

Item 7b.**Sunfish Lake Engineer's Report for October 1, 2019**

By: Jeff Sandberg, PE
City Engineer

Date: September 25, 2019

1. Engineering Activities Undertaken in the Month of September.

The following Engineer's Report reflects the Engineering activities undertaken this past month.

- A. Erosion Control Policy, Procedure, Enforcement. As directed at last month's meeting, staff has collaborated to create a draft document for your review and consideration. SEE ATTACHMENT
- B. Snow Plowing Quotes. Staff sent request for proposals to 5 contractors and received one quote back. The attached summarizes the quote and outlines staff's recommendation for your consideration. SEE ATTACHMENTS

2. Building and Site Reviews in the Month of September.

- A. 2431 Angell Road. Staff has reviewed the application and recommended approval. It is anticipated that this application will be presented to the City Council for approval.
- B. 357 Salem Church Road. Staff has reviewed the application and recommended approval. It is anticipated that this application will be presented to the City Council for approval.
- C. Telcom Permit for 2159 Charlton Road. Telcom Construction submitted a permit application for replacing a telephone service at the above-mentioned property. The new line will be bored in the boulevard.
- D. 1 Sunfish Lane. Staff has received a resubmittal of a previously approved plan. The previously approved plan did not include all significant trees that would be impacted by the improvements. The property owner is having the site redesigned to reduce impacts to significant trees. It is anticipated that this re-application will be presented to the City Council for approval at a future meeting.

3. Public Works Activities Undertaken in the Month of September.

- A. Charlton Road Construction Project. Staff has been inspecting the project as directed by the City Council. Progress continues to be made, however, aspects of the project have been delayed by higher than average precipitation since the construction started. Due to the higher than normal precipitation, the project deadline for substantial completion was extended from September 20, 2019 to September 27, 2019.

4. Anticipated Engineering/Public Works Activities for the Month of October.

- A. Charlton Road Construction Project. Staff will continue to monitor and inspect the project as needed and we anticipate final restoration to occur in October.
- B. Dakota County 2040 Transportation Plan Update. Staff has been invited to provide input on behalf of Sunfish Lake to the update to the Dakota County Transportation Plan. A meeting date has not been determined at this time.

No other Engineering/Public Works activities are anticipated for the month of October.

The above constitutes the Engineering Report for the City of Sunfish Lake for October 1, 2019.

Respectfully submitted,

WSB

A handwritten signature in black ink, appearing to read "Jeffry S. Sandberg". The signature is fluid and cursive, with a stylized "J" and "S".

Jeffry S. Sandberg, PE
City Engineer

Memorandum

To: *Honorable Mayor and City Council Members
City of Sunfish Lake*

From: *Jeff Sandberg, PE
City Engineer*

Date: *September 25, 2019*

Re: *Construction Site Erosion Controls Review and Enforcement Policy*

Per City Council direction, staff has discussed and agreed upon the following process for inspection and enforcement for Construction Site Erosion Controls for individual homesites.

- A. Applicant receives City Council approval of plans that show construction site erosion controls.
- B. City Planner (CP) provides Chief Building Official (CBO) notice of approval.
- C. CBO receives application for building or demolition permit.
- D. CBO approves building permit; advises applicant that an erosion control inspection is required prior to any dirt moving or demolition activities. CBO will stamp the lot survey/building permit with this requirement.
- E. Applicant will notify the City Engineer (CE) when the site is ready for erosion controls inspections. CE will coordinate a site inspection and notify the City Forester (CF) that he can review tree protection as deemed necessary.
- F. CE notifies applicant of any deficiencies and notifies the CBO of approval of site erosion controls. CBO issues building permit upon approval.
- G. CBO should not conduct any building inspections prior to receiving approval from the CE.
- H. If CBO sees silt fencing knocked down during routine building inspections, he should notify the applicant and notify the CE.
- I. Upon final completion and site restoration, CP and CE should be requested to perform a final site inspection prior to erosion controls being removed.
- J. Once CBO receives approval from the CP and CE, the Certificate of Occupancy can be issued.

At any time during the process above, the CBO can issue a Stop Work Order if deemed necessary to gain compliance or if immediate attention is required for site erosion controls.

ITEM 7b. ATTACHMENT 1B.



Memorandum

To: Honorable Mayor and City Council
City of Sunfish Lake

From: Jeff Sandberg, PE
City Engineer

Date: September 25, 2019

Re: Snow Removal Quotes for 2019-2020 Season
City of Sunfish Lake, MN
WSB Project No. 01011-99

As directed at the September City Council meeting, staff requested quotes from local snow removal companies for services for the 2019-2020 season. Eight companies were contacted, and despite indications that five companies were interested in providing quotes, only one company offered quotes for their services.

The quotes were received from the following:

Executive Contractors, Inc., Inver Grove Heights, MN

Executive Contractors provided two options for the city to consider; a per event pricing that is the same as the last two years, or a lump sum per month pricing of \$6,000 per month or \$36,000 total for the season. The two quotes submitted are attached for your review and consideration.

The per event quote identifies the equipment available and the estimated cost to complete snow removal for a 2" – 4" snowfall as used in previous years. In the 2018-2019 season, the snow removal costs were \$38,430 based on the same per event pricing.

The lump sum quote identifies a \$6,000 per month pricing that would total \$36,000 for the season. If we have a similar winter this year as we had last year, the lump sum quote would save the city \$2,430 over what we paid last year. If we have a mild winter, the city would still pay the \$36,000 lump sum fee. The city may realize additional cost savings in a mild winter if the per event pricing quote is selected.

As an added benefit to the city, both quotes include spring street sweeping. This was not part of the request for proposals and has not been included in the snow removal contract in the past. We have been requesting proposals for this work separately each spring and it generally costs the city about \$1,700 for street sweeping. The approved annual budget includes \$1,700 for this work in 2020.

Options:

1. Award contract to Executive Contractors, Inc. based upon their per event pricing.
2. Award contract to Executive Contractors, Inc. based upon their lump sum pricing of \$6,000 per month, or \$36,000 for the season.
3. Direct staff to advertise for additional contractor quotes.

Staff Recommendation:

Executive Contractors, Inc. has performed the snow removal on public streets in Sunfish Lake for the last four years. Staff has found them to be extremely responsive, as their business location is very close to the city limits. Additionally, they suggested creating the email address of sunfishlakesnowconditions.com for residents to use to notify the contractor of areas they consider to have unsafe or hazardous conditions. That seemed to work well last season and Executive Contractors were very responsive to those emails that were received from residents.

In consideration of Option 1, the per event bid for snow removal for the 2019-2020 season is the same price as last season. There have been no issues with the snow plowing efforts during the last four years, and the City has been satisfied with their services. If we have a mild winter, the city may realize more savings with Option 1 than with Option 2.

In consideration of Option 2, a lump sum quote for the season of \$36,000 would be \$2,000 less than the city's budget, and over \$2,400 less than what the city spent on snow removal services last year. If we have another winter like last winter, the city will realize a savings with Option 2. Staff did ask the Owner of Executive Contractors if the level of service would be reduced with this option, and the Owner assured staff that the city would receive the same level of service as with the per event option and as we have become accustomed to expecting over the last several years.

Staff recommends that Executive Contractors, Inc. be awarded the contract to perform the 2019-2020 snow removal services for the city. Staff requests that the City Council make a determination on which of the pricing options they are most comfortable selecting.

Attachments

OPTION # 1 PRICING

2019 - 2020 SNOW PLOW SEASON

QUOTE FOR SUNFISH LAKE

ITEM	2019-2020	
	Unit	Price
EQUIPMENT & LABOR		
Front-End Loader & Operator	hour	85. ⁰⁰
Motorgrader & Operator	hour	85. ⁰⁰
Motorgrader (with wing) & Operator	hour	85. ⁰⁰
Plow Truck & Driver w/ Sander	hour	85. ⁰⁰
Sanding Truck & Driver	hour	75. ⁰⁰
12 CY Dump Truck & Driver	hour	85. ⁰⁰
Single Axel Dump Truck /w Wing & Driver	hour	85. ⁰⁰
Bobcat Loader & Operator	hour	85. ⁰⁰
MATERIAL COSTS		
Sand/Salt Mixture 80-20 mix (plus tax)	ton	70. ⁰⁰

24 HOUR CONTACT NAME

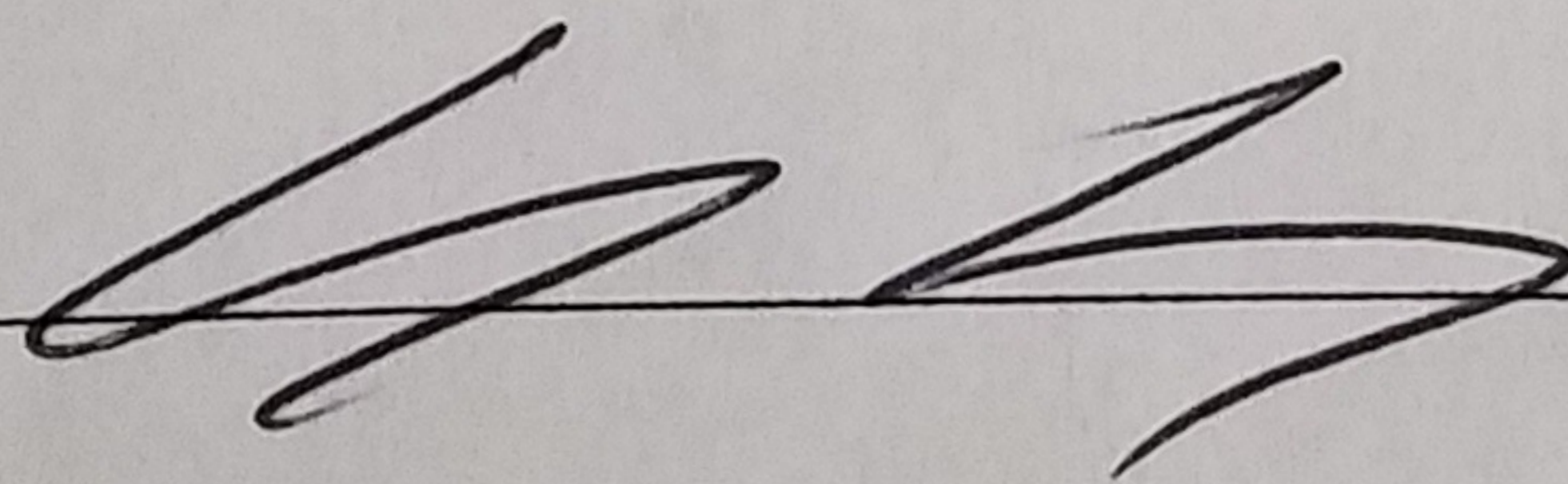
Craig Kromrey

24 HOUR CONTACT TELEPHONE NUMBER

(651) 248-1350

Snow plowing to be completed on city streets according to the City's Street Maintenance Policy - Snow Plowing.

Signature: _____



Company Name: _____

Executive Contractors Inc.

Address: _____

P.O. Box 2473

Inver Grove Heights, MN 55076

Telephone Number: _____

(651) 248-1350

OPTION # 1 PRICING

2019 - 2020 SNOW PLOW SEASON

**TYPICAL SNOW REMOVAL EVENT
2-4 INCHES OF SNOW**

2019-2020

<u>Equipment to be Utilized</u>	<u>Estimated Hours</u>	<u>Cost</u>
1. Single Axel dump or loader	2-3	\$ 170 - \$ 255
2. plow truck	2-3	\$ 170 - \$ 255
3. sanding truck	1-2	\$ 75 - \$ 150
4. _____	_____	\$ _____
5. _____	_____	\$ _____

TOTAL COST PER EVENT \$ 415 - \$ 660

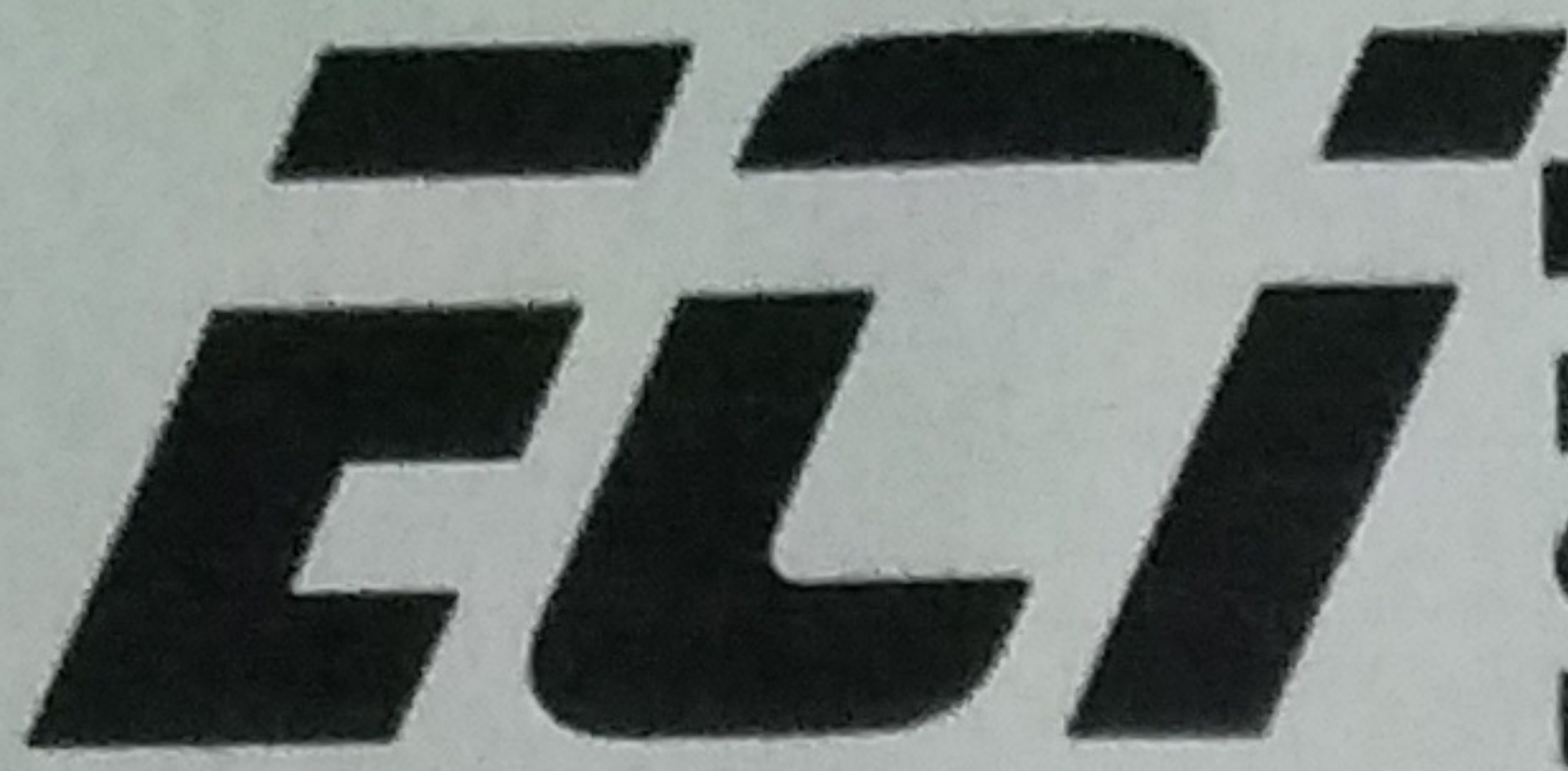
Spring Street Sweeping included

2019 - 2020 SNOW PLOW SEASON
PROPOSAL FOR SUNFISH LAKE

OPTION # 1 & HISTORICAL PRICING

ITEM	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020	
	Units	Past Prices	Units	Past Prices	Units	Past Prices	Units	Past Prices	Units	Past Prices	Executive Contractors	
											Proposal	% Incr.
EQUIPMENT & LABOR												
<i>Front-End Loader & Operator</i>	hour	\$ 110.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Motor grader & Operator</i>	hour	\$ 120.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Motor grader (with wing) & Operator</i>	hour	\$ 140.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Plow Truck & Driver w/ Sander</i>	hour	\$ 89.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Sanding Truck & Driver</i>	hour	\$ 79.00	hour	\$ 75.00	hour	\$ 75.00	hour	\$ 75.00	hour	\$ 75.00	\$ 75.00	0.00%
<i>12 CY Dump Truck & Driver</i>	hour	\$ 95.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Single Axel Dump Truck /w Wing & Driver</i>	hour	\$ 99.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>Bobcat Loader & Operator</i>	hour	\$ 89.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	hour	\$ 85.00	\$ 85.00	0.00%
<i>4x4 Pick-Up with Plow</i>	hour		hour		hour		hour		hour			
MATERIAL COSTS												
<i>Salt/Sand Mixture (plus tax)</i>	ton	\$ 80.00	ton	\$ 70.00	ton	\$ 70.00	ton	\$ 70.00	ton	\$ 70.00	\$ 70.00	0.00%
<i>Road Salt</i>	ton		ton		ton		ton		ton			
Contractor Estimated Cost - 2"- 4" snowfall							Each	Event	Each	Event	\$ 660.00	
<i>Includes 2 Plow Trunks and 1 Tandem</i>												
<i>Includes Single Axel, Plow, Sanding Trucks</i>												
<i>Calculated cost @ 6 hours & 14 ton</i>							Each	Event	Each	Event	\$ 2,150.00	
<i>Calculated cost @ 2-3 hours & 14 ton</i>											\$ 1,640.00	
2019-2020 Rates - calculated cost											\$ 1,640.00	

AVERAGE SNOW FALL CLEARING EVENT - 2" - 4" SNOW																
			2012-2013		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
Plow Truck & Driver w/ Sander	hour	6 hrs.	\$ 85.00	\$ 510.00	\$ 89.00	\$ 534.00	\$ 89.00	\$ 534.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00	\$ 85.00	\$ 510.00
Salt/Sand Mixture (including 6.5% sales tax)	ton	14 ton	\$ 60.00	\$ 840.00	\$ 80.00	\$ 1,120.00	\$ 80.00	\$ 1,120.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00	\$ 70.00	\$ 980.00
Misc. Clean Up / Plow Truck w/ Sander	hour	2 hrs.	\$ 85.00	\$ 170.00	\$ 85.00	\$ 170.00	\$ 79.00	\$ 158.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 150.00
TOTAL				\$ 1,520.00		\$ 1,824.00		\$ 1,812.00		\$ 1,640.00		\$ 1,640.00		\$ 1,640.00		\$ 1,640.00



EXECUTIVE
CONTRACTORS
INC

OPTION #2 PRICING

Estimate

ECI

PO Box 2473

Inver Grove Heights, MN 55076

Date	Estimate #
9/20/2019	41325

Name / Address
Sunfish Lake

Project

Description	Qty	Rate	Total
Snow Plowing per Month with Ice Control Nov 1 - Apr 30 Spring Street Sweeping included	1	6,000.00	6,000.00
		Total	\$6,000.00