



STAFF REPORT

DATE: April 1, 2025

CONSENT

TO: City Council
FROM: Chad Isakson, Assistant City Engineer
AGENDA ITEM: Approve Plans and Specification and Order Advertisement for Bids for the Stillwater Area School District Utility Improvements
REVIEWED BY: Nicole Miller, City Administrator
Clarissa Hadler, Finance Director
Marty Powers, Public Works Director
Nate Stanley, City Engineer

CORE STRATEGIES:

- | | |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Vibrant, inclusive, connected community | <input type="checkbox"/> Efficient, reliable, innovative services |
| <input type="checkbox"/> Responsive, transparent, adaptive governance | <input type="checkbox"/> Balanced Finances now and future |
| <input checked="" type="checkbox"/> Managed Growth | <input checked="" type="checkbox"/> Resilient Infrastructure |

BACKGROUND: On November 19, 2024, following a Public Improvement Hearing, the City Council ordered the improvements and preparation of plans and specifications for the Stillwater Area School District Utility Improvements.

ISSUE BEFORE COUNCIL: Should the City Council approve the Plans and Specifications and Order the Advertisement for Bids for the Stillwater Area School District Utility Improvements?

PROPOSAL DETAILS/ANALYSIS: The Stillwater Area School District Utility Improvements include the extension of City utilities to accommodate the requested connection to city water and sanitary sewer for the Oak-Land Middle School and new Elementary School. There is one additional property located at 11817 10th Street North that will benefit. The improvements include the following:

- Extension of gravity sanitary sewer to the Oakland Middle School property, from the existing Royal Golf Club lift station located at Palmer Drive and 10th Street (to be City owned/maintained).
- Extension of 12-inch watermain to the Oakland Middle School property, from the intersection of Palmer Drive and 10th Street (to be City owned/maintained).
- Construction of a new 4,200 LF, 8-inch forcemain along 10th Street, from the existing RGC lift station located at Palmer Drive to Lake Elmo Avenue. Abandon the existing 6-inch forcemain in place.
- Construction of a new 3,100 LF, 10-inch forcemain along Lake Elmo Avenue, from 10th Street to an existing gravity sewer at Lake Elmo Avenue and 5th Street.
- The school district would be required to make private utility extensions on each school site as needed to connect to the public water and sewer improvements.

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 29, 2025, with the intent of recommending a contract award at the May 20, 2025 City Council meeting.

FISCAL IMPACT: The total estimated project cost is \$1,754,000, including \$1,584,800 for sanitary sewer extension and improvements, and \$169,200 for watermain extension. The improvements will be funded 100% through Special Assessments. To ensure that the City will have valid and collectable special assessments related to the Improvements, the Stillwater Area School District has signed and submitted a Petition and Waiver Agreement as prepared by the City Attorney.

RECOMMENDATION: Staff is recommending that the City Council, *as a part of the Consent Agenda*, approve the plans and specifications, and order the advertisement for bids for the Stillwater Area School District Utility Improvements. If removed from the *Consent Agenda*, the recommended motion for this action is as follows:

Motion to approve Resolution No. 2025-034, Approving the Plans and Specifications and Ordering the Advertisement for Bids for the Stillwater Area School District Utility Improvements.

ATTACHMENTS:

1. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.
2. Proposed Improvements.
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. 2025-034

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE STILLWATER
AREA SCHOOL DISTRICT UTILITY IMPROVEMENTS**

WHEREAS, pursuant to City Council resolution, adopted on November 19, 2024, the City Engineer, together with Bolton and Menk, Inc., has prepared plans and specifications for the Stillwater Area School District 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 FIRST DAY OF APRIL, 2025.

CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

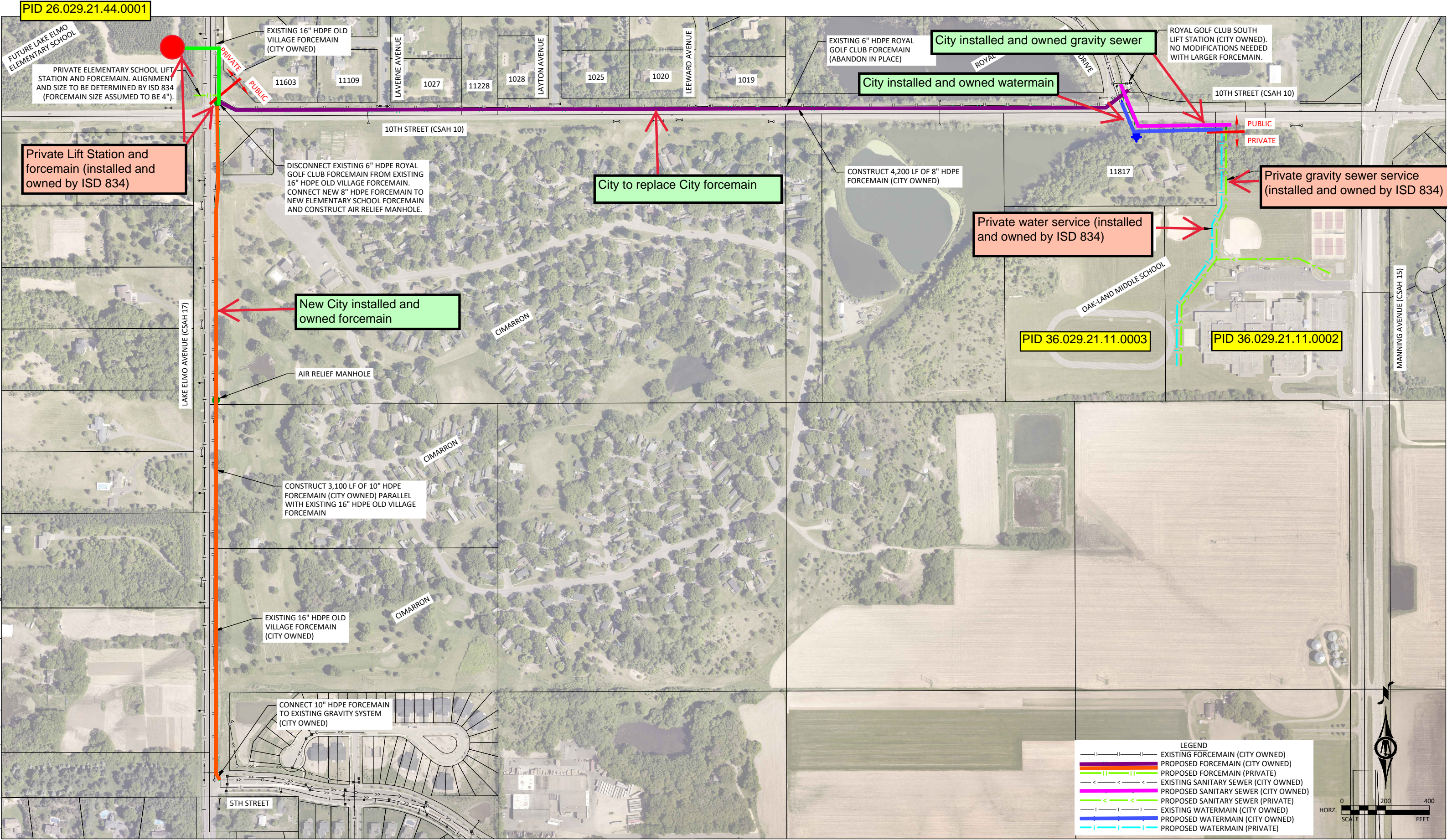
Julie Johnson
City Clerk

STILLWATER AREA SCHOOL DISTRICT UTILITY IMPROVEMENTS

CITY OF LAKE ELMO, MN

FIGURE 1: UTILITY PLAN

OCTOBER 2024





Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 – Suite E130
Oakdale, MN 55128

Phone: (651) 704-9970
Bolton-Menk.com

Stillwater Area School District Utility Improvements
Lake Elmo, MN
City Project No.: 2024.113

MAY 8, 2024	City receives Petition to connect the Oak-Land Middle School to public water and sewer, and the new Elementary School to public sewer.
MAY 21, 2024	Council accepts the Petition from the Stillwater Area Public School District (District) and authorizes the preparation of a Feasibility Report.
OCOTBER 15, 2024	Council accepts the Feasibility Report and Calls for Public Hearing.
NOVEMBER 19, 2024	Public Improvement Hearing. Council receives signed Waiver Agreement from Stillwater Area School District. Council Orders the Improvement and authorizes the preparation of Plans and Specifications.
APRIL 1, 2025	Council approves Plans and Specifications and orders Advertisement for Bids.
APRIL 29, 2025	Project Bid Date: Receive contractor Bids.
MAY 20, 2025	Council accepts Bids and awards Contract.
JUNE 16, 2025	Conduct Pre-Construction meeting and issue Notice to Proceed. <ul style="list-style-type: none">SEPTEMBER 26, 2025 Substantial Completion.OCTOBER 31, 2025 Final Completion.

**Final Assessment Hearing Schedule TDB*

SECTION 0100 – ADVERTISEMENT FOR BIDS

ISD 834 UTILITY IMPROVEMENTS PROJECT NO. 134951

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 Tuesday, April 29, 2025, via QuestCDN for furnishing all work and materials for the construction, complete in place, of the 2025 Street Improvements project, consisting of the major work items in the following approximate quantities:

1 LS	Clearing & Grubbing
25 EA	Storm Sewer Structures
675 LF	8" PVC Sanitary Sewer
4,200 LF	8" HDPE Sanitary Sewer Forcemain, HDD
3,300 LF	10" HDPE Sanitary Sewer Forecemain, HDD
500 LF	12" DIP Watermain
840 SY	Remove and Replace Bituminous Pavement
800 CY	Topsoil Borrow
330 LF	Pavement Markings
1 LS	Traffic Control and Detour

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:

ISD 834 Utility Improvements Bid Opening
Tuesday, April 29, 2025 10:00 AM (CDST)

<https://tinyurl.com/ISD834UtilityImprovements>

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, 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. Digital plan documents may be downloaded for a non-refundable fee of \$50.00 by inputting Quest Project No. 9606786 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.

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: April 1, 2025

Julie Johnson, City Clerk
City of Lake Elmo

PUBLISHED: QuestCDN.com: April 4, 2025
Stillwater Gazette: April 4, 2025