



## STAFF REPORT

DATE: May 2, 2023

### **CONSENT**

**AGENDA ITEM:** Approve Plans and Specifications and Order Advertisement for Bids for the 2023 Trail Improvements

**SUBMITTED BY:** Jack Griffin, City Engineer

**REVIEWED BY:** Kristina Handt, City Administrator  
Marty Powers, Public Works Director  
Mike Rusenovich, Project Engineer

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**ISSUE BEFORE COUNCIL:** Should the City Council approve the Plans and Specifications and Order the Advertisement for the 2023 Trail Improvements?

**BACKGROUND:** On June 21, 2022, the City Council authorized engineering services and preparation of the plans and specifications for the 2022 Trail Improvements. The project was initiated as part of the 2022 Parks Commission work plan, approved on May 3, 2022. During detailed design, staff recommended that the project be deferred to 2023 construction to allow for the acquisition of easements that would be needed to construct the improvements. The Project was amended in February, 2023 to combine the Park Commission work plan trail segments for 2022 and 2023 as one project, renamed as the “2023 Trail Improvements.”

The project includes approximately 7,260 feet of new trail segments, paving existing gravel trail segments, and reconstruction of existing paved trails. Trail segments include Stonegate neighborhood trails (Trail A, Trail B, Trail C and Trail D); the Hamlet on Sunfish Lake to Tapestry trail connection; the “City Walking Path”; the Sunfish Ponds Walking Trails; and the DeMontreville Wildlife Area Walking Path. Trail construction or reconstruction will consist of common excavation and grading, installation of an aggregate base, pavement, and pedestrian ramp installation in accordance with the City Engineering Design Standards.

**PROPOSAL DETAILS/ANALYSIS:** The plans and specifications have been completed for the improvements and are ready to be advertised for contractor bids. A bid date has been scheduled for May 25, 2023. Once received, bids will be reviewed by staff with results to be presented to council on June 6, 2023 to consider awarding a construction contract.

**FISCAL IMPACT:** The project will be funded through the City’s park funds and will not be assessed to benefitting properties. Approval of this motion does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contract to complete the work.

**RECOMMENDATION:** Staff is recommending that the City Council consider approving, *as part of the consent agenda*, a Resolution approving the plans and specifications and ordering the advertisement for bids for the 2023 Trail Improvements. If removed from the *consent agenda*, the recommended motion for this action is as follows:

***“Move to approve Resolution No. 2023-042, approving the Plans and Specifications and Ordering the Advertisement for Bids for the 2023 Trail Improvements.”***

**ATTACHMENTS:**

1. Resolution approving the Plans and Specifications and Ordering the Advertisement for Bids for the 2023 Trail Improvements.
2. Location Map.
3. Project Schedule.
4. Advertisement for Bids.

*\*Project Plans and Specifications available for review at City Hall.*

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

**RESOLUTION NO. 2023-042**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND  
ORDERING ADVERTISEMENT FOR BIDS FOR THE  
2023 TRAIL IMPROVEMENTS**

**WHEREAS**, pursuant to City Council resolution, adopted on June 21, 2022, the City Engineer, together with TKDA, Inc., has prepared plans and specifications for 2023 Trail Improvements and has presented such plans and specifications to the Council for approval.

**NOW, THEREFORE, BE IT RESOLVED,**

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall, and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided by following required electronic bidding procedures outlined by QuestCDN prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SECOND DAY OF MAY, 2023.**

**CITY OF LAKE ELMO**

(Seal)  
ATTEST:

By: \_\_\_\_\_  
Charles Cadenhead  
Mayor

\_\_\_\_\_  
Julie Johnson  
City Clerk



PROJECT SCHEDULE  
CITY OF LAKE ELMO

2023 TRAIL IMPROVEMENTS  
PROJECT NO. 2022.117

**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

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MAY 2, 2023	Council approves Plans and Specifications and orders Advertisement for Bids.
MAY 26, 2023	Project Bid Date: Receive contractor bids.
JUNE 6, 2023	Council accepts Bids and awards Contract.
JULY 3, 2023	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none"><li>SEPTEMBER 8, 2023 Substantial Completion.</li><li>OCTOBER 7, 2023 Final Completion.</li></ul>

## **SECTION 0100 – ADVERTISEMENT FOR BIDS**

### **2023 TRAIL IMPROVEMENTS PROJECT NO. 2022.117**

### **FOR THE CITY OF LAKE ELMO WASHINGTON COUNTY, MINNESOTA**

Notice is hereby given that bids will be received online through QuestCDN.com until 10:00 AM CDT, on Friday, May 26, 2023, via QuestCDN for furnishing all work and materials for the construction, complete in place, of the *2023 Trail Improvements*, consisting of the major work items in the following approximate quantities:

3200 CU YD	Common Excavation
3200 SQ YD	Remove Bituminous Pavement
2900 TON	Aggregate Base Construction
900 TON	Bituminous Surfacing
230 LIN FT	Concrete Curb and Gutter
11 EA	Concrete Pedestrian Ramps
10 EA	Clear and Grub Tree
16 LF	15" RCP Storm Sewer
4000 SQ YD	Sodding
2500 SQ YD	Seeding
500 CU YD	Topsoil Borrow
13 SQ FT	Sign Panels

The bid opening will be conducted via Microsoft TEAMS Meeting, at which time the bids will be publicly opened and read aloud:

2023 Trail Improvements Bid Opening  
Friday, May 26, 2023 10:00 AM – 10:30 AM (CDT)

<https://tinyurl.com/LakeElmo2023TrailImprovements>

Or call in (audio only): 651-300-3371  
Phone Conference ID: 922 050 224#

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Bids must be submitted electronically through QuestCDN no later than the date and time noted above, on the Proposal Forms provided in accordance with the Contract Documents, Plans, and Specifications as prepared by TKDA, Inc., which are on file for inspection in the office of the City Clerk and City Engineer. For this project, the City will only be accepting online electronic bids through QuestCDN.

To access the electronic bid form, download the project document and click the bidding button at the top of the advertisement.

Complete digital Proposal Forms, Plans, and Specifications for use by Contractors submitting a bid are available at [www.QuestCDN.com](http://www.QuestCDN.com). Digital plan documents may be downloaded for a non-refundable fee of \$25.00 by inputting Quest Project No. 8494805 on the website's Project search page. Please contact QuestCDN at (952) 233-1632 or



[info@QuestCDN.com](mailto:info@QuestCDN.com) for assistance in free membership registration, downloading, and working with this digital project information.

For this project, bids will ONLY be received electronically. Contractors submitting an electronic bid will be charged an additional \$30 at the time of bid submission via the online electronic bid service QuestCDN.com. To access the electronic Bid Worksheet, download the project document and click the bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by TKDA dated May 2, 2023.

A Bid shall be submitted online no later than the date and time prescribed. For this project the City will only be accepting online electronic bids through Quest CDN. Prospective bidders must be on the planholders list through QuestCDN for bids to be accepted. Bids will only be accepted from Contractors who purchase Bidding Documents as specified above.

No bid will be considered unless submitted online prior to the time noted above for the closing of the bids, and accompanied by a bid bond in an amount not less than five percent (5%) of the total bid as a guarantee that the bidder, if successful, will enter into a contract with the City to perform the work described in the proposal. This deposit will be subject to forfeiture as provided by law. The deposits for the three lowest bidders will be retained by the City until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The City reserves the right to reject any or all bids, to waive informalities or to award the contract to the lowest responsible bidder, in the best interest of the City. For Bids exceeding \$50,000, the Bidder shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3 on the Responsible Contractor Verification Form included with the Bid Proposal.

Dated: May 2, 2023

Julie Johnson, City Clerk  
City of Lake Elmo

**PUBLISHED:** QuestCDN.com: May 5, 2023  
Stillwater Gazette: May 5 and May 12, 2023