



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, February 24, 2026
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-014 / SP 139-124-005 & SP 139-122-009: S 4th St & Country Club Drive Intersection Reconfiguration – Award of Proposal to Short Elliot Hendrickson Inc. (SEH)
Background Information:	<p>The S 4th Street and Country Club Drive intersection currently operates under traffic signal control today. The traffic signal was installed in 1983 and it is well out of compliance with current accessibility standards. The skew angle at this intersection creates a safety hazard for both motorized travelers and pedestrians.</p> <p>Both S. 4th Street and Country Club Drive are Municipal State Aid Street (MSAS) routes. The City of Marshall receives funding for the maintenance and improvement of MSAS routes. With this funding, there is also a mandate from MnDOT that engineering standards are complied with and MSAS rules are followed to both utilize the funds for improvements and continue to draw “needs” that result in MSAS fund disbursement.</p> <p>The 2027 Capital Improvement Plan includes funding for the complete reconstruction of S. 4th Street between W. College Drive and Country Club Drive, and Country Club Drive between S. 4th Street and W. College Drive. The project includes the replacement of the traffic signal at the intersection of S. 4th Street and Country Club Drive and reconstructing the intersection to be a “split T” type of intersection. Included with the intersection reconfiguration is a mini roundabout. The proposed layout is included in the Council packet for review.</p> <p>The project is currently identified in our CIP at \$3.15M. All project costs, aside from water and sanitary sewer system expenses, are eligible MSAS expenses. City staff are proposing to special assess the project in accordance with our most current special assessment policy. In addition to utilizing utility funds and MSAS funding for the project, staff has also secured two federal grants that total \$824,000.</p> <p>City staff requested engineering proposals from both SEH and Bolton & Menk for the design of this project. A proposal review committee that consisted of the PI/T Committee of the City Council and two Engineering Department staff reviewed and graded the submitted proposals. Both firms submitted very competitive proposals, with very similar work hours to complete the work. The proposal review committee ultimately selected SEH for recommendation to the City Council.</p> <p>The Proposal Review Committee results were compiled at the PI/T meeting on 02/10/2026. After review discussion, MOTION MADE BY LOZINSKI, SECOND BY ALCORN that the Committee recommend award of the proposal for the above-referenced project to SEH of Mankato, Minnesota, in the not-to-exceed amount of \$244,850. ALL VOTED IN FAVOR. THE MOTION PASSED 3:0.</p>
Fiscal Impact:	City staff will utilize Municipal State Aid Street funding to pay for the engineering services. The proposal from SEH is in the amount of \$230,800 for project design, and includes an

	additional \$14,050 in costs to support City staff through the bidding process and project construction, should City staff determine that further assistance is necessary.
Alternative/ Variations:	No alternative actions recommended.
Recommendations:	that the Council award the proposal for the above-referenced project to SEH of Mankato, Minnesota, in the not-to-exceed amount of \$244,850.00.