



STAFF REPORT

DATE: April 1, 2025

REGULAR

TO: City Council
FROM: Nate Stanley, City Engineer
AGENDA ITEM: Authorize Plans and Specifications for the I-94 Lift Station Forcemain Replacement Project
REVIEWED BY: Nicole Miller, City Administrator
Clarissa Hadler, Finance Director
Marty Powers, Public Works Director
Chad Isakson, Assistant 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: The City of Lake Elmo Capital Improvement Plan includes replacement of a portion of the existing forcemain that transmits sewage from the I-94 Lift Station on Hudson Boulevard, just east of Eagle Point Boulevard, and discharges to a Met Council owned system in Oakdale city limits. The forcemain has had several breaks in the last few years which have required emergency response and repair. The forcemain is beyond its useful life and requires replacement.

ISSUE BEFORE COUNCIL: Should the City Council authorize preparation of plans and specifications for the I-94 Lift Station Forcemain Replacement Project?

PROPOSAL DETAILS/ANALYSIS: The engineering services include a review and update of the current and ultimate projected flows within the lift station service area, providing a recommendation of the new forcemain pipe size, pipe material and review of the lift station operations.

Met Council is actively completing a multi-year project which will eliminate a section of Lake Elmo owned forcemain on this line. It is not anticipated that Met Council's project to be completed prior to the forcemain getting replaced under the proposed schedule. The project scope includes evaluating lift station performance under the interim conditions (before Met Council completes their gravity sanitary sewer extension project), and review of system operations under the post Met Council project. The proposed forcemain replacement limits have been coordinated to be near the termination point of Met Council's project.

The existing pump and electrical panel configuration will be reviewed as a part of the scope. No engineering time is included for pump, electrical panel, or generator upgrades or replacements as the scope of work required is unknown at this time.

A project schedule is attached and outlines the implementation timeframe necessary to complete the detailed design and to receive contractor bids to ready the improvements for construction in 2025. To proceed with the improvements, the City Engineer worked with Bolton and Menk to provide a work plan and scope to oversee the project design phase services. Bolton and Menk evaluated the lift station and completed technical analysis of it in 2017 and 2018 and is familiar with its configuration. The scope of services, project delivery schedule and fee proposal are summarized in the attached Task Order No. 27.

Staff is also requesting the City Council authorize the City Administrator to sign a Geotechnical Services Contract in the not-to-exceed amount of \$30,000 for the I-94 Lift Station Forcemain Replacement Project. Staff is actively getting quotes for this scope of work.

FISCAL IMPACT: If authorized, Bolton and Menk will complete final design and bidding services in a not to exceed amount of \$109,537 and a geotechnical investigation of up to \$30,000 to be paid out of the Sanitary Sewer Enterprise Fund.

RECOMMENDATION: Staff is recommending that the City Council authorize final design for the I-94 Lift Station Forcemain Replacement Project. The recommended motion for this action is as follows:

“Move to authorize preparation of plans and specifications and approve Task Order No. 27 for Design Phase Engineering Services to be provided by Bolton and Menk, Inc. in the not-to-exceed amount of \$109,537, and authorize the City Administrator to sign a Geotechnical Services Contract in the not-to-exceed amount of \$30,000, for the I-94 Lift Station Forcemain Replacement Project”.

ATTACHMENTS:

1. Project Location Map.
2. Project Schedule.
3. Bolton & Menk Task Order 27.



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I-94 Lift Station Forcemain Replacement Project
Lake Elmo, MN

APRIL 1, 2025	Council authorizes the preparation of Plans and Specifications.
JUNE 3, 2025	Council approves Plans and Specifications and orders Advertisement for Bids.
JULY 1, 2025	Project Bid Date: Receive contractor Bids.
JULY 15, 2025	Council accepts Bids and awards Contract.
AUGUST 4, 2025	Conduct Pre-Construction meeting and issue Notice to Proceed. <ul style="list-style-type: none">OCTOBER 15, 2025 Substantial Completion.DECEMBER 31, 2025 Final Completion.

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 and amended JANUARY 7, 2025** ("AGREEMENT"), the ENGINEER agrees to provide Professional Consulting Support Services as follows:

I-94 LIFT STATION FORCEMAIN REPLACEMENT PROJECT

PROJECT OVERVIEW: This Project includes Engineering Services for design and bidding services to replace the I-94 Lift Station forcemain from the existing lift station to the northwest area of I-94 and Inwood Avenue (see location map).

The existing forcemain has had several breaks in the last three years which required emergency response and repair. The forcemain is beyond its useful life and requires replacement. The Met Council is currently constructing a project which reduces the length of current forcemain but is not yet complete. Due to the continued breaks it is recommended a segment of the existing forcemain is replaced prior to the Met Council project completion with the limits of replacement coordinated with that project.

The project scope includes reviewing the ultimate service area flow to the lift station, providing a recommendation of the new forcemain pipe size, review of system operations under the interim conditions (before Met Council completes their gravity sanitary sewer extension project), and review of system operations under the post Met Council project. The existing pump and electrical panel configuration will be reviewed as a part of the scope. No engineering time is included for pump, electrical panel, or generator upgrades or replacements as the scope of work required is unknown at this time.

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 the work including submitting a weekly progress memo and job to date budget form.
2. Topographic survey and Gopher State One Call.
3. Coordinate Geotechnical Investigation efforts and review the report completed for the Project and incorporate recommendations as deemed appropriate
4. Private utility meetings and notification of potential conflicts.
5. Review service area with City Engineer to verify or update projected flow to the lift station.
6. Determine forcemain replacement limits coordinating with the Met Council project.

7. Provide a recommendation on forcemain size and pipe material.
8. Verify lift station will operate prior to the Met Council project being complete and after it is complete. If modifications are required, work with the City Engineer to determine a revised scope to address upgrade needs.
9. Prepare total estimated project costs for the proposed improvements.
10. Prepare construction plans and specifications for bidding purposes.
11. Provide public bidding services.
12. Provide a written technical memorandum for the proposed improvements.
13. Obtain permits which are required to complete the improvements.

DELIVERABLES:

- Construction plans and specifications for public bidding (PDF).
- Opinion of Total Probable Construction Costs.
- Written technical memorandum summarizing proposed scope of improvements together with final design assumptions and performance criteria incorporated into the project design.
- Identification of easements needed for the construction of the project based on Washington County GIS data.

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

1. Obtain from others and provide anticipated sewer flows for the ultimate service area.
2. Provide confirmation the lift station pumps and controls are the same as originally installed, or provide information regarding any changes.

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

- | | |
|------------------|--|
| 1. April 1, 2025 | Council authorizes design services. |
| 2. June 3, 2025 | Council approves Plans & Specifications; Authorizes Ad for Bids. |
| 3. July 1, 2025 | Receive contractor bids. |
| 4. July 15, 2025 | Council accepts bids and awards contract. |

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:

Chad Isakson, P.E., Assistant City Engineer
City of Lake Elmo
3880 Laverne Avenue North
Lake Elmo, MN 55042
651.728.3073

Email: chad.isakson@bolton-menk.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 Administrator.

Compensation to ENGINEER shall be on an hourly rate basis in a not to exceed the amount of **\$109,537.**

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: This agreement supersedes and replaces all previous understandings, agreements or contracts, written or verbal, between ENGINEER and City, regarding the Project. The following documents are attached for reference:

- 1. ENGINEER’s Fee Estimate dated March 21 2025.
- 2. Location Map

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 **April 1, 2025.**

BOLTON AND MENK, INC.

CITY OF LAKE ELMO, MINNESOTA

By _____
(Authorized Principal of the Firm)

By _____
City Administrator

Client: City of Lake Elmo		BOLTON & MENK, INC.													
Project: I-94 Lift Station Forcemain Replacement Project															
Date: 3/21/2025															
TASK NO.	WORK TASK DESCRIPTION	Project Manager	Senior Project Engineer	Project Engineer	Design Engineer	Lift Station PM	Lift Station Engineer	Lift Station EIT	Survey Manager	Graduate Surveyor	Survey Field Technician	Clerical	Total Hours	Total Cost	
1.0	Project Management	8	0	0	0	0	0	0	0	0	0	0	8	\$1,632	
2.0	Preparation of Plans and Specs and Contract Documents	74	32	152	184	8	15	40	8	14	85	8	620	\$104,282	
3.0	Bidding	4	4	5	0	0	0	0	0	0	0	10	23	\$3,623	
TOTAL HOURS		86	36	157	184	8	15	40	8	14	85	18	651		
AVERAGE HOURLY RATE		\$204.00	\$188.00	\$163.00	\$138.00	\$270.00	\$205.00	\$165.00	\$205.00	\$140.00	\$195.00	\$124.00			
SUBTOTAL		\$17,544	\$6,768	\$25,591	\$25,392	\$2,160	\$3,075	\$6,600	\$1,640	\$1,960	\$16,575	\$2,232			
TOTAL FEE														\$109,537	



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