



ITEM REPORT
UTILITIES COMMISSION

Agenda Date: 5/6/2026
Agenda Section: Business Item

Department Origination: Public Works

Agenda Item: Approve the Widseth Proposal for Professional Engineering Services for Construction Administration for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$145,000

Approval Required: Simple Majority Vote

BACKGROUND

In response to staff request, widseth submitted a Proposal for construction services for the 2026 Mill & Overlay Improvements Project. The Project Area includes the following roadways.

Residential Mill & Overlay:

- Joneswood Circle
- Joneswood Drive
- Joshua Tree Circle
- Joshua Tree Drive
- Knotty Pine Drive (north of Marble Road)
- Marble Road (west of Jasperwood Drive)
- Cherrywood Drive (Excelsior Road to Inglewood Drive)
- Timberlane Drive
- Park Street
- Woodland Drive

The Scope of Services include the following tasks:

- Final Assessment Calculations and Hearing
- Construction Staking
- Construction Administration
- Construction Observation
- Post-Construction Services

Construction Materials Testing will be a separate contract between the City of Baxter and Braun Intertec however Widseth will coordinate with Braun Intertec during construction.

Widseth proposes to perform the services described above on an hourly basis in accordance with the attached Fee Schedule, for the **Not To Exceed amount of \$145,000.**

FINANCIAL IMPLICATIONS

The cost of the construction administration services will be tracked as part of the capital project and paid from special assessments and City contributions in accordance with the City's Assessment Policy. These costs have been included in the project budget that was presented to council at the May 5th council meeting.

STAFF RECOMMENDATIONS

Staff recommends approval of the Widseth Proposal in the amount of \$145,000.

COUNCIL ACTION REQUESTED

MOTION to Approve the Widseth Proposal for Professional Engineering Services for Construction Administration for the 2026 Mill & Overlay Improvements Project in the Not to Exceed Amount of \$145,000.