



MEMORANDUM

DATE: February 21, 2023

TO: Honorable Mayor and City Councilmembers
Dave Perrault, City Administrator

FROM: David Swearingen, P.E. Public Works Director / City Engineer

SUBJECT: Proposed 2024 PMP Street and Utility Improvements Project

Budgeted Amount:	Actual Amount:	Funding Source:
\$2,300,000 (CIP)	TBD through feasibility study	PIR, Surface Water, Sanitary, Water, Special Assessments

Council Should Consider

- City staff is preparing a resolution ordering a feasibility study for the 2024 PMP Street and Utility Improvements for consideration by the City Council on March 13, 2023. Staff is requesting an opportunity to review the anticipated project scope, budget and schedule with the City Council prior to ordering the feasibility study.
- Consideration of direct selecting engineering consultant Bolton & Menk for professional services to complete the feasibility report, design of project plans and specifications, and construction administration.

Background

The 2023-2027 Capital Improvement Program (CIP), Attachment A, identifies proposed street and utility improvements within the McClung/Colleen neighborhood area for 2024, this can be seen in Attachment B. The proposed area consists of Keithson Dr. from Highway 96 W to the south 800-foot, Royal Hills Dr. from Snelling Avenue N to Arden View Dr., Arden Vista Ct., McClung Dr., Colleen Ave., Colleen Cir., Briarknoll Cir., Briarknoll Dr., Norma Ave. from Dawn Cir. to Colleen Ave., James Ave. and Royal Ln. which includes approximately 168 single-family homes.

The proposed project area is made up of 10 developments labeled as Keithson Addition (1986), Royal Hills (1982), Royal Hills North (1985), McClung First Addition (1978), McClung Second Addition (1981), McClung Third Addition (1984), Briarknoll (1978), Briarknoll Plat Two (1981), Indian Oaks Two (1976) and Gier Addition (1980). Along with the development, public utilities were constructed with PVC sanitary sewer, ductile iron pipe (DIP) water main and stormwater retention ponds. The condition of this infrastructure is described in the Preliminary Scope of Work section.

Staff is preparing a resolution ordering a feasibility study for the 2024 PMP Street and Utility Improvements for consideration by the City Council at the March 13, 2023 Regular City Council Meeting. The purpose of this memorandum is to provide a general description of the preliminary scope, budget and schedule for the project and seek any direction the Council may wish to provide as staff prepares the feasibility report and recommended special assessment roll.

Preliminary Scope of Work

Existing infrastructure conditions within the proposed project area are as follows:

- Streets
 - Through City pavement management records, the latest structural project type for the streets were:
 - 1994 Reconstruction: Keithson Dr.
 - 1997 Reconstruction: Royal Hills Dr., Arden Vista Ct., McClung Dr., Colleen Ave., Colleen Cir., Norma Ave., and James Ave.
 - 2007 Reclamation: Briarknoll Cir., Briarknoll Dr., and Royal Ln.
 - The typical life cycle of a road with a structural type project is 15-20 years, which puts this area in the category for pavement rehabilitation.
 - Current pavement condition ratings range from 20 to 45 out of a possible score of 100. The surface of the streets is in poor condition covered with an extensive amount of cracking and delamination. These streets have seen an increase in needs for pothole filling and patching, therefore increasing the cost to maintain.
 - Core samples from the Pavement Forensic Report resulted in varied conditions from good to poor, but ultimately a majority of the cores were showing signs of deterioration.
 - Pavement rehabilitation will likely consist of mill & overlay or full-depth reclamation with a finished 4-inch thick pavement mat.
- Sanitary
 - All of the sewer that was installed as part of the residential development consists of 8-inch PVC material.
 - Televising reports provided by our Public Works Department indicates the pipe is in good condition.
 - Manhole castings and concrete rings are deteriorating and need repair.
 - Sanitary services will be more closely reviewed during the feasibility study to determine repairs for inflow and infiltration.

- Water
 - Water main was installed as part of the residential developments with 6-inch and 8-inch ductile iron pipe (DIP).
 - The project area does not show a history of main breaks that would indicate poor condition of pipe.
 - Public Works has identified a few hydrants and valves to replace.
 - James Avenue has existing 6-inch watermain that needs to be upgraded to 8-inch.
- Storm Drainage
 - Storm catch basin structures that are deteriorating and need repair have been identified by Public Works.
 - Storm structures directly upstream of stormwater retention ponds will be upgraded with sumps or relative sediment traps if feasible.
 - Storm sewer pipe needs to be televised to report condition.
 - Public Works has identified several stormwater retention ponds that will require dredging.
 - Curb and gutter is generally in good condition but spot replacement will be needed in some areas.

Additional research regarding the age and condition of existing infrastructure will be evaluated during preparation of the feasibility report.

Preliminary Project Budget

From the 2023-2027 CIP, the initial cost estimate is summarized in the following table and will be revised as part of the feasibility report. This estimate includes the anticipated costs for engineering design, surveying, and construction administration as a 27% contingency, which is consistent with the 2021 PMP and 2022 PMP.

Category	CIP Budget
Streets	\$2,000,000
Storm Drainage	\$150,000
Sanitary Sewer	\$50,000
Water Utility	\$100,000
TOTAL	\$2,300,000

* Initial estimate subject to revisions during the feasibility study

The improvements for this project are anticipated to include funding derived from special assessments. The special assessment process must follow the City’s current special assessment policy and maintain compliance with the requirements of Minnesota Statutes 429. A preliminary assessment roll will be prepared as part of the feasibility report. The policy states that the City will assess fifty percent of the costs associated with bituminous overlay for a typical residential street section on a unit basis. The feasibility report will include a review of special assessment rates applied to past projects in the City of Arden Hills. Staff will review anticipated special assessments with the City Council prior to completing the feasibility report.

Preliminary Project Schedule

The following is a preliminary project delivery schedule for the 2024 PMP project. A refined project schedule will be provided within the feasibility report.

Resolution Ordering a Feasibility Report	March 13, 2023
Issue RFP for Feasibility Report	March 15, 2023
Approve Professional Services for Feasibility	April 10, 2023
Informational Meeting/Open House #1	June 1, 2023
Work Session Discussion	June 19, 2023
Accept Feasibility Report, Call for Hearing	June 26, 2023
Improvement Hearing, Order Plans & Specs	July 10, 2023
Issue RFP for Engineering Design	July 11, 2023
Approve Engineering Design Agreement	August 14, 2023
Work Session Discussion	October 16, 2023
Informational Meeting/Open House #2	November 2, 2023
Work Session Discussion (if-needed)	December 18, 2023
Approve Plans, Advertisement for Bids	January 8, 2024
Call for Assessment Hearing	February 12, 2024
Assessment Hearing	February 26, 2024
Accept Bids and Award Construction Contract	February 26, 2024
Start Construction	April 22, 2024
Construction Final Completion	November 15, 2024

Staff would like to discuss consideration of direct selecting engineering consultant Bolton & Menk for professional services to complete the feasibility report, design of project plans and specifications, and construction administration. Typically, the City has chosen the engineering consultant by distributing a Request for Proposal (RFP) to a pool of 5 to 7 candidates, then City staff evaluates and grades each proposal. Bolton & Menk has been the engineering consultant on the 2021 PMP and the Old Snelling Street and Trail Improvement project (2022 PMP). Both projects were very successful and overall City staff received positive feedback from residents involved. City staff has become familiar with Bolton & Menk’s team and Bolton & Menk is familiar with the City’s PMP project process and Assessment Policy. If directed by Council, staff will reach out to Bolton & Menk to receive a proposal directly. Staff will then review the proposal and negotiate, if necessary, to ensure the City is receiving a quality service at an appropriate rate. If staff would like to consider Bolton & Menk for professional services, an item will be bought to

Council as a recommendation for approval at a regular Council meeting. If staff does not recommend approval, staff will begin the RFP process.

Financial Impact

CIP identifies project funding sources consisting of the PIR fund, other (assessments), sanitary sewer utility, water utility, and surface water utility. As previously stated, the total project cost estimate and proposed project funding sources will be further refined during preparation of the feasibility report.

Attachments

Attachment A – 2024 PMP CIP page

Attachment B – 2024 PMP project corridor map