



MEMORANDUM

**DATE:** April 10, 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 – PSA with Bolton & Menk

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:

- Professional Services Agreement with 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**

On March 13, 2023, the City Council gave direction to staff to proceed with the proposal submitted by Bolton & Menk. This item is to formally authorize the Professional Services Agreement as seen in Attachment A.

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	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

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.

### **Attachment**

Attachment A: PSA with Bolton & Menk