



MAYOR & COUNCIL COMMUNICATION

DATE: January 21, 2014

REGULAR

ITEM 10

AGENDA ITEM: Inwood Booster Station and Trunk Watermain Improvements – Public Improvement Hearing; Resolution Ordering the Improvement and the Preparation of Plans and Specifications; Motion to Approve Engineering Design and Construction Support Services Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Engineer
- Report/Presentation..... City Engineer
- Questions from Council to Staff Mayor Facilitates
- Open Public Improvement Hearing; Public Input Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: \$166,000 for preparation of plans and specifications which includes geotechnical investigations for design.

The Inwood Booster Station and Trunk Watermain Improvement project is a \$3.84 million water system infrastructure project that is programmed for construction in the 2014 Capital Improvement Plan. The Capital Improvement Plan is funded as detailed in the city financial pro forma previously presented and accepted by the city council. More specifically this project will be funded through the water enterprise fund and special assessments as identified in the feasibility report.

Approving the Plans and Specifications and entering into a professional services contract commits the city to incur the engineering and geotechnical costs necessary to complete detailed design and receive contractor bids to ready the project for construction in April 2014. The council will be asked to award a contract for watermain construction in May 2014 and the booster station construction in June 2014, at which time the city would commit to the remaining project costs.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to open the Public Improvement Hearing for the Inwood Booster Station and Trunk Watermain Improvements; and following the Hearing, consider adopting Resolution No. 2014-06 Ordering the Improvement and the Preparation of Plans and Specifications; and awarding a Professional Engineering Design and Construction Support Services Contract. The recommended motions for these actions are as follows:

“Move to adopt Resolution No. 2014-07 Ordering the Inwood Booster Station and Trunk Watermain Improvements and the Preparation of Plans and Specifications.”

and

“Move to approve the updated Professional Engineering Support Services Consulting Pool, thereby adding MSA Professional Services, Inc. in the area of General Municipal Services.”

and

“Move to approve a Professional Engineering Design and Construction Support Services Contract to MSA Professional Services, Inc. in the not to exceed amount of \$200,772.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Pursuant to Minnesota Statutes, Section 429.011 to 429.111, a Public Improvement Hearing was noticed for January 21, 2014, to consider making the following improvements:

- Extension of trunk watermain facilities along Inwood Avenue from 26th Street North to Eagle Point Boulevard, passing through the Parkview Estates neighborhood.
- Construction of a water booster station to increase water pressures in the southern part of the city.

The attached notice was published in the official newspaper and individual notifications were sent to each address that potentially will be assessed a portion of the project costs. In addition a resident meeting was held on January 15, 2014 to present the information to the benefitting property owners identified in the report.

This project is programmed for construction in the 2014 Capital Improvement Plan. The feasibility report was authorized by the city council on August 6, 2013 in order to ready this project for 2014 construction. The report identified the necessary improvements, estimated project costs, assessment methodology and preliminary assessment amounts to be levied against properties adjacent to and benefiting from the improvements.

The proposed improvements include the extension of trunk watermain facilities along Inwood Avenue from 26th Street North to Eagle Point Boulevard, connecting to the existing water system in the Eagle Point Business Park. The feasibility report recommended that water service be extended into the Parkview Estates neighborhood to provide a more efficient water distribution network that includes additional properties along the selected route.

A water booster station has been identified as part of this improvement to increase water pressures in the southern part of the city due to higher topography. These improvements are consistent with the 2030 Water System Comprehensive Plan which identifies the southwestern part of the city as the high water pressure zone. Property acquisition is necessary in the vicinity of 26th Street North and Inwood Avenue to accommodate the water booster station facility.

Individual home service stubs and fire hydrants will be installed as watermain is extended past existing residential properties. There are properties adjacent to this improvement project that will gain direct access to connect to the water system, without being assessed for a lateral watermain in the future. Two properties have been identified along Inwood Avenue to be assessed a \$5,800 lateral benefit assessment since the trunk watermain will be placed adjacent to their residence. In addition, there are twenty-five (25) properties located in the Parkview Estates neighborhood that will be served by the project. The city has the option to install the trunk watermain on Inwood Avenue and bypass this neighborhood altogether. Therefore, the added costs to include the Parkview Estates neighborhood were determined. Applying the Special Assessment Policy, 100% of the added costs should be assessed to the 25 properties, resulting in a preliminary unit assessment amount of \$16,500.

To complete the engineering design, the city engineer prepared and sent out a Request for Proposal (RFP) for Engineering Support Services that includes a full topographic survey, the preparation of plans and specifications; plan printing, distribution and bidding services; construction administration support to the city engineer, and construction staking. FOCUS Engineering will provide resident and council communication, conduct public meetings, project management, coordinate the project permitting, and will provide construction administration services for the project. FOCUS will also oversee the project design and quality control review, lead site acquisition for the booster station, and provide city design standards and documents to be incorporated with the project plans. Construction observation services will be retained at a later date once the project has been bid and awarded for construction.

The RFP was sent to five firms from the city's Engineering Consultant Pool, including AE2S, Bolton and Menk, TKDA, MSA and SEH. The proposals were received on January 10, 2014 and were reviewed and ranked on the following basis:

- Project Team Qualifications with a focus on a Project Manager capable of leading and delivering a utility extension project using directional drilling installation techniques;
- Demonstrated understanding and experience with the project and understanding of the critical success factors;
- Understanding the scope of work and roles and responsibilities of the Consultant;

- Collaboration skills and responsiveness demonstrated during the RFP submittal process: and
- Engineering Fees, indicating a detailed breakdown that is consistent with the Consultant's written proposal.

The attached exhibit provides the Proposal Fee Summary as received by the responding consultants, together with staff adjustments needed to reconcile the requested work scope for the project. The Proposal Fees ranged from \$128,935 to \$353,030. Engineering Fees are subtotaled for each project phase including project management, plans and specifications, bidding, and construction support services including construction staking. Full construction phase services including construction observation is included in the consultant's fee for the booster station.

The city engineer is recommending a contract be awarded to MSA Professional Services, Inc. MSA has assigned a qualified project manager and a highly qualified team to handle both the watermain utility work and the complex design work needed for the booster station. While the MSA fee is higher than several other proposals, we believe that they have submitted the best work plan that proposes the appropriate level of hours necessary by the various level of technical expertise to successfully implement this improvement project. Their proposal identifies a thorough understanding of the work to be performed and they are aware of key issues related to the corridor.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-06 Ordering the Improvements and the Preparation of Plans and Specifications for the Inwood Booster Station and Trunk Watermain Improvements. Ordering a 429 Public Improvement project without a resident petition requires a super majority 4/5 vote. The recommended motion for this action is as follows:

“Move to adopt Resolution No. 2014-07 Ordering the Inwood Booster Station and Trunk Watermain Improvements and the Preparation of Plans and Specifications.”

Staff is also recommending that the City Council consider approving the updated Professional Engineering Support Services Consulting Pool, thereby adding MSA Professional Services, Inc, (MSA) in the area of General Municipal Services. The recommended motion for this action is as follows:

“Move to approve the updated Professional Engineering Support Services Consulting Pool, thereby adding MSA Professional Services, Inc. in the area of General Municipal Services.”

Staff is also recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract for the Inwood Booster Station and Trunk Watermain Improvements. The recommended motion for this action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract to MSA Professional Services, Inc. in the not to exceed amount of \$200,772.”

ATTACHMENT(S):

1. Resolution 2014-07 Ordering the Improvements and Preparation of Plans and Specifications.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Project Schedule.
5. Location Map.
6. Professional Engineering Support Services Consulting Pool; updated January 21, 2014.
7. Proposal Fee Summary Worksheet.
8. Feasibility Report (*available for review at City Hall*)