



STAFF REPORT

DATE: January 17, 2017

REGULAR

ITEM #: 9

RESOLUTION

AGENDA ITEM: 2017 Street Improvements – Public Improvement Hearing; Resolution Ordering the Improvement and the Preparation of Plans and Specifications; Approve Engineering Services Contract

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Cathy Bendel, Finance Director
Chad Isakson, Assistant City Engineer

BACKGROUND: Pursuant to Minnesota Statutes, Section 429.011 to 429.111, a Public Improvement Hearing was noticed for January 17, 2017, to consider making the improvements necessary to rehabilitate the residential streets located in 4 separate subdivisions, including Fox Fire Estates, Springborns Green Acres, Judith Mary Manor and Rolling Hills Estates. The Street Reclaim Improvement includes approximately 2.3 miles of local streets consisting of 55th Street North, from Demontreville Trail North to 57th Street North; 57th Street North, from Julep Way North to Keats Avenue North; Jamaca Avenue North, from 55th Street North to Jamaca Boulevard North; and Jamaca Boulevard North, from 55th Street North to Jamaca Avenue North.

The attached notice was published in the official newspaper and individual notifications were sent to each address that will be wholly or partially assessed for the improvements.

A feasibility report was adopted by the City Council on December 6, 2016 in order to ready these improvements for 2017 construction. The feasibility report is needed to meet state statutory requirements if any portion of the project is to be assessed. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against benefitting properties.

ISSUE BEFORE COUNCIL: The City Council is respectfully requested to open the Public Improvement Hearing for the 2017 Street Improvements; and following the Hearing, consider adopting a Resolution Ordering the Improvement and the Preparation of Plans and Specifications; and awarding a Professional Engineering Design and Construction Support Services Contract.

PROPOSAL DETAILS/ANALYSIS: The total estimated project cost is \$1,400,000. The improvements would be partially assessed against the benefitting properties consistent with the City's Special Assessment Policy. Street and drainage improvements are assessed at a rate of 30% of the total project costs for residential properties using a unit method, and at a rate of 100% of the total project costs for non-residential properties based upon the actual front footage abutting the improvement. Residential properties are considered to provide an equal demand on street use and are therefore assessed on a per unit basis. The remaining 70% of the project costs are paid through the City general fund. Residential properties along 55th Street North, 57th Street North, Jamaca Avenue North and Jamaca Boulevard North with direct access to the street are included as benefitting properties. Each property is assessed one unit unless the property has

the ability to be subdivided using the current underlying land use and zoning regulations. The city planning department reviews larger parcels to determine if a parcel can be subdivided and the number of lots that could be obtained.

The preliminary assessment rolls detailing each property's proposed assessment amount are included in the Appendix of the report and are attached to this agenda report. Assessments for street and drainage improvements will be levied over a 15-year period. Assessments will be charged an interest rate of 1% over the bond rate for the project.

To complete the engineering design, the city engineer prepared and sent out a Request for Proposal (RFP) for the Engineering Support Services that include 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, TKDA and SEH. Proposals were received on January 6, 2016 and ranked as follows:

- Project Team Qualifications with a focus on a Project Manager capable of leading and delivering a cost effective street reclaim design.
- 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 \$71,000 to \$88,820. SEH declined to submit. 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 TKDA. They have assigned a qualified team appropriate for the level of work required for this project and have previous work experience on similar projects. TKDA also identified a thorough understanding of the work to be performed and they are aware of key issues related to the project.

FISCAL IMPACT: \$59,000 for engineering fees necessary for the preparation of plans and specifications and bidding services for the proposed improvements.

The 2017 Street Improvements is an estimated \$1,400,000 infrastructure project that will be partially assessed against the benefitting properties consistent with the City's Special Assessment Policy. The project is funded through the issuance of general obligation bonds and special assessments. 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 2017. The council will be asked to award a contract for construction in May 2017, at which time the City would be asked to commit to the remaining project costs.

OPTIONS:

1. Adopt the Resolution and motions as presented to proceed with the 2017 Street Improvements as outlined in the Feasibility Report approved on December 6, 2016.
2. Following public input, amend any portion of the recommended improvements or recommendations of the Feasibility Report and adopt an amended Feasibility Report along with an amended Resolution and/or motions accordingly.
3. Take no action thereby cancelling the 2017 Street Improvements and direct staff for reprogramming these improvements within the Capital Improvement Plan.

RECOMMENDATION: Staff is recommending that the City Council adopt a Resolution Ordering the Improvements and the Preparation of Plans and Specifications for the 2017 Street Improvements. The recommended motion for this action is as follows:

“Move to adopt Resolution No. 2016-009 Ordering the 2017 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 2017 Street Improvements. Staff is recommending TKDA be awarded the contract in a not to exceed amount of \$71,000. The recommended motion for this action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract to TKDA in the not to exceed amount of \$71,000 for the 2017 Street Improvements.”

ATTACHMENTS:

1. Resolution 2016-009 Ordering the Improvements and Preparation of Plans and Specifications.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Location Map.
5. Project Schedule.
6. Proposal Fee Summary Worksheet.

**CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2017-009

**A RESOLUTION ORDERING THE IMPROVEMENT AND
PREPARATION OF PLANS AND SPECIFICATIONS FOR THE
2017 STREET IMPROVEMENTS**

WHEREAS, pursuant to city council authorization, adopted on December 6, 2016, the council ordered a hearing on improvement for the 2017 Street Improvements; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 17th day of January, 2017, at which all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the feasibility report prepared by FOCUS Engineering, Inc., and dated December 2016 states that the project is necessary, cost-effective, and feasible.

NOW, THEREFORE, BE IT RESOLVED,

1. Such improvement is deemed necessary, cost-effective, and feasible as detailed in the Feasibility Report dated December 2016.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 17th day of January, 2017.
3. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.
4. The city engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the preparation of the Plans and Specifications for the making of such improvement.
5. The city engineer shall retain the services of a consulting engineering firm to assist, where needed, to prepare Plans and Specifications for the making of such improvement and to assist the city engineer during the construction phase of the improvement as requested.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SEVENTEENTH DAY OF
JANUARY, 2017.**

CITY OF LAKE ELMO

(Seal)
ATTEST:

Julie Johnson
City Clerk

By: _____
Mike Pearson
Mayor

**CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
2017 STREET IMPROVEMENTS**

Notice is hereby given that the City Council of Lake Elmo will meet in the council chambers of the city hall at or approximately after 7:00 P.M. on **Tuesday, January 17, 2017**, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

Street and drainage improvements including a new bituminous pavement supported by a renewed recycled aggregate base with new concrete curb and gutter, and a repair or restoration of the existing street drainage system for the following streets:

- 55th Street North, from Demontreville Trail North to Jamaca Avenue North.
- 55th Street North, from Jamaca Avenue North to 57th Street North.
- 57th Street North, from Julep Way North to Keats Avenue North.
- Jamaca Avenue North, from 55th Street North to Jamaca Boulevard North.
- Jamaca Boulevard North, from 55th Street North to Jamaca Avenue North.

The area proposed to be assessed for these improvements include properties abutting the above referenced streets or properties that gain direct driveway access from the above referenced streets. The estimated total cost for the project is \$1,400,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desiring to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: December 6, 2016

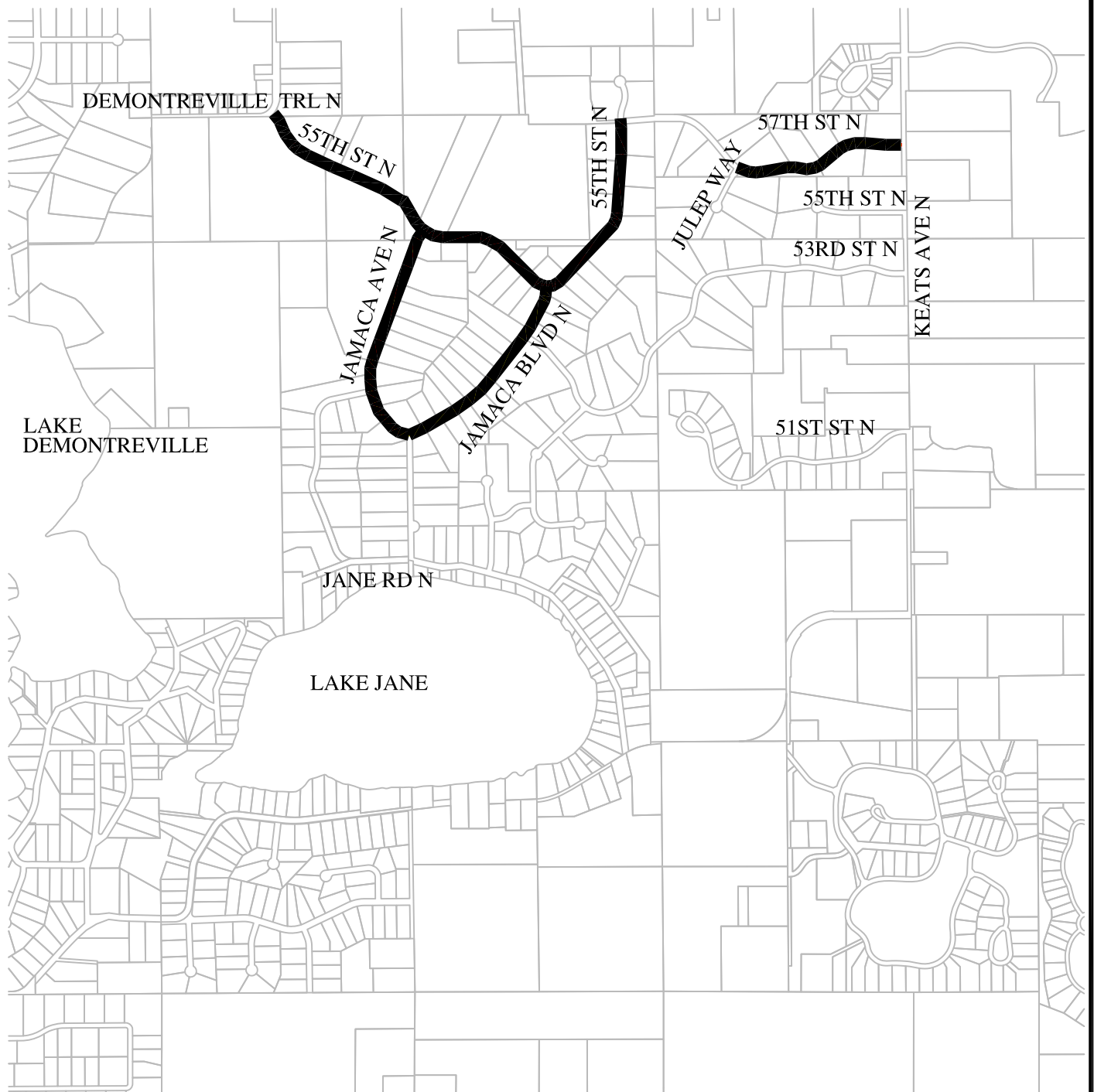
BY ORDER OF THE LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

(Published in the Oakdale/Lake Elmo Review on December 21, 2016 and December 28, 2016)

NO.	NAME	ADDRESS	PID	AMOUNT
55TH STREET NORTH: DEMONTREVILLE TRAIL TO JAMACA AVENUE				
1	KLAENHAMMER LEIGH J	8800 55TH ST N LAKE ELMO	55042 0402921110005	\$ 6,400.00
2	HUNT LEE G & MARY C	8810 55TH ST N LAKE ELMO	55042 0402921140001	\$ 6,400.00
3	OPHEIM JOHN E & BRENDA J		0402921140003	\$ 6,400.00
4	SPRINGBORN RICHIE W & BETH A	8970 55TH ST N LAKE ELMO	55042 0402921140002	\$ 6,400.00
5	LAWRENCE MATTHEW T & JESSICA A		0302921230010	\$ 6,400.00
6	SPRINGBORN GAYLEN W		0402921140004	\$ 6,400.00
7	SPRINGBORN GAYLEN W & WANDA E	8989 55TH ST N LAKE ELMO	55042 0402921140005	\$ 6,400.00
55TH STREET NORTH: JAMACA AVENUE TO 57TH STREET				
8	CIHON JAMES & LISA		0302921230011	\$ 6,400.00
9	SCHABERG MARK S & SUSAN H	9055 55TH ST N LAKE ELMO	55042 0302921320019	\$ 6,400.00
10	SMITH MICHAEL H & AIMEE C	9123 55TH ST N LAKE ELMO	55042 0302921320011	\$ 6,400.00
11	KASTLER PETER H & MADELINE E & LINDA DORNFELD	9130 55TH ST N LAKE ELMO	55042 0302921230012	\$ 12,800.00
12	PRESTON HOWARD D & LAURIE G MCGINNIS	9163 55TH ST N LAKE ELMO	55042 0302921320010	\$ 6,400.00
13	SHARON N MATTREN LIVING TRS	9203 55TH ST N LAKE ELMO	55042 0302921320009	\$ 6,400.00
14	MILLER WILLIAM T & BARBARA K	9240 55TH ST N LAKE ELMO	55042 0302921310012	\$ 6,400.00
15	BURRESS MICHAEL J & MARY JO	9243 55TH ST N LAKE ELMO	55042 0302921320008	\$ 6,400.00
16	FROST ARLO P & STEPHANIE L	9280 55TH ST N LAKE ELMO	55042 0302921310013	\$ 6,400.00
17	METZLER DAVID	9303 55TH ST N LAKE ELMO	55042 0302921310009	\$ 6,400.00
18	SUNDGAARD HANS	9333 55TH ST N LAKE ELMO	55042 0302921310010	\$ 6,400.00
19	GONZALEZ LAWRENCE & JOY	9363 55TH ST N LAKE ELMO	55042 0302921310011	\$ 6,400.00
20	BROOKMAN DAVID M & CAROL ANN	9393 55TH ST N LAKE ELMO	55042 0302921310002	\$ 6,400.00
21	STANLEY W & SANDRA K EAYRS TRS	9400 55TH ST N LAKE ELMO	55042 0302921310015	\$ 6,400.00
22	HUGHES JOHN R & CHARLENE	9455 55TH ST N LAKE ELMO	55042 0302921240003	\$ 6,400.00
23	AUGER THOMAS & MARY	9486 55TH ST N LAKE ELMO	55042 0302921240007	\$ 6,400.00
24	DIAZ JIMMY	9515 55TH ST N LAKE ELMO	55042 0302921240004	\$ 6,400.00
25	STEELE DAVID & DEBORAH	9576 55TH ST N LAKE ELMO	55042 0302921240008	\$ 6,400.00
26	RADERS DEAN A & PRATHER H P JR	9589 55TH ST N LAKE ELMO	55042 0302921240005	\$ 6,400.00
27	GRABOWSKI DENNIS J & SANDRA L GRABOWSKI	9652 55TH ST N LAKE ELMO	55042 0302921240009	\$ 6,400.00
57TH STREET NORTH: JULEP WAY TO KEATS AVENUE				
28	CHLEBECK STEPHEN JR & PATRICIA A BARRETT	9692 57TH ST N LAKE ELMO	55042 0302921130003	\$ 6,400.00
29	JURAN LEONARD D & BONNIE M	9784 57TH ST N LAKE ELMO	55042 0302921140005	\$ 6,400.00
30	WEATHERUP ROBERT J & COREY M	9844 57TH ST N LAKE ELMO	55042 0302921140004	\$ 6,400.00
31	MARKOE BETH A	9875 57TH ST N LAKE ELMO	55042 0302921140007	\$ 6,400.00
32	PEDERSEN JEFFREY C & SHERRY	9896 57TH ST N LAKE ELMO	55042 0302921140003	\$ 6,400.00
33	RICHARD J EGERSDORF LIV TRS 2/9/16	9960 57TH ST N LAKE ELMO	55042 0302921140002	\$ 3,200.00
34	LY MONGSHER M & SIA LO	9965 57TH ST N LAKE ELMO	55042 0302921140006	\$ 6,400.00
	TAX FORF LAND-STATE OF MN		0302921140001	\$ -
SUBTOTAL				\$ 220,800.00

NO.	NAME	ADDRESS	PID	AMOUNT
JAMACA AVENUE NORTH: 55TH STREET TO JAMACA BOULEVARD				
35	HALL GREGORY K E & DIANA J	5110 JAMACA AVE N LAKE ELMO	55042 0402921440002	\$ 6,400.00
36	CHOW CHRISTOPHER N Y & GLORIA T CHOW TRS	5120 JAMACA AVE N LAKE ELMO	55042 0402921440007	\$ 6,400.00
37	ALM ROGER R TRS	5187 JAMACA AVE N LAKE ELMO	55042 0402921440009	\$ 6,400.00
38	ANDERSON NEIL D & BONNIE R	5217 JAMACA AVE N LAKE ELMO	55042 0402921440010	\$ 6,400.00
39	STECKHAHN NICHOLAS F & SARA J	5247 JAMACA AVE N LAKE ELMO	55042 0302921320013	\$ 6,400.00
40	KREJCI CHARLES K & CHRISTINE D	5277 JAMACA AVE N LAKE ELMO	55042 0302921320014	\$ 6,400.00
41	LATUFF LOLA J TRS & PETER J LATUFF TRS	5307 JAMACA AVE N LAKE ELMO	55042 0302921320015	\$ 6,400.00
42	TESKE MARK F & MICHELLE A	5337 JAMACA AVE N LAKE ELMO	55042 0302921320016	\$ 6,400.00
43	DESSEL RICHARD H & GARNER MARY	5367 JAMACA AVE N LAKE ELMO	55042 0302921320017	\$ 6,400.00
44	HOFFMAN HELEN N & THOMAS R	5427 JAMACA AVE N LAKE ELMO	55042 0302921320018	\$ 6,400.00
45	LANDSEM CONAN B & STEPHANIE J	5487 JAMACA AVE N LAKE ELMO	55042 0302921320020	\$ 6,400.00
46	MUELLER MICHAEL J & SALLY E		0402921440001	\$ 6,400.00
47	SPRINGBORN GAYLEN W		0402921410003	\$ 6,400.00
JAMACA BOULEVARD NORTH: 55TH STREET TO JAMACA AVENUE				
48	GROSS CHRISTOPHER L & KATHLEEN M B GROSS	5111 JAMACA BLVD N LAKE ELMO	55042 0302921330009	\$ 3,200.00
49	TRAUSCHT D D & E A	5130 JAMACA BLVD N LAKE ELMO	55042 0302921330002	\$ 6,400.00
50	REINECK MICHAEL J & STEPHANIE	5131 JAMACA BLVD N LAKE ELMO	55042 0302921330010	\$ 6,400.00
51	REARDON JAMES M & JEANINE L	5150 JAMACA BLVD N LAKE ELMO	55042 0302921330003	\$ 6,400.00
52	TOMPKINS SCOTT B & MARIA M	5151 JAMACA BLVD N LAKE ELMO	55042 0302921330011	\$ 6,400.00
53	REESE JAMES F & DEBRA	5170 JAMACA BLVD N LAKE ELMO	55042 0302921330004	\$ 6,400.00
54	OERTEL EDWARD J & ROBIN L	5171 JAMACA BLVD N LAKE ELMO	55042 0302921330012	\$ 6,400.00
55	DUPAUL LANCE D & KRISTIN L	5190 JAMACA BLVD N LAKE ELMO	55042 0302921330005	\$ 6,400.00
56	ABBOTT DENNIS R & JUDITH A	5193 JAMACA BLVD N LAKE ELMO	55042 0302921330013	\$ 6,400.00
57	SATERSMOEN JAMES H & KATHLEE	5210 JAMACA BLVD N LAKE ELMO	55042 0302921330006	\$ 6,400.00
58	ANDERSON JACQUELYN L	5211 JAMACA BLVD N LAKE ELMO	55042 0302921330014	\$ 6,400.00
59	KERR DAVID F & MARY LOU	5230 JAMACA BLVD N LAKE ELMO	55042 0302921320003	\$ 6,400.00
60	SCHOENROCK ROBERT C & CYNTHI	5250 JAMACA BLVD N LAKE ELMO	55042 0302921320004	\$ 6,400.00
61	SIMPSON JOHN T & SHARON M	5270 JAMACA BLVD N LAKE ELMO	55042 0302921320005	\$ 6,400.00
62	LE LANCHI T & MATTHEW L PHILION	5290 JAMACA BLVD N LAKE ELMO	55042 0302921320006	\$ 6,400.00
63	CITY OF LAKE ELMO	LAKE ELMO	55042 0302921330001	\$ 12,800.00
64	BROWN KEVIN J & TAMAREEM V	5385 JAMACA BLVD N LAKE ELMO	55042 0302921310007	\$ 6,400.00
65	DRAXTON MICHAEL & AMANDA	5400 JAMACA BLVD N LAKE ELMO	55042 0302921320007	\$ 6,400.00
66	FARMER KENNETH R II & MICHELLE R W	5445 JAMACA BLVD N LAKE ELMO	55042 0302921310008	\$ 6,400.00
SUBTOTAL-PAGE 2				\$ 208,000.00
SUBTOTAL-PAGE 1				\$ 220,800.00
TOTAL				\$ 428,800.00



LEGEND

 2017 STREET IMPROVEMENTS



FIGURE NO. 1

LOCATION MAP

NORTH TRI LAKES AREA

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

2017 STREET IMPROVEMENTS
PROJECT NO. 2016.135

AUGUST 2016

- OCTOBER 4, 2016 Council authorizes Feasibility Report.
- DECEMBER 6, 2016 Presentation of Feasibility Report. Council accepts Report and calls Hearing. Authorizes Design Survey.
- JANUARY 17, 2017 Public Improvement Hearing. Council Orders the Improvement and orders the preparation of Plans and Specifications (Requires 4/5th vote).
- APRIL 4, 2017 Council approves Plans and Specifications and orders Advertisement for Bids.
- MAY 4, 2017 Receive Contractor Bids.
- MAY 16, 2017 Council accepts Bids and awards Contract.
- JUNE 12, 2017 Conduct Pre-Construction Meeting and issue Notice to Proceed.
 - SEPTEMBER 22, 2017 Substantial Completion.
 - OCTOBER 27, 2017 Final Completion.

CITY OF LAKE ELMO, MINNESOTA

2017 STREET IMPROVEMENTS

PROJECT NO. 2016.135

DATE RECEIVED: JANUARY 6, 2017

PROPOSAL FEE SUMMARY					
Consulting Firm	Total Engineering	Project Management	P&S	Bidding	Construction
Bolton & Menk, Inc.	\$88,820	\$4,020	\$51,754	\$1,822	\$31,224
TKDA, Inc.	\$71,000	\$2,300	\$44,460	\$1,800	\$22,440
SEH, Inc.	Did not submit				