



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
REGULAR
ITEM 10

AGENDA ITEM: 2014 Street 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
Ryan Stempski, Assistant City 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: \$78,800 for preparation of plans and specifications and bidding services.

The 2014 Street Improvements project is a \$1.8 million street improvement project that is programmed for construction in the 2014 Street Capital Improvement Plan. The Street Capital Improvement Plan is funded through the issuance of general obligation bonds with bond payments made from the general tax levy and through special assessment revenue as identified in the feasibility report.

Ordering the Improvements and authorizing the preparation of plans and specifications commits the city to incur the engineering costs necessary to complete detailed design and receive

contractor bids to ready the project for construction in 2014. The council will be asked to award a contract for 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 2014 Street Improvements; and following the Hearing, consider adopting Resolution No. 2014-10 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. 2014-10 Ordering the 2014 Street Improvements and the Preparation of Plans and Specifications.”

and

“Move to approve a Professional Engineering Design and Construction Support Services Contract to Bolton & Menk, Inc. in the not to exceed amount of \$79,935.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Pursuant to Minnesota Statutes, Section 429.011 to 429.111, a Public Improvement Hearing was noticed for February 5, 2014, to consider making the following improvements:

- Street reclamation with concrete curb and gutter for the Packard Park neighborhood including 24th Street North, from Lake Elmo Avenue to Legion Avenue, 24th Street Court North, Lansing Avenue North and 20th Street Court North;
- Street reclamation to a rural section road along Legion Avenue North, from 20th Street to 24th Street;
- Street reconstruction with gravel shoulder along Manning Trail North, from Manning Avenue to city limits;
- Street reconstruction with concrete curb and gutter along Deer Pond Trail North, from Hidden Bay Trail to Jack Pine Trail, and Deer Pond Court North;
- A street maintenance resurfacing using Micro Surface along 20th Street North, from Lake Elmo Avenue to Manning Trail.

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 23, 2014 to present the information to the benefitting property owners identified in the report.

This project is programmed for construction in the 2014-2018 Street Capital Improvement Plan. The feasibility report was authorized by the city council on October 1, 2013 in order to ready these improvements for construction in 2014. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against properties adjacent to and benefitting from the improvements.

The project will be partially funded by imposing special assessments against 64 benefitting properties. The proposed unit assessment for residential property is \$6,000 for the Packard Park neighborhood, and \$6,400 for Deer Pond Trail and Deer Pond Court. The proposed unit assessment for residential property along Manning Trail, a city collector roadway, is \$3,200. Tartan Park is a non-residential property along Manning Trail and therefore a 100% front footage assessment of \$95,800 is proposed. Tartan Park fronts the improvement with over 1,700 feet. No assessments are proposed for the 20th Street microsurfacing since this improvement is considered routine maintenance with a 5-7 year service life.

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 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 Bolton and Menk, MSA, SEH, Stantec, and TKDA. The proposals were received on January 22, 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 street improvement project.
- 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 of 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, with fees ranging from \$79,747 to \$123,700. Engineering Fees are subtotaled for each project phase including project management, plans and specifications, bidding, and construction support services including construction staking.

The city engineer is recommending a contract be awarded to Bolton & Menk, Inc. They have assigned a qualified project manager and a highly qualified team including a project design engineer with the experience and expertise to efficiently produce the project design documentation. Their proposal and work plan identifies a thorough understanding of the work to be performed and they are aware of key issues related to the project.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-10 Ordering the Improvements and the Preparation of Plans and Specifications for the 2014 Street 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. 2014-10 Ordering the 2014 Street Improvements and the Preparation of Plans and Specifications.”

Staff is also recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract for the 2014 Street Improvements. The recommended motion for this action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract to Bolton & Menk, Inc. in the not to exceed amount of \$79,935.”

ATTACHMENT(S):

1. Resolution 2014-10 Ordering the Improvements and Preparation of Plans and Specifications.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Project Schedule.
5. Location Maps.
6. Proposal Fee Summary Worksheet.
7. Feasibility Report *(available for review at City Hall)*