLAGE PARKWAY UPRR CROSSING IMPROVEMENTS**

WHEREAS, pursuant to City Council authorization on August 20, 2019, the City Engineer, together with SEH, Inc., has prepared plans and specifications for Village Parkway UPRR Crossing 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 TWENTY-FIRST DAY OF
JANUARY, 2025.**

CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson
City Clerk

SECTION 0100 – ADVERTISEMENT FOR BIDS

VILLAGE PARKWAY UPRR CROSSING IMPROVEMENTS PROJECT NO. 2019.122

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 Tuesday, February, 18, 2025**, via [QuestCDN](https://questcdn.com) for furnishing all work and materials for the construction, complete in place, of the Village Parkway UPRR Crossing Improvements project, consisting of the major work items in the following approximate quantities:

EST. QTY	UNIT	ITEM
3	AC	CLEARING
530	CY	COMMON EXCAVATION
4,000	CY	SELECT GRANULAR BORROW
680	TON	CLASS 6 AGGREGATE BASE
235	TON	BITUMINOUS MIXTURE
1	LS	SALVAGE & INSTALL GATE VALVE & HYDRANT ASSEMBLY
120	LF	36" STEEL CASING PIPE (JACKED) (INCLUDES 12" DIP WATER MAIN)
1	EA	12" GATE VALVE & BOX
25	LF	12" DIP WATER MAIN
2,000	SF	CONCRETE WALK
750	LF	CONCRETE CURB & GUTTER
200	CY	TOPSOIL BORROW
53	SF	SIGN PANEL TYPE C
2.5	AC	HYDROSEEDING

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

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

<https://bit.ly/VillageParkwayUPRRCrossing>

Or call in (audio only)

+1 872-242-7640, United States, Chicago

Phone Conference ID: 560 461 582#

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, 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. Digital plan documents may be downloaded for a non-refundable fee of \$30 by inputting Quest Project No. 9493557 on the website's Project search page. Please contact QuestCDN at (952) 233-1632 or 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 \$42 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 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 shall be completed according to the Bidding Requirements prepared by SEH dated January, 21, 2025.

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: January 21, 2025

Julie Johnson, City Clerk
City of Lake Elmo

PUBLISHED: QuestCDN.com: January 24, 2025
Stillwater Gazette: January 24, 2025 and January 31, 2025



UPRR ROW REQUESTED: 13,905 SQ.FT. +/-

ALTOONA SUB.

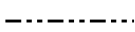
DOT: 980280H VILLAGE PKWY NORTH

LILAC AVE NORTH

VILLAGE PKWY NORTH

LEGEND:

UPRR ROW REQUESTED 

UPPRCO. R/W OUTLINED 

NOTE: BEFORE YOU BEGIN ANY WORK, SEE AGREEMENT FOR FIBER OPTIC PROVISIONS.

EXHIBIT "A"

UNION PACIFIC RAILROAD COMPANY

LAKE ELMO, WASHINGTON COUNTY, MN

M.P. 12.28 - ALTOONA SUB.

CADD
FILENAME 0787250

SCAN
FILENAME AERIAL PRINT

OMA/MN/V2/2
SCALE: 1" = 100'

OFFICE OF REAL ESTATE
OMAHA, NEBRASKA DATE: 6-27-2024

DSK FILE: 0787250