



Legislation Details (With Text)

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On agenda: 10/20/2020 **Final action:**

Title: Consider Approval of Professional Service Agreement for the 2021 Reclamation and Overlay Project.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1 - Bolton and Menk Consultant Contract, 2. 2 - Project Process

Date	Ver.	Action By	Action	Result
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City Council Meeting Date: October 20, 2020

To: Mayor and City Council
City Administrator

From: Sean M. Simonson, Engineering Manager
David E. Bennett, P.E., Public Works Director/City Engineer

Subject:
Consider Approval of Professional Service Agreement for the 2021 Reclamation and Overlay Project.

Action Requested:
The Northfield City Council authorizes a Motion to approve a professional service agreement with Bolton and Menk, Inc. for City Project (STR2020-A46) 2021 Reclamation and Overlay Project.

Summary Report:
The City of Northfield is proposing to hire Bolton and Menk, Inc. to assist City Staff with portions of surveying and design on this project. The City of Northfield will utilize its own in-house staff to complete the final plan design and specification development of the following project aspects:

- Existing conditions & removals plan for the roadways
- Preparation of the Stormwater Pollution Prevention Plan (SWPPP)
- Preparation of erosion control/restoration plans
- Roadway alignments and reclamation/mill & overlay plans
- Plan detail plates and standard plans
- Depiction of spot curb & gutter repairs and spot sidewalk repairs
- Communication with small utilities to discuss replacement and/or relocation, including electric, gas, telephone, cable TV, etc.
- Preparation of City’s standard construction specifications, project manual, and contract

documents

- Obtaining necessary permits for construction
- Bidding administration
- Construction observation

In this contract, Bolton and Menk will assist by performing the following tasks on the following portions of the project:

- Existing conditions & removal plans for new sidewalks and trails
- New sidewalk and trail alignments/profiles and plans
- Intersection layouts including ADA design of all new and existing pedestrian ramp facilities
- Cross sections at 25-foot intervals, driveway, and critical design locations along new sidewalks and trails
- Signing and striping plans
- Traffic control plans
- Plans for two concrete slab rest areas at trail connection with wooden benches
- QA/QC design review
- Construction Staking

Staff has utilized this design model with Bolton and Menk in the past, and is supportive of entering into this agreement with Bolton and Menk, Inc. Staff feels this is the best way to get this project moving forward for a competitive bidding timeline in early 2021.

Alternative Options:

The Council could decide not to enter into a contract with an engineering firm; however, this would delay project delivery to later in 2021.

Financial Impacts:

The total costs for the Professional Services contract is \$137,600. These costs associated with the engineering proposal are within the 20% project administration, engineering, and legal costs. The adopted Feasibility Report identifies 20% of project administration, engineering, and legal costs at \$600,000.

Tentative Timelines:

Attachment 2 is the proposed Project Process.