

**City of Menahga
Action Memorandum 18-033**

Subject: Authorize a Contract with Apex Engineering in the Amount of \$14,800 for Engineering Services for the Cemetery Expansion Project

Agenda of: May 14, 2018

Council action: Authorized _____

Summary statement: As directed by the council, bids were solicited for the cemetery expansion project. Four bids were received. The bid tabulation identifies the responses and cost. Based on responsiveness and identified work, it is recommended Apex Engineering be awarded the contract.

Please also note that it may become necessary to conduct an overall survey of the property. If this is the case, there will be an additional cost for the survey. There are available funds in Cemetery Fund for the cost.

Fiscal information:

Total amount of funds listed in this legislation: \$ 14,800

This legislation (✓):

<input type="checkbox"/>	Has no fiscal impact	<input type="checkbox"/>	Creates a positive impact in the amount of: \$ _____
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Creates a negative impact in the amount of: \$ <u>14,800</u>

Funds are (✓):

<input checked="" type="checkbox"/>	Budgeted	Line item(s):	<u>Cemetery Funds</u>
<input type="checkbox"/>	Not budgeted	Affected line item(s):	_____

Attachments:

- Bid Request
- Bid Tabulation
- Cemetery Fund Information

Cemetery List

- 3 areas where trees are taken down to create roadways
- 7 new roads
- Plot out 2 areas for Veteran's Cemetery with graves 5' x 10'
- Plot out "new earth burial portion" with 5' x 10' earth burial graves with walkways
- Plot out "new cremains portion" with 2' x 2' cremation grave with walkways
- Concrete Pier foundation for the Ossuarium (see attached) in the 'new cremains portion'
- 5 New frost free water hydrants that will be tied into the city water, 1 in "New Veteran's Cemetery", 1 in 'New Cremains Portion', and 3 in the "New Earth Burial Portion"
- Eventually (Probably a year or two from now) Trees planted around the south (outside the fence), the east & west sides of the new addition (inside the fence)

Cemetery Expansion Project Engineer Bids

Apex	Moore	Ulteig	Widseth Smith Nolting
<p>Design Services:</p> <ul style="list-style-type: none"> • Hold project kick-off meeting with the city to confirm, refine, and determine the goals, scope and other requirements related to the project. • Review records, data, and other information, provided by the City or made available by other sources, which will assist in identifying existing conditions and needs. • Complete topographic field survey along with the proposed street corridors and at the location of the proposed Ossuarium, in sufficient detail to be able to set grades and elevations of the associated improvements. • Design all underground surfaces infrastructure in accordance with project needs, City standard practices, and regulatory requirements. • Design and prepare construction drawings that will provide the purpose, scope, and intent of the proposed improvements. The drawings will generally include the following information: <ul style="list-style-type: none"> ○ General notes ○ Applicable design details ○ Existing conditions and demolition plans ○ Proposes site improvements plan 	<ul style="list-style-type: none"> • Prepare a boundary & topographic survey of the proposed cemetery expansion area to be utilized in preparing the new plat and for design of the proposed improvements. • Prepare a plat of the proposed cemetery expansion area delineating new plots required by the City of Menahga 	<ul style="list-style-type: none"> • Perform a boundary & topographic survey of said property • Ulteig shall prepare a topographic survey to delineate and define significant features within the area specified by the client. The topographic survey shall include elevation shots across the area identified by the clients to verify existing topographic conditions, locations of visible improvements within the subject area (i.e. buildings, concrete, asphalt, utilities, etc.) and any visible permeant structures that are within 50 feet and adjoining the subject area that may be potentially incorporated into the topographic survey. • Ulteig will establish (1) a temporary benchmark on the project site and one (1) permanent benchmark located off of the project site. The benchmark and vertical survey datum will be NAVD 88 • Contours will be at one (1) foot intervals. • Ulteig will prepare a preliminary plat drawing which will confirm lot/plot sizes, shapes, and development configuration of the project and other site 	<ul style="list-style-type: none"> • Utilize previous surveys as the basis for our work • Recover existing cemetery monuments and surrounding plat monuments necessary to determine the limits of the existing platted lots and parcel boundaries. • Locate existing improvements and any visible encroachments or site limitations

<p>containing underground utility, grading, surfacing, Ossuarium siting, and restoration plan.</p> <ul style="list-style-type: none"> • Prepared project specifications including: <ul style="list-style-type: none"> ○ Bidding requirements and bid form ○ Schedule of prices, if applicable (unit price based contract) ○ Owner-Contractor agreement (contract) ○ Payment and performance bond requirements ○ Standard general conditions (EJCDC) ○ Supplementary conditions ○ Technical specifications (as needed) • Conduct 60% plan review meeting with City staff, if applicable. • Prepare opinion of costs for 100% construction plans. • Present the final plans for approval to the City Council. • Provide Client with electronic drawing (PDF format) and hard copies of final plans. <p>Bidding:</p> <ul style="list-style-type: none"> • Prepare advertisement for construction bids. Assisting the City in pacing the advertisement for the bids in the required publications. • Provide plans and specifications to prospective Bidders. 		<p>improvements. The preliminary plat will also display proposes, easements, if any, and cemetery plots that will be incorporated into the final plat document. The preliminary plat drawing will be suitable for submission to the city for their review.</p> <ul style="list-style-type: none"> • As the project progresses we will need to submit a final plat and said plat will be produced in the format required my Minnesota State Law as well as City of Menahga and County recorder requirements. Prior to the preparation of the final plat we need all ownership, title and mortgage information to include in the signature portion of the final plat document. • As a part of the platting process, there are items that are required by various agencies that require additional costs that are not included in the above estimate. The following is a summary, and where costs are known we have included them. However some fees and costs are site specific, therefore this summary should not be considered complete. • Use topographic survey and existing water system information to prepare and profile design for the proposed roads and water system. 	
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<ul style="list-style-type: none"> • Document and answer Contractor questions during bidding. • Issue addenda, as appropriate to clarify contract documents. • Attend bid opening and assist City in review of bids. • Prepare tabulation of bids, review Contractor references and experience, and make recommendations regarding contract award. • Prepare an as-is bid project cost summary/budget. • Attend City Council and/or staff meetings for purpose of reviewing the bids, project costs, and award recommendation. • Prepare notice of award and construction contracts. Distribute to Contractor. 		<ul style="list-style-type: none"> • Complete structural design of foundation for the Ossuarium. • Additional Expenses: • The Plat Application fee, Recording fees, Costs of Title Opinion/Commitment, Taxes (all taxes for the current year must be paid prior to the filing of the plat). • Upon approval of the final plat configuration, or as directed by the client, Ulteig will set all required monumentation. 	
<ul style="list-style-type: none"> • Field survey and research as necessary to establish the southernmost boundary of the cemetery property, adjacent to the proposed expansion area. Please note this does not include establishment of the boundary for the entire property. Determination of the entire property boundary can be completed as an additional service, if the City desires this information. • Prepare the various burial plats, and lot configurations and layouts based on state statute requirements and the City's desired location and dimensions. • Prepare a draft plan/drawing illustrating the plat and lot 	<ul style="list-style-type: none"> • Prepare Plans and Specifications for the proposed improvements including new, roadways, water lines, and foundation design for the proposed Ossuarium. Plans will include a site layout plan, grading plan, site details, estimated quantities, temporary erosion control plan to be utilized by Contactors for bidding and construction of the proposed improvement. • Prepare front end bidding documents for the project to include advertisement for bid, bid proposal sheet, contracts, performance, and payment bond & insurance requirements, and general conditions for the project. 	<ul style="list-style-type: none"> • Provide the client with two original signed and sealed copies of boundary and topographic survey. • Provide client with preliminary plat and final plat • Provide client with a copy of the boundary and topographic survey and final plat in PDF format. • Provide Plan and Profile sheets in PDF format showing road and water system designs. • Provide design plans and Details for the foundation design in PDF format. 	<ul style="list-style-type: none"> • Compile the field data collected and prepare a new plat layout consisting of the following proposed improvements according to the sketch provided: <ul style="list-style-type: none"> ○ New roads ○ New veteran's grave areas ○ New earth burial portion ○ New cremains portion with Ossuarium ○ New Hydrant placement consideration ○ Future tree planting consideration ○ Existing tree preservation areas • Schedule a meeting with City personnel to review detailed expansion drawing results

<p>configurations for the City's review, comment, and approval.</p> <ul style="list-style-type: none"> • Set corner monuments for all burial plat areas in accordance with state statute requirements. • Record all required documentation with Wadena County Recorder's Office. • Incorporate final platting into design plans/ drawings. 			<ul style="list-style-type: none"> • Make necessary adjustments to the layout • Review plat with County Recorder for the comment • Prepare final cemetery plat meeting the local ordinance and State Statute requirements according to MN Chapter 306 • Obtain Mylar copies suitable for recoding (approximately \$450.00)
<p>Construction Administration:</p> <ul style="list-style-type: none"> • Prepare agreement, notice of award, notice to proceed, and other required contract documents related to the construction contract. • Obtain required bonds and insurance from Contractor and forward to the City. • Coordinate and lead the preconstruction conference. • Provide general project management and serve as the primary point of contact for the project. This includes periodic site visits by the Engineer, communication with City staff and officials, attendance at City committee and council meetings. • Review and process shop drawings for conformance with contract documents. • Prepare, approve, and process partial and final payments. • Evaluate and make recommendations of any changes to the contract documents which may be necessary to achieve the overall project goals. 	<ul style="list-style-type: none"> • Assist the City of Menahga in advertising the project to prospective contractors. • Answer contractor questions during the bidding process. • Prepare addenda for the project as necessary to clarify contractor related questions. • Attend the bid opening, tabulate bids received, and make a recommendation to the city of Menahga on awarding the project. 	<ul style="list-style-type: none"> • The Client shall provide Ulteig with a copy of current record deed(s) and recorded plats and a current title commitment or attorney's opinion of title. 	<ul style="list-style-type: none"> • Place 3-inch diameter monument at one lot corner of each lot as required by State Statute section 306.66 that is stamped indicating the respective lot and block numbers. <ul style="list-style-type: none"> ○ Price per monument is approximately \$6.25 (without a final lot layout, for the purpose of this proposal we have estimated 200 monuments \$1,250.00) • Additional iron pipe monuments will be placed where necessary to identify the boundaries of the proposed roadways

<ul style="list-style-type: none"> • Evaluate, prepare and process change documents as necessary. • Final inspection walk-through with City staff and development of punch list. • Issue and process required documentation for substantial completion and project closeout. • Prepare a final project cost summary. <p>Construction Observation:</p> <ul style="list-style-type: none"> • We will provide periodic site visits as needed as part of our construction administration services. However, we have not anticipated the need for a full time Resident Project Representative (RPR) <p>Construction Staking:</p> <ul style="list-style-type: none"> • Provide control and benchmarks throughout project. • Provide stakes defining the construction limits. • Provide stakes or marking for all removal items and limits. • Provide vertical and horizontal alignment stakes for the construction of all underground utilities and Ossuarium foundation. • Provide vertical and horizontal alignment stakes for the construction of surface improvements including roads. • Provide other stakes as needed by the contractor for completion of the work. 			
<p>City Responsibility – Basic Services:</p> <ul style="list-style-type: none"> • Provide all relevant as-built data and records. 	<ul style="list-style-type: none"> • Assist the City of Menahga in preparing construction contracts to the awarded contractor • Attend a preconstruction meeting for the project in Menahga 	<ul style="list-style-type: none"> • Ulteig can provide additional services for tasks not listed above. These services will be performed under a separate Additional Services 	

<ul style="list-style-type: none"> • Convey relevant information related to any known deficiencies with the existing infrastructure. • Attend a preliminary kick-off meeting with Apex staff to discuss the project goals, process, schedule, and other information which is relevant to the success of the project. • Provide locates to all City utilities. • Review 60% plans and provide comments. • Approve final plans and authorize advertisement for bids. • Payment of advertisement for bids in appropriate publications. • Attend bid opening. • Review of bids by City Attorney, if necessary. • Execute construction contracts. 	<ul style="list-style-type: none"> • Answer Contractor related questions during construction. • Prepare monthly pay estimates. • Prepare final closeout paperwork for the construction contract. 	<p>Agreement in accordance with the terms of our original agreement. Unless otherwise agreed in a writing signed by Ulteig, Ulteig's performance of any Additional Services shall entitle Ulteig to additional compensation calculated on an hourly basis under Ulteig's fee schedule current in effect.</p> <ul style="list-style-type: none"> • Meeting: All meetings to be attended by Ulteig at the request of the client will be invoiced on an hourly basis. This category relates to Client/Ulteig and Government/Ulteig meetings and hearings. 				
<p>Legal Survey & Platting Services</p> <ul style="list-style-type: none"> • Provide copies of any available existing cemetery layouts and/or plats. <p>Construction Services</p> <ul style="list-style-type: none"> • Execute agreement, notice of award, notice to proceed, and other required contract documents related to the construction contract. • Attend preconstruction and progress meetings as appropriate. • Review and execute partial and final payment requests. • Review and execute change orders. 						
<p>Design & Bidding Services</p>	<p>\$2,800</p>	<p>Surveying Services</p>	<p>\$6,555</p>	<p>Land Survey (Hourly Rate)</p>	<p>\$9,750</p>	<p>(no breakdown in proposal)</p>
		<p>Civil Engineering Design Services</p>	<p>\$6,095</p>			

Legal Surveying & Platting	\$9,800	Bidding & Negotiating Services	\$4,330	Civil Design (Hourly Rate)	\$3,100	
Construction Services	\$2,200	Construction Admin Services	\$4,520			
Total \$14,800		Total \$21,500		Total \$12,850		Total \$13,950

Menahga City Cemetery Bank Accounts

Type	As of date	Amount
Checking	3/30/2018	\$ 5,623.35
Savings	12/31/2017	\$ 3,580.12

CDs

CD #	Length	Amount	Maturity Date
CD#26875	12 month	\$ 2,000.00	11/25/2018
CD#27923	12 month	\$ 9,550.00	1/2/2019
CD#26969	12 month	\$ 1,600.00	2/9/2019
CD#26602	12 month	\$ 4,075.00	2/14/2019
CD#25532	42 month	\$ 1,100.00	9/20/2019
CD#22473	42 month	\$ 4,500.00	10/14/2019

Total: \$ 32,028.47