



CITY OF MARSHALL
Public Improvement & Transportation
Committee
A g e n d a
Monday, August 14, 2023 at 11:00 AM
344 W. Main St, City Hall

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Consider Approval of the Minutes of the April 25, 2023 Public Improvement/Transportation Committee

NEW BUSINESS

2. Project ST-034: Intersection Control Evaluation (ICE) for Susan Drive and TH 59

ADJOURN



CITY OF MARSHALL AGENDA ITEM REPORT

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| Presenter: | Chair |
| Meeting Date: | Monday, August 14, 2023 |
| Category: | APPROVAL OF MINUTES |
| Type: | ACTION |
| Subject: | Consider Approval of the Minutes |
| Background Information: | Enclosed are the minutes from the previous meeting. |
| Fiscal Impact: | |
| Alternative/ Variations: | Staff encourages Members to provide any suggested corrections to the minutes in writing to City Clerk, Steven Anderson, prior to the meeting. |
| Recommendations: | That the minutes from the meeting held on April 25, 2023, be approved as filed with each member and that the reading of the same be waived. |

**MINUTES
PUBLIC IMPROVEMENT/TRANSPORTATION COMMITTEE MEETING
April 25, 2023
3:00 PM**

MEMBERS PRESENT: Schafer, Lozinski, Alcorn

MEMBERS ABSENT: None

STAFF PRESENT: Director of Public Works/City Engineer Jason Anderson, Community Planning Ilya Gutman, Public Ways Superintendent Dean Coudron, Director of Administrative Services E.J. Moberg

OTHERS PRESENT: John Peterson-TKDA (Zoom), Andrew Gardner-TKDA, Ron Halgerson-Airport Commission

Call to Order.

Schafer called the meeting to order at 3:01pm.

1. Approval of the Minutes.

MOTION BY LOZINSKI, SECONDED BY ALCORN to approve the minutes of the March 29, 2023 Public Improvement/Transportation Committee meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

2. AP-003: Airport Snow Removal Equipment (SRE) Building - Consider Rejection of Bids.

The City of Marshall Public Works desires to construct a new Snow Removal Equipment (SRE) and Maintenance Equipment Storage Building at the Southwest Minnesota Regional Airport. The existing building does not adequately accommodate all airport maintenance equipment storage needs. The new facility is planned to be constructed on the East Building Area of the airport, as shown on the recently completed Airport Master Plan. The Project has been identified on the Airport CIP since FFY2011. Bids were received on 04/03/2023. One bid was received from Sussner Construction, Inc. in the amount of \$4,346,000, which substantially exceeds the construction cost estimate of \$3,118,023 for construction costs. Total estimated project budget, including construction administration and special testing costs, was \$3,353,023. At the Airport Commission meeting on 04/04/2023, Airport Commission discussed and recommended a re-evaluation of the project scope, bidding requirements and potential cost control measures for the City's review/consideration. If the Council elects to reject the bid received, it is recommended that City staff work with TKDA and the Airport Commission to re-evaluate the bid package to ensure that the project is economical. Staff would propose to seek City Council authorization to bid a re-evaluated project in late 2023 or early 2024. Current project cost estimate is \$3,353,023, including construction administration and special inspections fees. Local cost participation with this estimate is roughly \$1,059,000. Additional costs over the project estimate will fall largely upon the City of Marshall. A project that is \$1M over budget may result in local costs that are \$1M greater than originally anticipated. Our federal funding allotment is capped due to programmatic limitations placed upon the project by FAA funding policy. State funding is capped at \$1M annually by MnDOT Aeronautics policy. Additional State funding to help offset local costs is possible, but not guaranteed. Further, a recommendation to reject bids will require the City to seek a transfer partner for expiring Federal AIP funds. City staff would work with TKDA to find a suitable airport to transfer \$150,000 in Federal AIP funds to ensure that we do not allow the funds to expire.

Anderson presented the item. Assumed State and federal and any addition fall on local end. May be opportunity to get additional funding. Would like to review and rebid this year. Timeline would probably be late 2023 maybe 2024, talk to MNDOT first. Anderson reviewed three scenarios prepared by TKDA showing federal, State and local cost share. 1) Original bid, 2) 20% over estimate, 3) 20% over estimate + additional \$500,000 funding from State. Andrew Gardner of TKDA reviewed the bid process and discussed talking with contractors. Review of plans and specifications with review of mezzanine, stem wall, not just steel metal building. Halgerson talked to contractor after bids and indicated areas and reasons where bid may have been excessive, as well as held discussions with estimators in former office, volatility, and labor availability. Schafer inquired regarding mezzanine. Gardner indicated specs were set up toward a pre-engineered metal building and be advantageous

where that would not have to be divided up by general contractor. Halgerson indicated major factor was having one contractor bid entire project. Anderson indicated if City can work with consultant to rebid, work with consultant and talk to contractors to rebid. The building is for warm storage and space. Schafer indicated making building adaptable for ARFF compatibility and monoslope and planning for future. Lozinski indicated designing a steel building. Gardner indicated TKDA team could make changes in a reasonable timeline. Lozinski inquired then on the \$150,000 entitlement transfer. John Peterson TKDA indicated regarding \$150,000 swapping entitlement funds with Dodge Center, which may be an easy administrative solution for this transfer and will discuss with MnDOT-Aeronautics at the upcoming MCOA convention. This would allow continued accumulation and banking of entitlements.

MOTION BY LOZINSKI, SECONDED BY ALCORN to recommend to City Council to reject the bid received April 3, 2023 and authorize City staff to work with TKDA and the Airport Commission to re-evaluate the Project AP-003 bid package to ensure the project is more economical. In discussion, Alcorn inquired if there were discussions with planholders regarding their nonsubmittal. Schafer asked about advertising timeline. Halgerson suggested a preliminary announcement of bid to regional contractors for awareness of upcoming bid. Gardner indicated goal would be to have this be a regionally bid but to also try to get as many bids as possible. Halgerson indicated should also look at scope of side work-construction of City street, soil tests, soils engineer recommendation, consideration of other options before paving and look at full project scope. Alcorn asked about budget year for the project. Anderson indicated City was preparing to use 2023 bonding for the local share. Moberg indicated amount planned to be part of the bonding for this year, and if bids are rejected as anticipated at Council this evening, this number will be removed from 2023. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

3. Discussion Regarding Status of Broadmoor Valley Grant-Funded Improvements.

Bolton & Menk (BMI) has been working with Broadmoor Valley ownership to design a roadway improvement project to be completed using remaining MN Housing grant funds. City staff has been informed that Broadmoor has roughly \$350,000 in grant funds to use for making park improvements. Park ownership has elected to use the funds to improve the condition of their streets. BMI staff has indicated that park ownership would like to minimize street width that is paved to help ensure that they are able to maximize the amount of street paving. Currently, they are proposing to remove the 3-FT sidewalks that are located on both sides of the streets and to reconstruct their park roads to be 20-FT bituminous paving with an inverted crown to manage stormwater runoff. In addition, they are proposing gravel shoulders to help provide a wider hard surface.

City Ordinance currently requires 28-FT of roadway width for private roads. In addition, our manufactured home park ordinance requires sidewalk. Park ownership is adamant that they are not required to follow city zoning ordinance requirements in the portion of their park that pre-dated our zoning ordinance. While city staff does not agree with this as it relates to reconstructed road and sidewalk areas, that is the contention of park ownership.

City staff is looking for discussion with the PI/T Committee regarding the City's position on paved roadway width and sidewalks in manufactured home parks. If it is the desire of the Council to accommodate the narrower paved road width for park roads, staff believes that the City Council should consider some ordinance amendments to allow for the narrower paved width.

Anderson presented the item. Broadmoor Valley had a \$500,000 MN Housing Grant to make park infrastructure improvements and have been working with BMI on using this grant. Have currently spent some of the funds covering engineering report and evaluation to help get funds. Estimating approximately \$350,000 for resurfacing of some of the streets. Schierholz has indicated that he does not have to meet City zoning ordinance and does not plan to pave full width of entire street. Wants to do 20-ft wide of bituminous paving, and BMI has successfully obtained owner agreement to at least graveling the remaining width to ensure a hard surface. Owner would like to remove sidewalks on both sides and put 20-ft paving in center with gravel shoulders and invert crown of blacktop to carry stormwater to drains. City staff believes zoning ordinance is applicable but also believes ways to work with him if Council indicates City staff should continue to work with owner. Would like to make some ordinance changes to manufactured home ordinance to allow certain pavement widths for travel lanes and parking lanes and gravel shoulders. Sidewalk preferences conveyed. Schafer inquired regarding sidewalk condition. Anderson indicated it is currently used for parking in some areas. Lozinski noted potential ordinance revisions discussed regarding paved surfacing and potential compromises with owner. Schafer inquired on amount of project could be covered for \$350,000. Anderson indicated goal would be to probably apply for more funding next year to do entire park. Schafer inquired endorsement of BMI to do inverted crown due to no storm

sewer. Anderson indicated anticipating owner to set up dump site for trash so garbage trucks and buses do not go through park. Gutman indicated it is 28 feet in the ordinance for manufactured home parks and the subdivision ordinance. Gutman reviewed discussions with Schierholz and that he does need to comply with ordinance. Schafer inquired on previously granted variances. Schafer commented on importance of Committee discussion and documentation in minutes on proposed ordinance revisions. Lozinski commented on importance of City Attorney on board and review what is allowable. Alcorn inquired on snow removal if any. Gutman commented that the ordinance does require sidewalks. Lozinski asked about Department of Health priorities. Schafer commented that if DOH cannot keep them from running raw sewage across the top, it is unlikely DOH will be addressing sidewalks, as well as it is DOH jurisdiction but delegated to Southwest Health & Human Services who deals with trailer park licensing. Anderson indicated it would be the goal to have the street set up to put in 5-ft sidewalks at a later date with future grant funding to build them for success later. Gutman commented on what implications there may be if sidewalks were removed, and currently there is an area that can be considered a sidewalk even though interrupted, at least there is something for the children to walk on. Anderson indicated that ultimately it is a private park with unproductive attempts to obtain owner agreement regarding improvements.

MOTION BY LOZINSKI, SECONDED BY SCHAFFER to recommend City staff review ordinance and revise minimum street widths and sidewalk width requirements for manufactured home parks with consultation of City Attorney. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Other Business.

Project WW-005: Highway 23 Lift Station Improvements Project. Anderson indicated cost estimate from BMI for \$580,000 for the construction. One bid was received on 04/19/2023 from KHC Construction of Marshall in the amount of \$996,000. City staff will be recommending rejection of the bid. When we bring to Council will be recommending reject bids and re-evaluate project and may request approval to purchase two pumps at this time and some electrical. City staff would then propose to rebid the project in 2024 for bypass pumping, reline wet well, reinstall the two pumps and purchase and install two additional pumps. Schafer inquired if the two pumps purchased this year and control upgrade would be used when rebid. Anderson confirmed. LOZINSKI MADE A MOTION, SECOND BY SCHAFFER to recommend to City Council that City staff proceed with interim upgrade to the Highway 23 Lift Station as presented. ALL VOTED IN FAVOR. MOTION PASSED 3:0.

Moberg presented information regarding bonding discussion for Council this evening. Schafer inquired if 3rd Street \$375,000 overrun is still in with removal of SRE and Helena. Legion Field surface water project remains and part of street is also in surface water. Schafer indicated not opposed to bonding enterprise fund projects.

Adjourn.

MOTION BY LOZINSKI, SECONDED BY SCHAFFER to adjourn the meeting. ALL VOTED IN FAVOR. MOTION PASSED 3:0. Meeting adjourned at 4:05 pm.

Respectfully submitted,
Lona Rae Konold, Administrative Assistant

**CITY OF MARSHALL
AGENDA ITEM REPORT
PI/T – 08/08/2023**

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| Presenter: | Jason Anderson |
| Meeting Date: | Monday, August 14, 2023 |
| Category: | NEW BUSINESS |
| Type: | ACTION |
| Subject: | Project ST-034: Intersection Control Evaluation (ICE) for Susan Drive and TH 59 |
| Background Information: | <p>The intersection of Susan Drive just east of US59/Main Street is an important and busy intersection in our community. The intersection is quite wide and there are numerous travel lanes designated on each leg of the intersection. The intersection is further troubled by the “free” movements into the intersection coming off Main Street.</p> <p>The City Engineering Department is interested in seeking proposals from a consulting engineering firm to help analyze the intersection and to perform an Intersection Control Evaluation (ICE). The purpose of the evaluation will be to recommend geometric solutions for this intersection that improve traffic flow and safety for all users of the intersection.</p> |
| Fiscal Impact: | The City Engineering Department has \$20,000 budgeted for this work in the 2023 budget. |
| Alternative/ Variations: | No alternative actions recommended. |
| Recommendations: | Recommend City staff to seek proposals from selected consultants for ICE at Susan Drive intersection east of US 59/Main Street. |



Request for Proposal

SUSAN DRIVE AND US HWY 59 INTERSECTION IMPROVEMENTS

**PLEASE RESPOND BY 12:00 NOON ON FRIDAY,
SEPTEMBER 15, 2023**

City of Marshall, MN
344 W. MAIN STREET, MARSHALL, MN 56258

Background

Susan Drive is an important roadway to access several retailers on the East side of Marshall. East of US Hwy 59 Susan Drive turns north, at this same point there are two accesses to other businesses. Susan Drive currently a part of the City's Municipal State Aid System (MSAS). Currently at the intersection where Susan turns north three of the legs of the intersection are currently Stop controlled.

This intersection is bordered by Walmart on the south, the three retailers (Big Lots, Harbor Freight and Marshalls) on the east, and three restaurants and Runnings on the north. This is an intersection that can be confusing to the public. The City of Marshall ROW in the area is constrained on the east side of the intersection.

Scope of Work

The consulting firm will evaluate the current function of the intersection and help identify future road system demands. The issue identification process will include traffic and transportation issues including identifying local transportation system changes, land use changes, transit and pedestrian needs, growth patterns and community expectations.

At a minimum, the consulting firm shall include warrant analyses and consideration up to three alternative configurations. Configurations may evaluate moving accesses or buying additional ROW for improvements. Deliverables for the work shall include:

- An Existing Conditions and Needs Assessment Memorandum
- A Draft ICE Report – Existing Conditions and Concept Alternatives
- An Environmental, Stormwater, Right-of-Way and Utility Impacts Draft Memorandum
- Concept Alternatives with General Cost Estimates
- Recommended Alternative and Draft Cost Estimate Report/Memo

The consulting firm shall provide all deliverables in a PDF electronic format along with any City of Marshall requested electronic files (e.g. CADD files, shape files, KMZ files, etc.).

Summary of Deliverables

Proposal

The proposal shall be a maximum of three pages and include the following at a minimum:

- A statement of the objectives, goals and tasks to show the firm's view and understanding of the proposed project.
- An outline including: the staff that will complete the work and the firm's background and experience with similar projects.
- Identify the level of the City of Marshall's participation in the contract.
- A detailed cost breakdown of the tasks to be performed with a breakout of the hours for each employee category (e.g. principal, senior planner, technician, etc.) per work task identified. The consultant will show the hourly rate for each employee category and also break out any direct expenses, overhead and profit. Total dollar amounts for each work task and total cost for the entire contract shall be included.

Timeline

The City of Marshall would like to present options for an intersection reconfiguration to the City Council in November 2023. The City of Marshall Public Works staff require the deliverables included in the Scope of Work received by November 21, 2023.

Selection of Proposal

The City of Marshall shall review all proposals received in response to this RFP in a comprehensive, fair and impartial manner. Some of the criteria used in the evaluation will include, but not limited to project understanding/objectives, qualifications/experience of personnel working on this project and cost.

The City of Marshall reserves the right to following:

- Issue no contract award for the services described in this RFP
- Reject any or all proposals
- Not obligated to accept the lowest price or most technologically advanced proposal
- No obligation to reveal the basis for contract award or evaluation process

Evaluation and selection is anticipated for completion two weeks from the proposal due date.

All costs for developing the proposal in response to this RFP are entirely the responsibility of the proposing party and shall not be chargeable in any manner to the City. A proposal submitted in response to this RFP is irrevocable for 60 days from the date of submission. Contract execution is contingent upon approval by the City of Marshall City Council. All those submitting a response to this RFP will be notified of the award of a contract when an award is made. If no award is made, all vendors will be notified accordingly.

Contact Info and Proposal Submission

Submit one (1) complete electronic copy of the proposal including proposed costs. An authorized member of the consulting firm must sign the copy of the proposal.

All proposals must be sent to:

Eric R Hanson, P.E.
Assistant City Engineer
City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258
E-Mail: Eric.Hanson@ci.marshall.mn.us

Any questions or requests for additional information will be forwarded to the point of contact above. All proposals must be received no later than **Friday, September 15th at 12:00 p.m.** Late proposals will not be considered.