



## ITEM REPORT UTILITIES COMMISSION

Agenda Date: 11/7/2024  
Agenda Section: Business Item

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**Department Origination:** Public Works

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**Agenda Item:** Approve the Widseth Proposal for Professional Design and Biddings Services in the Not to Exceed Amount of \$120,750.00 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project No. 4425

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**Approval Required:** Simple Majority Vote

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### **BACKGROUND**

In response to your request, WiDSETH is pleased to present our proposal to provide professional design and bidding services for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project No, 4425. Widseth assisted the City with the preparation of the feasibility report, completed a topographic survey, and coordinated cleaning. We understand the project includes the following improvements:

Commercial Full Depth Reclamation:

- Audubon Way
- Edgewood Drive (North of Novotny Road)
- Lake Forest Road
- Whispering Woods Lane (Dellwood Drive to Pearl Drive)

Based our prior work and our understanding of the project, our proposed Scope of Services is as follows:

### **Design Services**

WIDSETH will prepare design drawings and contract documents suitable for competitive bidding that meet City and Minnesota Chapter 429 assessment project requirements. Items included in our proposed Scope of Services are as follows:

- Preliminary design meeting and subsequent plan review meetings with City staff – up to three (3) meetings
- Private utility company coordination – up to two (2) meetings
- Preparation of project plans, including the following:
  - Title Sheet
  - Statement of estimated quantities
  - Quantity tabulations
  - Typical construction details
  - Typical roadway and trail sections
  - Traffic Control Plan
  - Existing conditions and removals plan
  - Temporary and permanent erosion control details and plan
  - Stormwater Pollution Prevention Plan
  - Bituminous pavement section design
  - Full Depth Reclamation plan sheets
  - Water and Wastewater system Improvements
  - Pavement marking and signage plan
  - Street lighting modification plan
  - Roadway cross sections and earthwork calculations

- WIDSETH quality control review and plan modifications
- City staff review submittals
- Final plan preparation
- Preparation of contract documents and specifications
- Preparation of Engineer's Estimate of Probable Construction Cost
- Project design status reports and assistance with City Council RCA's
- Final plan review with City staff, Utilities Commission and City Council
- Deliverables: Project status updates, bidding documents (plans and specifications) in electronic PDF format, Engineer's Estimate of Probable Construction Cost, and updated assessment calculations

Advertising/Bidding/Award Services

WIDSETH will assist the City in advertising, bidding, and awarding the project in accordance with the Minnesota Chapter 429 assessment process. Items included in our Proposed Scope of Services are as follows:

- Assist City with advertising the construction documents for public bidding
- Coordination of contract document distribution to prospective bidders
- Reply to bidder questions and inquiries
- Prepare and distribute necessary Addenda
- Facilitate bid opening via QuestCDN
- Prepare a tabulation of bids received
- Review apparent low bid for compliance with contract documents
- Make recommendation to the City for award of the construction contract
- Deliverables: Updated project cost estimate/assessment calculations, Bid Tabulation, bid review/award letter and accompanying RCA

This project originally included residential mill & overlay and full depth reclamation project areas. Widseth currently has three existing contracts with the City for the Feasibility Study, Jetting and Televising and Topographic Survey. In July of 2024, the City staff elected to pull the residential portions of the project and move them to 2026. The table below shows the contract amounts and splits between the Commercial and Residential project areas.

<u>Current Contracts</u>	<u>Contract Amount</u>	<u>Commercial FDR</u>	<u>Residential</u>
Feasibility Report	\$15,000	\$6,900	\$8,100
Jetting & Televising	\$53,014	\$21,735	\$31,278
<u>Topographic Survey</u>	<u>\$43,000</u>	<u>\$19,780</u>	<u>\$23,220</u>
Totals	\$111,014	\$48,415	\$62,598

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 \$120,750**. With the residential project area removed, the total current contract amount for commercial area totals \$48,415, this would bring the total of Widseth contracts to \$169,165. We are prepared to begin immediately and propose to have the work completed within the time frames specified in the current project schedule.

To date, Widseth has billed \$70,971. Widseth will work with City staff to adjust the billings accordingly to they are associated with the correct project.

**FINANCIAL IMPLICATIONS**

The cost of the design and biddings 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. Widseth proposes to perform the services outlined in the attached Proposal for the Not to Exceed Amount of \$120,750. Costs for the report will be tracked and rolled into the future project.

**STAFF RECOMMENDATIONS**

Staff recommends approval of the Widseth Agreement in the amount of \$120,750.00.

**COUNCIL ACTION REQUESTED**

**MOTION** to approve the Widseth Proposal for Professional Design and Biddings Services in the Not to Exceed Amount of \$120,750.00 for the 2025 Commercial Full Depth Reclamation Improvements Project, Municipal Project No. 4425.