

MAYOR & COUNCIL COMMUNICATION

DATE: October 4, 2016
REGULAR
ITEM 22

AGENDA ITEM: I-94 Lift Station (No. 1) and Sanitary Sewer Improvements – Order Plans and Specifications and Approve Engineering Design and Construction Support Services Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Rob Weldon, Public Works Director
Cathy Bendel, Finance Director
Chad Isakson, Project Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Engineer
- Report/Presentation.....Project 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/Public Works.

FISCAL IMPACT: \$55,500 for engineering and geotechnical fees necessary for the preparation of plans and specifications and bidding services for the proposed improvements.

The I-94 Lift Station and Sanitary Sewer Improvements is an estimated \$500,000 infrastructure project that is programmed for construction in the 2017 Capital Improvement Plan and funded through the Sanitary Sewer Enterprise Fund. 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 2017. The council will be asked to award a contract for construction in February 2017, at which time the City would be asked to commit to the remaining project costs.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider ordering the preparation of plans and specifications for the I-94 Lift Station and Sanitary Sewer Improvements; awarding a Professional Engineering Design and Construction Support Services Contract to Bolton and Menk, Inc. in the not to exceed amount of \$53,584; and awarding the geotechnical services contract to American Engineering Testing in the not to exceed amount of \$6,400.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION: The lift station and sanitary sewer improvements proposed in 2017 were identified in the City's 5-Year Capital Improvement Program. The existing lift station and approximately 1,500-feet of sanitary sewer along Hudson Boulevard in the Eagle Point Business Park area require upsizing and replacement to accommodate projected growth in the Phase 1 development area south of 10th Street. Please refer to the attached location map.

To complete the engineering design, the city engineer prepared and sent out a Request for Proposal (RFP) for the Engineering Support Services that included 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 council communication, project management, and construction administration and observation services for the project. FOCUS will also oversee the project design standards and documents to be incorporated with the project plans and specifications.

The RFP was sent to three firms from the city's Engineering Consultant Pool, including Bolton and Menk, SEH, and TKDA. Proposals were received on September 20, 2016 and ranked on the following basis:

- Project Team Qualifications with a focus on a Project Manager capable of leading and delivering a lift station and sanitary sewer replacement 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 and the needs for delivery of a successful project.

The attached exhibit provides the Proposal Fee Summary as received by the responding consultants. The Proposal Fees ranged from \$53,584 to \$87,100. 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 and Menk, Inc. Bolton and Menk has assigned a qualified team appropriate for the level of work required for this project. Bolton and Menk also identified a thorough understanding of the work to be performed and they are aware of key issues related to the project.

In addition, a RFP for geotechnical services was sent to two firms in the city's Engineering Consulting pool including American Engineering Testing (\$6,400) and Braun Intertec (\$7,243). The city engineer is recommending American Engineering Testing complete the geotechnical investigation and report for the proposed improvements.

RECOMMENDATION: Staff is recommending that the City Council order the preparation of plans and specifications for the I-94 Lift Station and Sanitary Sewer Improvements; award a Professional Engineering Support Services Contract; and award a geotechnical services contract. The recommended motion for this actions is as follows:

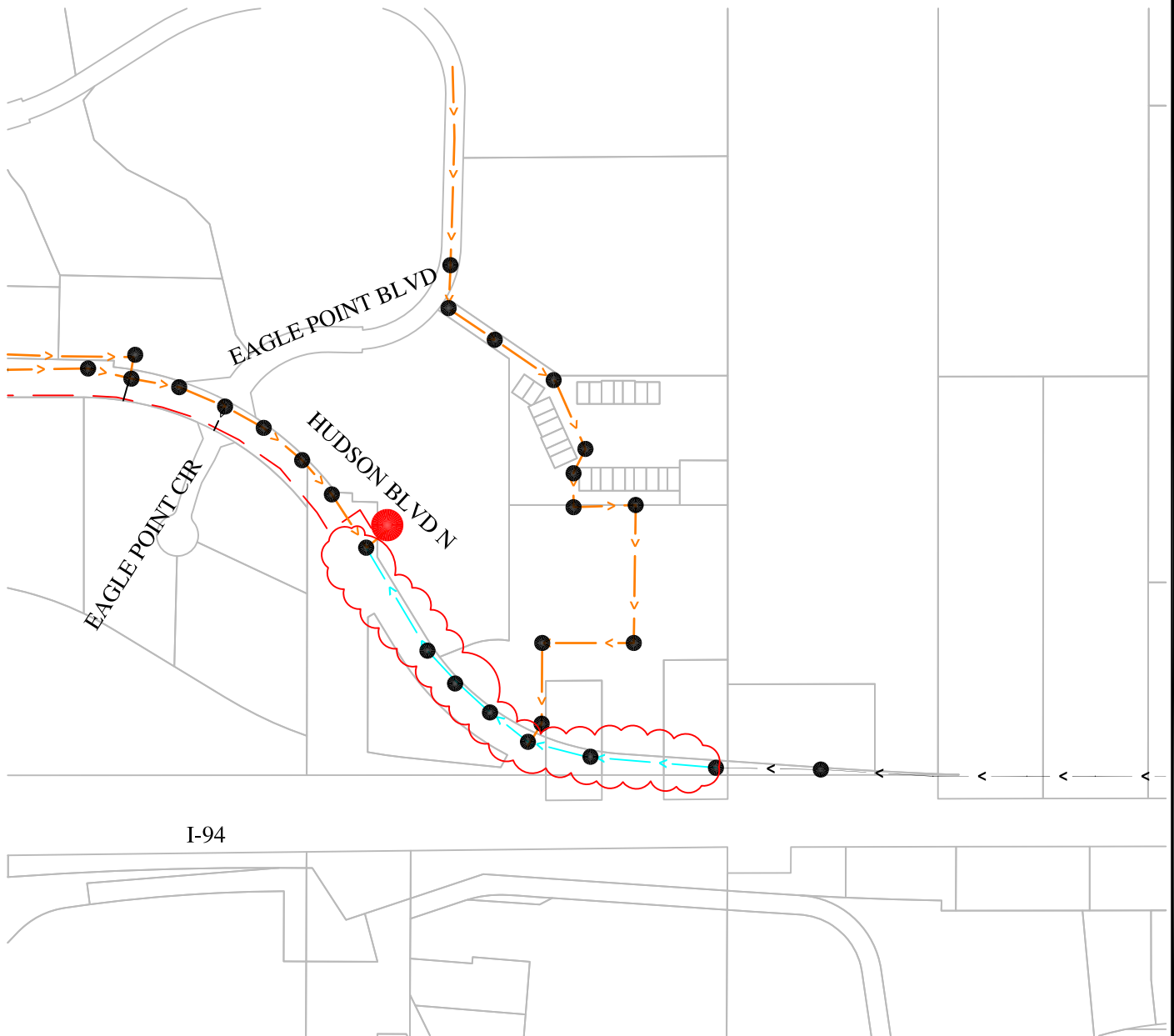
“Move to approve the preparation of plans and specifications for the I-94 Lift Station and Sanitary Sewer Improvements; award a Professional Engineering Design and Construction Support Services Contract to Bolton and Menk, Inc. in the not to exceed amount of \$53,584; and award the geotechnical services contract to American Engineering Testing in the not to exceed amount of \$6,400.”

ATTACHMENT(S):







1. Proposal Fee Summary Worksheet.
2. Location Map.
3. Project Schedule.

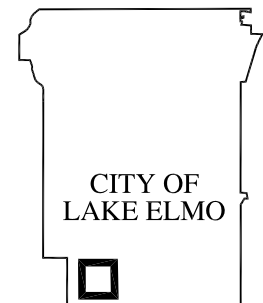
CITY OF LAKE ELMO, MINNESOTA
I-94 LIFT STATION (No. 1) AND SANITARY SEWER IMPROVEMENTS
PROJECT NO. 2016.XXX
DATE: SEPTEMBER 26, 2016

PROPOSAL FEE SUMMARY						
Consulting Firm	Total Engineering	Project Management	P&S	Bidding	Construction	
Bolton & Menk, Inc.	\$53,584	\$6,700	\$31,696	\$2,708	\$12,480	
SEH, Inc.	\$67,600	\$1,800	\$49,000	\$2,300	\$14,500	
TKDA	\$87,100	\$6,600	\$67,300	\$3,200	\$10,000	



LEGEND

-  PROPOSED 12" SANITARY SEWER
-  I-94 LIFT STATION
-  EXISTING 8" SANITARY SEWER
-  EXISTING 10" SANITARY SEWER
-  EXISTING 12" SANITARY SEWER
-  EXISTING 8" FORCEMAIN



FOCUS
ENGINEERING

I-94 LIFT STATION &
SANITARY SEWER
IMPROVEMENTS
AUGUST, 2016

LOCATION MAP
I-94 LIFT STATION & SANITARY SEWER IMPROVEMENTS

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

I-94 LIFT STATION (No. 1) AND SANITARY SEWER IMPROVEMENTS
PROJECT NO. 2016.XXX

SEPTEMBER 2016

OCTOBER 4, 2016	Council orders preparation of Plans and Specifications and Awards Engineering Design and Construction Support Services Task Order.
JANUARY 17, 2017	Council approves Plans and Specifications; orders ad for bids.
FEBRUARY 21, 2017	Receive contractor bids.
MARCH 7, 2017	Council accepts bids and awards contract.
APRIL 3, 2017	Conduct Pre-construction meeting and issue Notice to Proceed.
SEPTEMBER 22, 2017	Substantial Completion; lift station online and operational.
DECEMBER 15, 2017	Final Completion; punch list and final paperwork.