The Public Improvement Process:

A guide to developing and implementing a public improvement project

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Park Commission Meeting
May 19, 2008

Agenda

- Public improvement process
- Example Project “Stonegate Trail Improvements”

Competitive Bidding Requirements in Cities

- The uniform municipal contracting law requires cities to select contracts according to specific procedures
- Requirements vary by contract type and amount
- Includes project contracts for construction, alteration, maintenance, or repairs
- For contract costs less than $10,000
  - may obtain quotations (must obtain at least two)
- For contract costs $10,001 to $50,000
  - may use competitive bidding process, OR
  - by direct negotiation (must obtain at least two quotations)

Competitive Bidding Requirements in Cities Continued:

- Cities must use the competitive bidding process for contracts for construction, alteration, maintenance, or repairs
  - If project cost is expected to exceed $50,000
  - August 1, 2008, this limit will increase to $100,000
  - Cannot split project to avoid competitive bidding
  - Requirements differ for special assessment projects

Competitive Bidding Requirements in Cities Continued:

- For competitive bids
  - City must prepare plans and specifications
  - Plans and Specs should provide bidders a basis on which to bid that attracts as many bidders as possible and treats all fairly
- Advertisement for bids
  - Minimum 10 days in official newspaper
  - Minimum 3 weeks in official newspaper (assessed project that exceed $100,000)

Typical Project Steps – Best Practices

- Prepare Capital Improvement Plan
  - List of desired projects and improvements
  - Identify year to implement
  - Provides budgetary estimate of costs
- Have plan adopted by City Council
- Update annually – update costs – plan for annual budgets

Typical Project Steps - Engineering

- Ask council to authorize Feasibility Study
- Recommend council to Approve Feasibility Study and authorize Design (Plans and Specifications)
- City receives quotes, OR competitive bids
- Council awards the improvement

Typical Project Steps - Engineering

- Capital Improvement Planning
  - Long range comprehensive planning and budgeting
- Feasibility Study (Reports / Preliminary Design)
  - Identify scope of work, issues, costs, permit requirements, easements/ROW, review alternatives
  - Involve stakeholders - residents
- Design (preparation of plans and specifications)
- Construction
  - Includes contract administration – inspection - staking

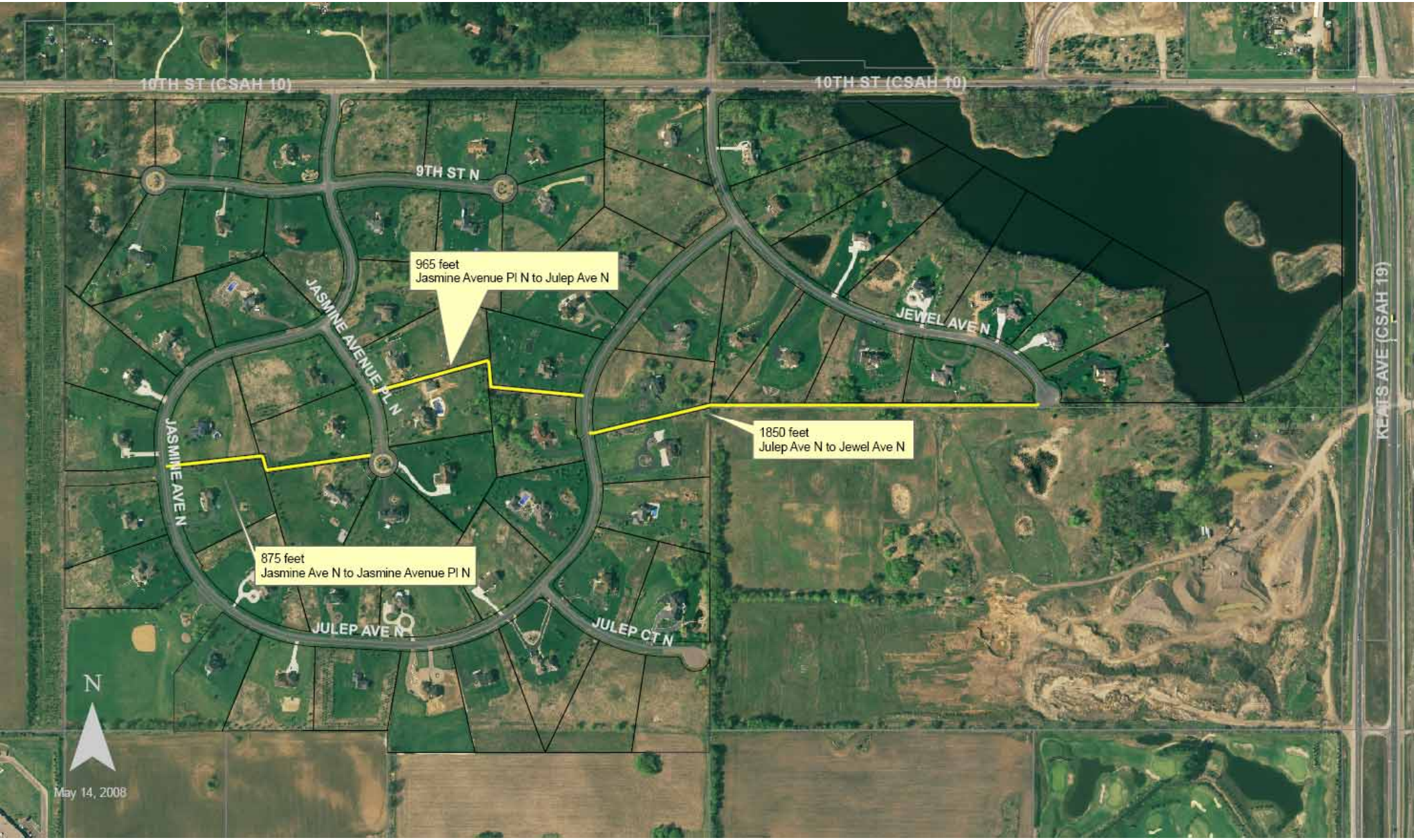
Summary Key Points

- Be aware of the competitive bidding requirements
- Plan early to provide adequate time (best to complete preliminary design one year in advance of construction)
- Feasibility Study phase is often iterative – efforts to define scope of work
- Helpful to determine early on if Engineering should be involved

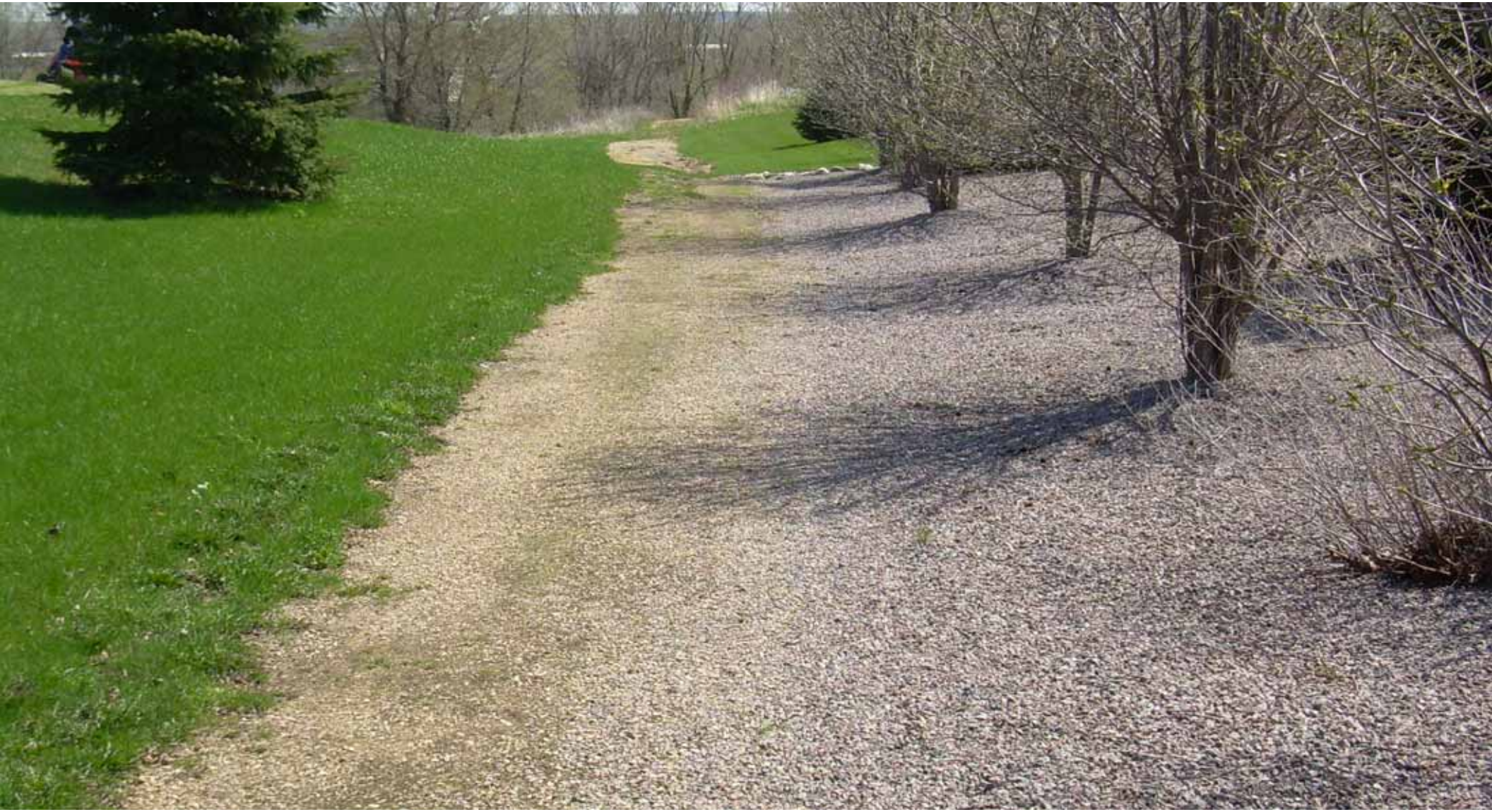
Example Trail Improvement Process: Stonegate Trail

- Engineering staff was asked to complete a field review of the existing trail condition

- Identify the next steps for project implementation



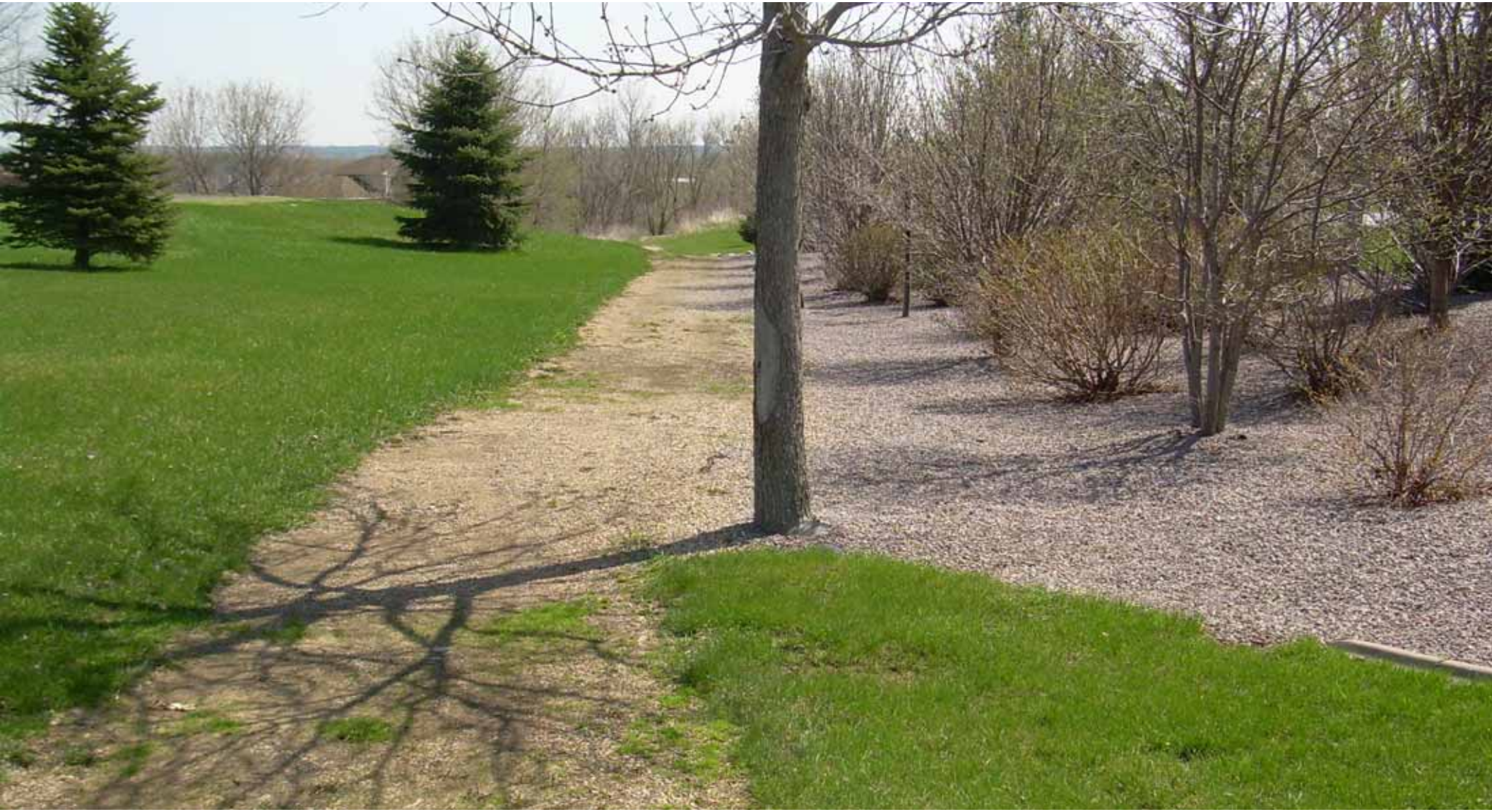
2005 Aerial of Stonegate Trail



Engineering Challenges

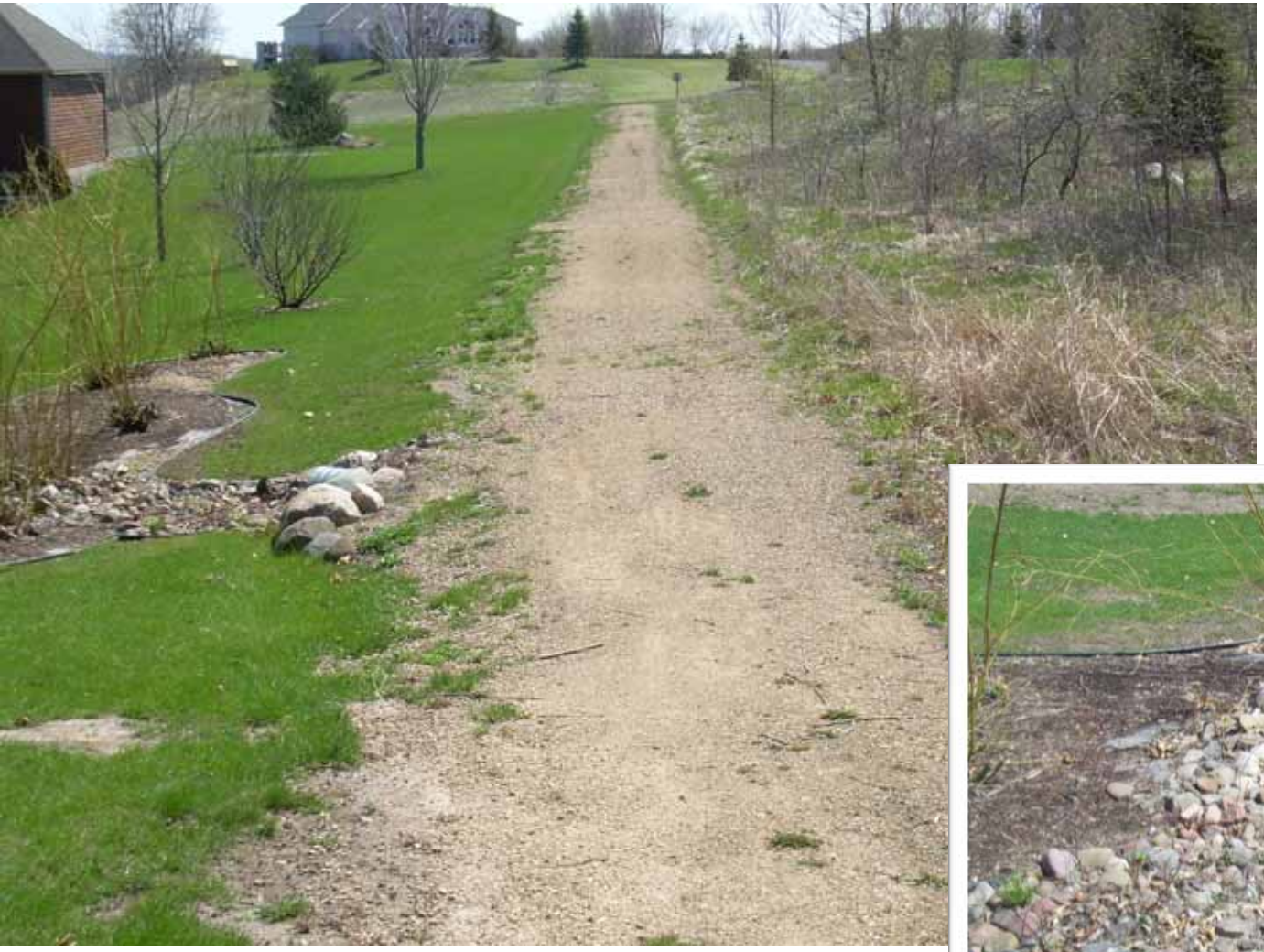
Encroachment of private improvements on existing trail

Location of existing trail in relation to 20’ trail easement



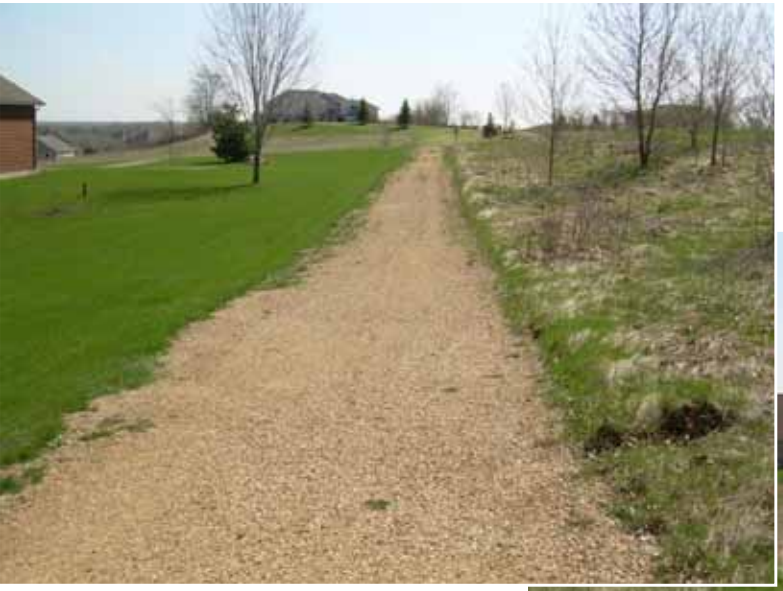
Engineering Challenges

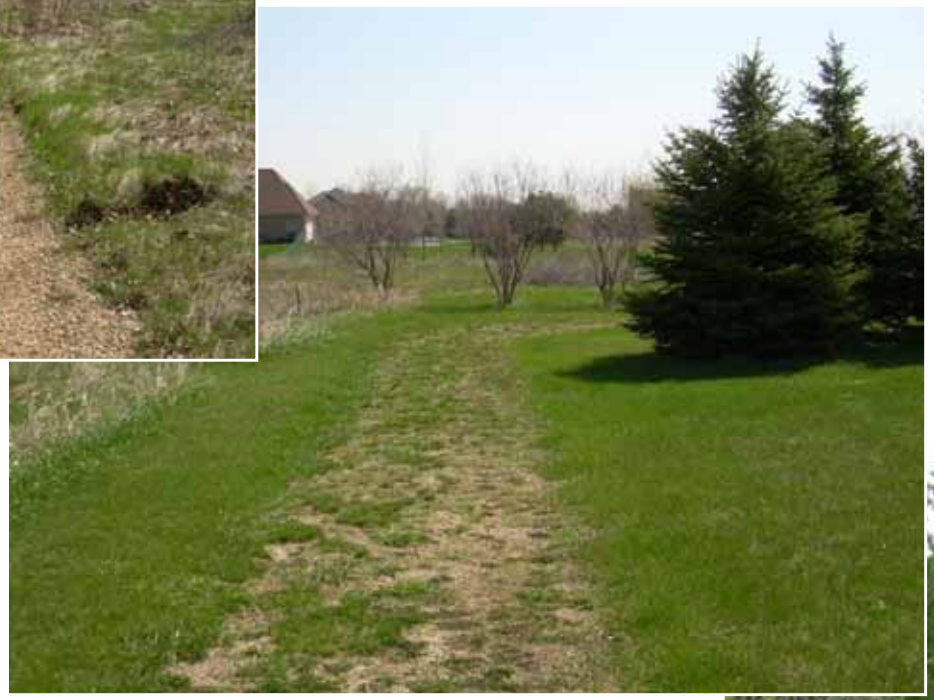
Clearing and grubbing of some trees

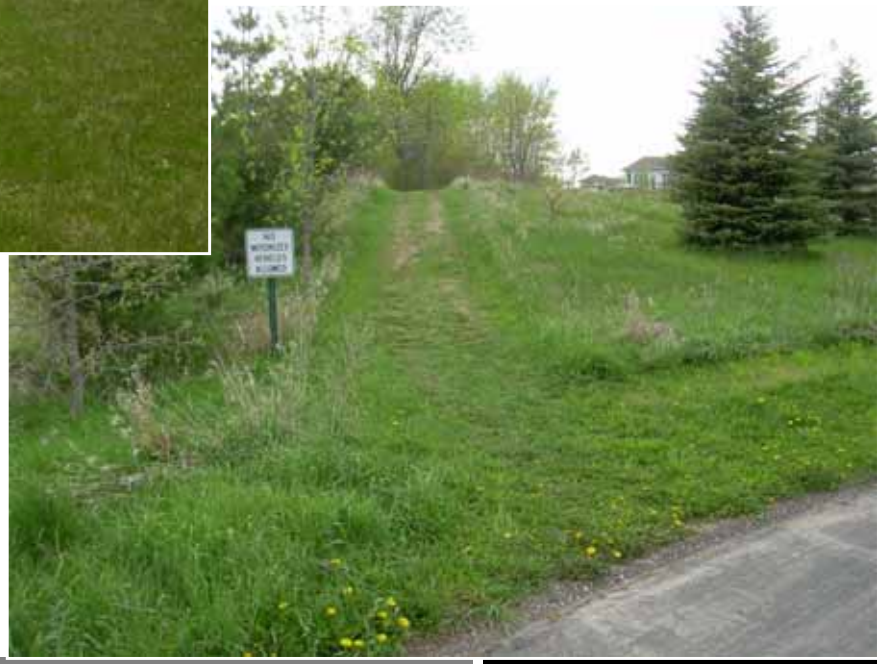


Drainage must be addressed

Engineering Challenges



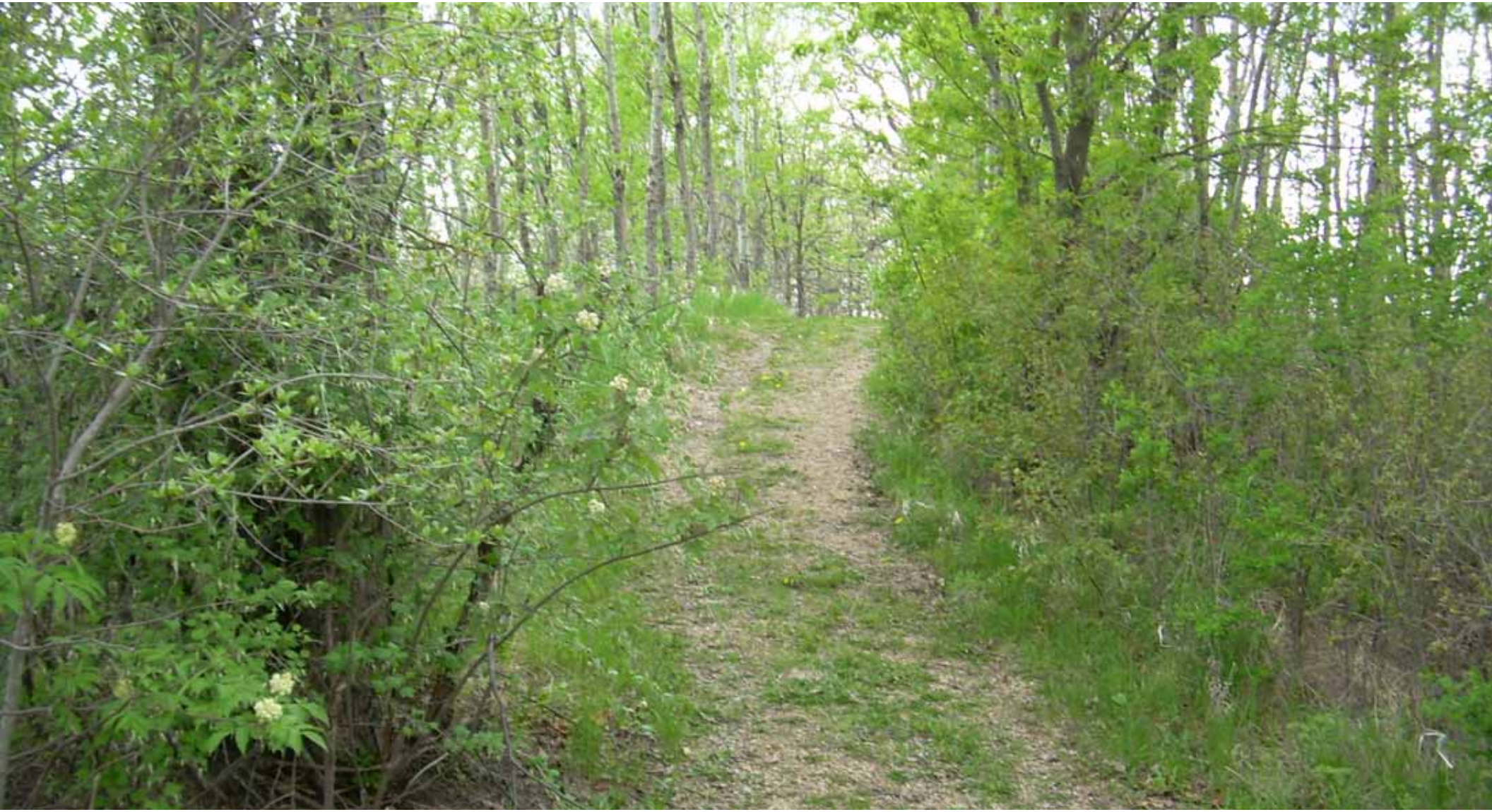




Engineering Challenges

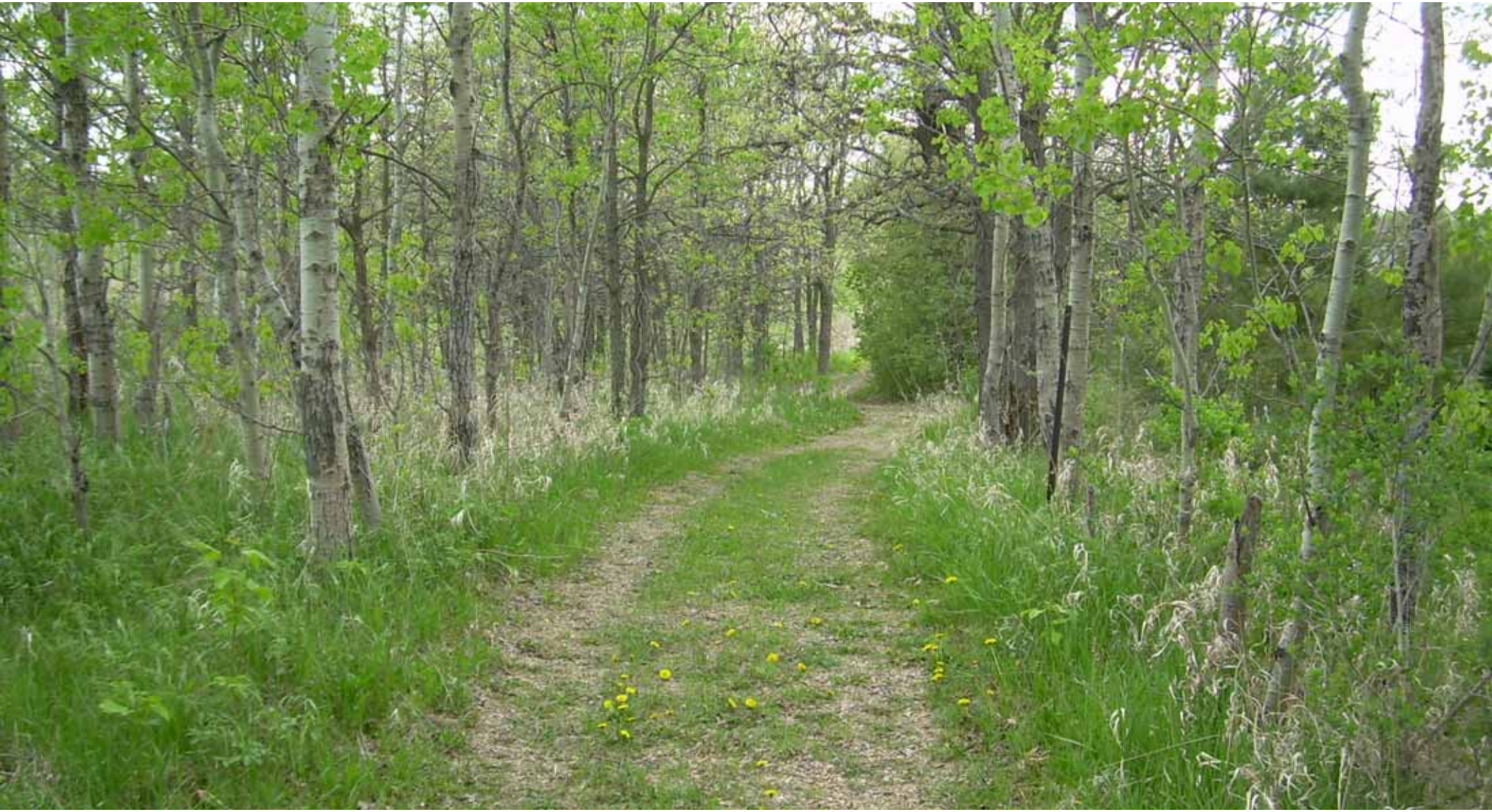
Gravel is inconsistent – soil borings be used to determine subsurface conditions.

Topsoil and fines located in top section



Engineering Challenges

Steep slopes



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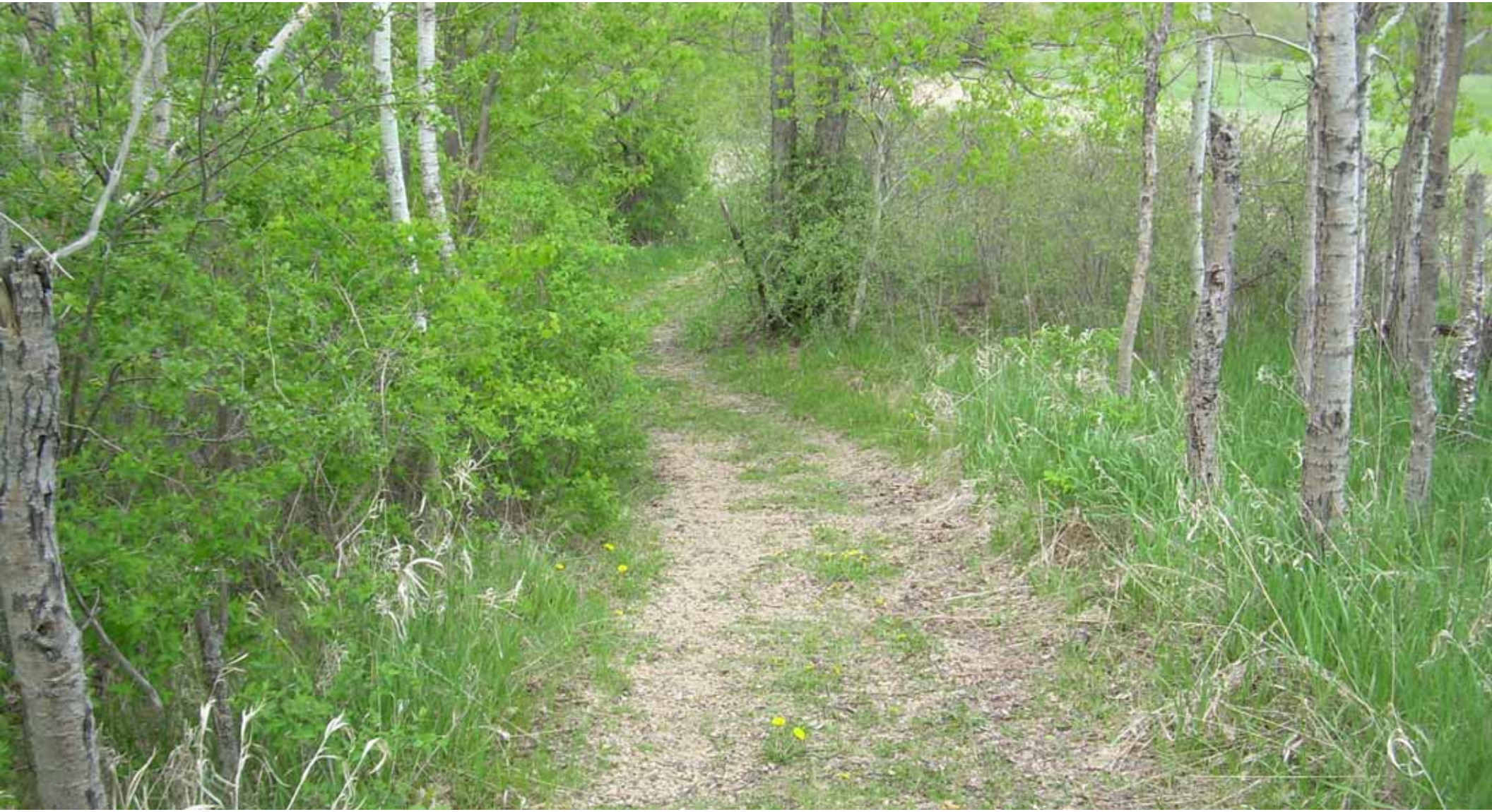

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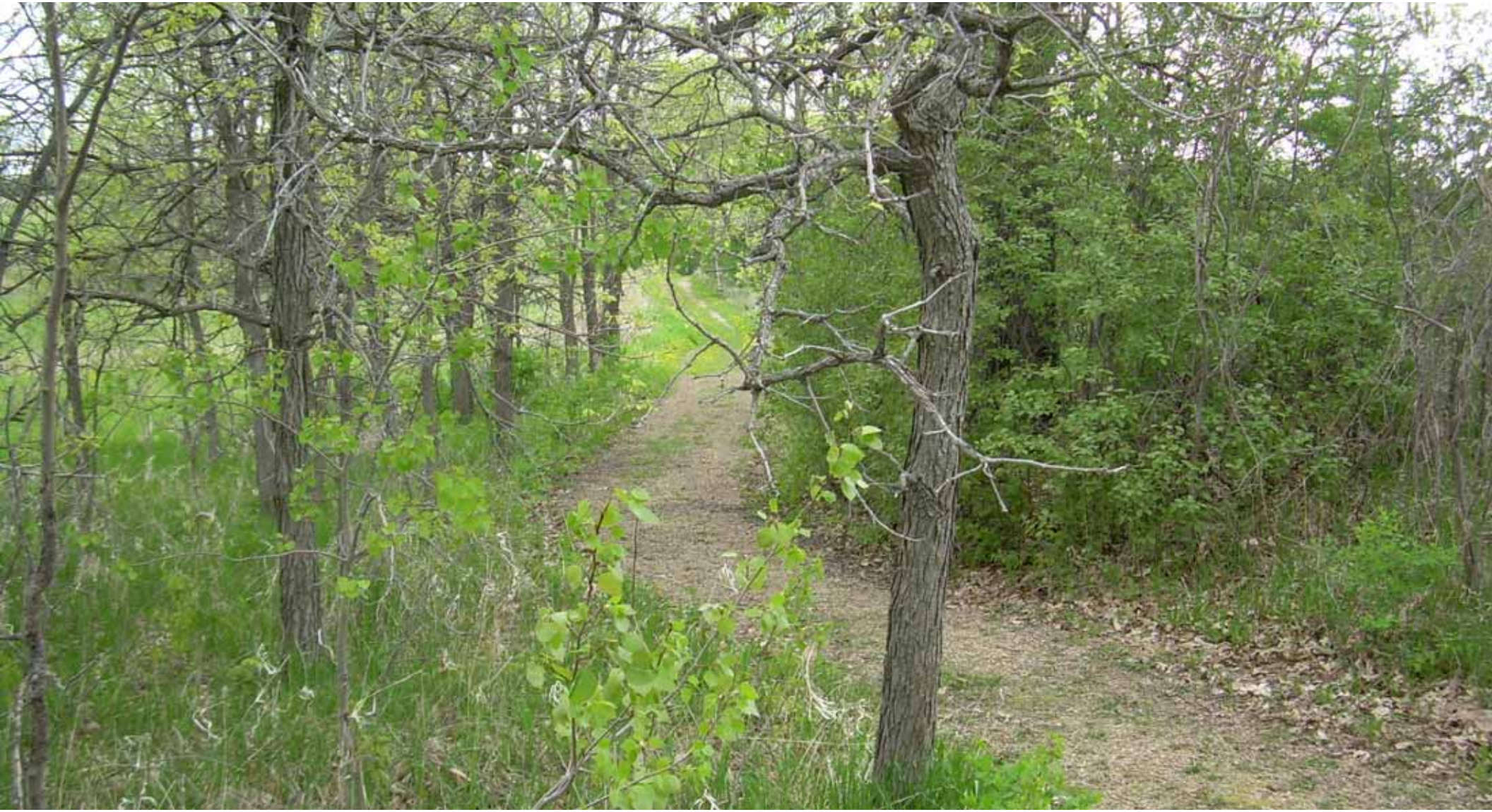

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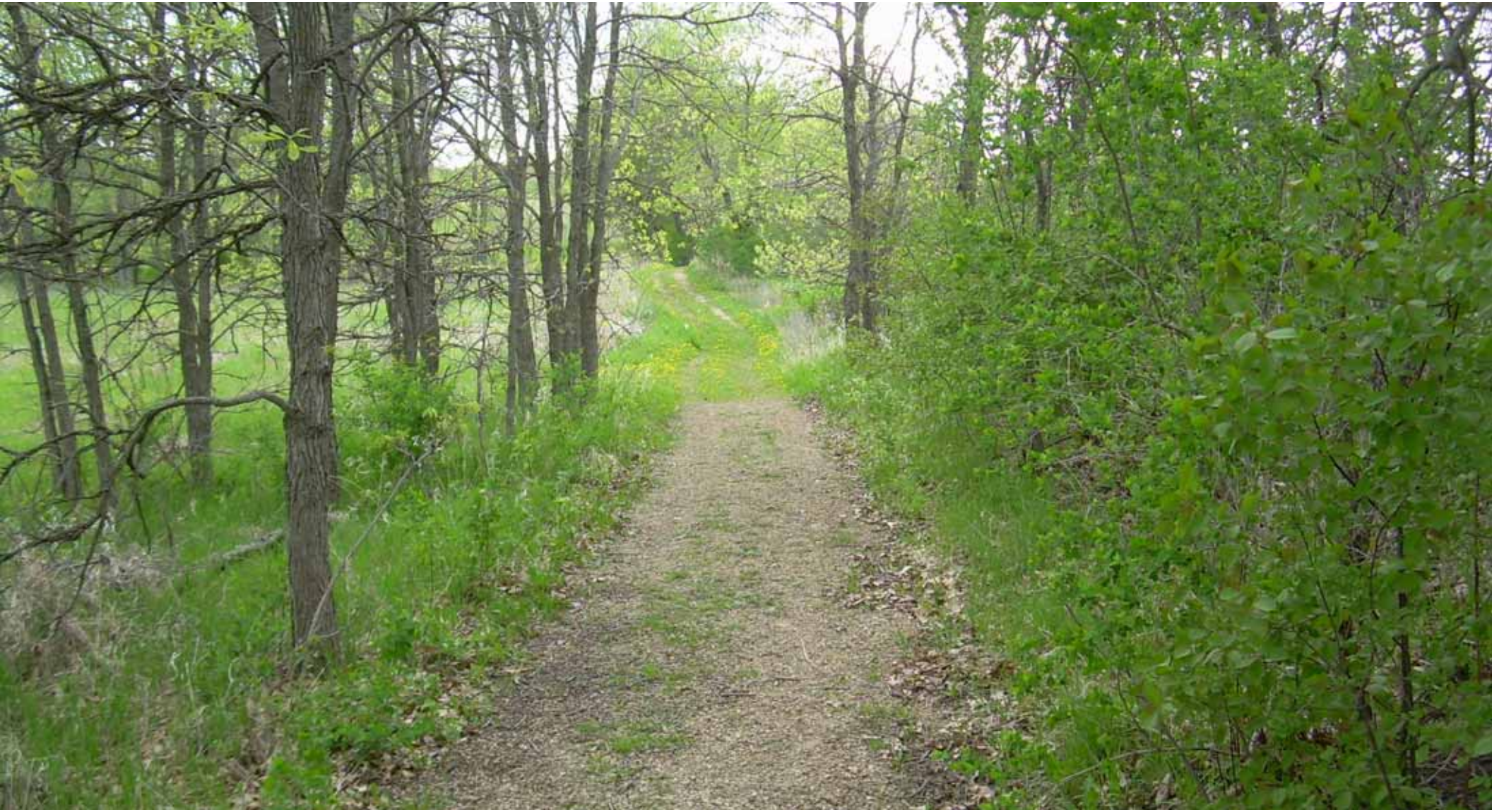

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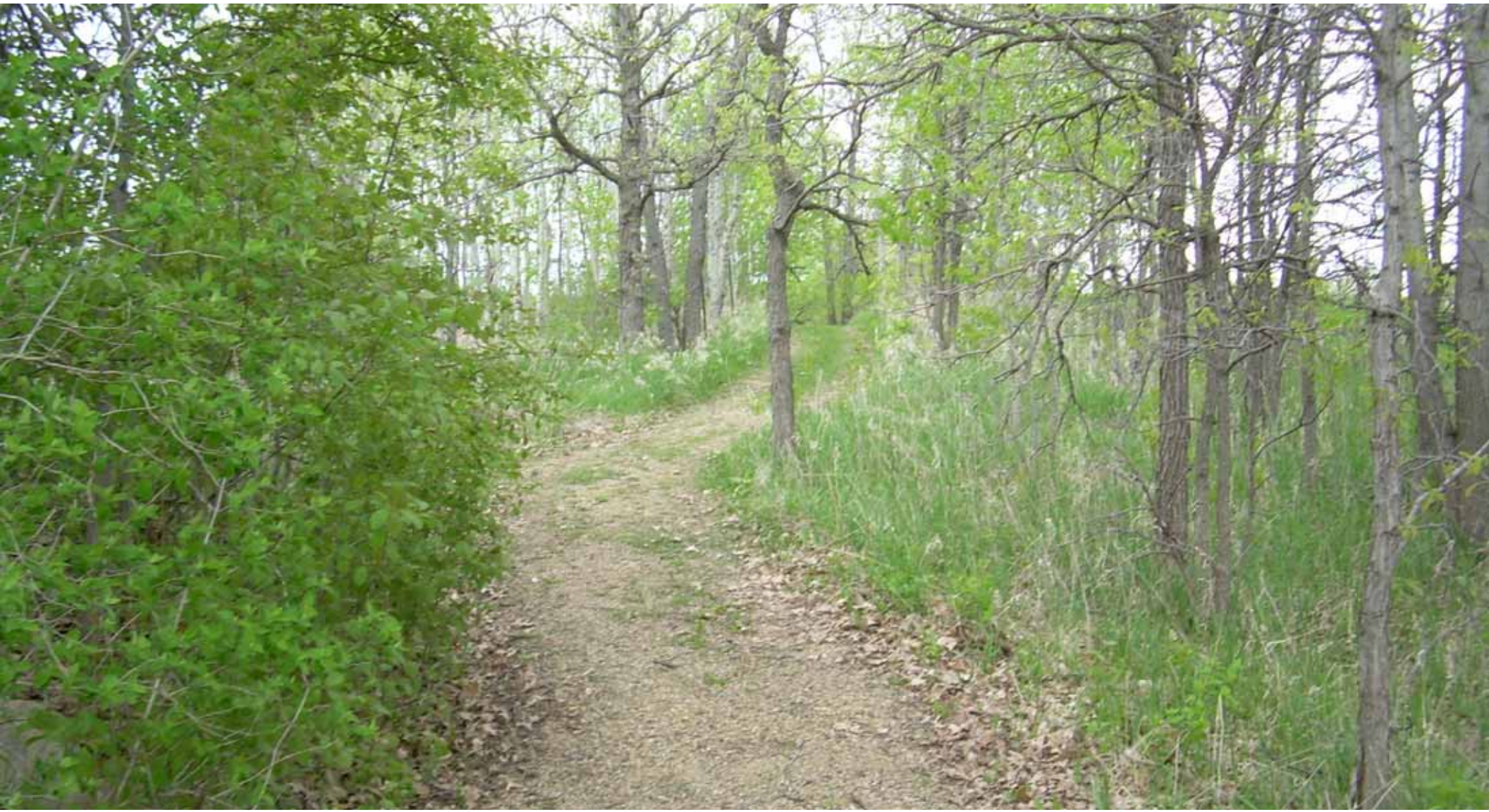

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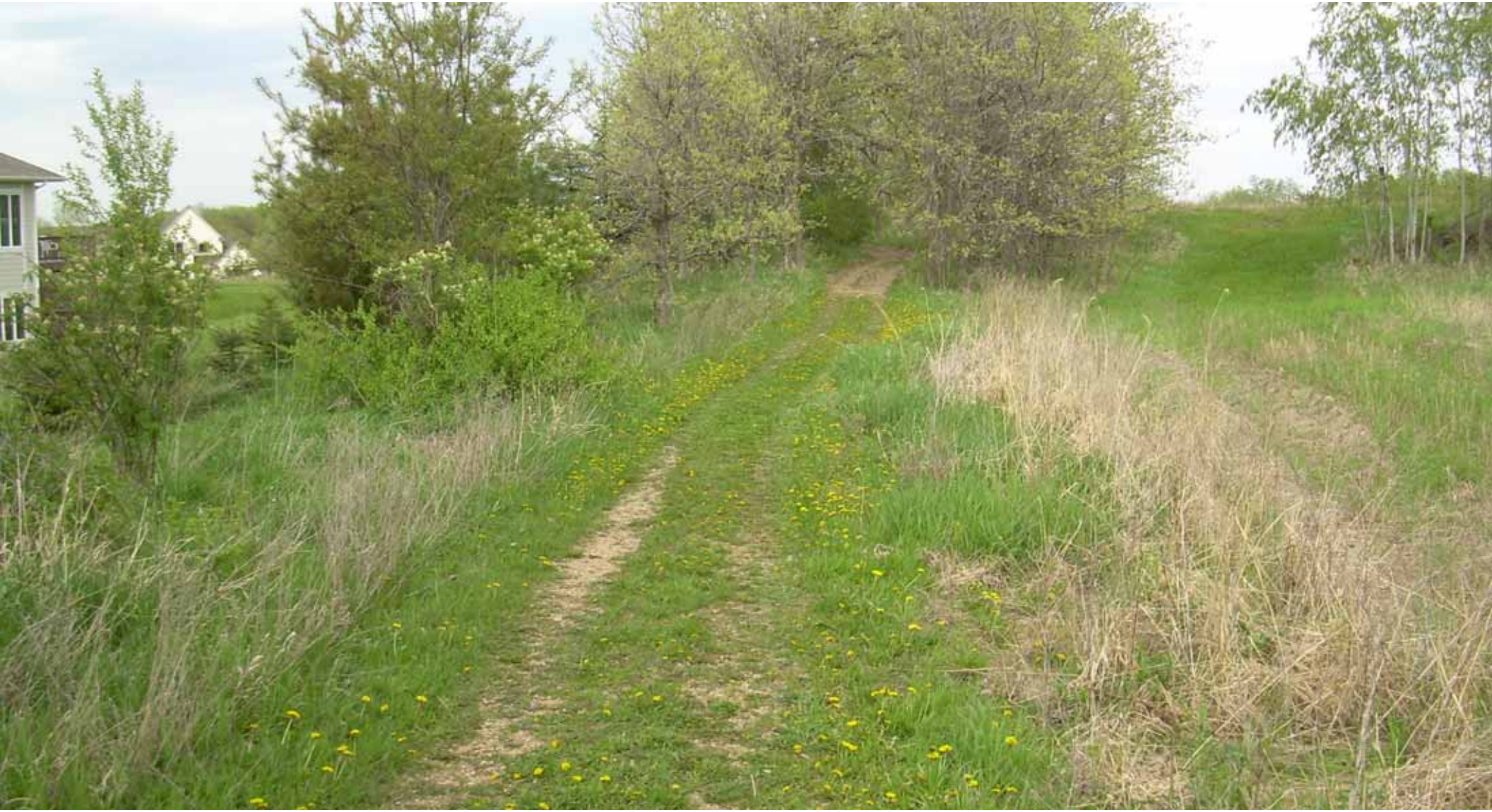

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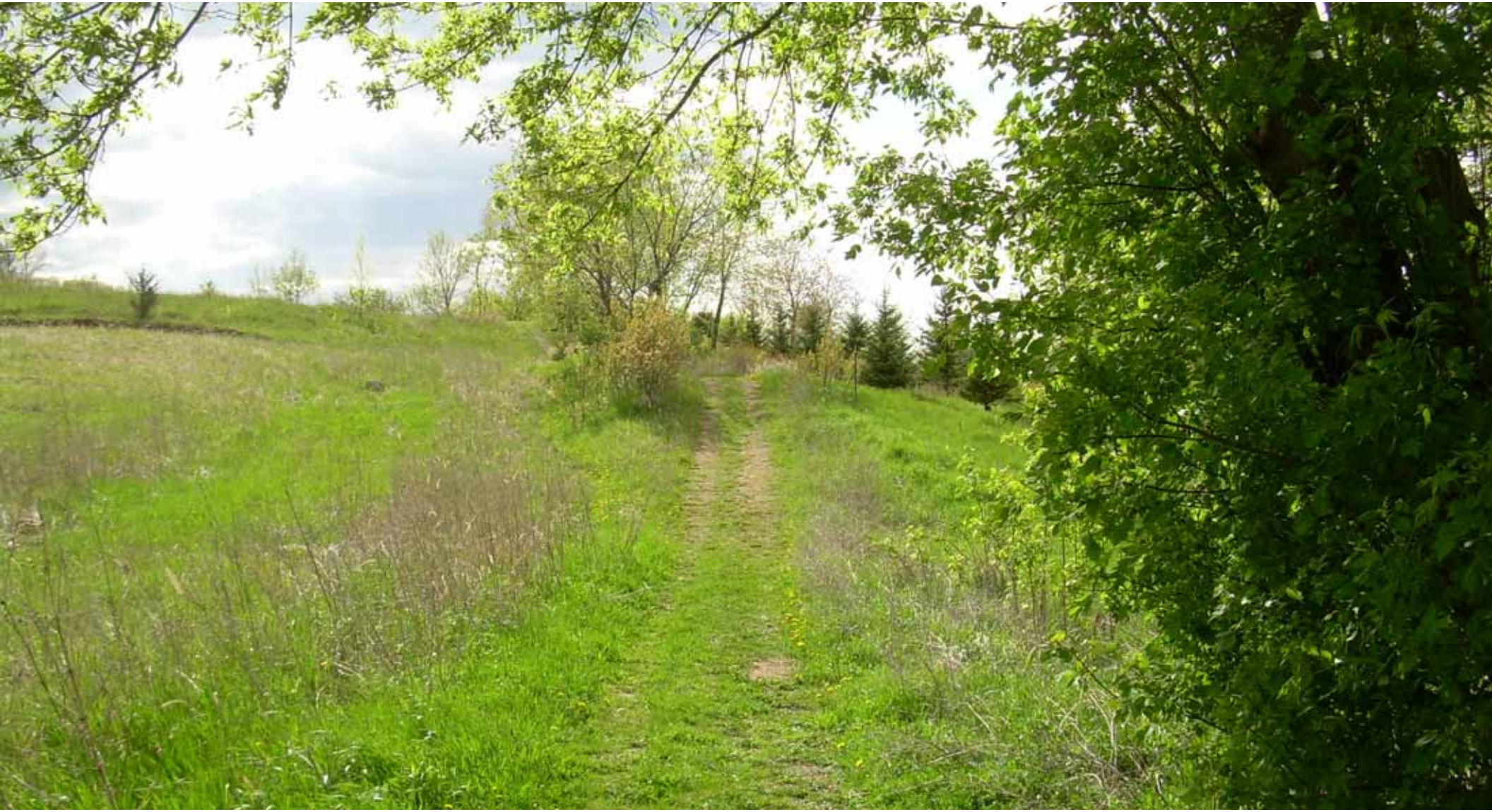

Engineering Challenges

Steep Slopes

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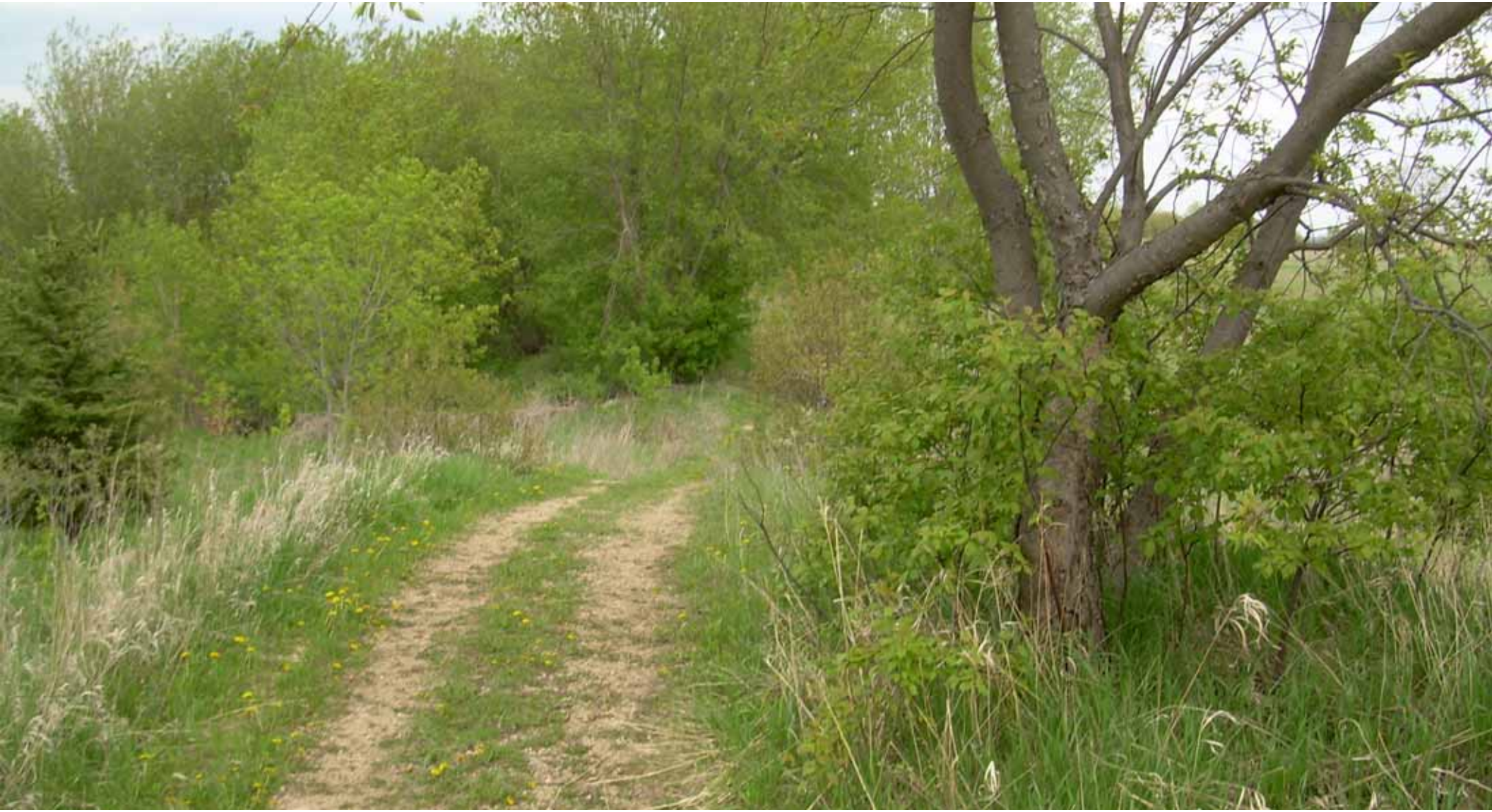
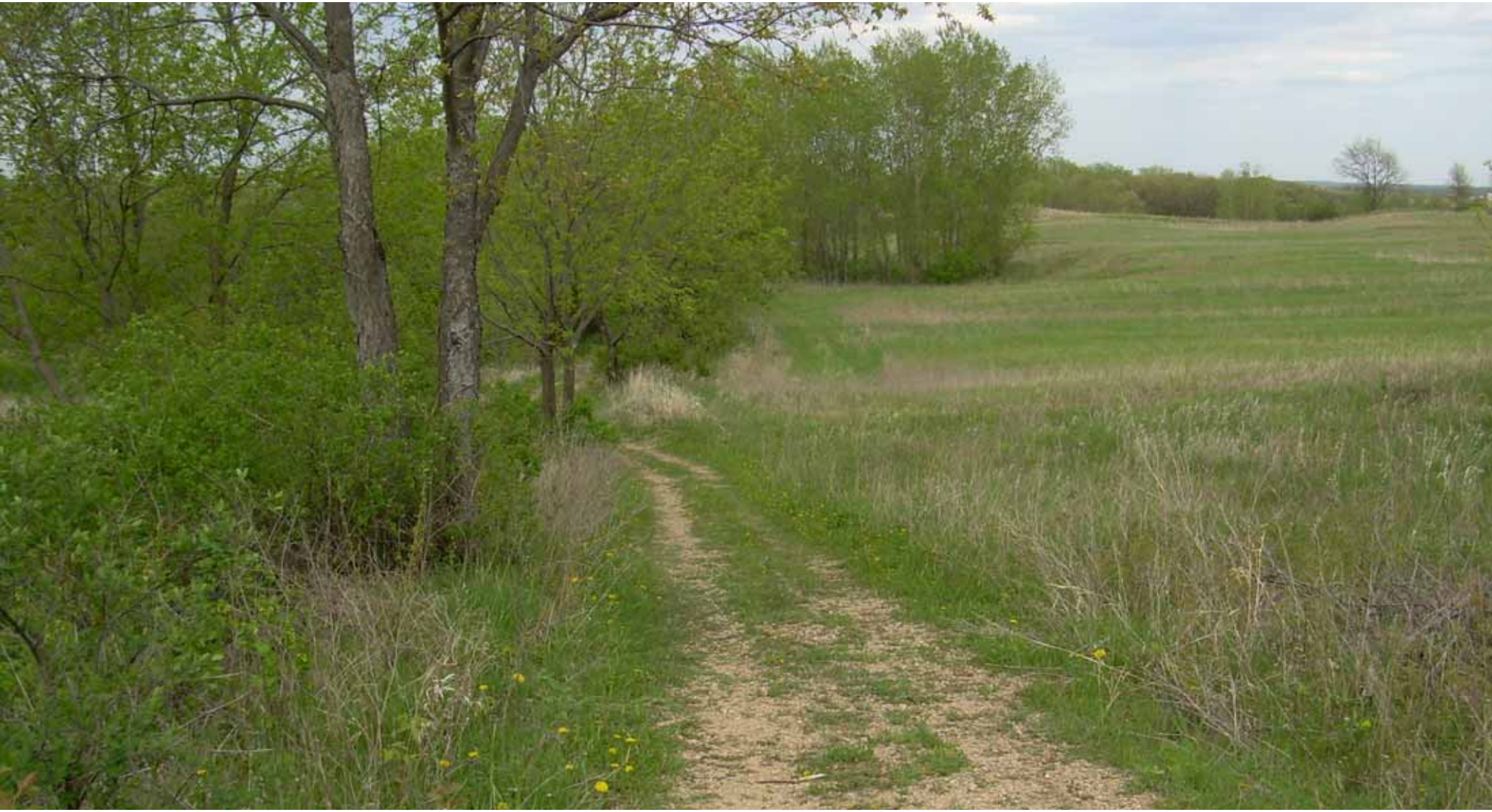


Engineering Challenges

Tree removal/trail geometry



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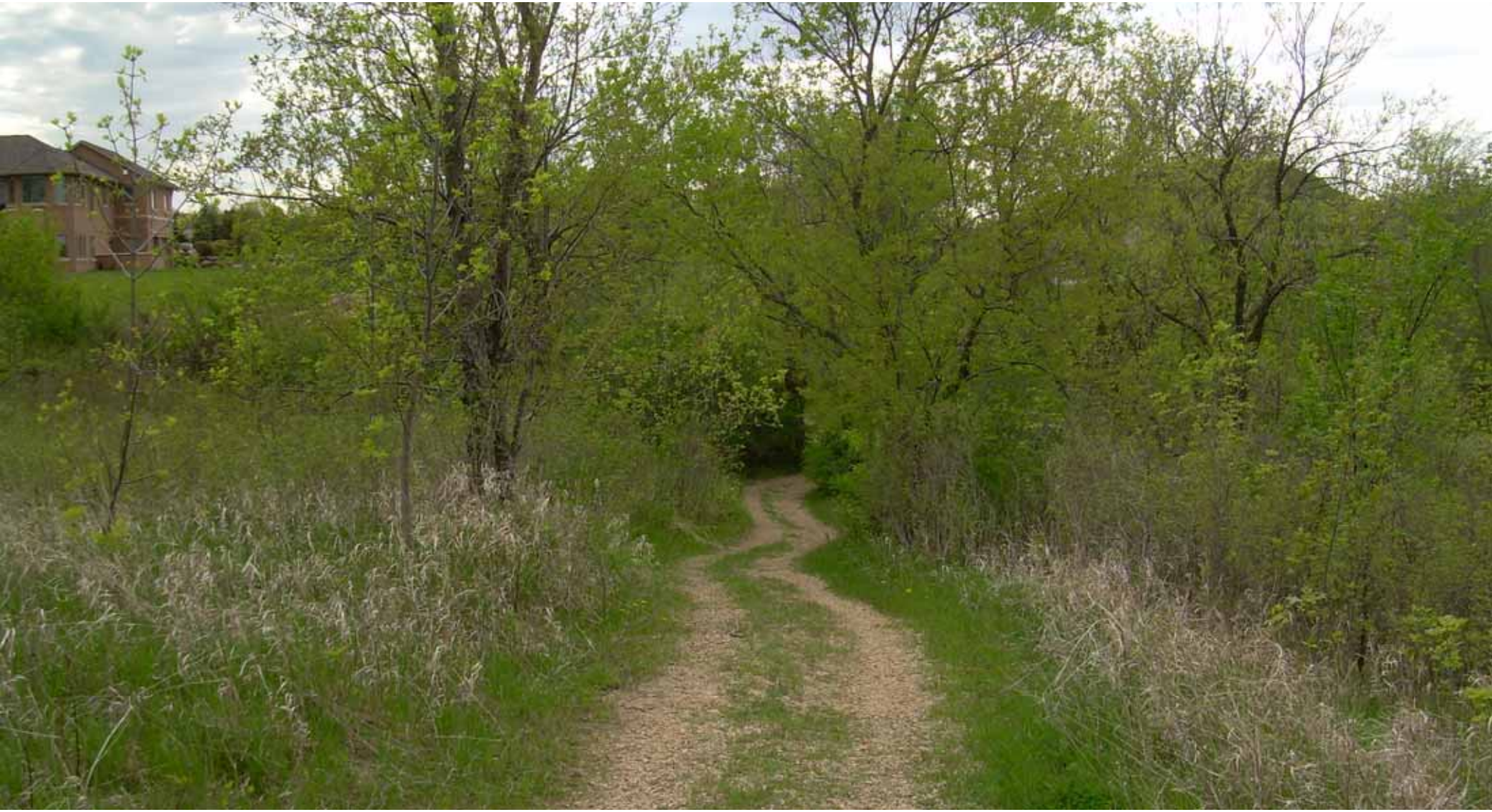

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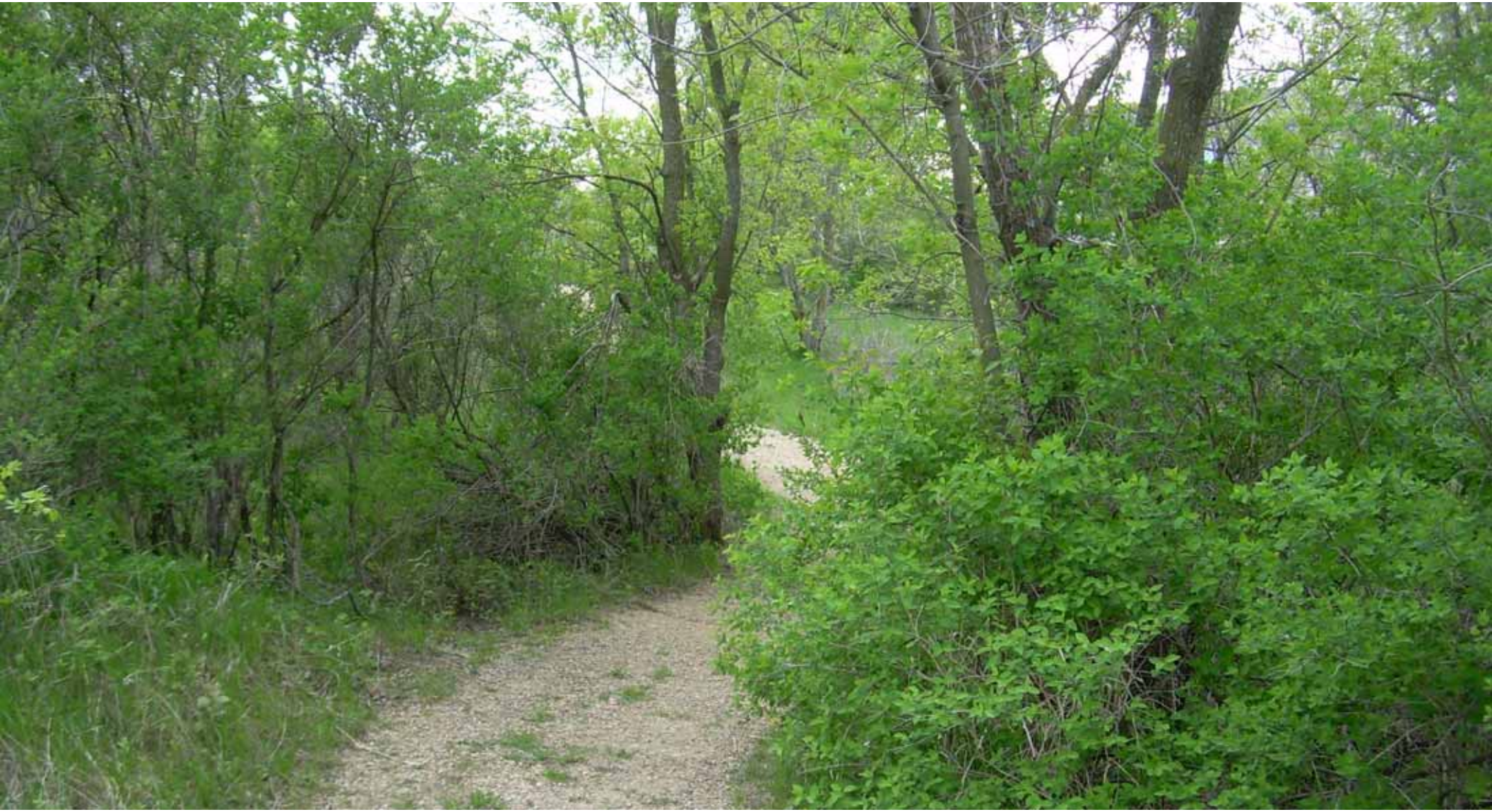
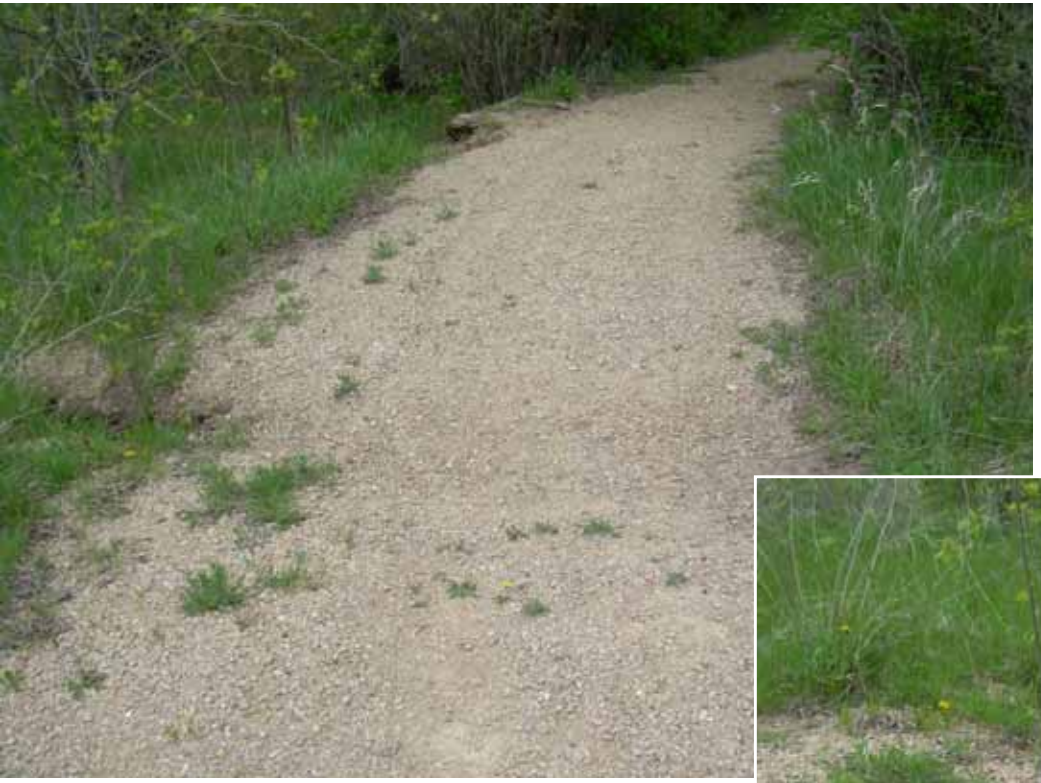
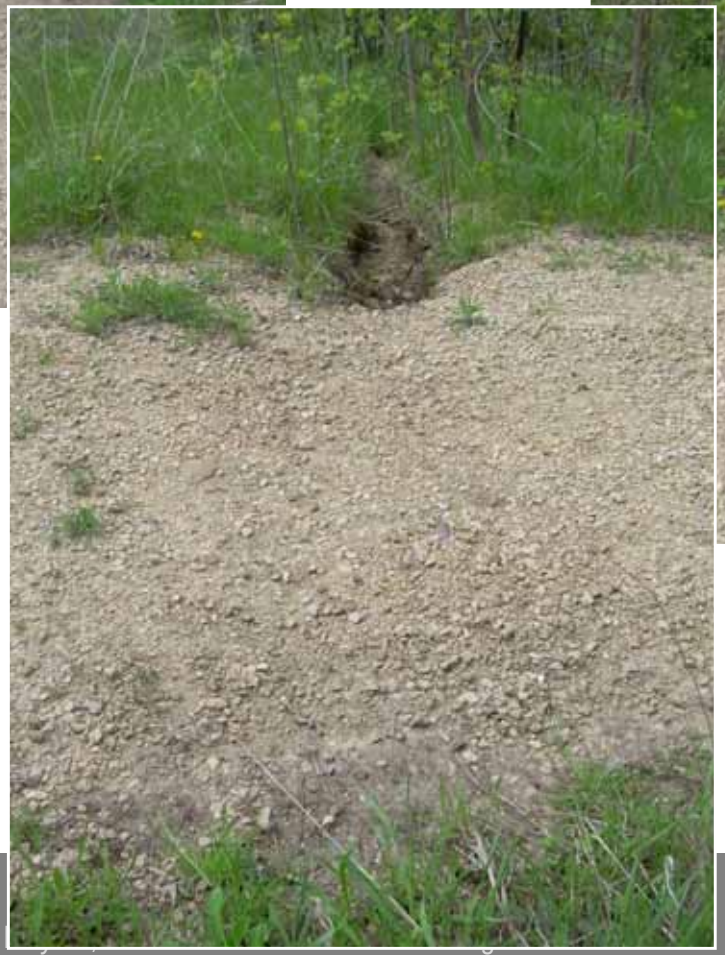
Steep slopes

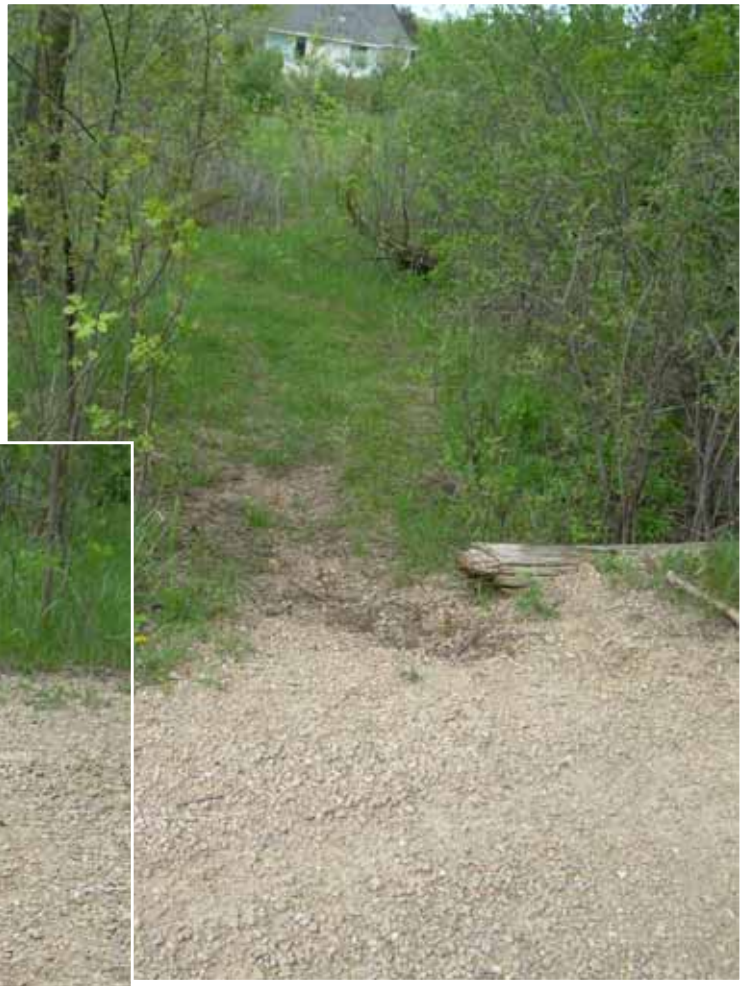


Engineering Challenges

Trail geometry/tree removal

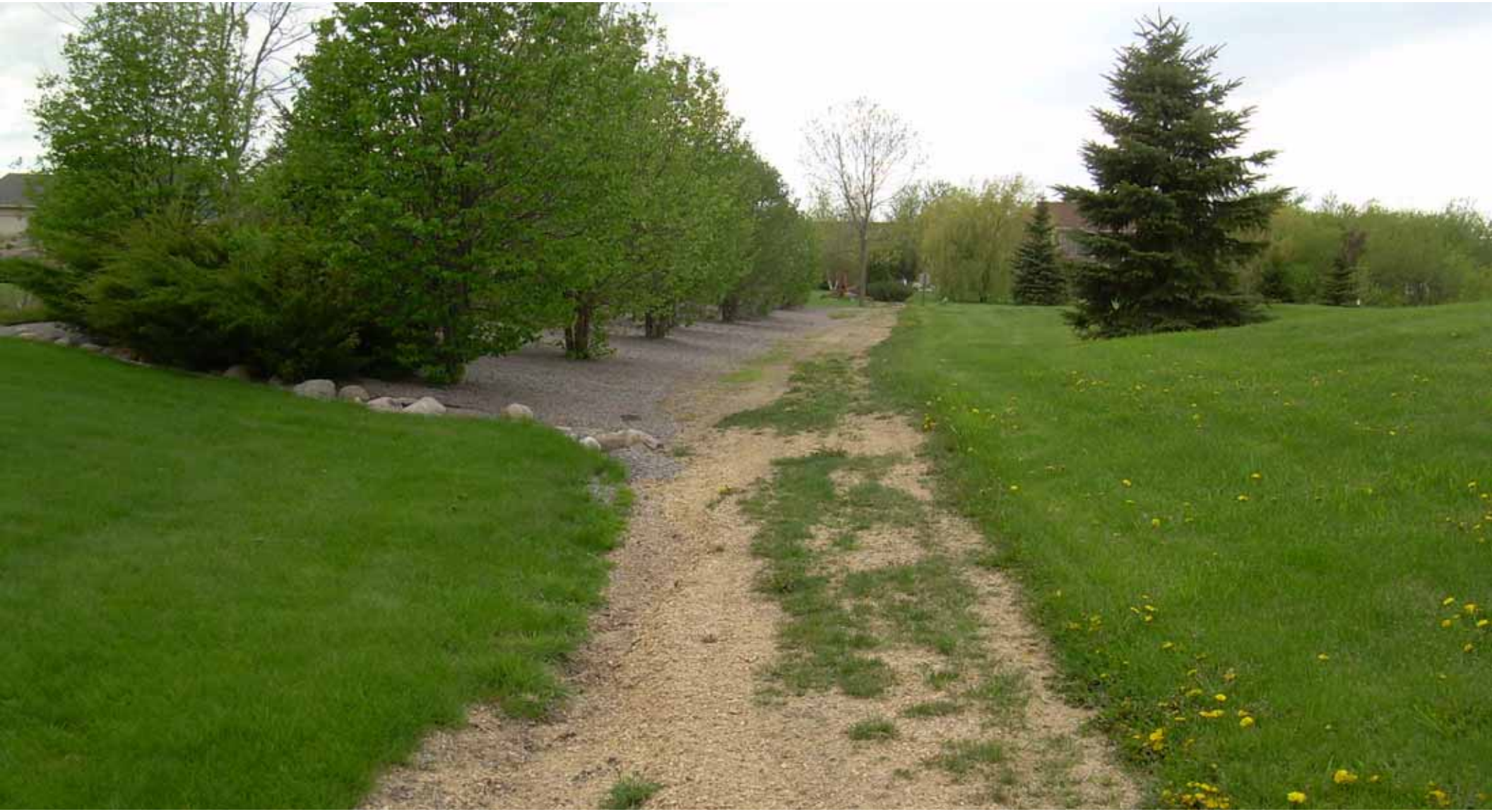






Engineering Challenges

Culvert required



Engineering Challenges

Drainage/erosion concerns

Stonegate Trail Improvements

- Existing conditions are likely to require engineered trail – preparation of plans and specifications
- Trail easement verification work will be necessary (survey)
- Resident input will be necessary to improve trail system
- Project costs are likely to require competitive bid process for this project

Stonegate Trail Improvements
Next steps

- Park Commission would need to identify project need to city council to have feasibility study authorized

Stonegate Trail Improvements
Next steps

- Develop scope of project – typically through a feasibility study with resident involvement and preliminary engineering including:
  - soils information
  - easement survey, and
  - alignment mapping (tree impacts, grading impacts, etc.)
  - opinion of probable project costs
- Order project – preparation of plans and specs for bidding purposes

EXAMPLE PROJECT SCHEDULE

May 19, 2008	Meet with Park Commission to discuss project schedule and goals.
June 3, 2008	Park Commission to request authorization from City Council for feasibility report (preliminary design). Begin preliminary design phase.
June 16, 2008	Develop final scope with Park Commission.
July 1, 2008	Present feasibility study to City Council and receive authorization for the preparation of plans and specifications.
August 5, 2008	Present final design to City Council, depending on scope defined by Park Commission. Seek authorization for bid process.
August 8, 2008	Advertisement for Bids published in Lake Elmo Leader (*Notice to be submitted August 8th for publication on August 14th and 21st*). Advertisement for Bids may also be placed on City web site (not a statutory requirement).
September 11, 2008	Bid opening.
September 16, 2008	Contract awarded at City Council meeting.
September 29, 2008	Begin construction.
November 30, 2008	Project completion date.
Spring 2009	Restoration.