

CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: \_\_\_\_\_ Meeting

Date: March 11, 2014

Attachments:  Yes No

CITY COUNCIL ACTION

Date: March 17, 2014

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Engineering

Agenda Item: Country Club Drive Lift Station (CCDR) Design and Construction Related Services (CRS) Proposals.

Recommended Action:

To approve and award CCDR Design and CRS work to Bolton & Menk, Inc. in the amount of \$76,377.50.

**Background/Summary:** The infrastructure management plan for the Wastewater Treatment Facility is to design the CCDR lift station in 2014 (Phase I) and construct in 2015 (Phase II). The 2014 collection budget includes dollars in the professional service line item for design and CRS work. On January 21, 2014 the Council approved increasing the 2014 Wastewater Treatment Collection professional services line item from \$30,000 to \$90,000 increasing the budget by \$60,000 for a total of \$90,000. Staff met and reviewed two proposals on March 3, 2014; Bolton & Menk Inc. and TKDA. The evaluation ranks the proposals based on technical (60%) and price (40%) scores. Bolton & Menk, Inc. is the recommended firm based on the evaluation.

**Alternatives:** Do nothing.

**Financial Considerations:** The 2014 Wastewater Collection Budget includes sufficient funds to approve and award the contract to Bolton & Menk Inc.

Preparer: Bruce Peterson, Acting Public Works Director

Signature:

Comments:

**COUNTRY CLUB DRIVE ENGINEERING & CRS SERVICES RPF EVALUATION**

Technical Evaluation:	Bolton & Menk					TKDA						
	Bruce	Curly	Colleen	Jim	Bruce	Curly	Colleen	Jim	Bruce	Curly	Colleen	Jim
<u>Firm Experience:</u>												
Similar Projects Completed (10pts.)	9	10	10	10	9	10	10	10	9	10	8	10
Similar Project Completed for City (10 pts.)	9	10	10	10	1	7	5	5				
<u>Project Team:</u>												
Similar Projects Completed by Team (10 pts.)	8	10	9	7	9	10	9	7	9	10	9	7
Similar Projects Completed by Project Manager (10 pts.)	8	10	10	7	8	10	7	10	8	10	10	7
Similar Projects Completed by Project Manager for City (10 pts.)	7	10	9	8	1	7	5	5				
Location of Project Manager (10 pts.)	10	10	10	10	5	5	5	5	5	5	5	5
<u>Project Approach:</u>												
Understanding (10 pts.)	10	10	10	9	10	10	9	10	10	10	8	9
Scope of Work and Level of Effort (30 pts.)	28	30	28	25	25	25	25	25	25	25	25	20
<b>Total for Technical Evaluation:</b>	89	100	96	86	68	84	75	70				
<b>Average Score</b>	<b>92.75</b>					<b>74.25</b>						
<b>Price Evaluation:</b>	<b>\$76,377.50</b>					<b>\$92,276.00</b>						

<b>Firm Name</b>	<b>Amount</b>	<b>Total Score</b>
Bolton & Menk	\$76,377.50	132.75
TKDA	\$92,276.00	107.36

**Formula: Lowest firm price/firms price X 40 + Average Technical Score = Total  
40% based on price and 60% based on technical evaluation**

January 21, 2014

/s/ Kevin Halliday

Attest: CITY CLERK

The Council discussed the proposed appointment of Andrew Bjur to the Zoning Appeals Board. Council Member Ahmann motioned to table the appointment until the Mayor has reviewed the request. Council Member Dokken seconded the motion, which carried.

Community Education and Recreation Director Brisendine appeared before the Council to present the Willmar Community Education and Recreational Organizational Study and Recommendations. Director Brisendine summarized the timetable on the organizational study conducted by Roger Worner Associates, Inc. Mr. Worner presented a 15-minute summary of the organizational analysis study, the methodology of the study, its major components and its conclusions. He offered eight recommendations for future consideration. He was complementary to the City for its robust program, being so broadly based and expansive.

Mayor Pro Tempore Anderson acknowledged Ken Behm of 2217 Country Club Drive NE who had signed up to address the City Council during its scheduled Open Forum. Mr. Behm spoke in favor of the vacation of a portion of former Highway 40 to allow for expansion of the Jennie-O Turkey Store facility.

The Finance Committee Report for January 13, 2014, was presented to the Mayor Pro Tempore and Council by Council Member Anderson. There were six items for Council consideration.

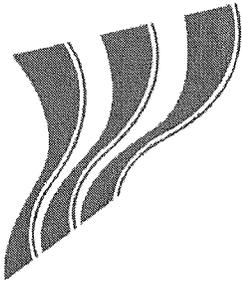
Item No. 1 There were no public comments.

Item No. 2 After upgrading the City's telephone system last summer; there are surplus phones from the old system that are of minimal value. The Willmar Public Schools have expressed an interest in acquiring these phones. It was noted that Minnesota Statute 471.64 authorizes the City to gift property to the public school. The committee was recommending a contract be executed that provides to the school, for no charge, up to 40 telephones that are surplus to the City's needs. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Fagerlie seconding the motion, which carried.

Item No. 3 Staff explained to the Committee that the Country Club Drive Lift Station, which was built in 1987, has required numerous bypasses during rainstorm events resulting in capacity issues. There have been approximately five bypasses reported to MPCA since 2009. Too many bypasses could result in a moratorium on growth in the lift station basin. In 2011 and 2012, televising and sump pump inspections have taken place in this area to identify sources of infiltration with limited success. Staff had requested \$75,000 for the Professional Services in the 2014 Waste Treatment Plant Collection Budget; however, only \$30,000 was adopted. Staff agreed this project should continue but \$30,000 is not adequate to cover design and engineering services required; subsequently, an additional \$60,000 is being requested for Professional Services for the Country Club Drive Lift Station Design and Engineering Budget. It was noted that funds not utilized for the Lakeland Drive Project, which will be addressed under an agenda item later this meeting, would be available for this budget increase.

Council Member Anderson offered a motion to amend the 2014 Wastewater Treatment Collection Capital Budget for Phase 1 Country Club Drive Lift Station Design and Engineering by \$60,000, and that said funds would be reallocated from the Lakeland Drive Project. Council Member Fagerlie seconded the motion, which carried.

Item No. 4 The Committee considered the purchase of the Building Inspections Vehicle scheduled for replacement in 2014 which has numerous physical and mechanical issues that warrant replacement and has not been driven for several months. Staff was requesting authorization to replace the Building Inspections Vehicle per the Vehicle Replacement Schedule. Quotes have been received well within the budgeted amount of \$27,000. Authorization to proceed with the replacement of the Building Inspections Vehicle was recommended to the Committee. Council Member Anderson moved to approve the



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| <input type="checkbox"/> Other    |                                 |

Originating Department: Engineering

**Agenda Item:** MinnWest Lift Station/Lakeland Drive Project: A Bollig Inc. contract amendment (#3) which includes review of Lakeland pipe condition, additional CIPP design and new bid package for reduced scope AND (#4) which is for Construction Related Services (CRS) needed to complete the project.

**Recommended Action:**

To approve Amendments #3 & #4 to the Bollig Inc. contract for the MinnWest Lift Station/Lakeland Drive Project.

**Background/Summary:** In December of 2012 the City entered into an agreement with Bollig Inc. to provide Municipal Engineering Services for management, design and bidding for the Lakeland Drive/MinnWest Lift Station Project. Contract Amendment #3 includes work to review pipe conditions of Lakeland Drive and prepare a separate bid package for lift station and forcemain only. It also includes CIPP design into the gravity portion of the existing interceptor from forcemain termini to Hwy 12. Contract amendment #4 adds CRS work in order to complete the project. The City received a proposal from Bollig Inc. in the amount of \$28,716.00 for Amendment #3 and \$185,800.00 for Amendment #4 for a total contract amendment of \$214,516.00. For a total contract amendment, bringing the total consultant fee for the project to \$628,428.96.

**Alternatives:** Do not award Contract Amendment #3 to Bollig Inc. for work that has already been completed and solicit CRS proposals (Amendment #4) from other firms.

**Financial Considerations:** PFA is the funding source for this work.

**Preparer:** Bruce Peterson,  
Acting Public Works Director

**Signature:**

**Comments:** There have been many twists and turns to this project, however in order to stay on task and schedule, it merits approval of these amendments.

**TABLE 1**  
**Amendment #3**

Tasks	Authorized Fee
Original Fee & Amendment #1 & #2	\$ 413,912.96
Proposed Amendment #3	\$ 28,716.00
<b>Total Proposed New Fee</b>	<b>\$ 442,628.96</b>

Notes and Assumptions

**Amendment #3** - Review pipe condition and prepare Tech Memo #3, Separate bid package to Lift Station and Forcemain Only. Add Cure-in-Place Pipe (CIPP) design into gravity portion of existing interceptor from forcemain termini to Highway 12.

**TABLE 1**  
**Amendment #4**

Tasks	Authorized Fee
Original Fee & Amendment #1, #2 & #3	\$ 442,628.96
Proposed Amendment #4	\$ 185,800.00
<b>Total Proposed New Fee</b>	<b>\$ 628,428.96</b>

Notes and Assumptions

**Amendment #4 - Construction Related Services**

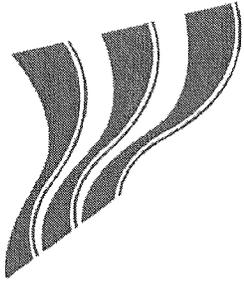
Subject to the limitations set forth in Exhibit 5, CITY will pay CONSULTANT, for all services rendered to the satisfaction of CITY under this Contract, a flat fee, including expenses, not to exceed \$167,700 (the "Contract Price"), except as otherwise authorized in this Contract. The Contract Price is loosely based on CONSULTANT'S Price Proposal, dated February 26, 2014, which is appended to this Amendment #4 for information only, with any discrepancies between the Price Proposal and this Contract to be resolved in favor of this Contract.

# FINAL

MinnWest Technology Campus Lift Station and Force Main  
 Bollig Project #124018  
 City of Willmar, MN  
 February 26, 2014

Project Task/Description	Bollig										AE2S							Subtotal Budget Hours	Total Fee
	Principal In Charge	Constr. Engineer	Project Architect	Const. Observer	Const. Survey	Funding Specialist	Admin	Principal in Charge	Senior Process	Project Manager	Process Engineer	Mechanical	Process Tech	Electrical	Structural Tech	Structural Engineer	Admin III		
2014 Rate	\$190	\$170	\$90	\$105	\$125	\$85	\$75	\$233	\$188	\$171	\$96	\$123	\$0	\$105	\$158	\$72			
1.1 Project Kick-Off Meeting	2	4	60	90	90	90	2	2	50	50	50	50	50	50	50	50	8	\$1,210	
<b>Subtotal</b>	<b>\$880</b>	<b>\$680</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>8</b>	<b>\$1,210</b>	
<b>2.0 Construction Services</b>																			
2.1 General Administration	8	56		240			4	2	12								82	\$13,818	
2.2 RPR	1	8					1		6								240	\$25,200	
2.3 Pre-Construction Meeting	6	56					3		36								16	\$2,651	
2.4 Weekly Progress Meeting	1	20					4		4								81	\$13,641	
2.5 Non-Compliant Work	1	20					4		4								20	\$3,152	
2.6 Clarification/Interpretations	1	24					2		4								50	\$6,974	
2.7 Change Orders/Work Directive	1	6					4		4								58	\$7,984	
2.8 Shop Drawings/Samples	1	8					4		10								87	\$11,060	
2.9 Request for Substitutes	1	8					4		12								26	\$4,556	
2.10 Special Inspections/Testing	1	40					4		4								13	\$1,850	
2.11 Applications for Payment	1	10					2		2								51	\$8,016	
2.12 Record Drawings	1	10					2		4								37	\$4,510	
<b>Subtotal</b>	<b>\$4,500</b>	<b>\$39,760</b>	<b>\$2,700</b>	<b>\$25,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,800</b>	<b>\$426</b>	<b>\$3,760</b>	<b>\$4,992</b>	<b>\$0</b>	<b>\$1,722</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$9,362</b>	<b>\$664</b>	<b>761</b>	<b>\$109,232</b>	
<b>3.0 Project Management</b>																			
3.1 Public Relations	2	10															12	\$2,080	
3.2 Assist City Finance Director	4	4							2								42	\$4,542	
3.3 PFA Funding Requests <sup>1</sup>	1	40															112	\$12,920	
3.4 City Committee/Council Meetings	1	24															25	\$4,270	
3.5 File Management System	1	12															40	\$4,140	
3.6 Inspection Services (Not Included)	1	10															0	\$0	
3.7 Coordination of Start-up Services	1	10							8								19	\$3,258	
<b>Subtotal</b>	<b>\$7,520</b>	<b>\$7,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,160</b>	<b>\$0</b>	<b>\$2,100</b>	<b>\$0</b>	<b>\$1,710</b>	<b>\$4,976</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$740</b>	<b>280</b>	<b>\$30,210</b>	
<b>4.0 Project Close-Out</b>																			
4.1 Contract Document Compliance	1	16					6										23	\$3,360	
4.2 Substantial Completion	2	28					3		6								41	\$6,571	
4.3 Final Acceptance	2	16							10								33	\$5,284	
<b>Subtotal</b>	<b>\$950</b>	<b>\$30,200</b>	<b>\$270</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$675</b>	<b>\$0</b>	<b>\$2,736</b>	<b>\$984</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>97</b>	<b>\$19,215</b>	
<b>5.0 Coordination Activities</b>																			
5.1 Coordination with City, WMO, Utilities, Regulatory Agencies		32															32	\$5,440	
<b>Subtotal</b>		<b>\$5,240</b>															<b>32</b>	<b>\$5,440</b>	
<b>6.0 Operational Services</b>																			
6.1 O & M Manuals Compiling	4	6					8		8								44	\$4,716	
6.2 Construction Staking																	40	\$5,680	
<b>Subtotal</b>		<b>\$7,700</b>		<b>\$5,680</b>			<b>\$800</b>		<b>\$1,968</b>	<b>\$1,728</b>							<b>40</b>	<b>\$10,496</b>	
<b>TOTAL PROJECT HOURS</b>	<b>39</b>	<b>392</b>	<b>33</b>	<b>240</b>	<b>96</b>	<b>63</b>	<b>2</b>	<b>102</b>	<b>62</b>	<b>14</b>	<b>0</b>	<b>10</b>	<b>14</b>	<b>0</b>	<b>29</b>	<b>14</b>	<b>1116</b>		
<b>SUB-TOTAL PROJECT COST - Bollig Inc</b>	<b>\$7,410</b>	<b>\$73,780</b>	<b>\$9,970</b>	<b>\$25,200</b>	<b>\$5,000</b>	<b>\$8,160</b>	<b>\$5,325</b>	<b>\$426</b>	<b>\$3,760</b>	<b>\$7,680</b>	<b>\$0</b>	<b>\$1,722</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$4,582</b>	<b>\$1,008</b>		<b>\$127,845</b>	
<b>SUB-TOTAL PROJECT COST - AE2S</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$39,038</b>	
<b>SUBCONSULTANT SERVICES AE2S (Electrical &amp; Mechanical)</b>																		<b>\$11,330</b>	
<b>SUB-TOTAL EXPENSE</b>																		<b>\$7,627</b>	
<b>TOTAL PROJECT COST</b>	<b>\$7,410</b>	<b>\$73,780</b>	<b>\$9,970</b>	<b>\$25,200</b>	<b>\$5,000</b>	<b>\$8,160</b>	<b>\$5,325</b>	<b>\$426</b>	<b>\$3,760</b>	<b>\$7,680</b>	<b>\$0</b>	<b>\$1,722</b>	<b>\$0</b>	<b>\$1,050</b>	<b>\$4,582</b>	<b>\$1,008</b>		<b>\$185,800</b>	

<sup>1</sup>Includes Prevailing Wage Compliance Reviews



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- |                                   |                                 |
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| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

Originating Department: Engineering

Agenda Item: Change meeting date for 2014 Improvement Project Hearing

Recommended Action: To approve rescheduling the improvement hearing for the 2014 Improvement Projects from March 17, 2014 to April 7, 2014.

Background/Summary: Due to a lack of time to provide proper notice for the 2014 Improvement Hearing, action previously taken by the Council needs to be amended. Staff has suggested a March 17, 2014 hearing date, but that date did not allow the required timeframes to be met. No notices have been published or mailed. To meet the necessary schedules for publication and mailing, the hearing should be rescheduled to April 7, 2014.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Bruce D. Peterson, AICP  
Acting Public Works Director

Signature:

Comments:

## Charlene Stevens

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**From:** Robert Scott <rtscott@flaherty-hood.com>  
**Sent:** Tuesday, March 04, 2014 5:47 PM  
**To:** Robert Scott  
**Cc:** Charlene Stevens; Bruce Peterson; Chris Hood  
**Subject:** 2014 Improvement Hearing

Dear Mayor and City Council Members,

I am writing regarding the action taken by the City Council at last night's meeting to set a public hearing on the 2014 Improvement projects for March 17. It turns out that with the West Central Tribune's advance deadlines for submission of materials for publication, there is not enough time to meet the statutory requirements for publishing notice of the hearing for it to be held on March 17. I have advised staff to go ahead and notice the public hearing for the April 7 meeting instead as the best way to comply with the both City Council's direction and the statutory notice requirements. I recommend that the Council ratify this action and formally reset the public hearing for April 7 at the March 17 meeting.

As usual, the Mayor and full City Council are blind copied on this message.

The relevant statutory notice and publication requirements for improvement hearings are excerpted below for your reference:

### **429.031 PRELIMINARY PLANS, HEARINGS.**

Subdivision 1. **Preparation of plans, notice of hearing.** (a) Before the municipality awards a contract for an improvement or orders it made by day labor, or before the municipality may assess any portion of the cost of an improvement to be made under a cooperative agreement with the state or another political subdivision for sharing the cost of making the improvement, the council shall hold a public hearing on the proposed improvement following two publications in the newspaper of a notice stating the time and place of the hearing, the general nature of the improvement, the estimated cost, and the area proposed to be assessed. The two publications must be a week apart, and the hearing must be at least three days after the second publication. Not less than ten days before the hearing, notice of the hearing must also be mailed to the owner of each parcel within the area proposed to be assessed and must contain a statement that a reasonable estimate of the impact of the assessment will be available at the hearing, but failure to give mailed notice or any defects in the notice does not invalidate the proceedings . . . .

Please let me know if you have any questions.

Thanks,

Robert T. Scott, Senior Attorney  
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