



MEMORANDUM

DATE: March 13, 2023

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

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

SUBJECT: 2024 PMP Street & Utility Improvements Project – Feasibility Report

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

Council Should Consider

Motions to approve, table, or deny the following:

- Resolution 2023-011, Ordering Preparation of the Feasibility Report for the 2024 PMP Street & Utility Improvements Project.
- Accepting the proposal from Bolton & Menk in the amount not-to-exceed of \$318,756 for the Feasibility Report, Design of plans and specifications, and construction administration of the 2024 PMP Street & Utility Improvements Project.

Background/Discussion

The City Council Work Session on February 21, 2023, included discussion of the anticipated scope of work, schedule and an initial estimate of costs for potential improvements within the project area (Attachment B). Based on the discussion, Council was in favor to proceed with the project into the feasibility study phase. This will include a geotechnical evaluation, topographic survey of the corridor, an analysis of the existing sewer and water systems, preliminary design of the street and drainage improvements, public engagement, cost estimate and proposed assessments. 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 final Feasibility Report will be shared with Council at a later Work Session, the full anticipated schedule can be seen below in this memo. Staff recommends approving Resolution 2023-011, Attachment C, to move ahead with preparation of the Feasibility Report for the 2024 PMP.

Also, at the City Council Work Session on February 21, 2023, Council authorized staff to direct select Bolton & Menk to provide a proposal for professional services to include the feasibility report, design of plans and specifications, and construction administration. Since then, staff has received the proposal (Attachment D) and negotiated with the consultant to ensure the City will be receiving a quality project at a competitive cost. 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. The Bolton & Menk proposal provided a clear and organized approach, a detailed project delivery schedule, and sufficient hours to complete a quality project and properly administer public engagement. Staff recommends accepting the proposal from Bolton & Menk in the amount not-to-exceed \$318,756. Included in this amount is the consulting fees from Braun Intertec associated with the geotechnical evaluation and soils testing, which is needed for the Feasibility Report.

If accepted, the formal Professional Services Agreement (PSA) will be brought to Council at the next regular Council Meeting for approval.

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
Approve Professional Services for Feasibility	March 13, 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
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

Budget Impact

The 2023-2027 Capital Improvement Plan (Attachment A) identifies the 2024 PMP Street & Utility Improvements Project with a budget of \$2,300,000 with project funding sources consisting of the PIR fund, other (assessments), sanitary sewer utility, water utility, and surface water utility. The total project cost estimate and proposed project funding sources will be further refined during preparation of the feasibility report.

The proposal provided by Bolton & Menk includes fees not-to-exceed \$318,756 for professional services for the entire project through feasibility report, design and specifications and construction administration. If approved, Bolton & Menk will proceed with the feasibility study phase. Once complete, Council will review the Final Feasibility Report at a Work Session, then at a regular Council Meeting will choose to Accept the Feasibility Report and Call for an Improvement Hearing (Public Hearing). After the Improvement Hearing, Council will choose to Order Plans and Specifications and Bolton & Menk will continue with the project according to the Professional Services Agreement.

Attachments

Attachment A: 2023-2027 CIP Page

Attachment B: Project Corridor Map

Attachment C: Resolution 2023-011

Attachment D: Proposal from Bolton & Menk