

Mayor

Heidi Gunderson

Council Members

Craig Johnson
Greg Urban
Patricia Youker
Bob Morse

City Administrator

Kevin Watson



The City of Vadnais Heights

800 East County Road E
Vadnais Heights, MN 55127

Phone: 651-204-6000

Fax: 651-204-6100

Regular Workshop Meeting of the

Vadnais Heights City Council

Tuesday, May 7, 2019 - 5:30 pm

Lakes Conference Room at City Hall

AGENDA

1. Open Meeting - (5:30 p.m.)

2. Tobacco/Smoking Ordinance

Documents:

[2.PDF](#)

3. Budget 101 and Usage of Funds

4. S.E.H.'s Revised Proposal for Design and Construction Services on the City's Lift Station

Documents:

[4.PDF](#)

5. Other Staff Items

6. Future City Council Requests

7. Adjourn

Kevin P. Watson
City Administrator

651.204.6010 Phone
651.204.6100 Fax
Kevin.watson@cityvadnaisheights.com



The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Kevin Watson, City Administrator

DATE: May 7, 2019

SUBJECT: Tobacco/Smoking Ordinance

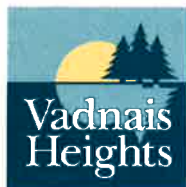
Background

Jeanne Weigum, President of the Association for Non-Smokers of Minnesota, will make a presentation to the Council at the May 7th Workshop. The Vadnais Heights Health and Public Safety Committee is still waiting for info and will have a recommendation regarding tobacco/smoking ordinance to the Council in the future.

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Jesse Farrell, P.E.
City Engineer/Director of Public Works

651.204.6050 Phone
651.204.6150 Fax
Jesse.Farrell@cityvadnaisheights.com



The City of Vadnais Heights

Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Jesse Farrell, City Engineer/Director of Public Works

DATE: May 7, 2019

SUBJECT: Proposal for Design Services related to Site Improvements at the City's Lift Station Located at the Intersection of Foothill Trail and Meadowood Lane

Recommended Council Action

Consider approving the proposal submitted by Short Elliott Hendrickson, Inc. (S.E.H.) for design services related to site improvements at the City's lift station, located at the intersection of Foothill Trail and Meadowood Lane and authorizing the City Engineer to execute the Agreement.

Background

In 2018, the City Council discussed reviewing the existing Foothill Trail and Meadowood Lane lift station and control panel components. S.E.H. is proposing to review the existing lift station and control panel components, design and prepare construction drawings and specifications for potential site improvements including a concrete driveway, a decorative concrete pad, improved lighting, landscaping removal and replacement, and other potential site improvements. The proposed scope also includes preparation of a recommendations memo summarizing potential site improvements.

Staff has reviewed the proposal and recommends approval of the proposed agreement in the amount of \$11,300.

I will be available at the May 7, 2019 City Council meeting, if you have any questions.

Attachment(s)

- S.E.H. Proposal dated May 2, 2019

L:\Council Meetings\2019\Regular Council Meetings\040219\Lift Station proposal and agreement.docx

11A



Building a Better World
for All of Us[®]

May 2, 2019

RE: City of Vadnais Heights, Minnesota
Lift Station Site Improvements Proposal
SEH No. VADNA P-150224 14.00

Mr. Jesse Farrell, PE
Public Works Director/City Engineer
City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127-7044

Dear Mr. Farrell:

Short Elliott Hendrickson Inc. (SEH[®]) is pleased to submit this proposal for design services related to site improvements at the City of Vadnais Heights's (City's) lift station, located at the intersection of Foothill Trail and Meadowood Lane (hereinafter called the "Project"). This letter supplements the Agreement for Professional Services between the City of Vadnais Heights, Owner, and SEH dated June 1, 1997, renewed on February 5, 2019, and addresses providing these services in connection with the Project.

Based on discussions with City staff, the desired scope of services includes reviewing existing lift station and control panel components, designing and preparing construction drawings and specifications for site improvements including a new concrete driveway, a new light, and basic landscaping improvements. The scope also includes preparing a recommendations memorandum summarizing potential site improvements.

Based on our understanding of the desired scope of services after discussions with City staff, it is our understanding that the following services would not be necessary, and are thus excluded from this proposal:

- Design of any lift station components or public utility improvements
- Geotechnical investigation of the existing site
- Bidding services, since the City intends to solicit price quotations from Contractors
- No permit applications are anticipated

Based on the above assumptions and proposed schedule discussed below, fees for providing these services noted above shall be on an hourly basis with a maximum fee of \$11,300. A detailed work task and hour breakdown for these services is enclosed.

Payment for any additional services shall be based on the actual time required to perform the services and the billable rates for the employees engaged directly on the project, plus actual reimbursable expenses. All services will be invoiced monthly.

We will start our services promptly after receipt of your authorization. If authorized on May 7, 2019, we estimate our services will be completed by June 30, 2019. If there are delays in the Project that are beyond our control, the City agrees to grant additional time to complete the services.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

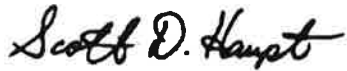
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

Mr. Jesse Farrell, PE
May 2, 2019
Page 2

This letter and the above-referenced Agreement for Professional Services, along with Exhibits A-2, B, C-1, and D, represents the entire understanding between you and us in respect to the Project and may only be modified in writing signed by both of us. If this satisfactorily sets forth your understanding of our agreement, please sign and return one copy of the executed agreement to us.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Scott D. Haupt, PE
Project Manager

sdh
Enclosure

Accepted this _____ day of _____, 2019

City of Vadnais Heights

By: _____
Authorized Client Signature

PROPOSAL FEE ESTIMATE

VADNAIS HEIGHTS, MINNESOTA
 LEFT STATION SITE IMPROVEMENTS
 VADNA P-150224
 5/2/2019

TASK NO	TASK	HOURS										SURVEY CREW CHIEF	
		PROJECT MGR	WASTEWATER ENGINEER	ELECTRICAL ENGINEER	ELECTRICAL DESIGNER	LANDSCAPE ARCHITECT	GRADUATE ENGINEER	GIS TECH	ADMIN ASST				
1.00	DESIGN SERVICES												
1.01	On-site kickoff meeting with City staff	1	1	1									
1.02	Private utility coordination					1							
1.03	Perform topographic site survey & search for property corners									2			
1.04	Gather/review Record Drawings									1			3
1.05	Review existing lift station components		2							2			
1.06	Prepare Base Map									2			
1.07	Prepare Title Sheet									2			
1.08	Prepare Detail Sheet(s)									2			
1.09	Prepare Existing Conditions & Removal Plan	1								4			
1.10	Prepare Proposed Site & Grading/Drainage Plan	1								6			
1.11	Prepare Lighting Plan & Details			2	4								
1.12	Prepare Preliminary Landscape Plan									2			
1.13	Finalize Landscape Plan & Planting Details									4			
1.14	Prepare Draft Memorandum of Recommendations	1	1	1						1			
1.15	Quantity Takeoff/Prepare Engineer's Estimate	1					1			1			
1.16	Prepare Specifications & Quotation Package	2					1			1			4
1.17	Perform QA/QC Review												
1.18	Plan Review Meeting with City Staff	1	1	1						1			
1.19	Finalize Construction Plans, Recommendations, Memorandum & Specifications	2	1	1						1			
TOTAL HOURS		12	6	5	7	12	42	0	4	3			
TOTAL FEE												\$11,500	

- Assumptions/Exclusions:**
1. No design services included for existing lift station or other public utilities.
 2. No geotechnical services/soil boring fees are included.
 3. City will obtain quotations for the work, so no bidding services included.
 4. No permit applications are anticipated.

