

REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



To: MAYOR AND CITY COUNCIL

From: Chad A. Millner, PE, Director of Engineering

Date: June 17, 2015

Subject: Request for Purchase – Authorize Engineering Services for Parklawn Avenue Street Reconstruction Project

Date Bid Opened or Quote Received:
June 9, 2015

Bid or Expiration Date:
NA

Company:

Short Elliot Hendrickson (SEH), Inc.

Amount of Quote or Bid:

\$99,991.00

Recommended Quote or Bid:

Short Elliot Hendrickson, Inc.

\$99,991.00

General Information:

This project involves the reconstruction of Municipal State Aid designated Parklawn Avenue from France Avenue to W 76th Street in 2016. This includes replacing the entire pavement surface, replacement of curb and gutter, and upgrading public utilities (watermain, sanitary sewer, and storm sewer). The project will also include pedestrian and traffic facility improvements such as the installation of a portion of the Nine Mile Creek Regional Trail (NMCRT) and potentially a dedicated right turn lane onto southbound France Avenue. The project will be required to meet current State Aid requirements or seek a variance.

Due to their existing work with Three Rivers Park District (TRPD) on the NMCRT that we were able to get benefit from, SEH provided a proposal for preliminary engineering services for this project. Our 2016 workload is varied between large and small scale street reconstruction projects. Our anticipated 2016 projects can be found on the City's website. Instead of asking for consulting services on one or two larger projects as has been typical, staff has decided to complete the large scale projects in-house. This requires more help from consultants on a larger quantity of smaller projects.

The project will be funded by a combination of Three Rivers Park District, Municipal State Aid, Pedestrian and Cyclist Safety Fund, and utility funds. It is listed in the Capital Improvement Plan under Project # 15-126. The funding under the CIP Project # did not account for the funding provided by Three Rivers Park District in the amount up to \$170,000 per the trailway agreement. Staff recommends approving the attached engineering proposal with SEH.

Attachment:

- Engineering Proposal

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Building a Better World
for All of Us®

SUPPLEMENTAL LETTER AGREEMENT

June 9, 2015

RE: City of Edina
2016 Parklawn Avenue Roadway
Reconstruction
SEH No. EDINA131822 10.00

Mr. Chad Millner, PE
Director of Engineering
City of Edina
Engineering and Public Works Facility
7450 Metro Boulevard
Edina, MN 55439

Dear Chad:

Short Elliott Hendrickson Inc. (SEH®) thanks you for the opportunity to submit the attached proposal for the engineering study portion up to the public improvement hearing of the referenced project. The project area is shown in Figure 1 attached to this letter.

If accepted, this supplemental letter agreement describes how we will provide these services for a not-to-exceed fee of \$99,991.00. This amount is detailed in the attached Task Hour Budget (THB) and includes our reimbursable expenses and that of our soil boring and laboratory testing subconsultant. We will bill the City monthly for reimbursable expenses and on an hourly basis for labor. We will provide these services in accordance with our Agreement for Professional Engineering Services dated June 4, 2013, herein called the Agreement.

We understand this project involves a full street reconstruction of Parklawn Avenue and the incorporation of a segment of Three Rivers Park District's Nine Mile Creek Regional Trail. Parklawn Avenue is designated a Municipal State Aid street that contains several Metro Transit bus stops. Concrete spot repairs and minor utility upgrades will occur in Parklawn Court.

In order to fit the trail next to the road and minimize construction impact to private property, Parklawn Avenue will be narrowed from the west/north side. A horizontal curve variance will be requested from the Minnesota Department of Transportation (MnDOT). Construction will impact the existing traffic signal at France Avenue that is owned and maintained by Hennepin County.

Early coordination and communication with agency stakeholders including MnDOT, Hennepin County, Metro Transit and TRPD will be required to ensure a successful project.

Our anticipated project production schedule is given in the following table.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

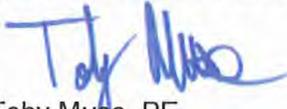
Anticipated Project Schedule		
Work Item No.	Work Item Description	Work Item Key Milestone Date
1	Begin Data Collection	June 18, 2015
2	Mail Resident Questionnaire	June 29, 2015
3	Preliminary Agency Coordination Meetings	Week of July 13, 2015
4	Neighborhood Meeting	Week of September 14, 2015
5	MnDOT Variance Committee Meeting	September 24, 2015
6	Edina Transportation Commission Meeting – Present Draft Engineering Study	October 15, 2015
7	Public Improvement Hearing	December 8, 2015

This Supplemental Letter Agreement, THB, Figure 1 and the Agreement represent the entire understanding between the City of Edina and SEH in respect to the project and may only be modified in writing if signed by both parties.

Thank you again for the opportunity to submit this proposal. Please contact me at 952.912.2616 or tmuse@sehinc.com with comments or questions.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Toby Muse, PE
Project Manager

Enclosures

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Accepted on this ___ day of _____, 2015

City of Edina, Minnesota

By: _____
Name

Title: _____



Path: S:\AE\Edina\GIS\Proposals\Parklawn.mxd

Legend

-  Nine Mile Creek Regional Trail
-  Project Limits
-  Street Reconstruction Area
-  Concrete Spot Repairs and Utility Upgrades





Project: EDINA 131822
 Print Date: June 9, 2015
 Map by: msteuernagel
 Projection: Hennepin County Coords
 Source: Hennepin County, Bing, MnDOT

PARKLAWN AVENUE

2016 Parklawn Ave Street Reconstruction Edina, Minnesota

Figure
1

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.



Task Hour Budget
City of Edina
2016 Parklawn Avenue Roadway Reconstruction
June 9, 2015

				PROJECT TASKS	ESTIMATED COST
ENGINEERING STUDY PHASE					
1.0				Data Collection	
	1.1			Collect Data from the City	
		1.1.1		Closed Circuit Television (CCTV) Tapes/Disks and Logs (1)	
		1.1.2		Verify Utility as-builts from City	
		1.1.3		Digital parcel mapping from City	
		1.1.4		As-builts from Hennepin County traffic signal	
		1.1.5		Comprehensive Water Resource Management Plan dated 7/03 prepared by BARR Engineering for the project area.	
		1.1.6		List of property owner information (2)	
		1.1.7		Sanitary sewer manhole structure survey data (3)	
		1.1.8		Previous soil boring logs and/or test results	
		1.1.9		Topographic survey (28)	
			1.1.9.1	3D base drawing file	
			1.1.9.2	3D topographic survey point files	
		1.1.10		Traffic and pedestrian counts (4)	
		1.1.11		Aerial mapping	
			1.1.11.1	Photograph	
			1.1.11.2	Contours	
		1.1.12		Existing driveway photographs	
	1.2			Gopher State One Call	
		1.2.1		Obtain Ticket No. for Gopher State One Call	
		1.2.2		Collect atlases from private utility companies in the project area	
				Subtotal Hours	
				Subtotal Labor Cost	\$6,389
2.0				Geotechnical Investigation (5)	
	2.1			Coordinate Subsurface Investigation (6)	
	2.2			Provide geotechnical recommendations (7)	
	2.3			Provide Geotechnical Memorandum	
				Subtotal Hours	
				Subtotal Labor Cost	\$4,124
3.0				Kick-off Newsletter & Questionnaire	
	3.1			Prepare kickoff newsletter text and map (8) (9)	
	3.2			Print newsletter, questionnaire and mailing labels (10)	
	3.3			Prepare draft questionnaires text (11)	
	3.4			Tabulate Kick-off Questionnaire Results	
				Subtotal Hours	
				Subtotal Labor Cost	\$3,316

				PROJECT TASKS	ESTIMATED COST
4.0				Field Inspection (12)	
	4.1			Inspect storm sewer manholes and storm sewer catch basins (13) (14)	
	4.2			Inspect existing curb and gutter for reincorporation into the project (15)	
	4.3			Inspect existing pavement for limits of alligator cracking to indicate presence of subgrade soils needing repair (16)	
	4.4			Observe storm water runoff during a rain event	
	4.5			Inspect potential stormwater BMP locations	
	4.6			Traffic signal system at France Avenue	
				Subtotal Hours	
				Subtotal Labor Cost	\$2,804
5.0				Street and Trail / Pavement Design (17) (18) (30) (31)	
	5.1			Develop street and trail pavement sections (19)(20)	
	5.2			Evaluate narrowing of roadway (21)	
	5.3			Determine the locations and depths of subgrade repairs (19) (20)	
	5.4			Evaluate the feasibility of adding a dedicated right-turn lane at France Avenue	
				Subtotal Hours	
				Subtotal Labor Cost	\$11,948
6.0				Drainage / Storm Sewer Design	
	6.1			Prepare layout of proposed storm sewer extensions/new systems (22)	
	6.2			Identify tributary areas (23)	
	6.3			Calculate runoff coefficient "C" factor (23)	
	6.4			Determine time of concentration "Tc" for tributary areas	
	6.5			Size proposed storm sewer pipes (24)	
	6.6			Identify existing manholes, trunk pipes, and catch basins needing reconstruction in the project area (27)	
	6.7			Investigate adjustments to the street profile in select locations to improve the flow of storm water runoff to existing and proposed catch basins	
				Subtotal Hours	
				Subtotal Labor Cost	\$5,628
8.0				Water Main Design (29)	
9.0				Street Lighting (34)	
10.0				Calculate Quantities	
	10.1			Streets	
	10.2			Storm Sewer	
	10.3			Sanitary sewer	
	10.4			Trail	
				Subtotal Hours	
				Subtotal Labor Cost	\$5,415
11.0				Prepare Engineer's Opinion of Probable Cost (35) (38)	
	11.1			Prepare Engineer's Opinion of Probable Cost (36)	
				Subtotal Hours	
				Subtotal Labor Cost	\$4,170
12.0				Preliminary Assessment Roll (37)	
	12.1			Count single family/commercial business parcels	
	12.2			Input parcel information data into XLSX spreadsheet	
	12.3			Prepare preliminary roll (38)	
	12.4			Account for special corner lots that received 1/3 or 2/3 rate assessments as part of a previous or future reconstruction project	

			PROJECT TASKS	ESTIMATED COST
	12.5		Review preliminary roll with City staff	
			Subtotal Hours	
			Subtotal Labor Cost	\$1,457
13.0			Prepare Engineering Study	
	13.1		Write draft engineering study	
	13.2		Prepare project area location map figure	
	13.3		Prepare preliminary assessment roll figure	
	13.4		Review draft study with City staff	
	13.5		Prepare final study	
	13.6		Prepare and submit hard copies of the study	
	13.7		Prepare and submit PDF file of the study	
			Subtotal Hours	
			Subtotal Labor Cost	\$18,144
14.0			Variance Request (25)	
	14.1		State Aid Variance Request Packet (26)	
		14.1.1	Design Element Variance Justification Items	
		14.1.1.1	Certified resolution from City	
		14.1.1.2	Project location map and typical sections	
		14.1.1.3	Inventory and description of adjacent land uses	
		14.1.1.4	Description of user needs (32)	
		14.1.1.5	Description of the effects of designing in accordance with the Rule versus proposed non-standard element (33)	
		14.1.1.6	Description of critical design elements (53)	
		14.1.1.7	Cost impacts (54)	
		14.1.1.8	Accident Data (55)	
		14.1.1.9	Existing and projected traffic data (55)	
		14.1.1.10	Abutting roadway posted speeds	
		14.1.1.11	Future improvement of roadway or adjacent property	
		14.1.1.12	Safety measure mitigation (56)	
		14.1.1.13	Other pertinent factors (57)	
	14.1.2		Draft letter including Design Element Variance Justification Items	
	14.1.3		Submittals	
		14.1.3.1	Draft submittal to State Aid for review (58)	
		14.1.3.2	Enact State Aid draft submittal review edits to draft letter and Design Element Variance Justification Items	
		14.1.3.3	Final submittal to State Aid for Variance Committee Meeting (59)	
			Subtotal Hours	
			Subtotal Labor Cost	\$7,557
15.0			Meetings	
	15.1		Kick-off Meeting with City / TRPD Staff (51)	
	15.2		Email Private Utilities (39)	
	15.3		Neighborhood Meeting (40)	
		15.3.1	Prepare invitation to Neighborhood Meeting	
		15.3.2	Prepare preliminary assessment roll graphic	
		15.3.3	Prepare plots summarizing improvements for use at the meeting (41)	
		15.3.4	Prepare attendance roster sheets and attend Neighborhood Meeting (43)	
	15.4		City Staff, City Boards and Commission Meetings, and other Agency Meetings	
		15.4.1	Meeting with City Staff (44)	
		15.4.2	Metro Transit	
		15.4.3	Nine Mile Creek Watershed District (52)	
		15.4.4	Transportation Commission Meeting (45)	

			PROJECT TASKS	ESTIMATED COST
		15.4.5	MSA Variance Committee Meeting (46)	
	15.5		Public Improvement Hearing	
		15.5.1	Prepare for Public Improvement Hearing (47)	
		15.5.2	Attend Public Improvement Hearing (48)	
Subtotal Hours				
Subtotal Labor Cost				\$20,013

		ESTIMATED COST
PROJECT COST SUMMARY		
ENGINEERING STUDY PHASE		
	Subtotal Hours	681
	Subtotal Labor Cost	\$90,965.37
	Subtotal SEH Expenses (49)	\$3,720.63
	Subtotal Subconsultant Expenses (5) (50)	\$5,305.00
TOTAL COST ASSOCIATED WITH THIS PROPOSAL:		\$99,991.00

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NOTES

- 1 To be completed by the City and submitted to SEH. Data will assist in evaluating the condition of the trunk sanitary sewer pipes in the project area.
- 2 List will be an XLSX file containing at a minimum property address, property owner name, property owner address, and PID number.
- 3 City will provide data as either a XLSX or DOCX file. If SEH determines the data to be insufficient, the scope of the additional surveys needed will be negotiated between the City and SEH and added as a Supplemental Agreement.
- 4 Assumes City will complete and provide data to SEH.
- 5 SEH will contract directly with Braun Intertec for subsurface investigations and laboratory testing.
- 6 Task includes developing drilling / testing scope and coordination with Braun proposal, staking borings, coordinate drilling & surveying, review draft boring logs, review soil samples, assign laboratory tests, and coordination of final boring locations and final boring report.
- 7 Includes a evaluation of roadway subgrades, analysis of soil corrections, recommendation for pavement section based on traffic loads, evaluation of utility excavations and evaluation of site drainage.
- 8 Newsletter will notify affected property owners of project and ask for input via the questionnaire.
- 9 Includes submitting draft copies to the City and effecting City edits.
- 10 Assumes task is completed by City staff including stuffing envelopes and mailing.
- 11 Questionnaires will be for residents to complete and return to City for tabulation of results. Questionnaire will be sent to all residents of the project area and will cover presence of local drainage problems, pet containment systems and the interest in street lighting.
- 12 Assumes no inspection of sanitary sewer manholes because the City has already done this work.
- 13 We will inspect only structures with insufficient data gathered from the City's storm sewer structure survey project. We will only inspect structures within the street rights-of-ways.
- 14 If additional inspection is needed, inspection results will be compiled on paper structure survey forms. Whenever possible, City supplied manhole and catch basin numbers will be used for identification purposes.
- 15 Assumes complete removal of the west/north side of Parklawn Avenue will occur in order to accommodate the Three Rivers Park District (TRPD) Nine Mile Creek Regional Trail (NMCRT). Assumes only spot curb repairs will occur in Parklawn Court.
- 16 We will visually field inspect the cracked conditions of the existing streets to estimate the amount of subgrade repair needed.

- 17 We assume corridor design will follow the Gallagher Drive reconstruction project completed by the City in 2012. Assumes concrete panels in Parklawn Avenue will be removed and the street narrowed to accommodate the NMCRT. Assumes the street will be restored with pavement. Assumes no drainage swale will be designed between the trail and the street.
- 18 The street width will likely be 28-feet wide face of curb to face of curb, with no parking and reincorporation of the existing sidewalk found on the east/south side of Parklawn Avenue.
- 19 Typical sections and subcut locations will be per the geotechnical memorandum prepared for the engineering study.
- 20 Includes evaluating the feasibility of producing rubbilized aggregate base and reincorporating it into the proposed street section as base or subgrade backfill.
- 21 This task analyzes the impacts to the properties adjacent to the trail relative to boulevards' and driveways. 30% design level will be established.
- 22 Scope of this task includes the layout and preliminary sizing of storm sewer trunk line and structures that adhere to MnDOT State Aid standards.
- 23 Consult Comprehensive Water Resource Management Plan dated 7/03 for the City of Edina prepared by BARR Engineering.
- 24 Based on a 10-year design storm.
- 25 This proposal considers a State Aid Variance Request as presented in this Task Hour Budget. If the variance is approved by the MSA Variance Committee, a separate Supplemental Letter Agreement will be sent to the City for bid document preparation and bidding services, if requested.
- 26 Packet shall consist of submitting to the State Aid office a certified copy of City Resolution and the required supplemental items listed in Section 14.0 of this Task Hour Budget.
- 27 Repairs or replacements of existing storm sewer structures and pipes are based on recommendations from City staff and the structure condition surveys completed by SEH staff during its field inspection operations.
- 28 This task has already been completed by the City. The City will provide this data to SEH. Assumes any additional supplemental topographic survey, if needed, is completed by the City.
- 29 Assumes no water main reconstruction is needed for project except replacement of hydrants in select locations.
- 30 Parklawn Avenue is a Municipal State Aid Road and will be designed to adhere to minimum State Aid design standards.
- 31 Trail design will adhere to TRPD regional trail design standards and will include a 2-foot wide clear zone width from obstructions on each side of the trail.
- 32 Description will include the needs of motorists, pedestrians, transit users, vehicles, bicyclists, and commercial and emergency vehicles in a manner that is sensitive to the local context.
- 33 Description will focus on effects to adjacent properties, pedestrians, bicycles, motoring public and emergency vehicles.
- 34 An existing street light system is present in the neighborhood. Residents will be asked about the desire to upgrade the street lighting network in the questionnaire. We assume street lighting will not be included in the scope of this project. If the neighborhood does request this system, SEH and the City will negotiate a Supplemental Agreement for these services.
- 35 Cost estimate will be prepared in a .xlsx spreadsheet and include columns for MSA, TRPD, assessments for property owners and appropriate City funds.
- 36 Costs will feature a 15% contingency factor and be computed in 2016 dollars.
- 37 The assessment to each parcel is per residential equivalent unit (REU) that adheres to the City's assessment policy.
- 38 Includes analysis of preliminary cost estimates and assessment roll for the neighborhood.
- 39 Task will notify CenterPoint Energy, Xcel Energy, Comcast, and CenturyLink of the potential project and inquire whether or not they have any facilities in need of updating. If so, the private utility companies will be instructed to coordinate with the City the timing of this work prior to the start of the project.
- 40 One meeting will be scheduled.
- 41 At the meeting, SEH will provide meeting graphics that will have as a base the aerial photo of the project area with 1. existing sanitary and storm sewer trunk pipes line work 2. existing watermain trunk pipe line work 3. topographic survey line work 4. property and right-of-way lines 5. street names and addresses, and 6. 30% complete proposed improvements for sidewalks, curb and gutter, storm sewer treatment options, drain tile, sanitary sewer, water main and fire hydrant relocations and replacements.
- 42 Not Used

- 43 Preparations include creating a 10-minute long PPT file for presentation to the residents made by SEH staff. Homeowner comments will be recorded on the meeting graphics.
- 44 Meet with Public Works staff to determine which stormwater treatment system options are viable for consideration on the City's streets and boulevards.
- 45 Present to Transportation Commission at October 2015 meeting.
- 46 SEH will develop a powerpoint presentation and present at the meeting on 9/24/15.
- 47 Preparations include creating a 10-minute long PPT file for presentation to the Council and residents.
- 48 Tentatively scheduled for December 8, 2015.
- 49 Reimbursable expenses include survey equipment charges, mileage and printing costs for meetings, draft and final study submittals.
- 50 Soil investigation to include the following: 6 soil borings drilled through existing pavement to 15 ft depth, sampling at 2.5 ft intervals in soil borings, assumes up to 2 thin wall samples (if organic soils are encountered), assumed lab budget based on: moisture content tests, R-value test, 6 sieves, and 6 Atterberg limits.
- 51 This task was partially completed on 3/11/15 with SEH, TRPD and City staff.
- 52 SEH staff will review the Nine Mile Creek Watershed District (NMCWD) Rules with respect to the proposed project scope. Assumes (1) meeting with NMCWD staff to review the project and any potential permitting requirements.
- 53 Elements include horizontal and vertical alignments, grades, lane widths, sight distances, cross slopes and clearances.
- 54 Cost impact analysis will compare the cost to construct the standard versus the cost to construct the proposed element.
- 55 This data to be supplied by the City.
- 56 Considerations include signing in accordance with MMUTCD , side-slope flattening, etc.
- 57 Includes coordinating the submittal of a Three Rivers Park District letter that identifies their support for the project.
- 58 A draft Variance Committee Meeting packet will be submitted to State Aid on 8/24/15 for their review and comment.
- 59 The final Variance Committee Meeting packet will be submitted to State Aid on 9/1/15 for inclusion on the 9/24/15 Variance Committee Meeting agenda.