

**CITY OF ST. PAUL PARK**  
**WASHINGTON COUNTY, MINNESOTA**  
**RESOLUTION NO. 1633**

**RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT**

**WHEREAS**, it is proposed to improve the following city streets:

1. The Steven's Ridge Area, including Summit Avenue, 15<sup>th</sup> Street, 14<sup>th</sup> Street, Portland Avenue, Ashland Avenue, Laurel Avenue, Gary Drive, Lincoln Court, 16<sup>th</sup> Avenue, 17<sup>th</sup> Avenue, and 18<sup>th</sup> Avenue.


including roadway mill and overlay of the bituminous pavement, full depth reclamation as necessary, minor utility and drainage improvements, and to assess the benefited property for a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

**WHEREAS**, the City Council of the City of St. Paul Park deems it necessary to investigate the feasibility of the Steven's Ridge Area Pavement Rehabilitation Project.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of St. Paul Park Minnesota:

1. That the proposed improvement be referred to the city engineer for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with other improvements, and the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.
2. Staff is directed to have the necessary feasibility report prepared for the Steven's Ridge Area Pavement Rehabilitation Project.

Adopted the 1<sup>st</sup> day of March, 2021 by the City Council of St. Paul Park, Minnesota.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
City Clerk



March 1, 2021

Mr. Kevin Walsh  
City Administrator  
City of St. Paul Park  
600 Portland Avenue  
St. Paul Park MN 55071

Re: City of St. Paul Park – Steven's Ridge Area Pavement Rehabilitation Project  
Proposal to Provide Engineering Services for a Feasibility Study and Preliminary Design

Dear Mr. Walsh:

On behalf of WSB, we are pleased to present this proposal to provide professional engineering services to the City of St. Paul Park for the completion of a Feasibility Study and 30% design for the Steven's Ridge Area. The following letter proposal represents our entire understanding of the project scope and level of engineering services requested.

### **PROJECT UNDERSTANDING**

The City of St. Paul Park is requesting engineering services that include preparation of Feasibility Reports and 30% level of design completion for the Steven's Ridge Area, as shown in the attached **Figure 1**.

The Steven's Ridge Area includes Summit Avenue, 15<sup>th</sup> Street, 14<sup>th</sup> Street, Portland Ave, Ashland Ave, Laurel Ave, Gary Drive, Lincoln Court, 16<sup>th</sup> Avenue, 17<sup>th</sup> Avenue, and 18<sup>th</sup> Avenue. These roadways are proposed to be mill and overlaid, with full depth reclamation as needed based on pavement conditions. Curb and gutter will be replaced where broken or unsalvageable. Minor utility improvements, such as gate valve and hydrant replacement, casting replacement, and manhole repairs will be made as necessary.

The proposed work will include the following elements:

- A complete Feasibility Report for the Steven's Ridge Area mill and overlay improvements, including a preliminary cost estimate and assessment roll.
- Preliminary design for any necessary spot utility or drainage improvements for the Steven's Ridge Area.

### **WORK PLAN & SCOPE OF SERVICES SUMMARY**

The proposed scope of engineering services detailed in this proposal will include preparation of Feasibility Reports (Task 1) and 30% level of design (Task 2) for the Steven's Ridge Area.

#### **Steven's Ridge Area**

##### **Task 1 –Feasibility Report**

- Preparation of feasibility report, including executive summary, existing conditions,

proposed improvements, recommendations on project area phasing, cost estimate/financing and recommendation meeting the MN Statutes Ch. 429 requirements.

- The feasibility report will include preparation of the assessment rolls and maps in accordance with the City's assessment policy. The report will include a project location map, neighborhood street maps with addresses, and typical sections.
- Calculate preliminary project quantities and an Engineer's Opinion of Probable Cost based on the preliminary design.
- WSB will prepare materials and present the improvements at one neighborhood meeting (virtual or in-person). Comment cards will be collected and summarized. WSB will prepare the neighborhood meeting notice for the City to mail.
- A project kick-off meeting with City Staff.
- Preparation of council agenda/staff reports and presentation of the feasibility report to the council.

#### **Task 2 –Preliminary Design**

- Preliminary drawing preparation consistent with City standards.
- A field review with City Staff of the curb and gutter, storm sewer, and utilities to determine the extents of replacement. It is assumed that these improvements shall consist of adjusting ring/casting replacements, chimney seal installation, and minor hydrant and gate valve replacements.
- One to three additional corings for roadways not cored in 2017.
- Utilize GIS/Datalink data to identify locations of existing castings, hydrants, and gate valves on the plans.
- One design meeting with City Staff, to review the preliminary design and layouts.
- A topographic survey is not included with this scope of work.

#### **OPTIONAL SERVICES NOT INCLUDED**

- Right-of-way or easement coordination/acquisition.
- Public Hearings for the assessed property owners. It is anticipated this would occur during a future design phase of the project.

#### **ANTICIPATED PROJECT SCHEDULE**

Below is a general project schedule with major milestones. The timing of the community engagement activities, public hearings, and completion dates will be discussed with the City at the time of a project kick-off meeting.

Staff Authorization for the Preparation of Feasibility Reports .....	March 1, 2021
Preliminary Design and Preparation of Reports .....	April - May 2021
Review Preliminary Design with City Staff .....	May 2021
Neighborhood Meeting .....	May 2021
Draft Report to City for Review and Comment .....	June 2021
Present Feasibility Report to the City Council.....	June 21, 2021

**PROPOSED FEE**

Based on the proposed task hour budget, WSB will complete the scope of work for Feasibility Report, and 30% final design, on an hourly basis not-to-exceed basis with engineering costs as follows. The optional services are not included in this summary.

Steven's Ridge	
Task 1 – Feasibility Report	\$ 17,655.00
Task 2 – Preliminary Design	\$ 24,246.00
<b>Grand Total All Tasks</b>	<b>\$ 41,901.00</b>

A copy of the project task hour budget is attached for your reference. This represents our complete understanding and scope of the project. We are available to begin work immediately upon authorization as indicated in the proposed project schedule.

WSB appreciates the opportunity to provide the City of St. Paul Park with this proposal. As always, we are looking forward to working with you and your staff toward the completion of the project. Please feel free to contact me with any questions or comments that you have.

Sincerely,  
WSB



Morgan Dawley, PE  
City Engineer

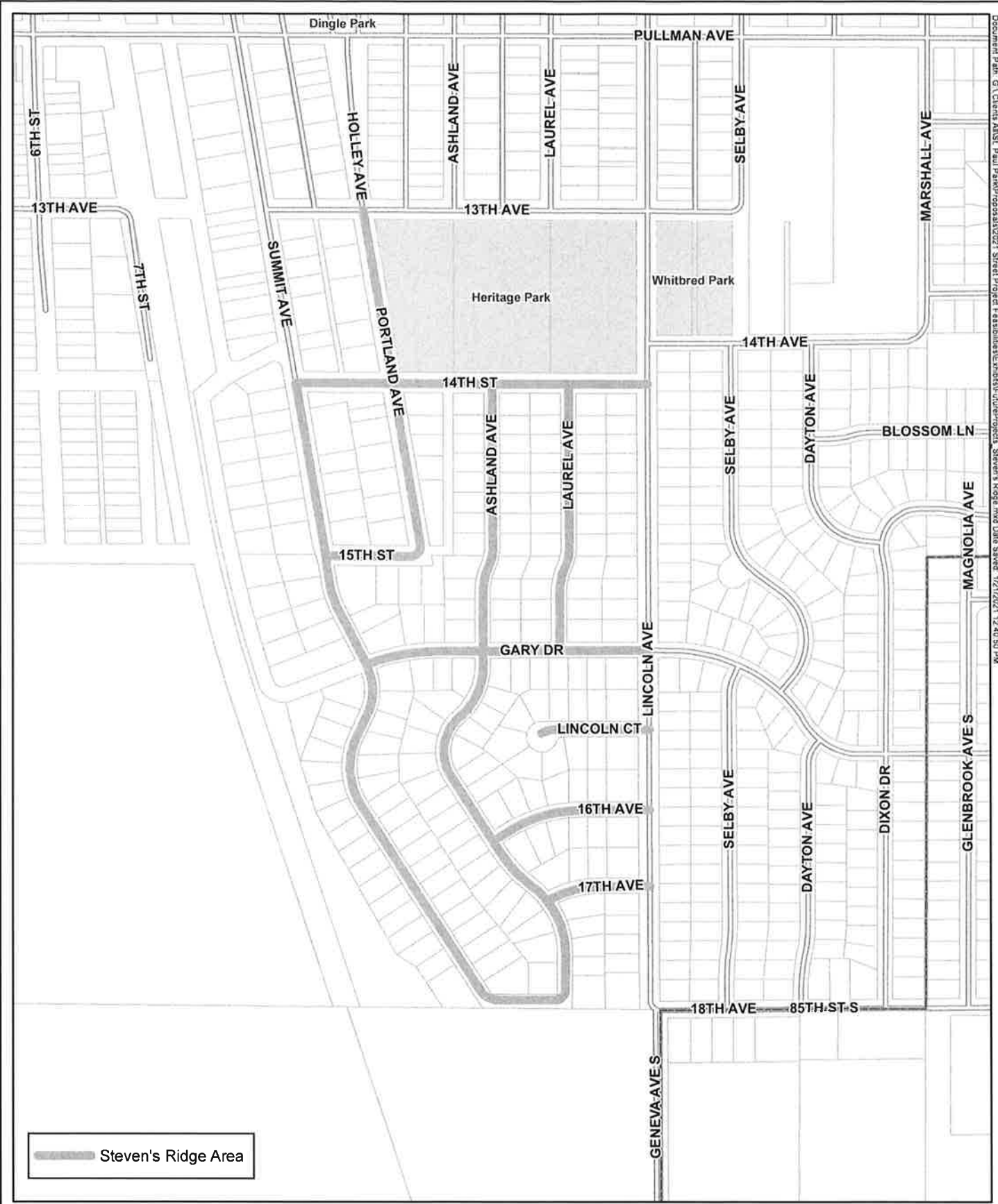
Attachments: Estimate of Fees  
Figure 1 - Project Areas

**City of St. Paul Park:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

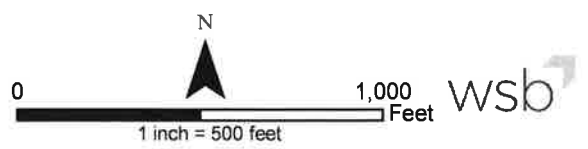


Steven's Ridge Area



### Project Location Map

Future Project Options 2021-2031  
St. Paul Park, MN





**Estimate of Fees**  
**City of Medina**  
**Professional Engineering Services for Feasibility Reports and 30% Design**  
**Steven's Ridge Area**

Task	Description	Estimated Hours											Total Hours	Cost		
		Senior Project Engineer	Senior Project Manager	Municipal Project Engineer	CAD Technician	Water Res. Project Manager	Water Res. Project Engineer	Water Res. Graduate Engineer	Geotechnical Crew	Admin Assistant	Survey Coordinator	Survey Crew				
		Morgan Davley	Jim Stremel	Lydia Ener	Gina Dullinger	Heather Nelson	Laura Cummings	Sam Phillips	Coring Crew	Sue Buckley	Pelle Helder	Twa-Parson				
<b>1</b>	<b>Feasibility Report - Steven's Ridge</b>															
1.1	Project Management & Controls	4	16	2										22	\$	3,468
1.2	Feasibility Report and Materials	4	8	24						8				44	\$	5,428
1.3	Cost Estimates		4	16										20	\$	2,520
1.4	Preliminary Assessment Materials	2	2	4										8	\$	1,086
1.5	City Council Meeting (1)	2	4	6										12	\$	1,650
1.6	Public Involvement (Open House)(1)	4	4	6										14	\$	1,940
1.7	Meeting with City	3	4	4										11	\$	1,563
<b>Task 1 Total Estimated Hours and Fee</b>		<b>19</b>	<b>42</b>	<b>62</b>						<b>8</b>			<b>131</b>	<b>\$</b>	<b>17,655</b>	
<b>2</b>	<b>30% Design - Steven's Ridge</b>															
2.1	Project Management & Controls	4	24	4										32	\$	5,028
2.2	Design - Street, Utilities, & Storm Sewer	4	6	20	8									38	\$	5,016
2.3	Topographic Survey & Base Mapping										6	37		43	\$	8,115
2.4	Additional Corings					1	2	4						LS	\$	1,080
2.5	Design - Stormwater & BMP													7	\$	894
2.6	Design Team Meetings (2)	2	2	2		2								8	\$	1,158
2.7	Project Walk Through		4	8										12	\$	1,592
2.8	Meeting with City	3	4	4										11	\$	1,563
<b>Task 2 Total Estimated Hours and Fee</b>		<b>13</b>	<b>40</b>	<b>38</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>LS</b>		<b>6</b>	<b>37</b>	<b>151</b>	<b>\$</b>	<b>24,246.00</b>	
<b>Total Estimated Hours</b>		<b>32</b>	<b>82</b>	<b>100</b>	<b>8</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>LS</b>	<b>8</b>	<b>6</b>	<b>37</b>	<b>282</b>			
<b>Average Hourly Billing Rate</b>		<b>145.00</b>	<b>\$ 166</b>	<b>\$ 116</b>	<b>\$ 140</b>	<b>\$ 152</b>	<b>\$ 107</b>	<b>\$ 82</b>	<b>\$ -</b>	<b>\$ 92</b>	<b>\$ 150</b>	<b>\$ 195</b>	<b>LS</b>			
<b>Subtotal Base Fee by Labor Classification</b>		<b>\$4,640.00</b>	<b>\$ 12,612</b>	<b>\$ 11,600</b>	<b>\$ 1,120</b>	<b>\$ 456</b>	<b>\$ 214</b>	<b>\$ 328</b>	<b>\$ 1,080</b>	<b>\$ 736</b>	<b>\$ 906</b>	<b>\$ 7,216</b>			<b>\$</b>	<b>41,901</b>
												<b>Steven's Ridge - Engineering Services Fee</b>	<b>\$</b>	<b>41,901</b>		
												<b>Anderson Addition - Engineering Services Fee</b>	<b>\$</b>	<b>-</b>		
<b>TOTAL ENGINEERING SERVICES FEE</b>												<b>\$</b>	<b>41,901</b>			