



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail - Final City Council

Monday, June 22, 2020

5:00 PM

City Hall Council Chambers

BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, June 22, 2020 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

MEETING PROTOCOL POLICY

Please be aware that the Council has adopted a Meeting Protocol Policy which informs attendees of the Council's desire to conduct meetings in an orderly manner which welcomes all civil input from citizens and interested parties. If you are unaware of the policy, copies (orange color) are available in the wall file by the Council entrance.

PUBLIC FORUM - PLEASE NOTE: If you wish to address the Council under public forum, please call 218-327-8833 during the meeting.

COUNCIL REPORTS

VERIFIED CLAIMS

20-1144 Consider approving the verified claims for the period June 3, 2020 to June 15, 2020 in the total amount of \$934,490.26.

Attachments: [CITY COUNCIL BILL LIST 06-22-20.pdf](#)

CONSENT AGENDA

Any item on the consent agenda shall be removed for consideration by request of any one Councilmember, City staff, or the public and put on the regular agenda for discussion and consideration.

1. 20-1125 Consider adopting a resolution establishing a utility variance for sanitary sewer connections along Golf Course Road.

Attachments: [Golf Course Road Variance Resolution](#)

2. [20-1126](#) Consider authorizing the Police Department to apply for a 2020 - 2021 Toward Zero Deaths (TZD) Grant from the Minnesota Department of Public Safety - Office of Traffic Safety.

3. [20-1130](#) Consider approving the Public Works purchase of a sidewalk/trail machine from Ray's Sport & Cycle.
Attachments: [POKEG LS 6-4 Quote 2020 Prowler](#)
[Ray's SC Quote 2020 Can-Am](#)

4. [20-1134](#) Consider approval of an Amended Interlocal Agreement for the Provision of Building Code Enforcement, Permitting and Inspection Services, with the City of LaPrairie.
Attachments: [LaPrairie Amended JPA 6-22-2020.pdf](#)
[LaPrairie Amended JPA 6-22-2020 \(redlined\).pdf](#)

5. [20-1135](#) Consider adopting a resolution waiving contingency, authorizing purchase of an payment for real property subject to a Purchase Agreement dated April 27, 2020 with Voran108 Prop LLC.
Attachments: [Voran108 Purchase Resolution 6-22-2020.pdf](#)
[City-Voran108 PA \(final\).pdf](#)

6. [20-1136](#) Consider approving a Grant Amendment Request for an extension of the Small Cities Development Program Grant
Attachments: [SCDP Grant Amendment Request.pdf](#)

7. [20-1139](#) Consider appointment of Part-time Hospital Security Officers.

8. [20-1141](#) Consider awarding a contract for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project to SEH Inc. and entering into a contract for Phases 1 and 2.
Attachments: [JPJ Proposal](#)
[SEH Proposal](#)
[Widseth Proposal](#)
[RFP score sheet](#)
[2020-06-16 Decline to Submit Industrial Park Grand Rapids](#)

9. [20-1143](#) Consider authorizing the Grand Rapids Police Department to sell six (6) forfeited / abandoned handguns and three (3) forfeited long guns to a Federally Licensed Firearms Dealer.

SETTING OF REGULAR AGENDA

This is an opportunity to approve the regular agenda as presented or add/delete by a majority vote of the Council members present an agenda item.

ACKNOWLEDGE BOARDS & COMMISSIONS

10. **20-1145** Review and acknowledge minutes for Boards and Commissions.

Attachments: April 23, 2020 EDA minutes
April 27, 2020 EDA minutes
March 12, 2020 EDA minutes
March 23, 2020 EDA minutes
March 30, 2020 EDA minutes
May 19, 2020 Golf Board minutes
April 20, 2020 EDA minutes

5:30 PUBLIC HEARINGS
P.M.

11. **20-1137** Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Attachments: Sec. 30-628. Minimum number- draft amendments
Research Info-Restaurant Use parking numbers
CC PH TEXT Amendment- Rest. Parking Review-6-22-20-PowerPoint

COMMUNITY DEVELOPMENT

12. **20-1138** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Attachments: Ordinance: Off-Street Parking Text Amendment w/Exhibit A

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR JULY 13, 2020, AT 5:00 P.M.

NOTE: These times are approximate only and are subject to change. If you are interested in a topic of discussion you should appear at least 10 minutes before its scheduled time.

Hearing Assistance Available: This facility is equipped with a hearing assistance system.

Attest: Lynn DeGrio, Director of Human Resources



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1144 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Passed
File created: 6/18/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider approving the verified claims for the period June 3, 2020 to June 15, 2020 in the total amount of \$934,490.26.

Sponsors:

Indexes:

Code sections:

Attachments: [CITY COUNCIL BILL LIST 06-22-20.pdf](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved As Presented	Pass

Consider approving the verified claims for the period June 3, 2020 to June 15, 2020 in the total amount of \$934,490.26.

Requested City Council Action

Make a motion approving the verified claims for the period June 3, 2020 to June 15, 2020 in the total amount of \$934,490.26.

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 1

CITY OF GRAND RAPIDS COUNCIL BILL LIST - JUNE 22, 2020

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
0315328	CITY OF COHASSET	1,000.00
	TOTAL	1,000.00
CITY WIDE		
0103145	ACCT INC	3,800.00
1901535	SANDSTROM'S INC	67.56
T001321	HEATHER LUTTERMAN	90.00
	TOTAL CITY WIDE	3,957.56
SPECIAL PROJECTS-NON BUDGETED		
0508450	EHLERS AND ASSOCIATES INC	6,250.00
	TOTAL SPECIAL PROJECTS-NON BUDGETED	6,250.00
ADMINISTRATION		
0718060	GRAND RAPIDS HERALD REVIEW	73.95
1215630	LOREN SOLBERG CONSULTING, LLC	2,220.32
1300032	MCFOA TREASURER	90.00
1309332	MN STATE RETIREMENT SYSTEM	1,490.96
	TOTAL ADMINISTRATION	3,875.23
BUILDING MAINTENANCE-CITY HALL		
0221650	BURGGRAF'S ACE HARDWARE	15.54
0315455	COLE HARDWARE INC	20.97
0920060	ITASCA COUNTY TREASURER	111.46
1901535	SANDSTROM'S INC	139.26
	TOTAL BUILDING MAINTENANCE-CITY HALL	287.23
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	57.50
0920060	ITASCA COUNTY TREASURER	52.55
	TOTAL COMMUNITY DEVELOPMENT	110.05
COUNCIL/COMMISSION/BOARDS		
0315328	CITY OF COHASSET	6,000.00

6/3-6/15/20

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
COUNCIL/COMMISSION/BOARDS		
	TOTAL COUNCIL/COMMISSION/BOARDS	6,000.00
FINANCE		
1805195	REDPATH AND COMPANY, LTD	34,500.00
	TOTAL FINANCE	34,500.00
FIRE		
0103325	ACHESON TIRE INC	25.00
0401804	DAVIS OIL INC	352.15
0513235	EMERGENCY RESPONSE SOLUTIONS	1,096.15
0601690	FASTENAL COMPANY	174.12
0705535	GENESIS REFRIGERATION	441.50
0718021	GRAND RAPIDS GM INC	163.27
0920060	ITASCA COUNTY TREASURER	42.09
1200500	L&M SUPPLY	28.47
	TOTAL FIRE	2,322.75
INFORMATION TECHNOLOGY		
1309332	MN STATE RETIREMENT SYSTEM	1,772.59
	TOTAL INFORMATION TECHNOLOGY	1,772.59
PUBLIC WORKS		
0103325	ACHESON TIRE INC	25.00
0121721	AUTO VALUE - GRAND RAPIDS	70.01
0205350	BEIER'S GREENHOUSE	252.65
0221650	BURGGRAF'S ACE HARDWARE	449.68
0301685	CARQUEST AUTO PARTS	1,160.91
0305510	CENTRAL LANDSCAPE SUPPLY INC	425.50
0305526	CENTRAL TURF & IRRIGATION	404.87
0315455	COLE HARDWARE INC	175.49
0318900	CRYTEEL TRUCK EQUIPMENT INC	1,239.11
0401425	DAKOTA SUPPLY GROUP	943.54
0401804	DAVIS OIL INC	726.81
0501650	EARL F ANDERSEN	5,423.95
0601690	FASTENAL COMPANY	263.88
0718032	GRAND RAPIDS GREENHOUSE	5,884.99
0920040	ITASCA COUNTY FARM SERVICE	20.95
0920060	ITASCA COUNTY TREASURER	455.88

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
PUBLIC WORKS		
1200500	L&M SUPPLY	402.05
1205110	LEASE LANDSCAPING INC	1,038.00
1303039	MCCOY CONSTRUCTION & FORESTRY	33.28
1309355	MINNESOTA TORO	154.16
1309495	MINUTEMAN PRESS	128.75
1415030	NAPA SUPPLY OF GRAND RAPIDS	320.87
1421155	NUCH'S IN THE CORNER	42.05
1503150	OCCUPATIONAL DEVELOPMENT CTR	3,100.00
1615427	POKEGAMA LAWN AND SPORT	52.12
1618555	PROFESSIONAL TURF & RENOVATION	2,625.00
1800140	RC RENTALS LLC	780.00
1801610	RAPIDS PLUMBING & HEATING INC	653.00
1815120	ROB'S BOBCAT SERVICE INC	1,800.00
1908248	SHERWIN-WILLIAMS	468.24
2018560	TROUT ENTERPRISES INC	375.00
	TOTAL PUBLIC WORKS	29,895.74
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	139.63
0409730	DIVERSIFIED INSPECTIONS INC	25.70
0920060	ITASCA COUNTY TREASURER	59.70
	TOTAL FLEET MAINTENANCE	225.03
POLICE		
0301685	CARQUEST AUTO PARTS	493.20
0717990	GRAND AUTO SPA LLC	21.00
0920060	ITASCA COUNTY TREASURER	2,287.45
1415479	NORTHERN DRUG SCREENING INC	20.00
1920233	STREICHER'S INC	553.93
2000400	T J TOWING	385.00
2215655	VORTEX OPTICS	1,739.99
	TOTAL POLICE	5,500.57
CENTRAL SCHOOL		
1901535	SANDSTROM'S INC	10.92
2018680	TRU NORTH ELECTRIC LLC	1,390.00
	TOTAL	1,400.92

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

AIRPORT		
0112100	ALAMO GROUP COMPANY	1,427.60
0221650	BURGGRAF'S ACE HARDWARE	41.99
0301685	CARQUEST AUTO PARTS	2.36
0315455	COLE HARDWARE INC	20.97
0920060	ITASCA COUNTY TREASURER	148.35
1615427	POKEGAMA LAWN AND SPORT	506.32
1800325	R&H PAINTING, LLC	16,880.00
	TOTAL	19,027.59
CIVIC CENTER		
GENERAL ADMINISTRATION		
0104815	ADVANTAGE SYSTEMS GROUP	371.00
0221650	BURGGRAF'S ACE HARDWARE	15.54
	TOTAL GENERAL ADMINISTRATION	386.54
STATE HAZ-MAT RESPONSE TEAM		
0601690	FASTENAL COMPANY	92.66
0717995	GRAND FORKS FIRE EQUIPMENT LLC	305.56
1801615	RAPIDS WELDING SUPPLY INC	85.00
	TOTAL	483.22
CEMETERY		
0103325	ACHESON TIRE INC	10.00
0221650	BURGGRAF'S ACE HARDWARE	7.04
0421455	DULUTH NEWS TRIBUNE	389.88
0920060	ITASCA COUNTY TREASURER	139.60
1200500	L&M SUPPLY	74.50
1800325	R&H PAINTING, LLC	1,500.00
	TOTAL	2,121.02
DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	79.99
	TOTAL	79.99

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

GO IMP & RFNDING BONDS 2011B		
0508450	EHLERS AND ASSOCIATES INC	1,000.00
	TOTAL	1,000.00
GO IMPROVEMENT BONDS 2012A		
0508450	EHLERS AND ASSOCIATES INC	1,000.00
	TOTAL	1,000.00
GO STATE-AID BONDS 2012B		
0508450	EHLERS AND ASSOCIATES INC	1,000.00
	TOTAL	1,000.00
GO IMP BONDS 2014A		
0508450	EHLERS AND ASSOCIATES INC	1,000.00
	TOTAL	1,000.00
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-CIVIC CENTER		
0900055	ICS CONSULTING INC	1,250.00
	TOTAL CAPITAL OUTLAY-CIVIC CENTER	1,250.00
AIRPORT CAPITAL IMPRV PROJECTS		
RUNWAY 16/34 RECONSTRUCTION		
0800004	HDR ENGINEERING INC	3,000.00
1900225	SEH	48,540.00
	TOTAL RUNWAY 16/34 RECONSTRUCTION	51,540.00
GR ARTS & CULTURE CPTL PRJS		
T001224	ADAM SWANSON	3,900.00
	TOTAL	3,900.00

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

2019	INFRASTRUCTURE BONDS	
	2019-1 GLF COURSE RD UTIL EXT	
	2000522 TNT AGGREGATES, LLC	36,971.99
	TOTAL 2019-1 GLF COURSE RD UTIL EXT	36,971.99
2019	STREET IMP PROJECT	
	0301705 CASPER CONSTRUCTION INC	171,649.70
	1900225 SEH	19,692.00
	TOTAL 2019 STREET IMP PROJECT	191,341.70
2020	INFRASTRUCTURE BONDS	
	2019 STREET IMP PROJECT	
	T001038 NTS	521.50
	TOTAL 2019 STREET IMP PROJECT	521.50
2021	INFRASTRUCTURE BONDS	
	2015-3 HIGHWAY 2 WEST TRAIL	
	0218115 BRAUN INTERTEC CORPORATION	3,926.75
	0718060 GRAND RAPIDS HERALD REVIEW	557.18
	1900225 SEH	3,393.82
	TOTAL 2015-3 HIGHWAY 2 WEST TRAIL	7,877.75
STORM WATER UTILITY		
	0301685 CARQUEST AUTO PARTS	72.72
	0401425 DAKOTA SUPPLY GROUP	400.73
	0401804 DAVIS OIL INC	1,122.01
	0514798 ENVIRONMENTAL EQUIPMENT AND	2,100.00
	0609305 FIGGINS TRUCK & TRAILER REPAIR	2,234.90
	0920060 ITASCA COUNTY TREASURER	171.18
	0920120 ITASCA UTILITIES INC	1,500.00
	1200495 L & L RENTAL INC	622.25
	1809154 RICHARD RYSAVY	150.00
	TOTAL	8,373.79
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 424,972.76
CHECKS ISSUED-PRIOR APPROVAL		
	PRIOR APPROVAL	
	0100053 AT&T MOBILITY	3,752.24

DATE: 06/18/2020
TIME: 12:52:04
ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
DEPARTMENT SUMMARY REPORT

PAGE: 7

CITY OF GRAND RAPIDS BILL LIST - JUNE 22, 2020

INVOICES DUE ON/BEFORE 06/22/2020

VENDOR #	NAME	AMOUNT DUE

CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0113216	AMERICAN BANK	490.00
0218755	CHARLES BRUEMMER	171.00
0301328	ROBERT CAHILL	212.69
0305530	CENTURYLINK QC	259.00
0315543	CONSTELLATION NEWENERGY -GAS	271.88
0718015	GRAND RAPIDS CITY PAYROLL	343,318.03
0718070	GRAND RAPIDS STATE BANK	289.52
0815440	HOLIDAY STATIONSTORES LLC	198.00
0900060	ICTV	8,279.42
0920055	ITASCA COUNTY RECORDER	46.00
1105230	CHAD KEECH	570.04
1115230	KEVIN KOETZ	46.30
1201402	LAKE COUNTRY POWER	43.59
1209516	LINCOLN NATIONAL LIFE	1,531.12
1301146	MARCO TECHNOLOGIES, LLC	1,948.74
1305046	MEDIACOM LLC	22.05
1309098	MINNESOTA MN IT SERVICES	439.88
1309199	MINNESOTA ENERGY RESOURCES	1,103.86
1309332	MN STATE RETIREMENT SYSTEM	3,406.00
1315650	ANDY MORGAN	204.94
1405850	NEXTERA COMMUNICATIONS LLC	450.42
1503151	ODC - MOTOR VEHICLE	25.00
1516220	OPERATING ENGINEERS LOCAL #49	114,173.00
1609561	PIONEER TELEPHONE	9.76
1621130	P.U.C.	9,573.86
1903555	ERIK SCOTT	52.90
1921620	SUPERIOR USA BENEFITS CORP	183.00
2000100	TASC	30.60
2000490	TDS Metrocom	586.24
2209665	VISA	6,450.06
2209705	VISIT GRAND RAPIDS INC	7,743.65
2301700	WM CORPORATE SERVICES, INC	2,059.71
T001283	TOIVOS LLC	1,575.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$509,517.50
TOTAL ALL DEPARTMENTS		934,490.26



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1125 **Version:** 1 **Name:** Golf Course Road Sanitary Variance
Type: Agenda Item **Status:** Passed
File created: 6/9/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider adopting a resolution establishing a utility variance for sanitary sewer connections along Golf Course Road.

Sponsors:

Indexes:

Code sections:

Attachments: [Golf Course Road Variance Resolution](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider adopting a resolution establishing a utility variance for sanitary sewer connections along Golf Course Road.

Background Information:

At the time the City of Grand Rapids extended utilities along Golf Course Road, four homes in a stretch between SW 7th Avenue and Horseshoe Lake Road were not required to connect to sanitary services due to the location of the homes on the properties and the significant cost that the connection would incur to the homeowner.

The City of Grand Rapids Ordinance, Section 30-560, requires properties within 150 feet of a public sewer to connect within 90 days of notification. This variance establishes the requirements of connecting to the sanitary main on Golf Course Road when one of the following conditions occur:

- a. The property owners existing septic system becomes non-compliant or fails; or
- b. Within one year after the property has been transferred to another owner regardless of condition of the existing septic system if there is an existing structure on the property; or
- c. When a vacant lot is developed.

Staff Recommendation:

Matt Wegwerth, Public Works Director / City Engineer recommends approving a utility variance for sanitary sewer connections along Golf Course Road.

Requested City Council Action

Make a motion adopting a resolution establishing a utility variance for sanitary sewer connections along Golf Course Road.

Council member _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 20-
ESTABLISHING A VARIANCE FOR SANITARY SEWER
CONNECTIONS ALONG GOLF COURSE ROAD

WHEREAS, the City of Grand Rapids City Ordinance, Section 30-560, requires properties within 150 feet of a public sewer, connect to said sewer within 90 days of notification of the City of Grand Rapids.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS AS FOLLOWS:

- 1 The properties identified on the attached Exhibit A, shall connect to the City of Grand Rapids sanitary sewer main when one of the actions occur:
 - a. The property owners existing private septic system becomes non-compliant or has failed; or
 - b. Within one year after the property has been transferred to another owner regardless of condition of the existing septic system if there is an existing structure on the property; or
 - c. When a vacant lot is developed.
- 2 This resolution shall be recorded on each of the properties at the Itasca County Recorder's Office.

Approved by the City Council of the City of Grand Rapids this 22nd day of June, 2020.

CITY OF GRAND RAPIDS

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

Council member _____ seconded the foregoing resolution and the following voted in favor thereof: _____ ; and the following voted against same: _____ ; whereby the resolution was declared duly passed and adopted.

Exhibit A

The following properties shall be governed by the City of Grand Rapids Resolution 20-_____

PIN	Address	Property Owner	Property Description
91-029-1301	1002 Golf Course Road	Olson, Daniel S	E 335.22' OF E 1/2 OF SW-NE
91-470-0040	1029 Golf Course Road	Secretary of Housing & Urban Development	LOT 4
91-029-1311	1048 Golf Course Road	Valley, Steve	E 1/2 OF SW-NE LESS E 335.22' THEREOF
91-029-1306	1112 Golf Course Road	St. Luke's Church	W 1/2 OF SW NE LESS W 368FT & LESS CSAH 23



N

Sanitary
Parcels

Sanitary Service Connection
Grand Rapids Parcels

Sanitary Services

0 125 250 500 Feet



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1126 **Version:** 1 **Name:** Consider authorizing the Police Department to apply for a 2020 - 2021 Toward Zero Deaths (TZD) Grant from the Minnesota Department of Public Safety - Office of Traffic Safety.

Type: Agenda Item **Status:** Passed

File created: 6/10/2020 **In control:** City Council

On agenda: 6/22/2020 **Final action:** 6/22/2020

Title: Consider authorizing the Police Department to apply for a 2020 - 2021 Toward Zero Deaths (TZD) Grant from the Minnesota Department of Public Safety - Office of Traffic Safety.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider authorizing the Police Department to apply for a 2020 - 2021 Toward Zero Deaths (TZD) Grant from the Minnesota Department of Public Safety - Office of Traffic Safety.

Background Information:

The Police Department has received numerous Toward Zero Deaths (TZD) Grants in the past and is the lead agency for this multi-agency grant. The agencies involved in the grant are; Grand Rapids Police Department, Itasca County Sheriff's Department, Nashwauk, Keewatin, Deer River, Coleraine, and Bovey Police Departments. The lead agency does the combined reporting and the City acts as the fiscal agent for disbursement of the reimbursed funding. Agencies are reimbursed for overtime wages, including fringe benefits. The grant period will be from October 1, 2020 through September 30, 2021. The application for the grant is fast approaching. The award amount for this grant is unknown at this time, as this is dependent on the number of agencies statewide that apply.

Staff Recommendation:

Consider allowing the Police Department to apply for the 2020 - 2021 Toward Zero Deaths (TZD) grant from the Minnesota Department of Public Safety - Office of Traffic Safety.

Requested City Council Action

Make a motion authorizing the Police Department to apply for a 2020 - 2021 Toward Zero Deaths (TZD) Grant from the Minnesota Department of Public Safety - Office of Traffic Safety.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1130 **Version:** 1 **Name:** PW 2020 Purchase of a Sidewalk/Trail Machine
Type: Agenda Item **Status:** Passed
File created: 6/12/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider approving the Public Works purchase of a sidewalk/trail machine from Ray's Sport & Cycle.
Sponsors:
Indexes:
Code sections:
Attachments: [POKEG LS 6-4 Quote 2020 Prowler](#)
[Ray's SC Quote 2020 Can-Am](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider approving the Public Works purchase of a sidewalk/trail machine from Ray's Sport & Cycle.

Background Information:

The Public Works Department maintains sidewalks and trails throughout the city and this purchase will greatly enhance the efficiency of that maintenance. Public works previously utilized S-10 pickups for summer maintenance activities, but these vehicles are no longer in our fleet which requires a replacement to be purchased. This vehicle will be used for flower maintenance, ball field maintenance and sidewalk/trail maintenance. Obtaining this piece of equipment will also free up other equipment that can be used for its intended purpose. Two bids were received for the sidewalk/trail machine purchase, one from Pokegama Lawn and Sport for \$15,849.65 and the other from Ray's Sport & Cycle for \$15,000.00. Kevin Koetz, PW Supervisor, reviewed the quotes and recommends purchasing the 2020 Can-Am Defender from Ray's Sport & Cycle. The sidewalk/trail machine is budgeted for the 2020 CIP and both quotes are attached.

Staff Recommendation:

Matt Wegwerth, PW Director/City Engineer recommends purchasing the sidewalk/trail machine from Ray's Sport & Cycle for \$15,000.00.

Requested City Council Action

Make a motion to approve the Public Works Department's purchase of a 2020 Can-Am Defender from Ray's Sport & Cycle and make payment in the amount of \$15,000.00 plus applicable license and registration fees.

Q U O T A T I O N

POKEGAMA LAWN & SPORT
 20648 US HWY 169
 GRAND RAPIDS, MN 55744 USA
 Phone #: (218)326-1200
 Fax #: (218)326-1517

PHONE #: (218)326-7483
 CELL #:
 ALT. #:
 P.O.#:
 TERMS: Net 10th EOM
 SALES TYPE: Quote

DATE: 6/4/2020
 ORDER #: 76946
 CUSTOMER #: 4642
 CP: Paul K
 LOCATION: 1
 STATUS: Active

BILL TO 4642

CITY OF GRAND RAPIDS
 420 POKEGAMA AVE NORTH
 GRAND RAPIDS, MN 55744

SHIP TO

CITY OF GRAND RAPIDS
 420 POKEGAMA AVE NORTH
 GRAND RAPIDS MN 55744

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
ARC	U2020MDV2PUSL	2020 PROWLER PRO EPS CHARCOAL	1	\$15,749.00	\$13,499.00	\$13,499.00
ARC	2436-653	KIT,WINDSHIELD WIPER (MOD)	1	\$288.95	\$288.95	\$288.95
ARC	2436-616	KIT,WINDSHIELD FULL-GLASS (MOD)	1	\$1,309.95	\$1,309.95	\$1,309.95
ARC	2436-621	KIT,REAR WINDOW-GLASS LAMINATED (MOD)	1	\$463.95	\$463.95	\$463.95
ARC	2436-629	KIT,MIRROR-SIDE VIEW (MOD)	2	\$91.95	\$91.95	\$183.90
ARC	1541-753	MIRROR, FORMED ROP MOUNT (2436-629)	2	\$51.95	\$51.95	\$103.90
UNIT COMES WITH ROOF,WINCH, AND FRONT BRUSHGUARD STANDARD INCLUDES SET UP AND ASSEMBLY						

Prices reflected on this quote are valid for 30 days unless programs expire before the 30 days which may affect pricing.

SUBTOTAL:	\$15,849.65
TAX:	\$0.00
ORDER TOTAL:	<u>\$15,849.65</u>

Authorized By: _____



Deal No.:
 Date: 06/30/2020
 Salesman: JASON WEDGE
 Name(s): CITY OF GRAND RAPIDS M/U
 Address: ATTN: KEVIN KOETZ
 GRAND RAPIDS, MN 55744-2662
 Phone: 218-326-7483(MAINTENANCE SHOP)

20890 US HWY 169 S
 Grand Rapids, MN 55744
 218-326-9355
 1-800-799-RAYS (7297)

BILL OF SALE

HONDA YAMAHA POLARIS CAN-AM SKI-DOO SEA-DOO SPYDER

Unit Information

Stock #	N/U	Year	Make	Model	VIN #	Engine #	Amount
001357	New	2020	CAN-AM	DEF HD8 XT	3JBUKAN44LK001357	MN431961	\$12,300.00

Lienholder: NONE

Trade Information

Year	Make	Model	VIN #	Miles/Hrs	Allowance
------	------	-------	-------	-----------	-----------

Lienholder:

Accessories					Purchase Agreement	
Qty	Part Number	Description	Price	Ext Price		
1	715002441	FLIP WINDSHIELD WITH WIPER	1,600.00	1,600.00	Total Unit Price	\$12,500.00
1	715002922	REAR POLY WINDOW (DEF)	320.00	320.00	Accessories	\$2,500.00
1	715002430	SPORT ROOF KIT (DEFENDER)	380.00	380.00	Labor	\$0.00
2	715002459	SIDE MIRROR (1) DEFENDER	100.00	200.00	Less Trade Allowance	\$0.00
					Total	\$15,000.00
					License Fees	\$0.00
					Documentation Fee	\$0.00
					Tax	\$0.00
					MC / TRL Tax	\$0.00
					Service Contract	\$0.00
					UCC	\$0.00
					Total	\$15,000.00
					Down Payment	\$0.00
					FBB-BB-ACC Credit	\$0.00
					Amount Due	\$15,000.00

Seller _____

Customer(s) _____

Date 06/30/2020

Date 06/30/2020

Any warranties on the products sold hereby are those of the manufacturer. As between this retail seller and buyer, the product is to be sold "AS IS" and the entire risk as to the quality and performance of the product is with the buyer. The seller expressly disclaims all warranties, either express or implied. Including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. This disclaimer by this seller in no way affects the terms of the manufacturer's warranty. The buyer acknowledges being so informed prior to the sale.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1134 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Passed
File created: 6/15/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider approval of an Amended Interlocal Agreement for the Provision of Building Code Enforcement, Permitting and Inspection Services, with the City of LaPrairie.

Sponsors:

Indexes:

Code sections:

Attachments: [LaPrairie Amended JPA 6-22-2020.pdf](#)
[LaPrairie Amended JPA 6-22-2020 \(redlined\).pdf](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider approval of an Amended Interlocal Agreement for the Provision of Building Code Enforcement, Permitting and Inspection Services, with the City of LaPrairie.

Background Information:

The City of LaPrairie is interested in amending the Interlocal Agreement for Building Code enforcement, permitting and inspection services, adopted by LaPrairie and the City of Grand Rapids on April 18, 2016.

Under the terms of the current Agreement, Grand Rapids assumed the responsibilities for enforcing the State Building Code for LaPrairie, generally including the intake and review of all applications, collection of fees, issuance of permits, construction inspections and issuance of certificates of occupancy.

Now, recently, an employee of the City of LaPrairie has obtained a Building Official Limited certification, which would allow that person to act as the designated Building Official for LaPrairie, however, the certification limits code enforcement activities to one and two-family residential and other exempt classes of buildings.

With the certification of their employee, LaPrairie would like to amend the Agreement, with changes to the scope of services provided by Grand Rapids. The proposed amendments to the Agreement generally include:

- Intake, processing, collection of fees and issuance of all Building Permit applications will now be done by LaPrairie
- LaPrairie will review and approve plans, conduct construction inspections and issue certificates of occupancy for all projects allowed for with a Building Official Limited certification.
- Grand Rapids will review and approve plans, schedule and conduct construction inspections and issue certificates of occupancy for all projects that require a Building Official certification.

Additionally, the Scope of Services in the proposed amended Agreement allows the LaPrairie Building Official Limited to observe the Grand Rapids Building Official's work activities covered under the Agreement. This experience will provide some of the points required for their employee to test for the Building Official certification.

The City of Grand Rapids will continue to receive 85% of the permit fee revenue from those projects that require our services.

Between April 2016 and the end of 2019, 139 residential permits and 10 commercial permits have been issued in LaPrairie.

The LaPrairie City Council has previously approved the amended agreement.

Requested City Council Action

Adopt a motion approving an Amended Interlocal Agreement for the Provision of Building Code Enforcement, Permitting and Inspection Services, with the City of LaPrairie.

**AMENDED INTERLOCAL AGREEMENT BETWEEN
CITY OF GRAND RAPIDS AND CITY OF LAPRAIRIE
FOR THE PROVISION OF BUILDING CODE ENFORCEMENT,
PERMITTING AND INSPECTION SERVICES**

THIS AGREEMENT is entered into this ____ day of _____, 2020, by the City of Grand Rapids (“Grand Rapids”) and City of LaPrairie (“LaPrairie”), neighboring municipal corporations organized and existing under the laws of the State of Minnesota.

RECITALS

WHEREAS, Grand Rapids and LaPrairie entered into an Interlocal Agreement, dated April 18, 2016, for the provision of Building Code enforcement services by Grand Rapids within and for LaPrairie; and

WHEREAS, LaPrairie now desires to revise that Agreement in order to assume those Building Code Enforcement activities that can be lawfully carried out by their employees, while continuing to contract with Grand Rapids for Building Code enforcement services, identified herein, which require Minnesota licensure as a Certified Building Official; and

WHEREAS, Grand Rapids desires to assist LaPrairie and has the ability to provide services to the extent and on terms provided for herein, and

WHEREAS, under Minn. Stat. Sec. 471.59, two or more governmental units, by agreement, may jointly or cooperatively exercise any power common to the units;

WHEREAS, both entities are governmental units possessing the authority to enter into a cooperative agreement for this purpose;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

1. Scope of Services:

1.1 Grand Rapids shall provide LaPrairie with building code review, permitting, and code enforcement services pursuant to the Grand Rapids City Ordinances and Minnesota State Building Code for the term of this Agreement and any renewals hereunder. The scope of services to be provided are more particularly described in “Exhibit A,” attached hereto and made a part hereof by reference. Services will be limited to building code enforcement and will not include enforcement of other ordinances such as zoning, blight, rental codes, etc.

1.2 LaPrairie agrees to abdicate all legal enforcement authority to Grand Rapids to handle enforcement of State Law and City Ordinances pertaining to the State Building Code with respect to the services provided by Grand Rapids hereunder. All legal enforcement actions will be deemed the responsibility of the City of Grand Rapids. If enforcement of the hazardous

building provisions or other legal or criminal proceedings arise, Grand Rapids will refer such matters to the Grand Rapids City Attorney. The need to engage the services of the City Attorney will be determined by Grand Rapids in its sole judgment.

1.3 Grand Rapids will maintain responsibility for all personnel providing services under this agreement and shall maintain workers compensation coverage for its employees. LaPrairie agrees to maintain adequate liability insurance under state law and to hold harmless and indemnify Grand Rapids for any and all claims occurring while its personnel and equipment are working under its direction. These indemnities shall include attorney's fees and costs that may arise from providing services under this agreement.

1.4 All permits, applications, records, data and forms will remain with Grand Rapids while providing these services. As described in Exhibit A, these records will be delivered to LaPrairie upon each project's completion. Grand Rapids will maintain a copy.

2. Consideration:

2.1 For purposes of this Agreement, LaPrairie will adopt the fee schedule of Grand Rapids. Grand Rapids may adjust its fee schedule at its discretion.

2.2 Grand Rapids will receive 85% of the building permit and plan review fee revenue collected by LaPrairie for those projects Grand Rapids provides service to LaPrairie hereunder by January 31 of each following year during the term of this agreement. The remaining 15% of the permit fee revenue collected for those projects will be retained by LaPrairie..

2.2.1 If, during the term of this Agreement, the City of Grand Rapids is awarded a Municipal Delegation Agreement, from the Minnesota Department of Labor and Industry, for building code administration on public buildings and state licensed facilities in the City of LaPrairie, an addendum to this Agreement will be necessary in order to establish a unique formula for building permit revenue for those types of project. The formula in Section 2.2 will not apply.

2.3 For building permits already issued and for which fees have already been collected by LaPrairie, LaPrairie will be billed at Grand Rapids' hourly rate of \$55.55/hr. for any remaining inspections or follow-up work needed by the Building Official to complete the project.

2.4 If other services not connected to a building permit are requested from Grand Rapids' Building Official, those services will be billed to LaPrairie at the rate of \$55.55/hr.

2.5 If Grand Rapids utilizes the services of its City Attorney to handle enforcement, prosecution or any other legal services under this Agreement, LaPrairie will reimburse Grand Rapids for the actual costs of said services (presently \$140/hr.).

3. Term: The term of this agreement shall commence on the date signed and continue in effect for one year. The term of this Agreement may be extended for additional one (1) year terms in accordance with Section 4.

4. Renewal and Termination:

4.1 Unless either party notifies the other by mail at least sixty (60) days prior to expiration of this Agreement of its intention not to renew, this Agreement shall automatically be extended for a period of one (1) year. All terms and provisions of this Agreement shall continue in full force and effect during the extension period unless the parties mutually agree to written modifications. Either party may terminate this Agreement for any reason by sending written notice at least sixty (60) days prior to the expiration date of this Agreement.

4.2 Either party may immediately terminate this agreement for failure of the other to satisfactorily comply with all terms and requirements of this agreement. It is recognized that building inspection services have a direct and immediate relation to public health, safety and welfare, and any failure to perform in accordance with this agreement may potentially result in injury to persons or property. Any such failure is a substantial, material breach of this agreement.

4.3 Failure of either party not to terminate this agreement in the event of one or more breaches or defaults shall not constitute a waiver of the right to terminate this agreement in the event of future or additional breach or default.

5. Property: No fixed assets or personal or real property will be jointly or cooperatively held, acquired, or disposed of pursuant to this agreement.

6. Non-Exclusivity: This Agreement is non-exclusive between the parties. Grand Rapids and LaPrairie have the right to enter into similar agreements with other entities.

7. Indemnification:

7.1 Each party agrees to and shall defend, indemnify and hold harmless the other party, its officials, officers, agents and employees from and against any and all claims, losses, damages, judgments or liabilities of whatever nature, including any portion thereof, arising from or related to the indemnifying party's acts, omissions or performance under this agreement. It is the intent of the parties that each party be responsible for its own actions occurring under this agreement.

7.2 This section shall survive termination of this agreement.

8. Dispute Resolution: In the event of any dispute or difference arising by reason of this agreement or any provision or term thereof, the dispute or difference shall be resolved jointly by Grand Rapids' City Administrator and the City of LaPrairie's Mayor or his or her designated representative.

9. Amendments: The parties may mutually waive, amend or modify parts of this agreement, but such amendments, modifications, changes or waivers shall not be binding unless they are in writing and signed by personnel authorized to bind the parties. Waiver of breach of any term of this agreement shall not be considered a waiver of any prior or subsequent breach.

10. Venue: This agreement will be governed by the laws of the State of Minnesota, both as to interpretation and performance. Any actions at law, suit in equity, or other judicial proceeding for the enforcement of this agreement may be instituted only in a court of competent jurisdiction in the State of Minnesota, County of Itasca.

11. Severability: In the event any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, condition or application of this agreement which can be given effect without the invalid term, condition or application. To this end the terms and conditions of this agreement are declared severable.

12. Integration Clause: This document embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this agreement. This agreement supersedes all previous communications, representations or agreements, whether oral or written, between the parties.

13. Assignment: Neither Grand Rapids nor LaPrairie will assign or transfer any rights or interest in this Agreement without the written consent of the other party, which must be evidenced by a duly-passed resolution.

13. Notices: All notices hereunder may be delivered or mailed. If mailed, they shall be sent to the following person designated on behalf of each entity at their respective address:

City of Grand Rapids
Attn: City Administrator Tom Pagel
420 No. Pokegama Avenue
Grand Rapids, MN 55744

City of LaPrairie
Attn: Mayor
15 Park Drive
LaPrairie, MN 55744

IN WITNESS WHEREOF, this Agreement has been caused to be signed by the respective governing bodies of the parties hereto as of the date first above written.

CITY OF GRAND RAPIDS

CITY OF LAPRAIRIE

By: _____
Its: _____

By: _____
Its: _____

By: _____
Its: _____

By: _____
Its: _____

EXHIBIT A

Services to be provided include:

Certain application, administration and enforcement tasks required under the Minnesota State Building Code, within the City of LaPrairie, limited to those projects requiring a Certified Building Official License and excluding those which may be performed by a Certified Building Official Limited, listed as follows:

- For tasks listed herein, the City of LaPrairie Building Official Limited shall be permitted to observe.
 - Coordination of those activities will be the responsibility of the City of LaPrairie and occur at times, which align with the City of Grand Rapids Building Official's schedule.
- Review of plans and approval of permit applications.
 - Completed applications, received by the City of LaPrairie, shall be delivered to the City of Grand Rapids for their review
 - Approved applications shall be picked up by the City of LaPrairie for permit issuance by the City of LaPrairie.
- Meet with building permit applicants, as needed, to address questions
- Scheduling and completion of construction inspections
- Issuance of required Certificates of Occupancy
- Maintenance of records and their delivery to the City of LaPrairie at project completion.

be deemed the responsibility of the City of Grand Rapids. If enforcement of the hazardous building provisions or other legal or criminal proceedings arise, Grand Rapids will refer such matters to the Grand Rapids City Attorney. The need to engage the services of the City Attorney will be determined by Grand Rapids in its sole judgment.

1.3 Grand Rapids will maintain responsibility for all personnel providing services under this agreement and shall maintain workers compensation coverage for its employees. LaPrairie agrees to maintain adequate liability insurance under state law and to hold harmless and indemnify Grand Rapids for any and all claims occurring while its personnel and equipment are working under its direction. These indemnities shall include attorney's fees and costs that may arise from providing services under this agreement.

1.4 All permits, applications, records, data and forms will remain with ~~and are the property of~~ Grand Rapids while providing these services. As described in Exhibit A, these records will be delivered to LaPrairie upon each project's completion. Grand Rapids will maintain a copy.

2. Consideration:

2.1 For purposes of this Agreement, LaPrairie will adopt the fee schedule of Grand Rapids. Grand Rapids may adjust its fee schedule at its discretion.

2.2 Grand Rapids will ~~retain~~ receive 85% of the building permit ~~and plan review fee~~ revenue collected by LaPrairie for those projects Grand Rapids provides service to LaPrairie hereunder by January 31 of each following year during the term of this agreement; ~~with the~~ The remaining 15% of the permit fee revenue collected for those projects will to be paid to ~~retained by~~ LaPrairie, on an annual basis, by January 31 of each following year during the term of this Agreement.

2.2.1 If, during the term of this Agreement, the City of Grand Rapids is awarded a Municipal Delegation Agreement, from the Minnesota Department of Labor and Industry, for building code administration on public buildings and state licensed facilities in the City of LaPrairie, an addendum to this Agreement will be necessary in order to establish a unique formula for building permit revenue for those types of project. The formula in Section 2.2 will not apply.

2.3 For building permits already issued and for which fees have already been collected by LaPrairie, LaPrairie will be billed at Grand Rapids' hourly rate of \$55.55/hr. for any remaining inspections or follow-up work needed by the Building Official to complete the project.

2.4 If other services not connected to a building permit are requested from Grand Rapids' Building Official, those services will be billed to LaPrairie at the rate of \$55.55/hr.

2.5 If Grand Rapids utilizes the services of its City Attorney to handle enforcement, prosecution or any other legal services under this Agreement, LaPrairie will reimburse Grand Rapids for the actual costs of said services (presently \$140/hr.).

3. Term: The term of this agreement shall commence on the date signed and continue in effect for one year. The term of this Agreement may be extended for additional one (1) year terms in accordance with Section 4.

4. Renewal and Termination:

4.1 Unless either party notifies the other by mail at least sixty (60) days prior to expiration of this Agreement of its intention not to renew, this Agreement shall automatically be extended for a period of one (1) year. All terms and provisions of this Agreement shall continue in full force and effect during the extension period unless the parties mutually agree to written modifications. Either party may terminate this Agreement for any reason by sending written notice at least sixty (60) days prior to the expiration date of this Agreement.

4.2 Either party may immediately terminate this agreement for failure of the other to satisfactorily comply with all terms and requirements of this agreement. It is recognized that building inspection services have a direct and immediate relation to public health, safety and welfare, and any failure to perform in accordance with this agreement may potentially result in injury to persons or property. Any such failure is a substantial, material breach of this agreement.

4.3 Failure of either party not to terminate this agreement in the event of one or more breaches or defaults shall not constitute a waiver of the right to terminate this agreement in the event of future or additional breach or default.

5. Property: No fixed assets or personal or real property will be jointly or cooperatively held, acquired, or disposed of pursuant to this agreement.

6. Non-Exclusivity: This Agreement is non-exclusive between the parties. Grand Rapids and LaPrairie have the right to enter into similar agreements with other entities.

7. Indemnification:

7.1 Each party agrees to and shall defend, indemnify and hold harmless the other party, its officials, officers, agents and employees from and against any and all claims, losses, damages, judgments or liabilities of whatever nature, including any portion thereof, arising from or related to the indemnifying party's acts, omissions or performance under this agreement. It is the intent of the parties that each party be responsible for its own actions occurring under this agreement.

7.2 This section shall survive termination of this agreement.

8. Dispute Resolution: In the event of any dispute or difference arising by reason of this agreement or any provision or term thereof, the dispute or difference shall be resolved jointly by Grand Rapids' City Administrator and the City of LaPrairie's Mayor or his or her designated representative.

9. Amendments: The parties may mutually waive, amend or modify parts of this agreement, but such amendments, modifications, changes or waivers shall not be binding unless they are in writing and signed by personnel authorized to bind the parties. Waiver of breach of any term of this agreement shall not be considered a waiver of any prior or subsequent breach.

10. Venue: This agreement will be governed by the laws of the State of Minnesota, both as to interpretation and performance. Any actions at law, suit in equity, or other judicial proceeding for the enforcement of this agreement may be instituted only in a court of competent jurisdiction in the State of Minnesota, County of Itasca.

11. Severability: In the event any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, condition or application of this agreement which can be given effect without the invalid term, condition or application. To this end the terms and conditions of this agreement are declared severable.

12. Integration Clause: This document embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained in this agreement. This agreement supersedes all previous communications, representations or agreements, whether oral or written, between the parties.

13. Assignment: Neither Grand Rapids nor LaPrairie will assign or transfer any rights or interest in this Agreement without the written consent of the other party, which must be evidenced by a duly-passed resolution.

13. Notices: All notices hereunder may be delivered or mailed. If mailed, they shall be sent to the following person designated on behalf of each entity at their respective address:

City of Grand Rapids
Attn: City Administrator Tom Pagel
420 No. Pokegama Avenue
Grand Rapids, MN 55744

City of LaPrairie
Attn: Mayor
15 Park Drive
LaPrairie, MN 55744

IN WITNESS WHEREOF, this Agreement has been caused to be signed by the respective governing bodies of the parties hereto as of the date first above written.

CITY OF GRAND RAPIDS

CITY OF LAPRAIRIE

By: _____
Its: _____

By: _____
Its: _____

By: _____
Its: _____

By: _____
Its: _____

EXHIBIT A

Services to be provided include:

Certain a Application, administration and enforcement ~~of tasks required under~~ the Minnesota State Building Code, within the City of LaPrairie, limited to those projects requiring a Certified Building Official License and excluding those which may be performed by a Certified Building Official Limited, ~~including~~ listed as follows:

- ~~Intake and processing of building permit applications.~~
 - ~~(Any required zoning approval by the City of LaPrairie shall be done in advance of the building permit application submittal)~~
- For tasks listed herein, the City of LaPrairie Building Official Limited shall be permitted to observe.
 - Coordination of those activities will be the responsibility of the City of LaPrairie and occur at times, which align with the City of Grand Rapids Building Official's schedule.
- Review of plans and approval of permit applications.
 - Completed applications, received by the City of LaPrairie, shall be delivered to the City of Grand Rapids for their review
 - Approved applications shall be picked up by the City of LaPrairie for permit issuance by the City of LaPrairie.
- Meet with building permit applicants, as needed, to address questions
- ~~Issuance of building permits~~
- ~~Collection of building permit fees~~
 - ~~Collection, reporting and payment of State Surcharge~~
- Scheduling and completion of construction inspections
- Issuance of required Certificates of Occupancy
- Maintenance of records and their delivery to the City of LaPrairie at project completion.
- ~~Enforcement of hazardous or unsafe building provisions of the Minnesota State Building Code (Chapter 326B), its administrative rules (Chapter 1300) and Minnesota Statutes, sections 463.15 to 463.26, as required.~~
- ~~Assist the City of LaPrairie with their preparation of annual reporting of development related fees to the State, as required under Minnesota Statute 326B.145.~~

Formatted

Formatted



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1135 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Passed
File created: 6/15/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider adopting a resolution waiving contingency, authorizing purchase of an payment for real property subject to a Purchase Agreement dated April 27, 2020 with Voran108 Prop LLC.

Sponsors:

Indexes:

Code sections:

Attachments: [Voran108 Purchase Resolution 6-22-2020.pdf](#)
[City-Voran108 PA \(final\).pdf](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider adopting a resolution waiving contingency, authorizing purchase of an payment for real property subject to a Purchase Agreement dated April 27, 2020 with Voran108 Prop LLC.

Background Information:

On April 27, 2020 the City entered into a Purchase Agreement with Voran108 Prop LLC for the purchase of a 2-acre portion of Lot 2, Block 1 of One Sixty Nine Business Center, for a purchase price of \$220,000. The City's intent was to secure this site for the construction of a new Fire Hall, should it be necessary with a County decision to construct the new jail facility over the footprint of the current Fire Hall.

Section 11 of the Purchase Agreement establishes a contingency to the benefit of the City, as the buyer, allowing for the City's purchase to be contingent upon the simultaneous sale of the current Fire Hall property to the County.

On June 10, 2020, the Itasca County Board approved a concept plan to construct the new jail facility that, at this point, would not require their purchase of the current Fire Hall property. Given that decision, the City can either choose to terminate their Purchase Agreement with Voran108 Prop LLC or waive the contingency in Section 11 and proceed with the purchase.

Staff in the Administration, Fire and Community Development Departments suggest the following points are worthy of the City Council's considered completion of the acquisition:

- The search for a new site for a Fire Hall revealed a very limited supply of parcels with the requisite features of being: undeveloped, adequately sized, served with utilities, and centrally located on collector routes.
- The City has negotiated a purchase price with a willing seller that is below the fair market value estimated by Wellson Group, for the City.
- If in the future the current Fire Hall property were needed for another purpose, or if it no longer met the needs of the City, this site would be in the City's possession for that or possibly another type of public service facility.

Requested City Council Action

Consider adopting a resolution waiving contingency, authorizing purchase of an payment for real property subject to a Purchase Agreement dated April 27, 2020 with Voran108 Prop LLC.

Council member _____ introduced the following resolution and moved for its adoption:

RESOLUTION NO. 20-_____

A RESOLUTION WAIVING CONTINGENCY, AUTHORIZING PURCHASE OF AND PAYMENT FOR REAL PROPERTY SUBJECT TO A PURCHASE AGREEMENT BETWEEN THE CITY AND VORAN108 PROP LLC DATED APRIL 27, 2020.

WHEREAS, on April 27, 2020 the City Council approved a Purchase Agreement with VORAN 108 Prop, LLC for (Property) legally described as:

Lot 2 of Block 1 of the plat entitled One Sixty Nine Business Center, City of Grand Rapids, Itasca County, Minnesota, less that portion lying west of the following line: Commencing at the southwest corner of said Lot 2, thence N 89 degrees 59 minutes 46 seconds East along the south line of said Lot 2 a distance of 25.00 feet to the point of beginning; thence N 00 degrees 30 minutes 17 seconds East a distance of 137.07 feet more or less to intersect the boundary of said Lot 2 and there terminating.

WHEREAS, Section 11 of said Purchase Agreement established a contingency whereby the City, as the buyer, makes their purchase contingent upon the City's simultaneous sale of the Grand Rapids Fire Hall property to Itasca County for a proposed jail expansion; and

WHEREAS, on June 10, 2020 the Itasca County Board approved a plan for the proposed jail that did not include the purchase of the Grand Rapids Fire Hall property; and

WHEREAS, the City Council considered the strategic benefits of either terminating or continuing with the purchase of the property, subject to the terms of said Purchase Agreement; and

WHEREAS, the City Council concluded that there are limited opportunities for securing a centrally located, undeveloped site for future public service facilities on the south end of the City; and

WHEREAS, the City Council further determined that the terms of this purchase are advantageous to the City and that completion of the acquisition will be in the best interest of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA that:

1. The City waives the contingency in Section 11 of said Purchase Agreement; and
2. The City authorizes, subject to all other requirements of the Purchase Agreement, the completion of the purchase of the Property; and
3. The City authorizes the payment of the purchase price and closing costs to either the Seller or the designated closing agent, as established within the Purchase Agreement.

Adopted by the Council this 22nd day of June 2020.

Dale Adams, Mayor

ATTEST:

Kim Gibeau, City Clerk

Council member _____ seconded the foregoing resolution and the following voted in favor thereof _____ ; and the following voted against same _____ ; whereby the resolution was declared duly passed and adopted.

PURCHASE AGREEMENT

This Purchase Agreement is dated April 27, 2020 (“Effective Date”), by and between Voran108 Prop LLC, a Minnesota limited liability company (“Seller”), located at 3435 Labore Road, #150, Vadnais Heights, Minnesota, and the City of Grand Rapids (“City” or “Buyer”), a Minnesota municipal corporation located at 420 No. Pokegama Avenue, Grand Rapids, Minnesota.

- 1. Sale Price.** Seller agrees to sell to Buyer, for the sum of \$220,000 and other valuable consideration, the following property:

Lot 2 of Block 1 of the plat entitled One Sixty Nine Business Center, City of Grand Rapids, Itasca County, Minnesota, less that portion lying west of the following line: Commencing at the southwest corner of said Lot 2, thence N 89 degrees 59 minutes 46 seconds East along the south line of said Lot 2 a distance of 25.00 feet to the point of beginning; thence N 00 degrees 30 minutes 17 seconds East a distance of 137.07 feet more or less to intersect the boundary of said Lot 2 and there terminating.

Said purchase price shall include all improvements, fixtures and appurtenances on the property, which shall be transferred with no additional monetary value, free and clear of all liens and encumbrances. Buyer has negotiated this sale in lieu of using its condemnation authority.

- 2. Earnest Money.** Within three (3) days of the Effective Date, the Buyer shall deposit Five Thousand and no/100 dollars (\$5,000.00) with the Seller as consideration for Seller entering into this Purchase Agreement (“Earnest Money”). The Earnest Money shall be non-refundable except as specifically provided below. The Earnest Money shall be applied to the Sale Price on the Closing Date.
- 3. Personal Property.** There is no personal property to be transferred to Buyer as part of this transaction.
- 4. Deed/Title.** Subject to performance by Buyer, Seller hereby agrees to execute and deliver to Buyer a Warranty Deed conveying marketable title to the Property subject only to the following exceptions:
 - (1) Building and zoning laws, ordinance, state and federal regulations;
 - (2) Restrictions relating to use or improvement of the Property without effective forfeiture provision;
 - (3) Reservation of any minerals or mineral rights to the State of Minnesota;
 - (4) Utility and drainage easements which do not interfere with present improvements;
and
 - (5) Covenants, conditions, restrictions and easements of record, if any.

- 5. Real Estate Taxes/Assessments.** Real estate taxes due and payable in the year of closing shall be prorated between Seller and Buyer on a calendar year basis to the actual date of closing unless otherwise provided in this Purchase Agreement. Real estate taxes, including penalties, interest, and any associated fees, payable in the years prior to closing shall be paid by Seller. Buyer and Seller shall prorate, as of the date of closing, all installments of special assessments certified for payment with the real estate taxes due and payable in the year of closing. As Buyer is a municipal corporation there will be no taxes or assessments levied following the sale of the property.
- 6. Expenses.** Except as stated below, all expenses related to the use, maintenance and occupancy of the Property prior to the closing shall be paid by Seller. It shall be assumed the Buyer will own the Property for the entire date of the closing.
- 7. Damage to the Property or Eminent Domain.** If there is any loss or damage to the Property between the date hereof and the date of closing, the risk of loss shall be on the Seller. If the Property is destroyed or substantially damaged before the closing, Buyer may, at Buyer's option, terminate this Purchase Agreement in accordance with paragraph 9 below. If eminent domain proceedings are commenced prior to the Closing against all or any part of the Property, Seller shall immediately give written notice to Buyer, and Buyer shall have the right, at its option, to terminate this Agreement in accordance with paragraph 9 below.
- 8. Examination of Title.** Seller shall, at Seller's cost, within a reasonable time after acceptance of this Agreement, furnish an Abstract of Title or a Registered Property Abstract, certified to date to include proper searches covering bankruptcies, state and federal judgments, liens and levied and pending special assessments or a title commitment for an ALTA 2006 Owner's Policy of Title Insurance, in the amount of the Sale Price, insuring Buyer's title to the Property. Seller shall use Seller's reasonable efforts to provide fee simple marketable title subject only to the exceptions identified in Paragraph 4 above by the Closing Date. If Seller has not provided marketable title by the Closing Date, (a) Seller shall have an additional 30 days to make title marketable; or (b) Buyer may waive title defects by written notice to Seller; and (c) in addition to the 30-day extension, Buyer and Seller may agree to further extend the Closing Date. Lacking an extension or waiver by Buyer, or upon the expiration of the extension, either party may declare this Purchase agreement canceled by written notice to the other party, in which case this Purchase Agreement is canceled.
- 9. Cancellation or Termination of the Purchase Agreement.** If the Buyer fails to cure the breach of a Buyer obligation in the manner provided in this Purchase Agreement, Seller may cancel this Purchase Agreement with notice required by Minn. Stat. 559.21. Buyer may, in its sole discretion, terminate this Purchase Agreement prior to closing for any reason by giving Seller written notice. If Buyer terminates the Purchase Agreement due to Seller's breach of a Seller obligation under the Purchase Agreement, then the Seller shall refund the Earnest Money to Buyer.
- 10. Closing Date/Possession.** Closing shall occur on or before June 30, 2020, or at such other date as may be agreed to by the parties in writing ("Closing Date"). Closing shall take place at the offices of a third-party closing company selected by Buyer, or at such other

location as may be mutually agreeable in writing to the parties. Seller shall deliver possession of the Property on the date of closing.

11. Contingency: Buyer's purchase of the Property is contingent upon the simultaneous sale and closing of the existing Grand Rapids Fire Hall to the County of Itasca.

12. Seller's Obligations at Closing. At the Closing, Seller shall deliver to Buyer a duly executed warranty deed in recordable form, conveying to Buyer fee simple marketable title to the Property and all rights appurtenant, free and clear of all mortgages, liens and encumbrances not listed in Paragraph 4 above, together with a seller's affidavit, FIRPTA affidavit, evidence as to the authority of the persons executing documents on behalf of Seller, well certificate and all other documents reasonably necessary to consummate the transaction contemplated by this Purchase Agreement.

13. Buyer's Obligations at Closing. At the Closing, Buyer shall pay to Seller the full amount of the Sale Price, as increased or decreased by prorations or adjustments set forth in this Agreement, and shall deliver to Seller all other documents reasonably necessary to consummate the transaction contemplated by this Agreement.

14. Closing Costs. Seller and Buyer agree to the payment of costs in connection with the Closing as follows: (a) Seller and Buyer each will pay one-half of any reasonable and customary closing fees or charges imposed by the third-party closing company for closing the transaction; (b) Seller shall pay all state deed tax for the recording of the deed; (c) Seller shall pay the cost of recording all documents necessary to place record title in the condition warranted by Seller in this Agreement and Buyer will pay the cost of recording the deed conveying the Property to Buyer; and (d) any other costs required to be paid by Buyer or Seller by Closing pursuant to this Agreement.

15. Representations and Warranties. There are no representations or warranties made with regard to the Property except as set out in this Purchase Agreement or any attached Addenda to the Agreement.

16. Time. Time is of the essence for all provisions of this contract.

17. Survival. All of the warranties, representation and covenants of this Agreement shall survive and be enforceable after the closing.

18. Successor and Assigns. All provisions of this Agreement shall be binding on the new Buyer's and Seller's successors and assigns.

19. Entire Agreement. This Purchase Agreement constitutes the complete agreement between the parties regarding the purchase and sale of the Property and supersedes any prior oral or written agreements between the parties regarding the purchase and sale of the Property. There are no verbal agreements that change this Purchase Agreement. No waiver of any term of this Agreement will be effective unless in writing executed by the parties. The signatories to this Agreement represent that they are authorized to execute this Agreement.

20. Seller's Warranties:

- (a) Seller does not know of a private sewer system on or serving the property.
- (b) This Purchase Agreement is not subject to a private sewer and well inspection addendum.
- (c) Seller does not know of any hazardous substances or underground storage tanks located on the property.
- (d) Seller represents that it is the fee owner of the Property.
- (e) Seller warrants that it has received no notice of any action, litigation, investigation or proceeding of any kind pending neither against Seller, nor to the best of Seller's knowledge is any action, litigation, investigation, or proceeding pending or threatened against the Subject Premises, or any part thereof.
- (f) All labor or material which has been or will be furnished to the Property have been fully paid for or will be fully paid for prior to the Closing so that no lien for labor or material rendered can be asserted against the Property.

21. 18. Brokerage Commissions. Seller and Buyer each represent and warrant that it has not been involved with any real estate brokers or agents on its behalf in connection with the transaction contemplated under this Purchase Agreement and that no commissions or costs are owed or being paid to any real estate broker or agent in connection with this transaction. Seller and Buyer agree to indemnify and hold harmless the other party from any loss, liability, cost, damage or expense resulting from, or relating to, the breach of its representation under this Paragraph and any claim for real estate commissions or costs resulting from the indemnifying party's actions in connection with this transaction not provided for above. These obligations of Seller and Buyer shall survive Closing or any termination of this Agreement.

22. Miscellaneous:

- (a) This Agreement represents the complete and final agreement of the parties regarding sale of the Property and supersedes any prior oral or written understanding. This Agreement may be amended only by a writing executed by both parties. This Agreement shall be binding on the parties hereto, their successors and assigns.
- (b) Buyer and Seller represent and warrant that the recitals contained herein are true and accurate as of the date of execution of this Agreement.
- (c) All notices required hereunder shall be given by depositing in the U.S. mail, postage prepaid, certified mail, return receipt requested, to the following addresses (or such other addresses as either party may notify the other)

To the Buyer: City of Grand Rapids
 Attn: Tom Pagel, City Administrator
 420 No. Pokegama Ave.
 Grand Rapids, MN 557644

To the Seller: Vorán 108 Prop LLC
 Attn: Mary Borndale, Manager
 3435 Labore Road, #150
 Vadnais Heights, MN 55110

23. Effective Date of Agreement. This Agreement shall become effective and shall be binding upon the parties hereto only after it has been executed by each of the parties hereto.

[Remainder of page intentionally blank; signature page follows]

SELLER:
VORAN 108 PROP LLC

BUYER:
CITY OF GRAND RAPIDS

Seller Date

Buyer Date

Seller Date

Buyer Date



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1136 **Version:** 1 **Name:**

Type: Agenda Item **Status:** Passed

File created: 6/16/2020 **In control:** City Council

On agenda: 6/22/2020 **Final action:** 6/22/2020

Title: Consider approving a Grant Amendment Request for an extension of the Small Cities Development Program Grant

Sponsors:

Indexes:

Code sections:

Attachments: [SCDP Grant Amendment Request.pdf](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider approving a Grant Amendment Request for an extension of the Small Cities Development Program Grant

Background Information:

On November 13, 2017, the City was awarded a DEED Small Cities Development Program Grant of 878,720 for commercial and residential rehabilitation projects in targeted areas of the City. That grant is set to expire on September 30, 2020. While the allotment for commercial rehabilitation projects has been spent or committed to a couple of final projects, there are uncommitted grant dollars still available for additional owner occupied residential rehabilitation projects. The Grant Amendment Request is for a one year extension of the grant term citing unforeseen delays in processing of projects due to the COVID-19 pandemic.

Requested City Council Action

Adopt a motion approving a Grant Amendment Request for an extension of the Small Cities Development Program Grant and authorizing the Mayor's signature.

GRANT AMENDMENT REQUEST FORM

INSTRUCTIONS

- 1 Determine if this grant amendment request is for an extension or budget adjustment.
- 2 Provide a narrative for this request in the appropriate column.
- 3 For extension request, remember to attach a revised timeline.
(Allow 45 days for extension request to process)
- 4 For budget adjustments, complete the budget adjustment section.
- 5 Request must be signed by staff or elected official who signed the local government resolution for the application, or their successor.
- 6 Scan the request and submit to the DEED representative assigned to the project.

GRANT # CDAP-16-0062-O-FY17
 GRANTEE NAME City of Grand Rapids

GRANT EXTENSION

NEW END DATE REQUESTED 9/30/2021
 (mm/dd/yy)

AND/OR

REQUEST FOR BUDGET ADJUSTMENT

(Explain in narrative section and complete budget adjustment table below)

NARRATIVE SECTION

**DESCRIBE THE REASON WHY THE AMENDMENT IS BEING REQUESTED. IF A GRANT EXTENSION IS BEING REQUESTED, ATTACH A REVISED TIMELINE CORRESPONDING WITH THE NEW EXTENSION DATE REQUESTED.
(PLEASE REFER TO THE GRANT AGREEMENT CHAPTER OF SCDP A-Z GUIDE FOR ADDITIONAL INFORMATION)**

The City of Grand Rapids seeks to amend the grant timeline due to recent unforeseen delays in project processing and construction due to COVID-19. We have received eligible applications and wish to extend the opportunity for owner occupied rehabilitation to as many low income families in our Targeted area. Most participating contractors have much of their 2020 season booked with work, so allowing another construction season would permit a larger bid pool. There is no change requested to our budget.

**COMPLETE THIS SECTION ONLY IF A BUDGET ADJUSTMENT IS BEING REQUESTED
(PLEASE INCLUDE ALL GRANT ACTIVITIES IN BUDGET AND NOT JUST THOSE BEING ADJUSTED)**

IDIS Activity Number	Activity	Current Budget			Adjustment Requested			Adjusted Budget			Goals	
		SCDP	Other	Total	SCDP	Other	Total	SCDP	Other	Total	Current Goal	Revised Goal
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Signature of Authorized City Official

Date

Signature of DEED Representative

Date



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1139 **Version:** 1 **Name:** Consider appointment of Part-time Hospital Security Officers.
Type: Agenda Item **Status:** Passed
File created: 6/16/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider appointment of Part-time Hospital Security Officers.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider appointment of Part-time Hospital Security Officers.

Background Information:

At the February 24, 2020 City Council meeting, the City Council authorized City staff to begin the process of hiring additional part-time Hospital Security Officers. The position was posted and interviews were held. The interview committee consisting of Assistant Chief of Police Steve Schaar, Police Sergeant Kevin Ott, and Hospital Security Officer Lead Gary DeGrio are recommending the appointment of the following:

Alida Hogan is a graduate of Northwester High School and received an Associates Degree in Law Enforcement from Fond du Lac Tribal and Community College. She is currently employed by Private Protective Services as a Part-time Security Officer.

Tanner McCartney received an Associates Degree in Law Enforcement from Hibbing Community College and is POST eligible as of October 1, 2019. He is currently working as a Service Writer for L&M Supply in Hibbing.

Brian Olds graduated from Greenway High School and finished a semester in Law Enforcement at Hibbing Community College. He later became a Paramedic and has been working with Meds-1 Ambulance Service since October 2010. Brian is also the Training Officer for the Itasca County Sheriff Search and Rescue, where he has volunteered since June 2011.

The recommendation for hire is subject to a satisfactory background check, drug test, pre-employment medical exam, and psychological examination.

Staff Recommendation:

The interview committee consisting of Steve Schaar, Kevin Ott, Gary DeGrio, along with Director of Human Resources Lynn DeGrio, is in support of the recommendation.

Requested City Council Action

Make a motion to appoint Alida Hogan, Tanner McCartney, and Brian Olds to the position of part-time Hospital Security Officer once the pre-employment requirements have been completed.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1141 **Version:** 1 **Name:** Award RFP for Engineering IEIP Sewer/Water Extension
Type: Agenda Item **Status:** Passed
File created: 6/18/2020 **In control:** City Council
On agenda: 6/22/2020 **Final action:** 6/22/2020
Title: Consider awarding a contract for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project to SEH Inc. and entering into a contract for Phases 1 and 2.

Sponsors:

Indexes:

Code sections:

Attachments: [JPJ Proposal](#)
[SEH Proposal](#)
[Widseth Proposal](#)
[RFP score sheet](#)
[2020-06-16 Decline to Submit Industrial Park Grand Rapids](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider awarding a contract for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project to SEH Inc. and entering into a contract for Phases 1 and 2.

Background Information:

At their May 26th, 2020 Regular Meeting the Grand Rapids City Council approved authorization to issue a Request for Proposal (RFP) for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project. Three proposal were received from the following firms: JPJ Engineering, SEH Inc. and Widseth. On June 18, a selection committee consisting of Rob Mattei, Max Peters and Matt Wegwerth reviewed and ranked the proposals according to the criteria listed in the RFP. Following this review, the selection committee recommends SEH Inc. for engineering services related to the Grand Rapids/Cohasset Industrial Redevelopment Project. At this time, only phases 1 and 2 will be awarded until a grant from the Federal EDA can be secured. If the City is selected, a second contract will be awarded to SEH Inc. for Phases 3 and 4. Attached is a copy of the scoring summary and the proposals.

Staff Recommendation:

Staff recommends awarding a contract for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project to SEH Inc. and entering into a contract for Phases 1 and 2.

Requested City Council Action

Make a motion awarding a contract for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project to SEH Inc. and entering into a contract for Phases 1 and 2.

Proposal for:

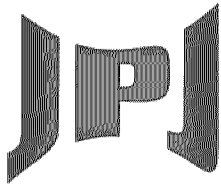
CITY OF GRAND RAPIDS

**Grand Rapids/Cohasset Industrial Redevelopment
Sanitary Sewer & Water Extension Project**



June 17, 2020

JPJ ENGINEERING, INC.
425 Grant Street, P.O. Box 656
Hibbing, MN 55746
218-262-5528



Engineering

Land Surveying

Site Development

June 17, 2020

Mr. Matt Westerwerth, P.E.
Public Works Director/City Engineer
City of Grand Rapids
120 N. Pokegama Ave.
Grand Rapids, MN 55744

Re: Proposal for Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project

Dear Mr. Westerwerth, P.E.,

JPJ Engineering is pleased to submit this proposal for the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project. JPJ is uniquely qualified for this project. We provide:

- **Local mid-sized company with years of experience** - Hibbing office has an experienced staff that all live in the northern Minnesota area and have been working together for several of years.
- **Familiar with Grand Rapids** – we have previous project experience in the city.
- **Familiar with contractors who would bid on this project** – we have worked with all the local contractors and are generally aware of their strengths (and some weaknesses) that can be anticipated throughout the construction project.
- **Structured project management system** – JPJ has developed a unique project management system built around communication and managing clients.
- **Plans/Specifications that minimize change orders** - our years of experience have identified where change orders typically occur and we have created project details and specifications that minimize change orders that would otherwise occur.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

JPJ Engineering, Inc.

John P. Jamnick, P.E.

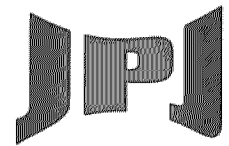
JPJ/jt

Enclosures

Table of Contents

Executive Summary	1
Our Project Team	2
U.S. Economic Development Administration Experience	6
Project Experience.....	7
Our Project Approach.....	10
Price Proposal.....	15





Executive Summary

JPJ Engineering, Inc. is a professional consulting firm providing engineering, land surveying, and site development services throughout Wisconsin and Minnesota for more than 45 years.

JPJ Engineering employs a dozen full-time engineers, surveyors and technical support staff at our offices in Duluth and Hibbing who work together to provide our clients with engineering services for:

- Potable Water Supply, Storage and Distribution
- Wastewater Collection and Treatment
- Stormwater Management
- Compressive Planning
- Residential, Commercial and Industrial Development
- Land Surveying and Construction Staking

JPJ Engineering specializes in municipal improvements. Through the years, we have worked for more than 20 communities in our region. Our experience with municipal infrastructure improvements assures that we can provide innovative solutions to the difficult problems that may arise throughout your project. Our experience and expertise will help us complete your project successfully, on-time and within budget. Our careful analysis of all project items prevents unexpected and costly overruns during construction.

Locations

JPJ Engineering has two offices:

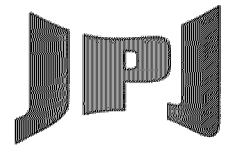
Hibbing Office

425 Grant Street
P.O. Box 656
Hibbing, MN 55746
Phone: 218-262-5528
Fax: 218-262-5059

Duluth Office

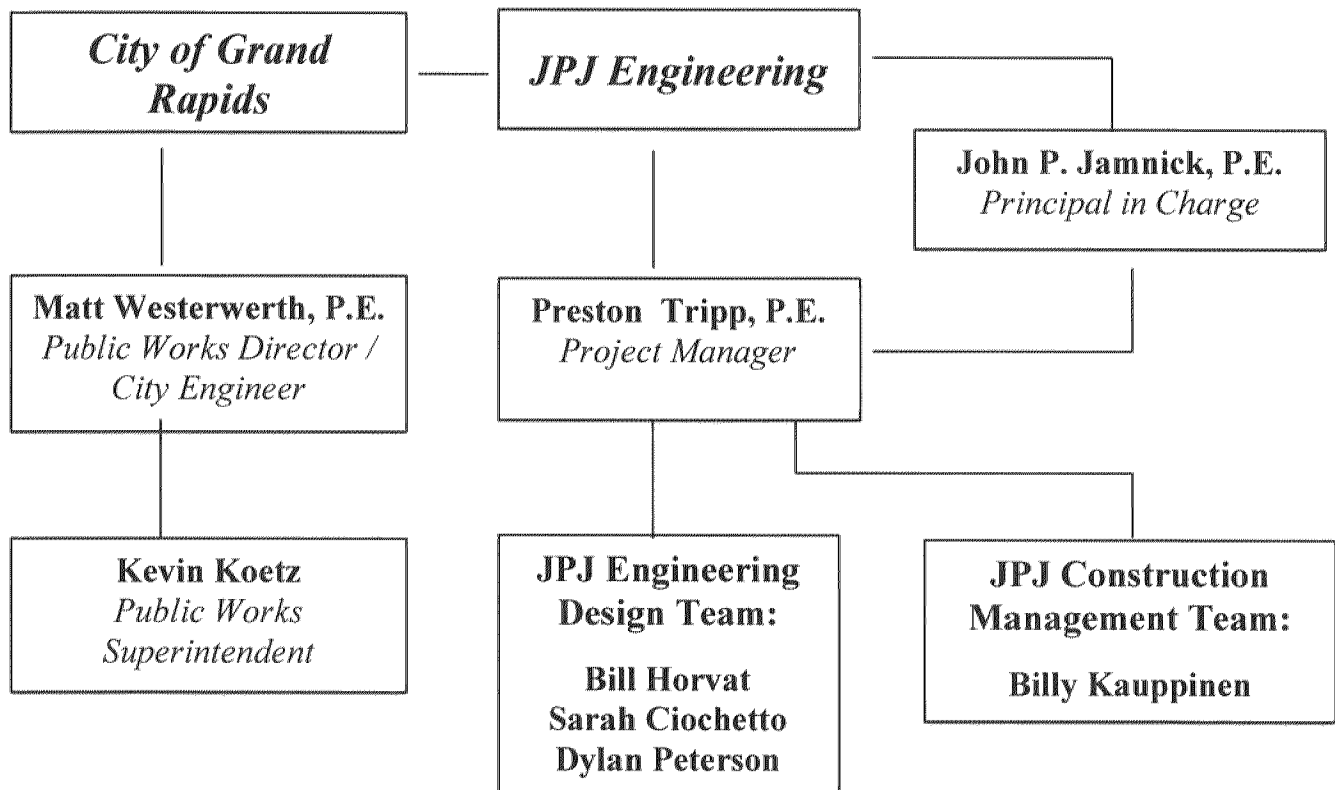
5670 Miller Trunk Highway
Suite A
Duluth, MN 55811
Phone: 218-720-6219
Fax: 218-720-6267

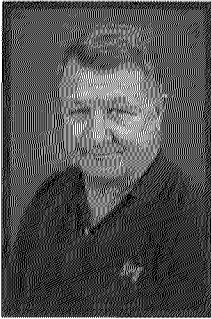
Client and user participation are important in meeting the goals of each project. JPJ Engineering will work closely with the City of Grand Rapids to ensure the final product is well-planned, designed and constructed.



Our Project Team

JPJ Engineering has assembled the following project team who bring their talent and experience to support the City of Grand Rapids in completing the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project. Our team members bring their expertise in municipal infrastructure improvements and a working knowledge of the local area and the region. Our team, based out of our Hibbing office, is less than 40 miles from the project site and is readily available to undertake this project. Our dedication to working side by side with the City Council, City Staff and residents ensures the project's success.



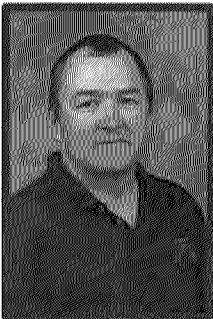


John P. Jamnick, P.E.: President, Principal Professional Engineer

Role for the project- Principal in Charge

- a. Final preparation and presentation of the preliminary engineering report and project documents to City Council and at Public Meetings
 - b. Quality assurance at all the project milestones
- B.S. Civil Engineering- North Dakota State
 - Registered in MN and WI

John brings over 35 years of experience in a wide variety of engineering projects, but his specialty is municipal infrastructure. In addition to civil engineering, John offers extensive experience in assisting municipalities with securing grants and low-interest loans from federal, state and local government agencies. He has also developed particular expertise in working with city staff and public officials to effectively resolve sensitive community issues. John's experience includes serving as City Engineer for the City of Ely, Buhl, Gilbert, Nashwauk, Cook and other local communities.



Preston W. Tripp, P.E.: Senior Professional Engineer

Role for the project- Project Manager

- a. Overall project management
 - b. Technical support for preliminary engineering report
 - c. Engineer of record responsible for the final project plans and specifications
- B.S. Civil Engineering- University of Alaska - Fairbanks
 - Registered in MN

Preston is a professional engineer with 10 years of experience in planning, designing and constructing municipal and private projects. His experience includes the preparation of reports, studies, plans and specifications and construction management of transportation, infrastructure and municipal construction projects. His role includes handling all areas of the project including the design, budget, and scheduling. Preston provides project engineering and design leadership of the project from conceptual stages through construction and the end of the warranty period.



Bill Horvat: Senior Engineering Designer

Role for the project- Production of Plans

- a. Project plans to all regulatory standards
- b. Quality control of project plan details
- Computer-Aided Drafting- Hibbing Community College

Bill has 29 years of drafting and AutoCAD experience working at our Hibbing office. Bill's project experience includes cross sections, water mains, sanitary sewer and storm sewer plans, profiles, details and topographic maps for hundreds of projects over the years.

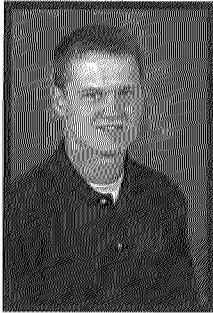


Sarah Ciochetto: Senior Engineering Designer

Role for the project- Project Designer

- a. Preparation of the environmental narrative
- b. Hydraulic modeling/storm water management
- c. SWPPP design/layout and permitting
- Civil Engineering Design- Scottsdale Community College
- U.S. Airforce Academy
- MnDOT Office of Policy-ADA Training
- Design of Construction SWPPP Certified

Sarah has 19 years of experience with engineering projects that include water and sanitary sewer, hydrology and hydraulics design including 7 years of experience in our Hibbing office. Sarah is also very proficient with AutoCAD (Land Desktop Companion and Civil 3d), Haestad Methods (SewerCad, WaterCad, StormCad and Flowmaster), HydroCAD, and EPAnet modeling software. Sarah has considerable experience working with multiple regulatory, permitting and funding agencies



Dylan Peterson: Project Engineer (EIT)

Role for the project- Design Engineer

- a. Project plan/profile design
 - b. Utility design and layout
 - c. Project quantity take-offs
- B.S. Civil Engineering – University of Minnesota, Duluth
 - Design of Construction SWPPP Certified

Dylan has experience with AutoCAD / HydroCAD and water resource engineering. Dylan has been with JPJ Engineering for 6 years, and has previous experience with the Cook County Highway Department providing construction management services on county road projects.



Billy Kauppinen: Engineering Technician

Role for the project- Resident Project Representative (RPR)

- a. Quality assurance review of the plans for constructability
 - b. Lead on-site Resident Project Representative
- Hibbing Community College
 - Jamestown College
 - Pipeline Awareness for Excavator Operations Certificate
 - Construction Installer SWPPP Certified
 - MnDOT Certified- Aggregate Production, Bituminous Street II, and Grading and Base

Billy has 17 years' experience with JPJ Engineering as an RPR and has worked on many projects including the \$4.5 million sanitary sewer and water system improvement project in the City of Aurora. Billy is responsible for construction management, quality control, documentation and contract coordination during the construction phase of projects. Other duties include assisting with the preliminary design, construction staking, inspecting of sewer, water and street construction. Billy's extensive experience in the quality control of projects is well respected in the construction industry.

U.S. Economic Development Administration Experience



JPJ Engineering has completed two projects funded by the U.S. EDA. The Virginia/Eveleth Economic Development Association (VEEDA) received a \$2.8 million EDA grant for the infrastructure extensions and site development needed to expand the Progress Park Business Park located on the border of Eveleth and Virginia. The City of Nashwauk received a \$1.4 million grant from the U.S. EDA to extend its water and sewer lines two miles from

downtown Nashwauk to the Essar Steel Plant.

JPJ Engineering's role included preparing the NEPA environmental narratives for these projects. We gathered the necessary information and worked with government agencies, such as the U.S. Army Corps of Engineers and the U.S. Fish and Wildlife Service, to provide documentation supporting the projects. We outlined the projects' objectives, benefits and economic impact. We evaluated several design alternatives and suggested the most desirable project design.

JPJ Engineering also prepared the EDA preliminary engineering reports. The reports included detailed project information such as the schedule, cost estimate, permitting, feasibility study, and preliminary project drawings.

To ensure the EDA requirements were met we included specific language in the project specifications, bidding documents, and construction contracts. Great detail was taken to properly verify and document project expenses and material sources.

Project Experience

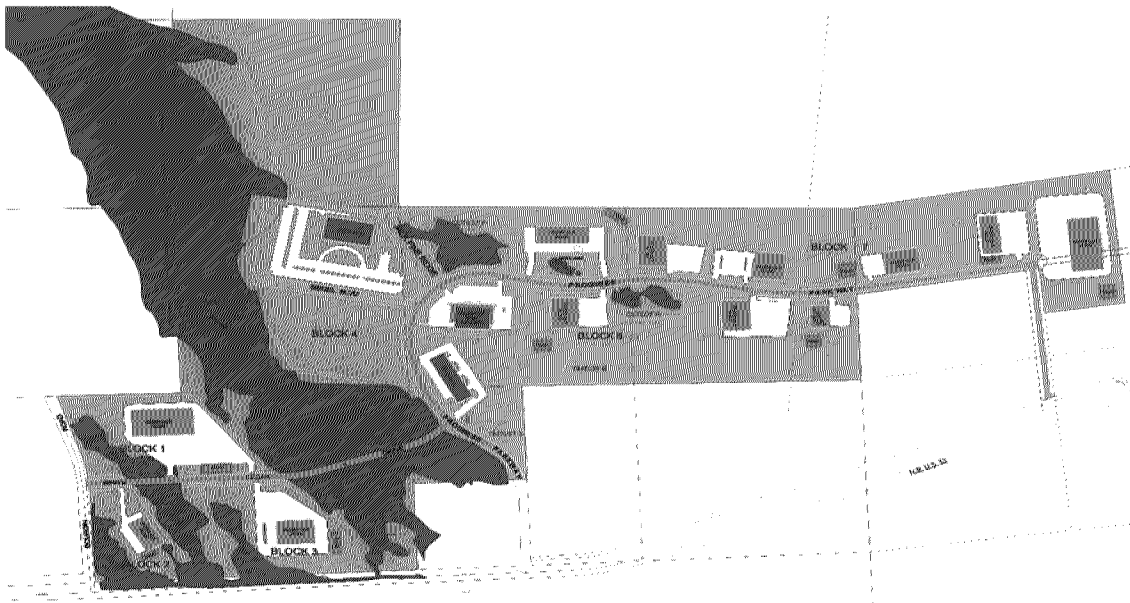
VEEDA - Progress Park Project

Progress Park is a 240-acre business park developed by the Virginia/Eveleth Economic Development Association designed to encourage economic growth in these communities. The \$5.6 million project was partially funded by a \$2.8 million grant from the U.S. EDA. This project involved relocating the city's infrastructure, interconnecting the water main between Virginia and Eveleth, expanding the existing Entronix building, and extending the City of Eveleth's water main.



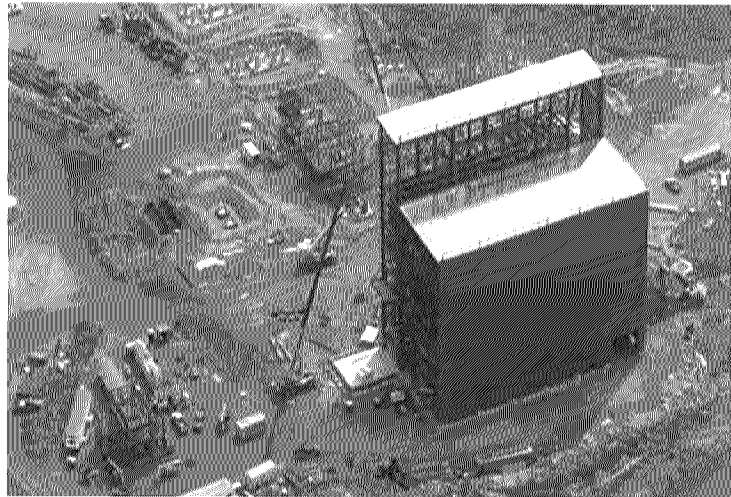
Project Reference: Britt See-Benes, City Administrator – City of Virginia, 218-748-7500

JPJ Engineering provided the concept plan, boundary survey, platting and legal descriptions, the preliminary and final engineering designs, construction staking, and construction services needed to complete the infrastructure extensions, site layout and access roads.



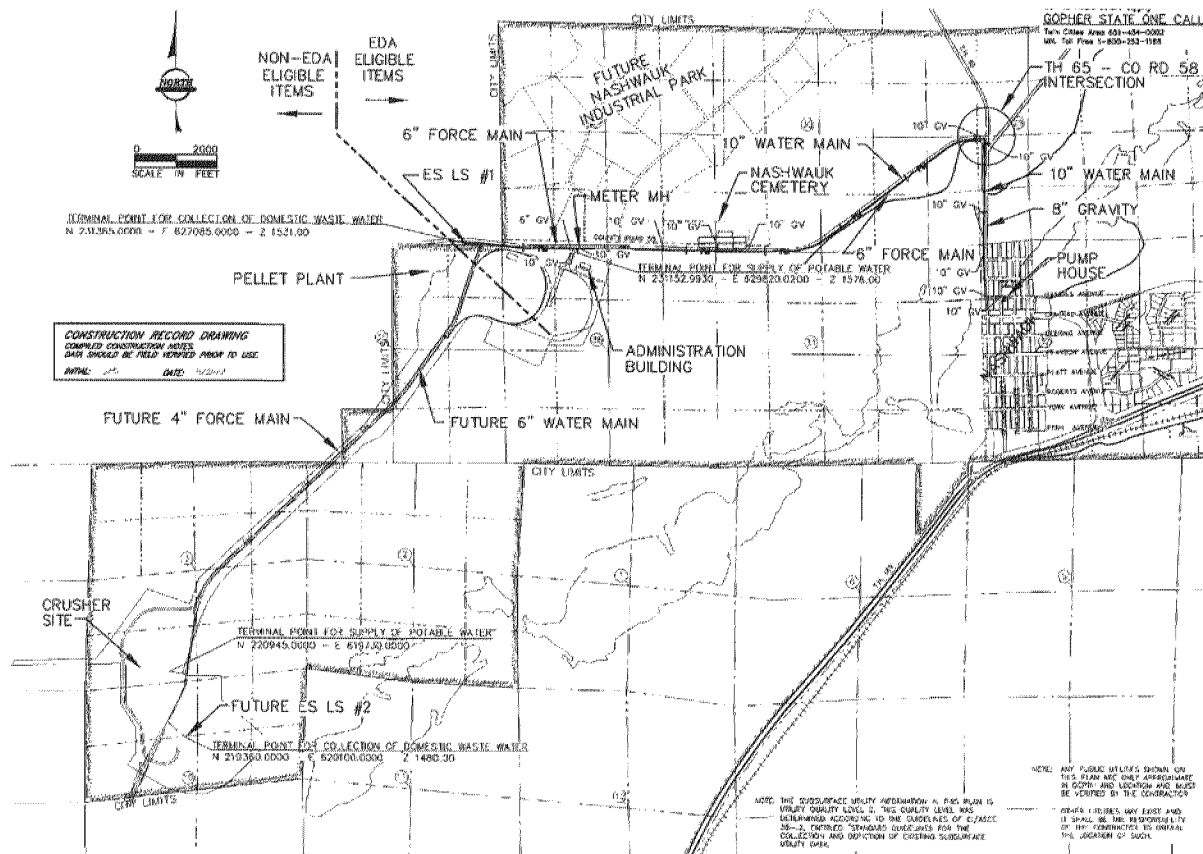
City of Nashwauk - Essar Steel Project

With the development of the Essar Steel plant, the City of Nashwauk needed to extend its potable water lines for domestic use and its sanitary sewer to serve both the crusher concentrator area and the pellet plant area. The potable water project included the construction of a water booster pump with 3 booster pumps and 31,500 feet of 10" and 6" water main. The sanitary sewer improvements included 3,750 gravity sewer, 26,800 feet of 4" and 6" force main and 4 lift stations.



Project Reference: April Kurtock, City Administrator –
City of Nashwauk, 218-885-1210

JPJ Engineering completed the project feasibility report, cost estimate, environmental review, preliminary and final project design, assisted with bidding and provided construction management services for the \$2.9 million project which was partially funded by a \$1.4 million EDA grant.



Laurentian Land Company – Marshview Meadows Project

Marshview Meadows is a mixed-use development consisting of single-family homes, multi-family duplex, quadplex buildings and 6 apartment buildings. The first three-story, 32-unit complex features one, two and three-bedroom apartments is located at the corner of Ansley Road and Dillon Road in the City of Hibbing. JPJ Engineering provided final platting, site development services, coordinated necessary permit retention, designed and finalized plans for public infrastructure, and organized construction management throughout the building process.



Project Reference: Scott Allison, Laurentian Land Company,
218-966-8334

Marshview Meadows was completed in 2015. This project was jointly funded by the Hibbing Economic Development Authority (HEDA), the Iron Range Resources and Rehabilitation Board (IRRRB) and by a local development group.

Our Project Approach

We understand that each project is unique and has a clearly formatted purpose and requires specific designs and details that are identified near the start of design. Based on the information provided, the following is our preliminary work plan for the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project.



CITY OF
GRAND RAPIDS
 IT'S IN MINNESOTA'S NATURE

1. Phase I – NEPA Environmental Narrative

1.1 *Project Familiarization & Existing Conditions Review* – compilation of existing information and data about the site and its surrounding areas as needed to support the NEPA Environmental

Narrative. Contact local, state and federal representatives, as needed, to complete the NEPA Narrative and supporting documentation. Photograph the project site, conduct a topographical survey and obtain an environmental report, as necessary, to complete the narrative.

1.2 *Prepare NEPA Environmental Narrative* - Identify and describe the project's importance, purpose, benefits and objectives. Weigh potential project alternatives and impacts and substantiate the proposed project. Determine any historical or archeological resources that may be impacted. Address the project's effects on the environment and surroundings. Describe the project's approach to mitigating its potential impacts on the environment.

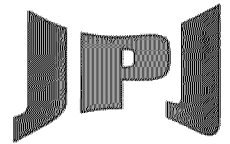
2. Phase II – Preliminary Engineering Report

2.1 *Feasibility Analysis* – will include the review of the site conditions, existing utilities, street reconstruction and restoration of the project limits.

2.2 *Drawing Preparation* – will include identifying the project limits and the proposed project improvements.

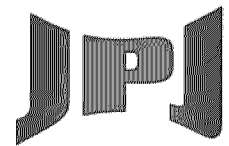
2.3 *Project Cost Estimate* – will be based on unit price costs of similar and recent projects in the area and will include an allowance for contingencies, legal, engineering and project financing costs.

2.4 *Prepare EDA Preliminary Engineering Report* – will prepare a detailed description of the project, project components, project's schedule, permitting, and budget. Incorporate feasibility analysis and project cost estimate to finalize the report.

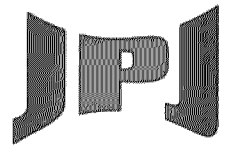


3. Phase III – Design & Bidding

- 3.1 *Kick-off Meeting*** – after we receive the notice to proceed, we will have a kick-off meeting to obtain a common understanding of the project.
- 3.2 *Public Utility Design*** – the water main and water service sizing will be verified, the sanitary sewer flow, grades and capacity will be analyzed for proper design, and the sanitary sewer service sizing will be determined.
- 3.3 *Hydraulic Calculations*** – the storm water analysis, including mapping the sub drainage basins will be completed and prepared for the evaluation of proper storm sewer sizing.
- 3.4 *Project Typical Sections*** – the pavement design, driving and parking widths, curb types and sidewalk widths will be designed.
- 3.5 *Project Details*** – sidewalk locations and pedestrian curb ramps will be designed to ADA requirements, intersection geometry will be properly laid out, project restoration items (seed and sod), traffic control and detour routes established and other project details identified.
- 3.6 *30% Plans*** – plan production will be based on the recommended design any utility conflicts and any site constraints and will include title sheet, typical sections, details, plan and profile sheets and cross-section of the proposed improvements.
- 3.7 *30% Quality Assurance Review*** – quality assurance of the 30% plans will include internal peer and constructability review and incorporated into the 30% plans.
- 3.8 *Project Cost Estimate*** – will be updated based on the 30% design.
- 3.9 *30% Design Meeting*** – will schedule a meeting to review the 30% plans and documents with the City, discuss the project schedule, identify work by others during the project, and redefine the project scope as necessary.
- 3.10 *90% Plans*** – the plan production will be based on additional engineering calculations, comments from the 30% design meeting and final project details.
- 3.11 *Technical Specifications*** – A complete set of technical specifications will be prepared including:
- Front end documents with any City requirements
 - Prevailing wage rate requirements
 - Supplemental general conditions
 - Special provisions

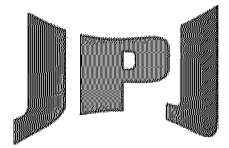


-
- 3.12 **Permit Applications** – all necessary permit applications with supporting documentation will be prepared.
 - 3.13 **Easement Acquisition** - identify any right of way impacts and the need for temporary easement if necessary. Typically, urban reconstruction projects may include restoration outside of the City right of way limits.
 - 3.14 **90% Quality Assurance Review** – an internal quality assurance review of the 90% design and permit application (including SWPPP) will be completed.
 - 3.15 **90% Design Meeting** – arrange to review the 90% design with the City, update the project schedule and finalize the project scope.
 - 3.16 **Utility Coordination Meeting** – set up a meeting to coordinate utilities with the City and private utility companies and avoid relocation of utilities unless absolutely necessary.
 - 3.17 **Cost Estimate** – will be updated based on the 90% design work completed.
 - 3.18 **Public Information Meetings** – 90% plans will be presented at a City Council meeting and/or open house-style meetings with the public to gain feedback on the project.
 - 3.19 **100% Plans** – we will make all necessary and final adjustments based on permit requirements, utility coordination, and 90% design meeting and public input.
 - 3.20 **100% Quality Assurance** – we will complete an internal quality assurance review of the 100% documents.
 - 3.21 **Finalize Construction Documents** – we will make final changes and the engineer of record will sign the plans.
 - 3.22 **Advertisement for Bids** – we will prepare the ad for bids to be published locally and make copies of the bidding documents available on construction bid sites (Quest CDN and Minnesota Builders Exchange).
 - 3.23 **Pre-bid conference** – hold a minimum of 2 weeks prior to the bid opening, a pre-bid conference with meeting attendance mandatory by bidders.
 - 3.24 **Bidders questions** - will be reviewed and responses will be by an addendum to all registered bidders.
 - 3.25 **Bid Opening** – we will attend the bid opening, compile the bid results into a spreadsheet and review the reasonableness of the unit prices and look for any indications of a possibly unbalanced bid.
 - 3.26 **Notice of Award** – we will prepare a written award recommendation to the City Council.



4. Phase IV - Construction/Project Inspection

- 4.1 *Contract Administration*** – will provide general administration of the construction contract and act as the City’s representative as agreed upon.
- 4.2 *Pre-Construction Meeting*** – set a date for the pre-construction conference and lead the meeting.
- 4.3 *Shop Drawing Review*** – will review and approve shop drawings for conformance and capability with the design.
- 4.4 *Construction Staking*** – we will establish the base lines and benchmarks for the project and stake the project as identified in the Special Provisions of the construction contract.
- 4.5 *Partial Payment Applications*** – will prepare monthly partial payment estimates based on the work completed and the requirements of the Contract Documents.
- 4.6 *Construction Meetings*** – regular construction meetings will be scheduled to review the project schedule, discuss any project issues and provide clarification of the Contract Documents as necessary.
- 4.7 *Testing*** – arrange for an independent testing firm for special inspection and testing of the work as reasonably necessary.
- 4.8 *Resident Project Representative (RPR)*** – will provide an RPR to provide continuous observation of the project and to assist the Engineer to ensure the project is constructed to the approved plans and specifications, monitoring materials used and quality of construction.
- 4.9 *Buy American Provision*** – will collect and maintain necessary documentation of Buy American provision as required by the EDA.
- 4.10 *Site Visits*** – the Engineer will make regular site visits to review the progress and quality of the work and provide site observation reports and project progress updates, and monthly project completion status reports.
- 4.11 *Project Punch List*** – will prepare and maintain the project punch list throughout the project.
- 4.12 *Pre-Final Inspection*** – will provide a Pre-Final Inspection including the City and determine if the project is substantially complete.
- 4.13 *Final Inspection*** – will provide a Final Inspection to determine if the work is complete and recommend final payment to the Contractor.



-
- 4.14 **Warranty Inspection** – will provide a warranty inspection 10 months after final acceptance to determine any issues to be addressed.
 - 4.15 **Construction Record Drawings** – will prepare and provide the project record drawings based on project construction and from documentation of the project.
 - 4.16 **Wages and Payroll** – Verification and maintenance of weekly payroll reports, statement of wage compliance, hours worked, and rates. Perform wage interviews.



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

**City of Grand Rapids, MN
Grand Rapids/Cohasset Industrial Redevelopment
Sanitary Sewer and Water Extension Project
PRICE PROPOSAL**

(To be filled out completely and attached to Proposal packet)


Legal Business Name: JPJ Engineering, Inc.

Address: 425 Grant St., P.O. Box 656 Hibbing, MN 55746

Phone: 218-262-5528

Email: jjamnick@jpjeng.com

Print Name and Title: John P. Jamnick, President

Authorized Signature: 

Date: 6/17/2020

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

No.

NEPA Environmental Narrative – Phase 1:

Fixed-Price Proposal for basic (NEPA Environmental Narrative) A/E services is: \$18,000

NEPA Environmental Narrative Phase completion date: July 13, 2020

Print name and title: John P. Jamnick, President

Authorized Signature: 

Date: 6/17/2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed). See proposal page 10.

Preliminary Engineering Report - Phase 2:

Price Proposal for basic (Preliminary Engineering Report) A/E services is: \$8,000

Preliminary Engineering Report Phase completion date: July 13, 2020

Print name and title: John P. Jannick, President

Authorized Signature: 

Date: 6/17/2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed). See Proposal page 10.

Design/Bidding - Phase 3:

(Price for Phase 3 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Design/Bidding Phase) A/E services is: \$166,000

Design/Bidding Phase completion date: May 13, 2021

Print name and title: John P. Jannick, President

Authorized Signature: 

Date: 6/17/2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed). See Proposal page 11.

Construction/Project Inspection - Phase 4:

(Price for Phase 4 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Construction/Project Inspection) A/E services is: \$240,000

Construction / Project Inspection Phase completion date: October 1, 2021

Print name and title: John P. Jannick, President

Authorized Signature: 

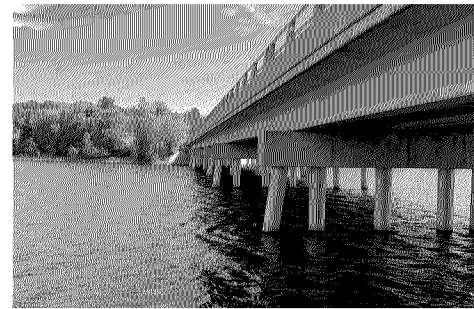
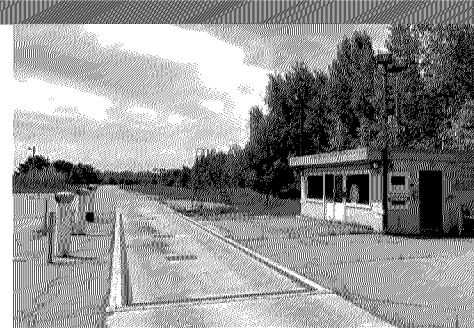
Date: 6/17/2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed). See proposal page 13.

PROPOSAL FOR ENGINEERING SERVICES

Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project

GRAND RAPIDS, MINNESOTA | JUNE 17, 2020



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

June 17, 2020

Matt Wegwerth
Public Works Director/City Engineer
City of Grand Rapids
420 N. Pokegama Road
Grand Rapids, MN 55744

RE: Proposal for Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project

Dear Mr. Wegwerth:

The City of Grand Rapids is proceeding with an important project with the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension project. Short Elliott Hendrickson Inc. (SEH®) is committed to providing the same proven team to Grand Rapids to meet the requirements of this EDA-funded project.

We will draw on our familiarity with the project, having completed the preliminary layouts, exhibits and cost estimates for the City, to comply with all funding requirements and help you meet the tight schedule for this project. We have carefully selected our team members based on each of the project tasks in your scope of work and the steps that will be required to stay on schedule and within budget.

We have introduced the qualifications of our team and provided supporting information in this proposal. We look forward to the opportunity to discuss this project with you further. Please don't hesitate to contact me at 218.322.4513 or schristenson@sehinc.com if you have any questions or would like additional information.

Respectfully submitted,



We look forward to working with the
City of Grand Rapids to deliver this
important project.

A handwritten signature in cursive script, appearing to read "Sara Christenson".

SARA CHRISTENSON, PE
PROJECT MANAGER/
CLIENT SERVICE MANAGER

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507
SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



CONTENTS

EXECUTIVE SUMMARY	1
FIRM AND TEAM HISTORY	3
SIMILAR INFRASTRUCTURE DESIGN AND REFERENCES.....	8
FAMILIARITY WITH USED GRANT ADMINISTRATION	11
AVAILABILITY AND LOCATION OF KEY PERSONNEL.....	12
PROJECT APPROACH.....	13
PRICE PROPOSAL.....	18

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

©2020 Short Elliott Hendrickson Inc.

The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

GRANR 155929



Executive Summary

The City of Grand Rapids is moving forward with an important project that will extend sanitary sewer and water infrastructure to serve a vacant manufacturing site. We have assembled a project team that is invested in the success of this project, prepared to build on our strong track record in Grand Rapids.

Based on our relevant experience and knowledge of the requirements for Economic Development Administration (EDA) projects, we have identified the following critical success factors for this project.

ABILITY TO MEET EDA REQUIREMENTS UNDER A TIGHT SCHEDULE

We have selected our team members and developed our approach to meet the following objectives for an EDA project:

- Develop a plan to meet the aggressive schedule for Phases 1 and 2
- Build a positive relationship with the Federal EDA grant administration staff
- Meet the Federal EDA funding requirements

Selecting a consultant with the right experience and knowledge of the EDA process, from design through construction, will be crucial to this project's success. SEH will draw on the knowledge we have from preliminary work and experience with the process to make sure your project stays on track.

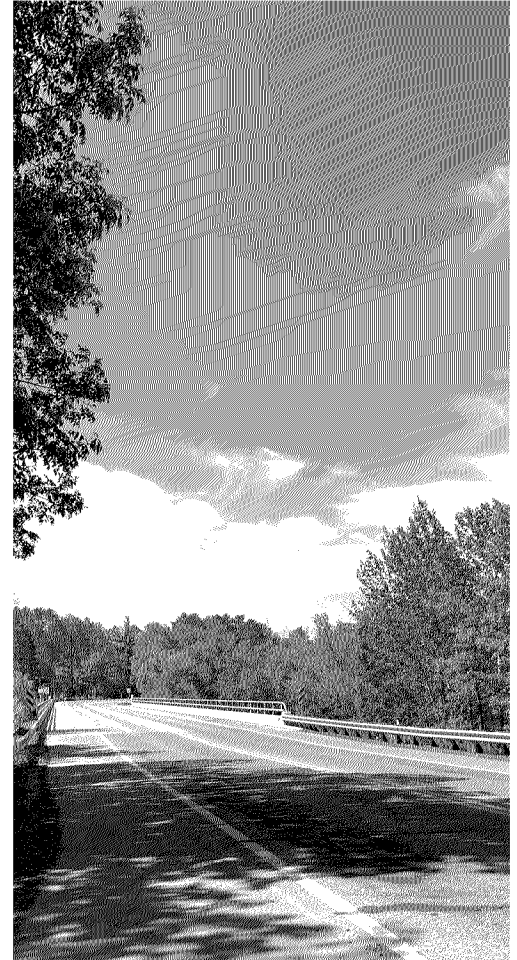
PROACTIVE APPROACH TO COORDINATION AND PERMITTING

We will offer a thoughtful plan to stakeholder and agency coordination. This includes the following:

- **Railroad** – Coordination and permitting with BNSF for the subsurface utility crossing
- **MNDNR** – Efficiently navigating the utility river crossings by successfully working through the DNR process
- **Cohasset** – Understanding the impact to Cohasset and their needs on the project

The agency coordination with BNSF and MNDNR is especially important, as there is the potential for delays if those permits and requirements are not addressed in a timely fashion. Our extensive experience positions our team to anticipate those challenges and address them accordingly.

As the City Engineer for Cohasset, SEH is positioned to make sure there is cohesion between their needs and the overall requirements of the contract with Grand Rapids.



WE LOOK FORWARD TO CONTINUING OUR STRONG WORKING RELATIONSHIP WITH GRAND RAPIDS BY DELIVERING THIS IMPORTANT PROJECT.

QUALITY PLANS AND THOUGHTFUL PROJECT MANAGEMENT TO MANAGE CONSTRUCTION COSTS

SEH is committed to providing quality plans with minimal change orders. We will then provide the following approach to construction inspection:

- Documenting compliance with EDA requirements through construction
- Preparing clear and accurate plans and specifications for favorable bid prices
- Using RTVision's One Office for accurate construction documentation and quantity tracking

HOW WE MEET YOUR SELECTION CRITERIA

Below we have provided a glance at how SEH meets each of your Request for Proposal (RFP) evaluation criteria, positioning our team to once again successfully deliver for the City of Grand Rapids.

SEWER AND WATER SYSTEM EXPERIENCE

Our team members have completed countless sanitary sewer and water projects, including recent infrastructure extensions in Grand Rapids (Golf Course Road Utility Extension and Great River Acres). With the ability to address complex challenges in these areas, such as subgrade utility crossings, we are confident we are the right team to deliver this project for Grand Rapids.



It is also this relevant experience that provides us with the technical knowledge to guide this project through BNSF permitting and the DNR process. We have provided additional information about this experience in the personnel and project experience sections of our proposal.



DESIGN AND CONSTRUCTION INSPECTION EXPERIENCE

The SEH team in our Grand Rapids office offers extensive experience providing design and construction inspection on a range of projects in the City. Past projects in Grand Rapids within the last three years include 2017 Infrastructure Improvements, 2018 NE Improvements and Great River Acres Infrastructure. Each project included water main, sanitary and storm sewer as part of a street reconstruction. This team will be supported by individuals who have experience on similar projects when it comes to developing high-quality, constructible plans.

We will draw on this experience to provide thoughtful design and carry quality through construction inspection. We have provided additional information on our experience in these areas in the personnel and project experience sections of our proposal.



EDA EXPERIENCE

We have selected team members with experience handling each step to guide a project with EDA funding through the process, from the National Environmental Policy Act (NEPA) Environmental Narrative and the Preliminary Engineering Report (PER) to construction and project closeout. It is from that knowledge that we are able to offer the initial insights in this proposal about how we can meet all EDA requirements under a tight schedule, as outlined in our project approach.



FIRM HISTORY AND LOCATION

The Grand Rapids SEH office is proud of the fact that the City of Grand Rapids has selected SEH as your Primary Consultant for every RFP you have solicited for proposals. This equates to more than 10 years of working with the City as your Primary Consultant. We offer multidisciplined resources in our office that are supported by subject matter experts regionally and throughout our company.

Our commitment to you is to draw on that long history to implement smooth projects while easing the workload for your staff. We look forward to doing that again on this project.



PRICE

Our approach to price is to consider the lifecycle costs of the project to provide you with the best value. To accomplish this, SEH will monitor all project activity to make sure the work delivered is what we agreed to, and completed as budgeted and scheduled.

This early development and continued review throughout project production improves communication, quality management and production, and reduces scope creep. As requested in the RFP, we have provided our price as part of our proposal.



Firm and Team History

FIRM HISTORY

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

SEH is an employee-owned engineering, architectural, environmental and planning company that helps government, industrial and commercial clients find answers to complex challenges.

Our 800-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government, and helping industrial and commercial clients achieve their business goals.

Headquartered in St. Paul, Minnesota, and with 31 offices in nine states, you'll find evidence of our work throughout the United States.

TEAM HISTORY

Our team has a strong working history with Grand Rapids, having served as Primary Consultant for the City for the last 10 years. We also provide services to other nearby communities, including serving as the City Engineer for Cohasset for more than 25 years.

PROJECT ORGANIZATIONAL CHART



The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

SARA CHRISTENSON PE

PROJECT MANAGER/CLIENT SERVICE MANAGER

Sara will be the overall project manager and primary point of contact for the City. She will be responsible for overseeing the work and monitoring the project's budget and schedule. Sara is a professional engineer with a master's degree in civil/structural engineering. She has a background as a graduate research and teaching assistant at the University of Minnesota Duluth. She has demonstrated strong management, analytical and problem solving skills. Sara has widespread experience with civil projects from design of municipal streets and utilities to multi-acre developments. Her main responsibilities include cost estimating, project management and heading the design in the Grand Rapids office.

RELEVANT PROJECT EXPERIENCE:

- o Golf Course Road Utility Extension – Grand Rapids, MN
- o 2019 Street Improvements – Grand Rapids, MN
- o 2018 NE Improvements – Grand Rapids, MN
- o Mississippi Riverfront Bridge – Grand Rapids, MN
- o Great River Acres Development Site around New School – Grand Rapids, MN



8
YEARS OF
EXPERIENCE



EDUCATION

Masters of Science
Civil/Structural Engineering
University of Minnesota-Duluth

Bachelor of Science
Civil Engineering
University of Minnesota-Duluth

Associate of Arts
Rainy River Community College -
International Falls, MN



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in Minnesota

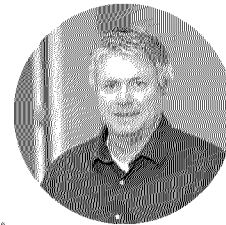
BOB BEAVER PE

SENIOR PROJECT ENGINEER

Bob will lead the investigation and development of the Preliminary Engineering Report (PER) during Phase 2 of the project. He is a principal and senior engineer with more than 26 years of experience on a wide variety of civil works projects from concept plans to construction. Bob is also the office manager for the SEH Grand Rapids office. His responsibilities include feasibility studies, preliminary and final design, cost estimating, project management and construction supervision.

RELEVANT PROJECT EXPERIENCE:

- o Golf Course Road Utility Extension – Grand Rapids, MN
- o Grand Itasca Clinic and Hospital Utility Extension – Grand Rapids, MN
- o 2018 NE Improvements – Grand Rapids, MN
- o Mississippi Riverfront Bridge – Grand Rapids, MN
- o Water Improvements – Cohasset, MN



26
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Civil Engineering
Civil Engineering
University of Minnesota-Twin Cities



REGISTRATIONS/CERTIFICATIONS

Professional Engineer in Minnesota

NATALIE WHITE PWS, CWD
SENIOR SCIENTIST

Natalie will be responsible for supporting the NEPA environmental tasks during Phase 1 of the project. She has more than 11 years of experience in development of conservation management plans; wetland plant ecology; wetland delineation and delineation review; monitoring and maintenance of vegetation in wetland restoration and mitigation projects; classification of native plant communities; and threatened and endangered species surveys. Natalie also has experience in Global Positioning System (GPS) locating, preparing maps and figures using Geographic Information Systems (GIS), water quality sampling, and in-compliance inspection for construction stormwater.

RELEVANT PROJECT EXPERIENCE:

- o Lester Lake Scientific and Natural Area Adaptive Management Plan (MNDNR) – Hubbard County, MN
- o Red Lake WMA Mapping (MNDNR) – Red Lake Wildlife Management Area, MN
- o Mesabi Trail, TH 169 Underpass to County Road 88 (Saint Louis Lake County Rail Authority) – Morse Township, St. Louis County, MN
- o TH 53 Relocation Project Wetland Permitting Services (MnDOT District 1) – Virginia/Eveleth, MN
- o St. Louis River Natural Area Corridor Survey (Minnesota Land Trust) – Duluth, MN



12
YEARS OF
EXPERIENCE



EDUCATION

Master of Science
Biology (Minor: Applied Mathematics)
University of Minnesota-Duluth

Bachelor of Science
Biology
Iowa State University-Ames



REGISTRATIONS/CERTIFICATIONS

Professional Wetland Scientist (PWS),
Society of Wetland Scientists

Certified Wetland Delineator (CWD),
University of Minnesota Water
Resources Center

ERIN BUDROW
ENVIRONMENTAL SCIENTIST

Erin will lead the development of the NEPA environmental narrative during Phase 1 of the project. She is part of several SEH project teams delivering complex wetland delineations, habitat assessments, botanical surveys, monitoring of wetland mitigation sites and reporting. Erin's experience includes completing more than 100 wetland delineations in Minnesota and Wisconsin.

RELEVANT PROJECT EXPERIENCE:

- o 2019 Street Improvements – Grand Rapids, MN
- o Mississippi Riverfront Bridge – Grand Rapids, MN
- o Cohasset Connection Trail – Grand Rapids, MN
- o Red Lake WMA Mapping (MNDNR) – Red Lake Wildlife Management Area, MN
- o Wastewater Pond Expansion – Deer River, MN



5
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Biology (Minor: Geographic
Information Systems)
University of Wisconsin-Superior

Associate Arts
Lake Superior College - Duluth, MN

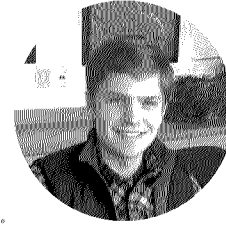
JOHN THAYER

ENVIRONMENTAL SCIENTIST

John will support the NEPA tasks for the project. He is a project scientist with experience leading environmental survey crews that have worked on a variety of private and public sector projects across 15 states including wetland and waterbody delineations, rare flora surveys, native plant community mapping, invasive and noxious species surveys, tree and shrub surveys and culturally sensitive species surveys. John is approved by the Minnesota Department of Natural Resources to conduct surveys for protected species including general vascular plants.

RELEVANT PROJECT EXPERIENCE:

- Twin Ports Interchange Wetlands (MnDOT District 1) – Duluth, MN
- Hermantown-Lakeside Interceptor Rehabilitation (Western Lake Superior Sanitary District) – Duluth, MN
- Wetland Services (MnDOT District 1) – Various Locations in MnDOT District 1, Minnesota
- Northeast Eagan Sanitary Sewer Upsize – Eagan, MN
- Infrastructure Improvements – Deerwood, MN



6
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Plant Biology (Minor:
Computer Science)
University of Minnesota-Twin Cities

JASON ENGSTROM

DESIGN TECHNICIAN/RESIDENT PROJECT REPRESENTATIVE

Jason will be our on-site RPR during construction, serving as the City's representative at the project site and facilitating communication with the contractor. He has more than 26 years of experience with design and construction administration, survey, and acting as an RPR. The types of projects on which Jason has worked include multi-use trails, construction and rehabilitation of streets, drainage systems, utility rehabilitation and reconstruction, and county roadway projects.

RELEVANT PROJECT EXPERIENCE:

- Golf Course Road Utility Extension – Grand Rapids, MN
- 2019 Street Improvements – Grand Rapids, MN
- Great River Acres Development Site around New School – Grand Rapids, MN
- 19th Avenue Railroad Crossing Improvements – Grand Rapids, MN
- 3rd Avenue Northeast Railroad Crossing Improvements – Grand Rapids, MN



26
YEARS OF
EXPERIENCE



EDUCATION

Associate
Civil Engineering Technology
Northwest Technical College -
Detroit Lakes, MN



REGISTRATIONS/CERTIFICATIONS

Aggregate Production,
Bituminous Street I & II
Concrete Field I & II
Grading & Base I & II
Erosion & Stormwater Management-
Construction Installer
Signals and Lighting
Minnesota Department of
Transportation

MIKE HUDEC

DESIGN TECHNICIAN

Mike will support the development of the PER during Phase 2 of the project. He is a design technician with experience on a range of project types, including many projects in Grand Rapids. Mike has experience in software such as AutoCAD Civil 3D 2018 and ArcMaps GIS. His strong software technical skills have contributed to projects such as utility improvements and extensions, water and sewer plans, and road and trail projects.

RELEVANT PROJECT EXPERIENCE:

- o Golf Course Road Utility Extension – Grand Rapids, MN
- o 2019 Street Improvements – Grand Rapids, MN
- o 2018 NE Improvements – Grand Rapids, MN
- o Great River Acres Development Site around New School – Grand Rapids, MN
- o Water and Sewer Plan (Grand Rapids Public Utilities Commission) – Grand Rapids, MN



2
YEARS OF
EXPERIENCE



EDUCATION

Bachelor of Science
Geography
Bemidji State University - Bemidji, MN

Bachelor of Science
Design Technology
Bemidji State University - Bemidji, MN



REGISTRATIONS/CERTIFICATIONS

Design of Construction SWPPP,
University of Minnesota

TIM SEELEY

SURVEY CREW CHIEF

Tim will be responsible for leading the survey activities on the project. He is a survey crew chief with more than 24 years of experience. Tim manages field crew operations for construction layout by preparing necessary survey information for the successful completion of various projects. He has performed calculations and produced necessary documentation for the completion of various municipal and transportation projects including building and site layout, multi-use trails and resurfacing projects.

RELEVANT PROJECT EXPERIENCE:

- o 2019 Street Improvements – Grand Rapids, MN
- o Great River Acres Development Site around New School – Grand Rapids, MN
- o Mississippi Riverfront Bridge – Grand Rapids, MN
- o 19th Avenue Railroad Crossing Improvements – Grand Rapids, MN
- o Cohasset Industrial Park – Cohasset, MN



24
YEARS OF
EXPERIENCE



EDUCATION

Associate
Surveying Technology
Hennepin Technical College -
Eden Prairie, MN



REGISTRATIONS/CERTIFICATIONS

Certified Survey Technician,
Level III, National Society of
Professional Surveyors

Aggregate Production, Minnesota
Department of Transportation

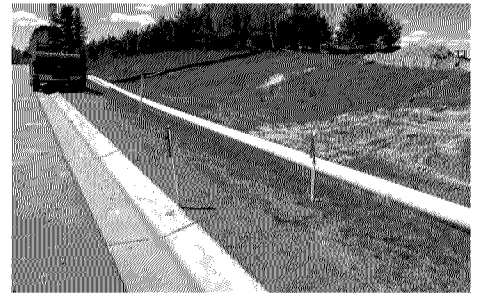
MSHA 8 Hour Refresher, Mine Safety
and Health Administration



Similar Infrastructure Design and References

GREAT RIVER ACRES AND GOLF COURSE ROAD UTILITY EXTENSION

GRAND RAPIDS, MN



Great River Acres Infrastructure involved the construction of two municipal roadways: 22nd Avenue SW and 8th Street SW. These roadways are used to access the proposed West Elementary School as well as future single and multi-family homes. The project included turn lane construction, bituminous roadway construction, sidewalk construction, lighting, storm sewer, stormwater management areas, sanitary sewer, water main and all associated appurtenances.

Golf Course Road Utility Extension involved extending the existing water main and sanitary sewer main from the intersection of Golf Course Road and Majestic Pines along the south side of the road to the intersection of Golf Course Road and 22nd Avenue SW, and thence crossing Golf Course Road to the north. This project included all associated appurtenances for the gravity sanitary sewer, lift station, force main, casing pipes, water main and hydrants.

SIMILARITIES

- Sanitary sewer
- Lift station/force main
- Water main
- Itasca County subsurface utility crossings (CR 23)
- Work within Itasca County right-of-way

PROJECT CONSISTED OF SIMILAR ITEMS

- 4,220 LF water main (1,207 LF directionally drilled)
- 11 total hydrants
- 3,335 LF of sanitary sewer (474 LF directionally drilled)
- Lift station (18 ft. depth)
- 780 LF of force main (693 LF directionally drilled)
- Site restoration
- Erosion control
- SWPPP



CLIENT

City of Grand Rapids



COST

\$3,750,000



REFERENCE

Matt Wegwerth
Public Works Director/City Engineer
218.326.7625

2018 SOUTH INFRASTRUCTURE

DEER RIVER, MN



The project was an extensive rehabilitation project that included water, sanitary sewer, storm sewer and street improvements. Coordination and phasing were important with the need to provide access to King Elementary School and residents on four blocks.

South Infrastructure Improvements involved reconstruction of 3rd Street SE from 4th Avenue SE to 5th Avenue SE, 5th Avenue SE from 3rd Street SE to King Elementary School, 4th Street SE and 5th Street SE from 4th Avenue SE to 5th Avenue SE, and 6th Avenue SE from 4th Street SE to 5th Street SE. The project included bituminous roadway construction, sidewalk construction, storm sewer, stormwater outlet area, sanitary sewer, water main and all associated appurtenances.

SIMILARITIES

- Sanitary sewer
- Water main
- Railroad crossing

PROJECT CONSISTED OF SIMILAR ITEMS

- 4,135 LF of water main
- 8 total hydrants
- 1,050 LF of sanitary sewer
- Site restoration
- Erosion control
- SWPPP



CLIENT

City of Deer River



COST

\$2,047,000



REFERENCE

Mark Box
City Administrator
218.246.8195

FELIX/BEIER ADDITIONS INFRASTRUCTURE

COHASSET, MN



Felix/Beier Additions Infrastructure involved extending sanitary sewer and water main service to a unserved area between the Mississippi River and the railroad tracks on the south side of TH 2. The utility extensions provided service to existing homes and a new attached townhouse complex. The project included water main, sanitary sewer, two lift stations, two subsurface railroad track crossings and street reconstruction.

SIMILARITIES

- Sanitary sewer
- Lift station/force main
- Water main
- Subsurface railroad crossing
- MnDOT utility work within right-of-way

PROJECT CONSISTED OF SIMILAR ITEMS

- 6,940 LF 8-in. PVC sanitary sewer
- 1,795 LF force main (166 LF jacked under railroad)
- 31 manholes
- 7,000 LF 8-in. and 12-in. water main
- 13 total hydrants
- 166 LF 16-in. bored steel casing
- 199 LF 20-in. bored steel casing
- Site restoration
- Erosion control



CLIENT

City of Cohasset



COST

\$1,060,000



REFERENCE

Duane Kilde
Public Works Superintendent
218.259.3942



Familiarity with USEDA Grant Administration

As required for a project with EDA funding and outlined in the City’s RFP, this project will be completed in four phases. SEH’s experience shows that there are important milestones to guide a project through this process and comply with all requirements. These include:

- Efficiently providing the NEPA Environmental Narrative during Phase 1
- Structuring the PER around the 11 categories required for EDA
- Following all EDA requirements during construction
- Documenting these steps through project closeout and submitting reports accordingly to comply with EDA requirements

For this specific project, it will be important to address the following considerations during the four phases:

Phase 1 – Meet the tight schedule. We will coordinate closely with you to make certain this happens. We will also work throughout the process to build and maintain positive working relationships with the federal staff administering the EDA grant.

Phase 2 – Build on the preliminary layout drawing and cost estimate that SEH completed for the discussions between the Federal EDA and Grand Rapids. We will draw on this prior knowledge to efficiently complete the PER.

Phase 3 – Provide a proactive approach to specific challenges for this project. SEH will hold key stakeholder meetings and continuous communication to address challenges such as the utility crossing a railroad while complying with all EDA requirements for design and bidding.

Phase 4 – Follow specific steps to provide documentation for EDA-funded projects during construction. We will serve as the City’s agent while making certain that all reporting and documentation is completed.

We have provided further details on the steps we will follow for each phase in our **Project Approach** section. A list of our experience with EDA projects is provided below.

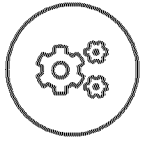
PROJECT LOCATION	PROJECT NAME
NEPA, PER, DESIGN AND CONSTRUCTION	
City of Virginia	Infrastructure for Joy Global (now called Kamatzu)
City of Herman	Flood Mitigation Project
City of East Grand Forks	Minnesota Flood Control and “Invisible” Floodwall
City of McGregor	Airport Improvement Project
City of Cambridge	Industrial Park Development
City of Sandstone	Infrastructure for Business/Medical Park
City of Wauwatosa	Utilities/Street Infrastructure for Accelerator Building
City of Sauk Rapids	Industrial Park East Infrastructure Improvements
NEPA, PER	
City of Becker	2019 Sherco 2 Lot Phase 1 Infrastructure and 2017 EDA PER and NEPA
PER	
City of Sandstone	Industrial Park Expansion
NEPA	
City of Cohasset	Industrial Park Phase 2 Spec Building



Availability and Location of Key Personnel

Based on our conversations with you and the preliminary engineering cost estimating we have completed for this project, SEH has assembled a team with resources to meet all required schedules and deadlines.

We are positioned to allocate resources from our Grand Rapids office to manage this project, and we intend to make certain we meet the highest of your expectations, as well as those of local stakeholders. Having technical resources and teams covering the full range of necessary disciplines allows us to add additional team members from nearby offices, should those project needs arise.



Project Approach

SEH has developed our project approach based on the field work we have already done in the area, our knowledge of this project, and our experience on similar projects. We believe the key factors for successfully delivering this project include the following:

- Meeting the aggressive schedule for Phases 1 and 2
- Building a positive relationship with the Federal EDA grant administration staff
- Meeting the Federal EDA funding requirements
- Coordination and permitting with BNSF for the subsurface utility crossing
- Efficiently navigating the utility river crossings by successfully working through the DNR process
- Preparing clear and accurate plans and specifications for favorable bid prices
- Using RTVision's One Office for accurate construction documentation and quantity tracking

We have provided our approach to the tasks outlined in the City's scope for this project below.

NEPA ENVIRONMENTAL NARRATIVE – PHASE 1

Services will consist of completing the EDA Environmental Narrative Template as described in the most current version of the EDA Environmental Narrative Requirements. The document is structured with five categories:

1. Project Description
2. Historic/Archeological Resources
3. Affected Environment
4. Mitigation
5. Attachments

The document is similar to an Environmental Assessment Worksheet (EAW), but is specific for the Federal EDA.

Erin Budrow, located within the SEH Grand Rapids office, will be the lead for Phase 1. The team proposed to complete this task completed a NEPA Environmental Narrative for the City of Cohasset in April of 2020. We are very familiar with the requirements and have an experienced team that can efficiently complete this phase.

The schedule is very tight for this task, and timely coordination with the City will be very important to stay on schedule. We are confident that we can meet the schedule.

We have the capabilities to furnish additional services if needed and as you may request. Possible additional services that are not included in the project include the following:

- On-site wetland/waters delineations
- Wetland mitigation plans
- Phase I and Phase II Environmental Site Assessments
- Detailed noise analysis
- Endangered species effect determination or biological assessment
- Public engagement (e.g., public hearing)

PRELIMINARY ENGINEERING REPORT – PHASE 2

Services will consist of conducting an investigation and preparing an EDA PER as described in the most current version of the EDA PER requirements.

The document is structured with 11 categories:

1. Description of the Project Components
2. Statement that Components are Consistent with the EDA Investment Project Description
3. Drawings Displaying the General Layout
4. Feasibility Analysis for the Constructability of the Project
5. Method of Construction
6. Number of Construction Contracts Anticipated
7. Detailed Cost Estimate
8. Real Property Acquisition
9. List of Permits
10. Estimated Project Schedule
11. Overall Project Budget Breakdown

Bob Beaver, located within the SEH Grand Rapids office, will be the lead on this phase. The required PER could be compared to a combination of a Special Assessment Feasibility Report and a Rural Development PER. SEH is very familiar with these types of reports.

SEH completed the preliminary layout drawing and cost estimate that has been used to date for the discussions between the Federal EDA and the City of Grand Rapids. Our familiarity with the project and project costs, existing data and documents will lead to efficient delivery during Phase 2.

DESIGN AND BIDDING – PHASE 3

PROJECT MANAGEMENT AND PROJECT KICK-OFF

Sara Christenson will be the overall project manager and primary contact for the City and all project-related communications. She will review the project schedule regularly with the team and City to ensure deadlines are understood and the progression of tasks is fully met in terms of achieving critical milestones and project expectations.

A project kick-off meeting will be held immediately after award of the project with key City staff. This meeting will:

- Introduce project team members
- Develop an understanding of your project expectations
- Transfer knowledge/files from City staff and SEH
- Identify critical success factors for your project
- Discuss constraints for design
- Discuss private utility conflicts and proposed relocations
- Include a site visit to review conditions and discuss approach (if necessary)

Upon completion of the project kick-off meeting, SEH will conduct a series of **key stakeholder meetings**. These meetings will provide communication so that design efforts stay on track with the project schedule. Initial key stakeholder meetings include:

- City of Cohasset
- BNSF Railroad
- Minnesota DNR

We have included **four City coordination meetings** throughout the design phase of the project to coordinate with the City and review design elements.

DELIVERABLES: Project management documentation, kickoff meeting agenda and minutes, status meeting agendas and minutes, and progress reports.

QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

Limiting potential changes during construction will be critical to ensure the project budget is met not only at bidding but at completion of construction. We will customize our companywide QA/QC review program to develop an ongoing QA/QC process that will help limit and plan field changes.

Key quality control checks include:

- Adequacy of design – Independently check and verify all design documents and calculations.
- Plan form and content – Utilize plan review checklists to verify that plans meet all City and Federal EDA requirements.
- Quantity calculations – Two independent calculations will be completed, compared and rectified.
- Cost Estimates – Current bid tabulations used to prepare estimates and contractor verification for any non-standard items.
- Site walkthrough – Review the site again prior to final plan signatures.

DELIVERABLES: Continuous quality control.

DATA COLLECTION AND FIELD SURVEY

We will work with the City and Grand Rapids Public Utilities (GRPU) to collect all available data for review during the design process. The primary information we will review includes the following:

- As-built drawings for tie-in points
- Any available sanitary televising tapes
- City GIS utility information
- Parcel and plat information



The review of the above information will allow us to best determine existing utility locations to create alignments with the minimal conflicts with existing utilities.

We have teamed with Braun Intertec as our geotechnical subconsultant. Braun will drill 12 standard penetration test borings along the proposed infrastructure alignments, at about 1,000 ft. intervals, extending them to nominal depths of 12 to 20 ft., or refusal. Braun will drill two additional borings for the proposed lift stations, extending them to a nominal depth of 24.5 ft.

The standard penetration tests will be at 2.5 ft. vertical intervals to a depth of about 15 ft., and at 5 ft. intervals at greater depths. The borings will establish the existing soils condition to allow the proper design of the lift station and main line utilities.



We will **complete the topographic design survey** to supplement survey data that has already been collected with the preliminary design activities and previous projects in the area. Tim Seeley, survey coordinator and crew chief out of the SEH Grand Rapids office, will lead the survey activities on the project.

The information collected will include identification of visible features in the project area, invert elevations of storm, sanitary, and water structures, data collections suitable for establishing right-of-way, and creation of base mapping using this data.

We will **coordinate with private utility companies** to apprise them of the upcoming work. We will hold a meeting with all of the local utilities and your staff. During our coordination meeting we will:

- Discuss potential construction conflicts
- Discuss any work that private utilities may want to coordinate during this project

We will coordinate with public agencies to **verify any permits** that will be required for the project. Our initial preliminary list of permits includes:

- Utility work within MnDOT ROW (may not need this permit)
- Utility work within Itasca County ROW
- BNSF Subsurface Crossing Permit
- MNDNR River Crossing
- MN DOH Water Main Extension
- MPCA Sanitary Sewer Extension

These will be evaluated relative to the project schedule. Once the list of permits is further defined, it will be communicated to the City for confirmation on our approach.

DELIVERABLES: Summary of requested City data, utility coordination, topographic survey, geotechnical report, and summary of permits.

DESIGN

SEH will prepare final design plans and specifications in accordance with City and Federal EDA standards. Our special provisions will be combined into the City's contract provisions to complete the entire bid proposal. As part of the final plans and specifications we will:

- Define the schedule and controls for contractors that give the City power to enforce the schedule
- Clearly identify traffic control, detours and residential/business access requirements
- Identify temporary utility impacts

We propose 60% and 90% design review meetings with the City to review the documents and make any necessary changes before the bidding documents are finalized. All plan sets will be prepared and delivered in the format and order required by the City.

Cost estimates will be prepared for this project in the PER phase, 90% review submittal and final submittal. The PER cost estimate will be based on major quantities and will include contingency. The 90% and final estimate will be based on a detailed quantity takeoff.

Our team will also assist the City with approvals and permitting.

BIDDING ASSISTANCE

The project team will provide bidding services that include the following:

- Review and coordinate the bid provisions to be in compliance with the Federal EDA
- Finalize bid documents and upload documents distribution
- Advertise the project in the local official City paper (Grand Rapids Herald Review) and electronically through QuestCDN
- Provide clarification to potential bidders
- Answers questions and generate addenda (if required)
- Hold electronic online bid opening
- Review submitted bids
- Provide letter of recommendation for bid award
- Execute contracts with contractor and City

CONSTRUCTION/PROJECT INSPECTION – PHASE 4

CONSTRUCTION ADMINISTRATION AND OBSERVATION

Our on-site Resident Project Representative (RPR), Jason Engstrom, will be the project manager's agent at the site and will serve as the City's representative at the project site as the primary point of contact with the contractor. We will keep the City informed of the progress and ensure that the work is proceeding in accordance with the contract documents.

The specific construction administration duties to be provided by the SEH team will include:

- Arranging and conducting preconstruction meeting with the City, contractor, subcontractors and utilities
- Conducting weekly project meetings with the contractor and City
- Conducting Shop Drawing review and approval
- Daily construction field observations
- Record keeping of daily construction conditions and contractor progress

- Measuring, verifying and recording pay item progress for pay estimates
- Documenting construction activities and quantities in RTVision's One Office
- Coordination of materials testing
- Change order review and recommendations
- Preparation of monthly pay estimates through RTVision's One Office
- Preparation of punch list items prior to final payment
- Final inspection
- Warranty Inspection

CONSTRUCTION STAKING AND RECORD DRAWINGS

As-built drawings will be completed to City standards and any Federal EDA requirements. As-built drawings will include the following:

- Location/elevation of all City utilities
- Documentation on field changes
- Measurements and field notes for locating purposes
- Survey monuments

Construction staking will be the responsibility of the contractor and is not included in this proposal. As-built surveying will be completed on the following items:

SANITARY SEWER

- Cleanouts, (TC, inverts, coordinates, elevations)
- Manholes (TC and inverts)
- Lift stations (TC, inverts, coordinates, elevations)
- Service wyes - distance from downstream manhole
- Pipe and fittings included in CAD .dwg

STORM SEWER (IF NEEDED)

- Catch basins and manholes (TC, inverts, coordinates, elevations)
- Aprons (coordinates and elevation)
- Pipe and drantile in CAD .dwg
- Centerline of ditches

WATER

- Curb stops (TC, inverts, coordinates, elevation)
- Corporation stops (coordinates)
- Valves (TC, inverts, coordinates, elevation)
- Hydrants and pipe plugs (coordinates)
- Pipe and fitting included in CAD .dwg

DELIVERABLES: Printed hard copies (11x17) up to three plan sets, electronic copy in PDF and AutoCAD formats, .pdf of record drawings, Excel spreadsheet with as-built information, CAD files for utilities, and CAD files for alignments/

EDA FUNDING REQUIREMENTS DURING CONSTRUCTION

Documentation will be completed pursuant to the rules and regulations for EDA-funded projects and will include the following activities:

- Collect and review weekly certified payroll reports for the contractor and subcontractors
- Collect weekly signed Statement of Wage Compliance from contractor and subcontractors
- Verify hours worked and rates of pay for the contractor and subcontractor
- Maintain a file of weekly certified payroll reports
- Submit a copy of weekly certified payroll reports to the City and the Federal EDA
- Conduct at least two wage rate interviews to confirm wage rates
- Document "Buy American" provisions
- Maintain documentation for all products and equipment purchased in accordance with the "Buy American" provisions. Documentation includes (1) US made components, (2) National waivers (3) Project specific waivers and (4) De Minimis components
- Prepare monthly report of project completion status

DELIVERABLES: Weekly certified payroll reports, wage rate interview documentation and "Buy American" documentation.

Price Proposal

The SEH team has carefully assessed the tasks and activities associated with the City of Grand Rapids' RFP and scope of services for the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension project. In response, we have provided the cost information below.

Costs were determined based on our previous experience and known areas where an emphasis of time and focus is necessary to position the project for success. Our costs also factor in our unique knowledge of the work that has been done, with an eye towards identifying potential efficiencies and cost savings.

PHASE 1 - NEPA

Lump Sum - \$11,500

PHASE 2 - PER

Lump Sum - \$12,300

PHASE 3 - DESIGN AND BIDDING

Project cost is estimated at \$3,080,000. The City of Grand Rapids and SEH are currently under contract, identifying SEH as the City's Primary Consultant. Within this agreement is a fee schedule that lists fees based on a percentage of the awarded bid amount. At the time of the agreement preparation, the latest cost estimate is used to determine the fee. For this type of a project with Federal funding, the design and bidding fee would be 7.5% of the awarded bid amount. The soils investigation would be an additional fee. SEH has chosen to treat this project as it was going through the existing agreement, The fee for the design and bidding is 7.5% of \$3,080,000 or \$231,000. The additional fee for the soil borings and geotechnical report is \$11,500. This is a total lump sum fee of \$242,500.

PHASE 4 - CONSTRUCTION/ PROJECT INSPECTION

Project cost is estimated at \$3,080,000. The City of Grand Rapids and SEH are currently under contract, identifying SEH as the City's Primary Consultant. Within this agreement is a fee schedule that lists fees based on a percentage of the final construction cost. At the time of the agreement preparation, the latest cost estimate is used to determine the fee. For this type of a project with Federal funding, the construction/project inspection fee would be 9.0% of the final construction cost. SEH has chosen to treat this project as it was going through the existing agreement. The fee for the construction/project inspection is 9.0% of \$3,080,000 or a total lump sum fee of \$277,200.

SEH is committed to continue working as a trusted partner for the City of Grand Rapids. We are confident that you will find our team to be the right fit to work with you to meet the goals of this project.



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

**City of Grand Rapids, MN
Grand Rapids/Cohasset Industrial Redevelopment
Sanitary Sewer and Water Extension Project
PRICE PROPOSAL**

(To be filled out completely and attached to Proposal packet)

Legal Business Name: Short-Elliott-Hendrickson, Incorporated

Address: 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744

Phone: 218.322.4500

Email: bbeaver@sehinc.com

Print Name and Title: Bob Beaver, Principal

Authorized Signature: 

Date: June 17, 2020

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

NEPA Environmental Narrative – Phase 1:

Fixed-Price Proposal for basic (NEPA Environmental Narrative) A/E services is: \$11,500

NEPA Environmental Narrative Phase completion date: July 13, 2020

Print name and title: Bob Beaver, Principal

Authorized Signature: 

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

See Attached

Preliminary Engineering Report - Phase 2:

Price Proposal for basic (Preliminary Engineering Report) A/E services is: \$12,300

Preliminary Engineering Report Phase completion date: July 13, 2020

Print name and title: Bob Beaver, Principal

Authorized Signature:  _____

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

See Attached


Design/Bidding - Phase 3:

(Price for Phase 3 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Design/Bidding Phase) A/E services is: \$242,500

Design/Bidding Phase completion date: May 24, 2021

Print name and title: Bob Beaver, Principal

Authorized Signature:  _____

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

See Attached

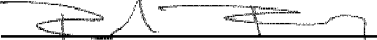
Construction/Project Inspection – Phase 4:

(Price for Phase 4 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Construction/Project Inspection) A/E services is: \$277,200

Construction/Project Inspection Phase completion date: October 1, 2021

Print name and title: Bob Beaver, Principal

Authorized Signature:  _____

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

See Attached

SEH Price Proposal Attachment

Details on What is Included

Phase 1 – NEPA

- Preparation of environmental narrative that follows the most current version of the EDA Environmental Narrative Requirements.
- The narrative will include:
 - Beneficiaries
 - Proposed Construction
 - Need and Purpose
 - Alternatives to the proposed project
 - Historical/Archeological Resources
 - Existing databases will be researched and information gathered
 - SHPO will not be contacted without EDA direction
 - Affected Environment
 - Affected Area
 - Costal Zones – N/A
 - Wetlands
 - Review existing delineations within the project limits
 - Fill in any areas that are not delineated with desktop delineations
 - Determine if there are any impacts
 - Describe mitigation plan
 - Floodplains
 - Review for 100 – year floodplain
 - Endangered Species
 - Land Use and Zoning
 - Solid Waste Management
 - Hazardous or Toxic Substances
 - Water Resources
 - Water Supply and Distribution
 - Wastewater Collection and Treatment Facilities
 - Environmental Justice
 - Transportation
 - Air Quality
 - Noise
 - Permits
 - Public Notification/Controversy
 - Cumulative Effects
 - Mitigation
 - List of Attachments
- SEH will assist the City of Grand Rapids to complete the Applicant Certification Clause
- Deliverables include the prepared document with the attachments. Final product will be in PDF format and hard copies.

Initialed



Bob Beaver, Principal



Phase 2 – PER

- Preparation of Preliminary Engineering Report that follows the most current version of the EDA Preliminary Engineering Report Requirements.
- The report will include:
 - Description of project components
 - Statement that components are consistent with EDA investment project description
 - Drawings that show the general layout
 - A feasibility analysis for the constructability of the project
 - Proposed method of construction
 - Number of construction contracts anticipated
 - Current detailed construction cost estimate
 - List of required permits
 - Overall estimated project schedule
 - Overall project budget breakdown
 - Administration and legal expense
 - Land, Structures and ROW
 - Relocation expenses
 - Engineering and architectural fees
 - Other engineering and architectural fees
 - Project inspection fees
 - Site work
 - Demolition and removal
 - Construction
 - Equipment
 - Miscellaneous
 - Contingencies
- Deliverables include the prepared document with the attachments. Final product will be in PDF format and hard copies.

Initialed RB
Bob Beaver, Principal



Phase 3 – Design/Bidding

- Guide the City of Grand Rapids through the design of the project
- Preparation of complete and accurate construction drawings and specifications
- Adhere to all EDA funding requirements as follows:
 - Kick-off meeting
 - Data collection
 - All necessary field survey
 - Including establishing appropriate property boundaries
 - 60% and 90% review
 - Prepare bid ready technical and construction plans and specifications
 - Front end specifications will meet EDA standards
 - Assist the City of Grand Rapids throughout the bidding process
 - Provide a recommendation of award after reviewing bids
 - Determine quantities and funding scenarios
 - Utilize RTVision's One Office enterprise software
 - Obtain bids from contractors
 - Obtain bids electronically
 - Meet EDA requirements
 - Prepare all necessary environmental/construction permits
 - Include but not limited to, required permit to cross Mississippi River and Sub-Surface BNSF Crossing
 - Coordinate the notification process for Disadvantage Business Enterprises (DBEs)
 - Prepare Ad for Bid
 - Publish in the Grand Rapids Herald Review and electronic service
 - Prepare and provide necessary copies drawings, contracts and specifications and distribute to appropriate parties
 - Conduct one pre-bid meeting
 - Respond to bidder questions
 - Administer bid opening
 - Receipt of bids
 - Compare bids
 - Check for compliance with contract requirements
 - Call references
 - Confirm math and tabulate results
 - Make written recommendation to award contract
 - Modify contract documents based on bid addenda
 - All engineering services will be in compliance with 2 CFR Appendix II to Part 200 – Provisions for Non Federal Entity Contracts Under Federal Rewards

Initialed



Bob Beaver, Principal



Phase 4 – Construction/Project Inspection

- Guide the City of Grand Rapids through the construction administration and construction observation phases of the project
- Adhere to all EDA funding requirements throughout the construction phase of the project
- Construction/Project Inspection Phase
 - Construction Administration
 - Prepare for and attend Preconstruction meeting
 - Provide consultation and advice to the City during construction, meet with the City with progress reports, resolve conflict and coordinate the work as needed
 - Conduct Shop Drawing review and approval
 - Conduct Davis Bacon wage confirmation interviews
 - Prepare supplementary sketches required to resolve construction issues
 - Respond to contractor questions
 - Attend final review of the project and prepare punch list
 - Prepare as-built drawings
 - Print and distribute as-built drawings to the City. As-built drawings will be submitted in PDF format, electronically in AutoCAD and hard print copy
 - Construction Observation
 - Provide daily construction observation of the work in progress based on the Contractor's schedule
 - Monitor materials for compliance with specifications
 - Monitor quality of construction for compliance with specifications
 - Prepare weekly site observation reports covering progress of work, delays and any unusual events
 - Coordination of materials testing
 - Monitor construction progress and assist the City in preparing quarterly reports to the Federal EDA
 - Preparation of monthly pay estimates with quantities reviewed by the contractor
 - Certify monthly pay estimates to the City
 - All inspection records, observation reports and monthly pay estimates will be completed in RTVision's One Office
 - Preparation of punch list items prior to final payment
 - Final inspection
 - Warranty Inspection
 - EDA Funding Requirements during construction
 - Collect and review weekly certified payroll reports for the contractor and subcontractors
 - Collect weekly signed Statement of Wage Compliance from contractor and subcontractors
 - Verify hours worked and rates of pay for the contractor and subcontractor
 - Maintain a file of weekly certified payroll reports
 - Submit a copy of weekly certified payroll reports to the City and the Federal EDA
 - Conduct at least two wage rate interviews to confirm wage rates
 - Document "Buy American" provisions
 - Maintain documentation for all products and equipment purchased in accordance with the "Buy American" provisions. Documentation includes (1) US made components, (2) National waivers (3) project specific waivers and (4) De Minimis components
 - Prepare monthly report of project completion status

Initialed



Bob Beaver, Principal



Building a Better World for All of Us[®]

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES





■ **GRAND RAPIDS/COHASSET**

**Industrial Redevelopment Sanitary
Sewer and Water Extension Project**

City of Grand Rapids
420 N. Pokegama Avenue
Grand Rapids, MN 55744

June 17, 2020

WIDSETH

Greg Boppre PE, VP

Principal in Charge, Civil Engineer

phone: 701.739.0055

Greg.Boppre@widseth.com

1600 Central Avenue NE

East Grand Forks, MN 56721

Table of Contents



Executive Summary	1
Firm & Team History	2
Organizational Charts	3
Key Personnel	6
Project Examples	16
References	22
EDA Experience	23
Availability & Staff Location	24
Project Approach	25
Price Proposal Form	27
Appendix A - Site Map	
Site Map	A1
Appendix B - QA/QC Plan	
Quality Management Plan	B1

■ **A PROJECT'S SUCCESS IS NOT MEASURED BY COSTS ALONE
BUT BY THE VALUE OF THE SERVICES PROVIDED**

East Grand Forks

1600 Central Avenue NE
East Grand Forks MN 56721

218.773.1185

EastGrandForks@Widseth.com
Widseth.com

To: City of Grand Rapids

420 N. Pokegama Avenue

Grand Rapids, MN 55744

Attn: Matt Wegwerth, Public Works Director/City Engineer

Re: Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project

June 17, 2020

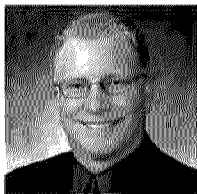
Dear Mr. Wegwerth:

The City of Grand Rapids is a vibrant community full of growth and opportunity. Widseth hopes to partner with the city to embrace and manage that growth and enhance opportunities. The expertise and experience Widseth can bring to such a partnership will assist the city with the sanitary sewer and water extension project in the Industrial Redevelopment. We have assembled a highly qualified group of professionals who are poised to respond to the city's needs for this project.

- **Availability of Key Personnel:** Our key personnel in each discipline are supported by over 200 professional and support staff. We are committed to the success of your projects and available to begin work immediately.
- **Ability to Accomplish Services in a Timely Manner:** Our team members have developed comfortable and efficient working relationships. We will ensure timely responses throughout the project and will track milestones to ensure the efficient and timely performance of your schedules.
- **Location of Firm:** Projects will be managed and coordinated through our East Grand Forks office, where we are available to facilitate and manage the project. With our technology, we can hold virtual meetings with you at any time.
- **EDA Experience:** As you will see in the following pages, I, Greg Boppre, personally have been involved with 11 EDA projects and am aware of the process for a successful project.

Thank you for this opportunity to share our qualifications and express our interest in working with the City of Grand Rapids. Steve Emery, PE, will be your primary contact. The Widseth team looks forward to working with you, and if you have any questions, please contact us.

Sincerely,



Gregory L. Boppre PE, VP
Principal in Charge, Civil Engineer
Greg.Boppre@Widseth.com
701.739.0055



Steve Emery PE, VP
Project Manager, Civil Engineer
Steve.Emery@Widseth.com
218.773.5626

■ Executive Summary



We understand one of the most important items for a successful project is funding expertise. Widseth's project team has guided numerous clients through the U.S. Department of Commerce Economic Development Administration process, from the beginning ideas to a final successful project.

With extensive project experience with the Economic Development Administration (EDA), we will assist the City of Grand Rapids through all four phases of this industrial park expansion project.

■ Firm & Team History

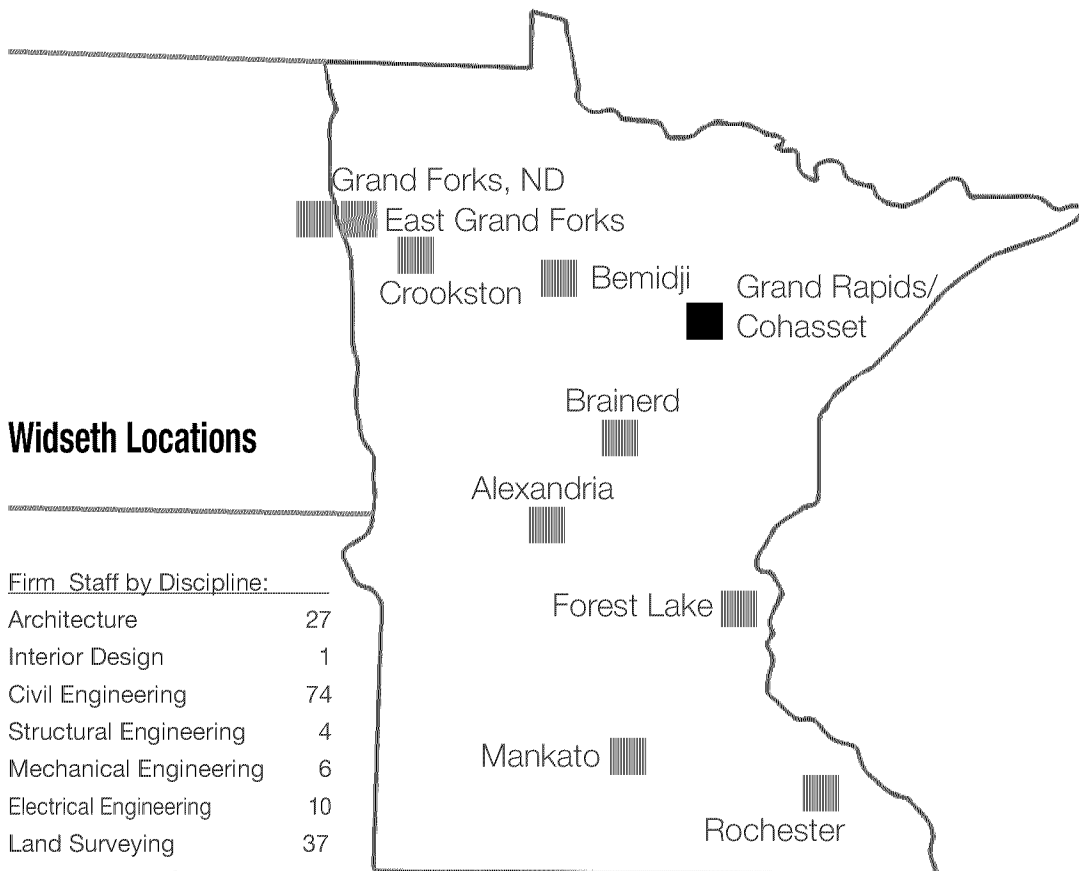
Widseth, providing engineering and architecture services for over 45 years!

Widseth is an engineering, architecture, land surveying and environmental services firm with 200 employees located in nine offices in Minnesota and North Dakota. Our engineering disciplines include civil, structural, mechanical, and electrical engineers who work on a wide range of projects for public and private clients—from large-scale public works improvements to facility and site design for individual companies. Our land survey crews and environmental specialists work throughout the Midwest. Our architectural portfolio includes schools, clinics, senior living, retail, offices, factories, historic buildings and more. Together, our multi-discipline team provides our clients a complete package of services to lead their project from concept to completion.

9
LOCATIONS

INCORPORATED
1975

200+
EMPLOYEES



Widseth Locations

Firm Staff by Discipline:

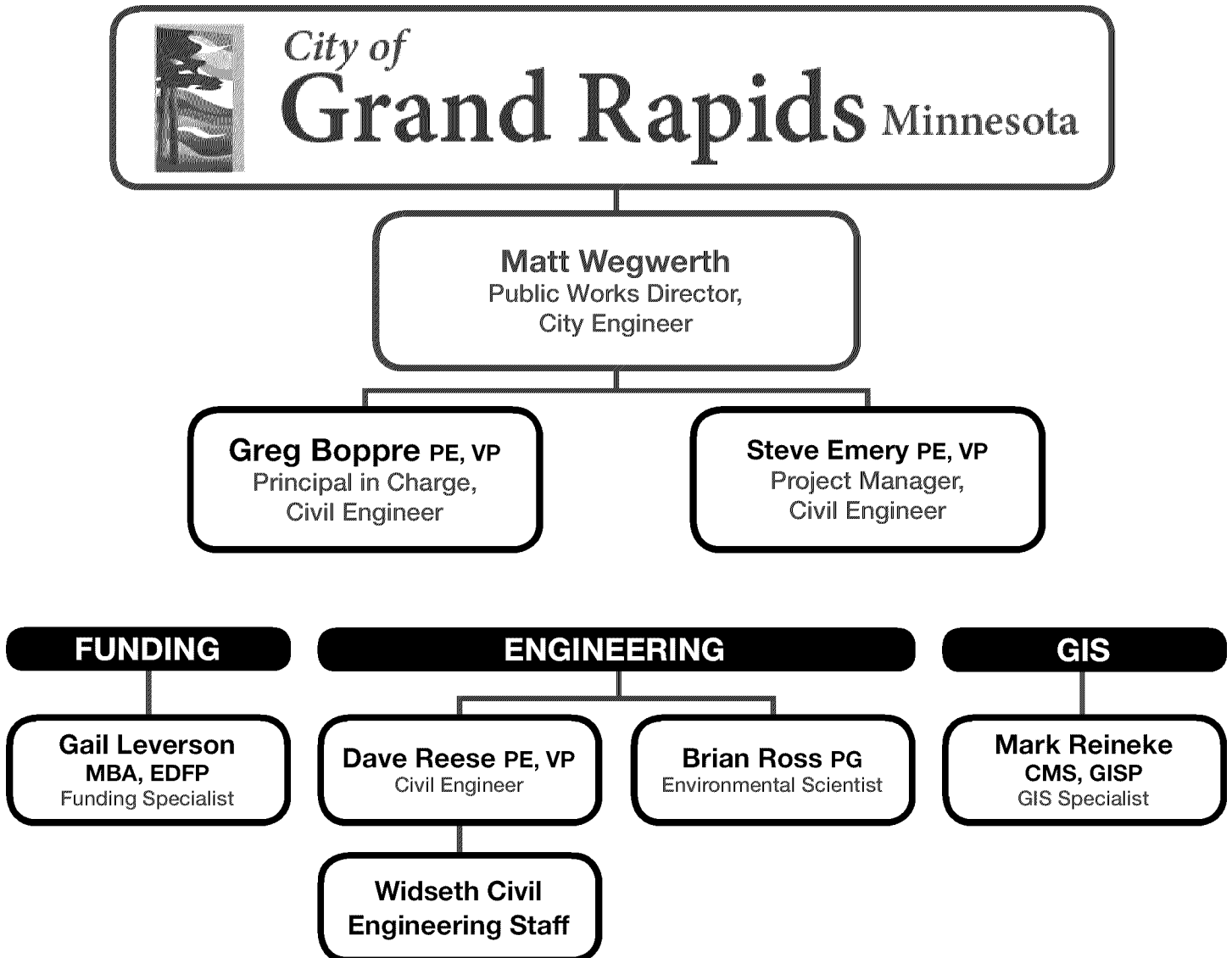
Architecture	27
Interior Design	1
Civil Engineering	74
Structural Engineering	4
Mechanical Engineering	6
Electrical Engineering	10
Land Surveying	37
Environmental Services	6
Water Resources	7
Funding	1
Communications	6
Administrative	24

EAST GRAND FORKS
1600 Central Avenue NE
East Grand Forks MN 56721
218.773.1185
EastGrandForks@Widseth.com

GREG BOPPRE PE, VP
Principal in Charge, Civil Engineer
Greg.Boppre@Widseth.com
701.739.0055

STEVE EMERY PE, VP
Project Manager, Civil Engineer
Steve.Emery@Widseth.com
218.773.5626

Project Organizational Chart - Phases I & II



Project Organizational Chart - Phase III



Matt Wegwerth
Public Works Director,
City Engineer

Greg Boppre PE, VP
Principal in Charge,
Civil Engineer

Steve Emery PE, VP
Project Manager,
Civil Engineer

QA/QC

Brad Bail PE, VP
QA/QC Manager,
Civil Engineer

ENGINEERING

Dave Reese PE, VP
Civil Engineer

Brian Ross PG
Environmental Scientist

Dustin Fanfulik PE
Civil Engineer

GIS

Mark Reineke
CMS, GISP
GIS Specialist

FUNDING

Gail Levenson
MBA, EDFP
Funding Specialist

AERIAL* / SURVEY

Garrett Borowicz
LS, VP
QA/QC, Land Surveyor

Chad Conner
LS, CFedS, VP
Land Surveyor

Scott Dodson CP
Aerial Services Manager

Widseth
Survey Crew Chief

Widseth
Land Survey Technician

Andrew Werle
Chief Pilot,
Certified UAS Operator

Raul Martinez CP
Photogrammetrist

CADD

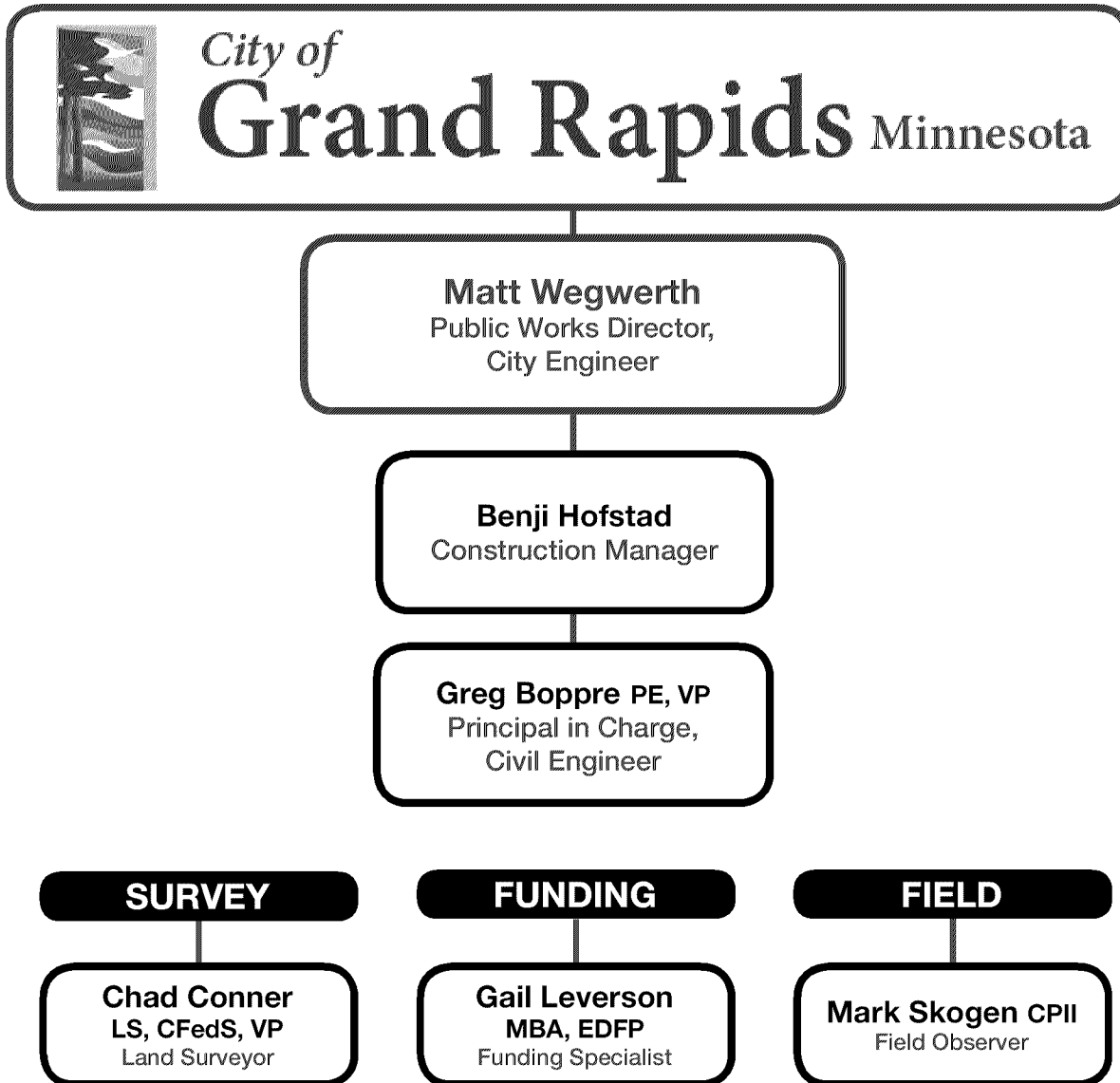
Dean Anderson
Engineering Technician

Mark Anderson
Engineering Technician

Ryan Berg
Engineering Technician

*All aerial services completed by KBM GeoSpatial, LLC, a subsidiary of Widseth.

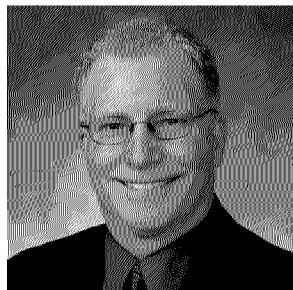
Project Organizational Chart - Phase IV





Key Personnel

Greg Boppre PE, VP
 PRINCIPAL IN CHARGE, CIVIL ENGINEER



Licenses/Certifications:
 Professional Engineer: MN (19171), ND (PE-3238)

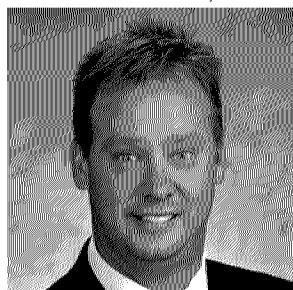
Education:
 Bachelor of Science, Civil Engineering |
 University of North Dakota, 1984
 Bachelor of Arts, Anthropology | University of North
 Dakota, 1984

Greg has more than 36 years of experience in civil engineering and surveying. Greg’s responsibilities include the design and preparation of plans and specifications, construction administration, and the supervision of designers, inspectors, and surveyors on a variety of projects. Project types include site improvements, water distribution systems, water treatment plants, sanitary sewage collection systems, storm water collection systems, paving projects, major road reconstructions, and other municipal projects.

Project Experience

- Interconnect Project—East Grand Forks, MN / Grand Forks, ND
- Corps of Engineers Flood Protection Project—East Grand Forks, MN
- ADA Sidewalk Improvements—East Grand Forks, MN
- Sorlie Bridge Rehabilitation, Phase I—Grand Forks, ND
- 23rd Street NW—East Grand Forks, MN
- 13th Street SE—East Grand Forks, Minnesota
- Central Avenue Sidewalk Improvements—East Grand Forks, MN
- CSAH 72 Turn Lane Improvements—East Grand Forks, MN
- Industrial Park Street and Utility Improvements—East Grand Forks, MN
- Peterson Addition Street and Utility Improvements—Fertile, MN

Steve Emery PE, VP
 PROJECT MANAGER, CIVIL ENGINEER



Licenses/Certifications:
 Professional Engineer: MN (41394)

Education:
 Bachelor of Science, Civil Engineering |
 North Dakota State University, 1996
 MnDOT ADA Training
 Erosion/Stormwater Management:
 Design Construction SWPPP

Steve has more than 23 years of experience in the civil engineering field. Steve is currently the East Grand Forks consulting engineer. His responsibilities include project management and supervising technical staff in the design and development of municipal utility and roadway projects and site development projects including reconstruction / rehabilitation projects. He has experience with the preparation of contract documents and technical specifications including working with various funding agencies. His responsibilities further include construction supervision and construction administration.

Project Experience

- Street and Pedestrian Improvements—East Grand Forks, MN
- Watermain Replacement—East Grand Forks, MN
- Interconnect Project—East Grand Forks, MN / Grand Forks, ND
- Lift Station 5 Replacements—East Grand Forks, MN
- Lift Station Construction—Warroad, MN
- 17th Street NE Reconstruction—East Grand Forks, MN
- Wastewater Decommissioning—East Grand Forks, MN
- Master Lift Station Rehabilitation—East Grand Forks, MN

Dave Reese PE, VP CIVIL ENGINEER



Licenses/Certifications:

Professional Engineer: MN (23432), ND (PE-8704), WI (40374-6)

Registered SSTS Advanced Designer: MN (C3145)

Erosion / Stormwater Management:
Design Construction SWPPP

Education:

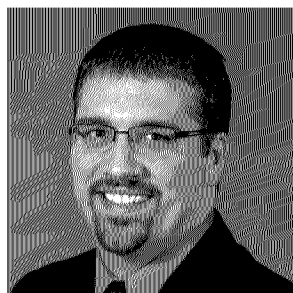
Bachelor of Science, Civil Engineering I
North Dakota State University, 1990

Dave has primarily served as the city engineer for several cities in the Brainerd area for more than 24 years. He also serves several area Townships and Counties with engineering support when needed and provides project management, project engineering, and engineering guidance on public and private projects throughout the State. Dave has managed several County and State projects through initial study, environmental review, public planning process, design, and contract administration. Dave has completed several environmental, roadway, trail, water and wastewater treatment, and utility improvement projects ranging from privately funded developments to State-Aid and Federally funded enhancement projects with construction budgets ranging from \$100,000 to over \$7 million.

Project Experience

- Morrison County/Randall CSAH 1/14 Road and Utility Reconstruction (SAP 49-601-19 & 49-614-12)—Randall, MN
- Lindbergh Drive North CATEX, Road, and Utility Reconstruction (SP 136-125-01)—Little Falls, MN
- Todd County/Staples Old Highway 10 Turnback Road and Utility (SAP 77-654-01 & 77-643-03)—Staples, MN
- Wastewater Treatment System Improvements—Nisswa, MN
- Brainerd Airport Trunk Utility Extensions - Widseth/SEH—Brainerd, MN
- Brainerd International Raceway Wastewater Treatment System Improvements—Brainerd, MN
- Wastewater Treatment System Improvements—Lake Shore, MN
- Crosslake Sanitary Sewer Connection and Treatment Facility Improvements—Crosslake, MN

Chad Conner LS, CFedS, VP LAND SURVEYOR



Licenses/Certifications:

Professional Land Surveyor: MN (41643), WI (3180); IL (3887)

Certified Federal Surveyor (CFedS) (1292)

Education:

Bachelor of Science, Land Surveying and Mapping
I St. Cloud State University, 2000

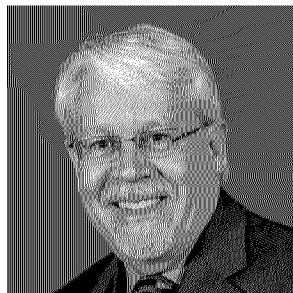
Diploma, Civil Engineering Technology I St. Cloud
Technical College, 1994

Chad is currently the Director of Survey Operations in the Brainerd/Baxter office. Chad coordinates work assignments with the schedule of the client to ensure timely completion of projects. Chad has worked on many municipal, county and township projects. Those projects included collection of data necessary for design and route determination. He has worked on many municipal improvement projects involving street and utility construction, right-of-way, acquisition, construction, staking, and record drawing. His training as a Certified Federal Surveyor has given him the expertise to properly evaluate evidence and provide important solutions for projects in many of Widseth's offices. His responsibilities include land survey project development and management, scheduling, and coordination.

Project Experience

- Sanitary Sewer Mapping—Nisswa, MN
- Wastewater Treatment Plant Expansion—Nisswa, MN
- Water and Street Improvements—Swanville, MN
- Water Storage Facility Upgrade—Crosby, MN
- Crosslake Street Improvements—Crosslake, MN
- Water Improvements Preliminary Engineering—Crosby, MN

Brian Ross PG ENVIRONMENTAL SCIENTIST



Licenses/Certifications:

Professional Geologist: MN, (30720)

40-Hour OSHA HAZWOPER Training

Licensed Monitoring Well Contractor:
MN (761)

Education:

Master of Science, Geology | University of
Minnesota, 1985

Bachelor of Arts, Earth Science |

St. Cloud State University, 1981

Brian has worked on a wide variety of environmental issues, from investigating groundwater contamination to assessing the impacts of a camp expansion. His work includes hydrogeological studies, landfill monitoring, municipal well siting, environmental site assessments, pesticide release investigations, wetland permits, shoreland management plans, and environmental impact studies. He has worked on several groundwater investigations both for determining contamination extent and for assessing groundwater resources. Brian has completed more than 20 Environmental Assessment Worksheets (EAWs) for various projects. He has reviewed dozens of wetland delineations and led wetland replacement projects including wetland banks and site-specific wetland creations. As Project Director, he has managed all aspects of the projects from client contact to contracting with subconsultants.

Project Experience

- 2010 Wastewater System Improvements - Wetland Services—Blackduck, MN
- Water System Improvements—Watson, MN
- Water System Improvements—Maynard, MN
- Water System Improvements—Milan, MN
- Water System Improvements—Starbuck, MN
- Water System Improvements—Wendell, MN
- New City Well—Morris, MN
- Kensington Water Treatment/Farwell Kensington Sanitary District Water System—Kensington, MN

Joey Goeden WDC ENVIRONMENTAL SCIENTIST



Licenses/Certifications:

Wetland Delineator Certified: MN (1311)

Education:

Bachelor of Science, Natural Resource
Management | North Dakota State University, 2013

MN Wetland Certification Program, 5-Day Basic
Wetland Delineation Course

MN Wetland Certification Program, Basic Plant
Identification Course

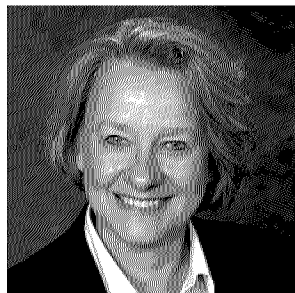
HalfMoon Education Inc., Minnesota Wetlands
Law & Compliance

Joey specializes in ecological resources. His primary responsibilities include wetland delineations, wetland permitting, wetland reclamation, wetland monitoring, plant community surveys, and Phase I ESAs. He has worked on wetland delineation projects that have ranged in size. When completing wetland delineations, he identifies upland and wetland plant species to assist with determining the wetland boundaries. He has experience completing plant community surveys. He is experienced in GPS equipment and techniques. He has completed many wetland permit applications to receive state and federal approval for projects. He works with clients to create project designs that are feasible and minimize impacts to ecological resources to the extent possible. He coordinates with state and federal agencies when projects have the potential to impact threatened or endangered species.

Project Experience

- Bemidji Regional Event Center Wetland Monitoring—Bemidji, MN
- CSAH 58 Wetland Delineation—Outing, MN
- Dellwood/Novotny Wetland Delineation—Baxter, MN
- Essentia Health Phase I ESA—Pequot Lakes, MN
- Essentia Health Phase I ESA—Crosslake, MN
- Isle Drive Wetland Delineation—Baxter, MN
- Inglewood Drive Wetland Delineation—Baxter, MN
- TH 38 Wetland Delineation—Marcell, MN

Gail Leverson MBA, EDFP
FUNDING SPECIALIST, GRANT WRITER



Licenses/Certifications:

National Development Council, Economic Development Finance Professional (EDFP) Certification

Education:

Master of Business Administration | Bemidji State University, 2017

Bachelor of Science, with Honors | Bemidji State University, 1997

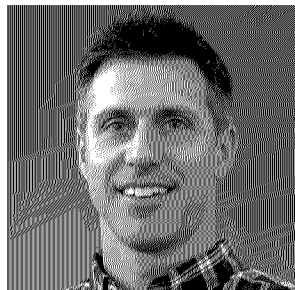
Gail joined Widseth in 2019 with more than 20 years of experience securing grants for cities, counties, and nonprofit organizations. As a funding specialist, Gail is responsible for securing external funds for Widseth's clients and projects. Her duties include grant writing, new submissions, and managing grants in progress. Gail's grant specialties include the Small Cities Development Program (SCDP), USDA Rural Development (RD) programs, Public Facilities Authority (PFA) programs, U.S. EDA and various nonprofit options. Gail works with professionals on projects at all Widseth locations. Gail has secured funding from the public and private sources listed below.

Project Experience

- Minnesota Department of Transportation (MnDOT)*
- Otto Bremer Trust*
- Minnesota Department of Human Services*
- 3M Gives, Multiple Projects at the Hubbard County DAC—Hubbard County, MN*
- Small Cities Development Program (SCDP) grants—Six Minnesota Cities*
- DEED Grant, Cirrus Jet Finishing Center—Duluth, MN*
- U.S. EDA Grant, Little Falls Industrial Park—Little Falls, MN*

Completed prior to joining Widseth

Mark Reineke CMS, GISP
GIS ANALYST, GEOGRAPHER



Licenses/Certifications:

Certified Mapping Scientist: GIS/LIS (GS291)

Certified GIS Professional (52240)

Education:

Bachelor of Science, Geography | University of Minnesota, 1995

Mark has more than 25 years' experience in spatial analysis, mapping, and Geographic Information Systems (GIS). He coordinates GIS projects among the firm's offices and manages Widseth's extensive spatial database. Mark assists and advises project teams by providing analysis, mapping, and technical support necessary for overall project success. His varied cartographic works include museum displays, published works in books, numerous thematic maps and graphics for Environmental Assessment Worksheets (EAW), Environmental Impact Statements (EIS), engineering reports, and comprehensive plans. Mark works extensively with LiDAR, deriving project specific data sets and the development of hydrologic applications and is an active member on the MN Geospatial Advisory Council's 3D Geomatics Steering Committee (3DGeo).

Project Experience

- 50th Avenue Watermain Construction—Alexandria, MN
- Tribal Land Survey & GIS Feature Data Creation—Mille Lacs Band of Ojibway, 2012-Present
- Alexandria Comprehensive Street Condition Survey, 2013—Alexandria, MN
- Breckenridge Comprehensive Street Condition Survey, 2016—Breckenridge, MN
- ADA Compliance Survey/Reporting—Alexandria & Baxter; Grant, Morrison & Todd County, MN
- Planning & Zoning Maps—Nisswa, MN
- Future Land Use Study Map—Pequot Lakes, MN
- Sanitary and Water Extensions PER—Isle, MN
- Utility Mapping—International Falls, MN

Brianna Graner

GIS SPECIALIST



Education:

Bachelor of Science, Geography with GIS
Emphasis | Bemidji State University, 2018

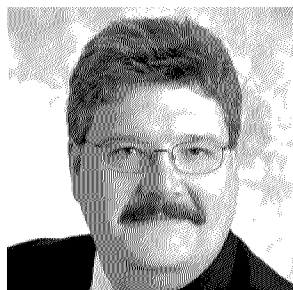
Brianna joined Widseth in 2018. As a GIS Specialist, she provides expertise in GIS technologies, advanced data analysis and modeling, database management, watershed delineation, and hydromodification for water resources, and technical advice to the firm's departments and its clients. Her cartographic expertise contributes to the creation of informative mapping and graphic exhibits. Prior to Widseth, her work included the development and maintenance of utility datasets, creation of promotional and interactive mapping exhibits, and the collection and transfer of geospatial data using survey grade GPS systems. Brianna has also worked closely with city government GIS providing high accuracy data collection and asset/fleet management.

Project Experience

- ADA Transition Plan— Bemidji, MN
- Sanitary Sewer Study— International Falls, MN
- TH 68 and TH 75 from Ivanhoe to Canby, MN
- GIS Services— McLeod County, MN
- Grant County Ditch 5 Legal Grade Determination— Grant County, MN

Mark Anderson

ENGINEERING TECHNICIAN



Education:

AutoCAD Training | Area Vocational Technical Institute, Thief River Falls

MicroStation Training | CAD/CAM Engineering Systems, Eagan

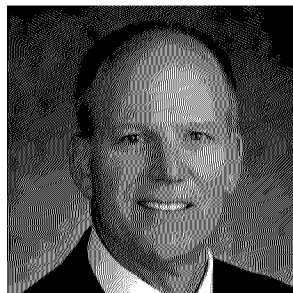
Mark Anderson joined Widseth in 2012 with more than 29 years experience. He received his professional AutoCAD training from the Area Vocational Technical Institute in Thief River Falls as well as Professional MicroStation Training from CAD/CAM Engineering Systems Incorporated in Eagan, MN. He is responsible for plan drafting, design, construction design, on-site verification, document research, inspection, mapping and 3-D modeling and rendering. Mark has recent experience working with MicroStation and GEOPAK on multiple transportation highway and street projects and is proficient in AutoCAD and other drafting software programs.

Project Experience

- Lakewood Apartments— Mandan, ND
- CSAH 72 Turn Lane Improvements— East Grand Forks, MN
- NDDOT Hwy 5 Bank Stabilization Project— Cavalier, ND
- Truck Reliever Route— New Town, ND
- 8-mile Mill & Overlay— McKenzie County, ND
- 15th Street NE Reconstruction— East Grand Forks, MN
- Lime Pond Relocation— East Grand Forks, MN
- 2013 Watermain Replacement— East Grand Forks, MN
- NDDOT Hwy 5 Bank Stabilization Project— Cavalier, ND

Dean Anderson

ENGINEERING TECHNICIAN



Education:

Applied Science Degree in Architectural Drafting and Estimating | North Dakota State School of Science

MicroStation Training

GEOPAK Training

CAD/CAM Engineering Systems

Egan/NDDOT

Dean Anderson has over 28 years of experience in drafting and engineering technology. He is very experienced and familiar with CADD, MicroStation, and GEOPAK software for North Dakota DOT. While working at a previous firm, Mr. Anderson served as the CADD Manager and was responsible for QA/QC of CADD Standards.

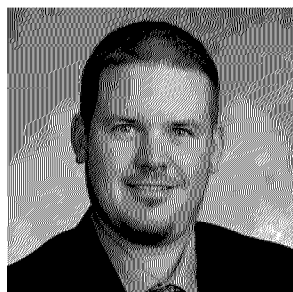
Project Experience

- Crary Master Plan Development—Grand Forks, ND
- Lakewood Apartments—Mandan, ND
- 40th Avenue South from S. 20th to S. Washington—Grand Forks, ND*
- Intersection Reconstruction of Columbia Road and 24th Avenue South—Grand Forks, ND*
- 40th Avenue South from Ruemmele Road to South 20th Street—Grand Forks, ND*
- 55th Avenue South—Grand Forks, ND*
- Highway 85—Watford City, ND
- Reconstruction of Cherry Street Between 17th and 25th Avenue South—Grand Forks, ND*
- Construction of 48th Street From 16th Avenue to 32nd Avenue—Grand Forks, ND*
- NDDOT Hwy 5 Bank Stabilization Project—Cavalier, ND
- Utility & Street Construction Improvements—Fertile, MN

Completed prior to joining Widseth

Ryan Berg

ENGINEERING TECHNICIAN



Education:

East Grand Forks Senior High School, 1996

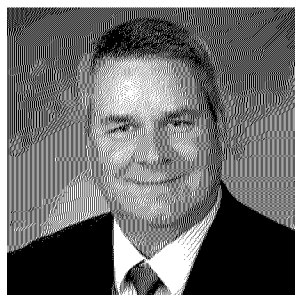
Training in AutoCAD Civil 3D and Microstation

Ryan joined Widseth in 2014 with experience designing and planning urban and rural roadways, sidewalk, sewage, and water systems. He is responsible for drafting detailed drawings and plans for all aspects of projects, including roadway, curb and gutter, bridge, sidewalk, storm sewer, sanitary sewer, and water systems. He has ample experience utilizing Microstation/GEOPAK™ software.

Project Experience

- Watermain Replacement—East Grand Forks, MN
- 2015 Assessment Job (No. 3) Street Repairs—East Grand Forks, MN
- 2015 City Project (No. 3) Driveway & Sidewalk Improvements—East Grand Forks, MN
- Ideal Aerosmith Parking Lot—Grand Forks, ND
- 2015 City Project (No. 4) Curb Gutter & Paving—East Grand Forks, MN
- Crary's Fourth Resubdivision—Grand Forks, ND
- Well House Improvements—Mahnomen, MN
- 2015 City Project (No. 2) Watermain Extension—Greenbush, MN
- MnDOT Pedestrian Ramps for ADA Compliance—Rochester, MN
- MnDOT D8 Design of State Projects on HWY 19, 68, & 75—Willmar, MN
- Grand Sky Development Grand Forks Air Force Base Bid Package 1—Grand Forks Air Force Base, ND
- Wastewater Facility Plan—East Grand Forks, MN
- City Engineering—East Grand Forks, MN
- City Engineering—Warroad, MN

Scott Dodson CP AERIAL SERVICES MANAGER



Licenses/Certifications:

ASPRS Certified Photogrammetrist (#R1167)

PSMJ Project Manager

Education:

Associate of Arts, Computer Science | San Bernardino Valley Community College, 1986

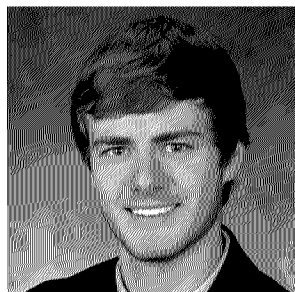
Continuing education, Computer Science | University of California, Riverside, 1989

With over 35 years' experience in topographic mapping, Scott has been tasked with directing the mapping group at Widseth. Specific duties include estimating, project management, scheduling, staff training, final QA/QC reviews of all data before delivery, and new technology research and recommendations. An early LiDAR user, he helped establish procedures to incorporate LiDAR with stereo mapping, leveraging the unique strengths of both technologies. He has won multiple awards for innovative technology solutions. Experienced managing simultaneous high-profile projects, his largest was a \$1.8 million combined two-foot LiDAR, orthophoto, surveying, and GIS project for the 690 square mile Montgomery County GIS update project, which was delivered on time and under budget.

Project Experience

- North Dakota Department of Transportation (NDDOT)-HDR Project—Mandan, ND | Aerial LiDAR and mapping to support design engineering of roadway project for a total of 0.60 square mile area. Elevation data was collected to support 1' contours. 1"= 50' scale planimetric mapping and 3"-pixel resolution RGB color digital orthophotos.
- MnDOT, TH 93 | Aerial LiDAR and mapping to support design engineering for six miles of roadway. The elevation data was collected for 1-foot contours and the 1"= 50' scale planimetric mapping was also used to create 3" color orthophotography, mosaics and photo indexes of the project area to exacting DOT specifications.

Andrew Werle CHIEF PILOT, CERTIFIED UAS OPERATOR



Licenses/Certifications:

Remote Pilot Certification (#3902379)

Commercial Pilot Certification (#3793310)

Flight Instructor Certification (#3793310CFI)

Education:

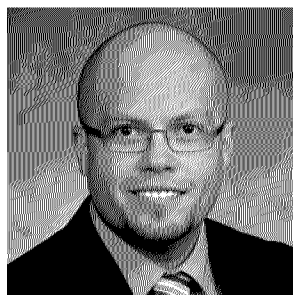
Bachelor of Science, Aeronautics | University of North Dakota, 2017

Andrew is the chief pilot for KBM Geospatial LLC with a degree in Aeronautics and Unmanned Aircraft Systems Operations from the University of North Dakota. He has logged over 400 hours as a commercial pilot as well as over 50 hours operating unmanned sUAS systems.

Project Experience

- Aerial and Visualization Survey (PCN 21841/21843)—Grand Forks, ND
- Ground Survey-Intersections Curb Ramp (PCN 21842)—Grand Forks, ND
- Aerial Survey—Mahnomen, MN
- Aerial Survey—Providence, RI
- Falkirk Mining Company Aerotriangulation—Underwood, ND

Raul Martinez CP PHOTOGRAMMETRIST



Licenses/Certifications:

Certified Photogrammetrist (R1428), American Society of Photogrammetry and Remote Sensing (ASPRS)

Education:

Degree, Computer Systems | University of Aquascaliente, Mexico, 2004

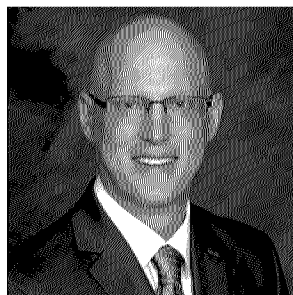
Raul has 20 years' experience in aero-triangulation, planimetric and topographic compilation, and photogrammetric department operations and project management. Raul has completed thousands of acres of land mapping in the upper-Midwestern and offshore. His work has included an array of topographic forms—from coal mine field development and reclamation, wind farm developments, transmission line corridors, and many municipal and rural developments.

Project Experience

- Coteau Properties 18560 Acres—AT and Orthos
- 2016 Clay County Landfill—AT, Orthos, and 3D Mapping
- Central Power LiDAR Sites—AT and Orthos
- Falkirk Semi Annual—AT and Orthos
- BNI Mine 3rd quarter—AT and Ortho
- 2016 Fargo Landfill—AT, Orthos, and 3D Mapping
- Riverdale 1525 Acres—AT and Orthos
- Coyote Mine Ortho—AT and Orthos
- Interconnect EGF-GF—AT and Orthos
- El Paso Texas LiDAR Survey—550 Sq. Miles
- Photogrammetry
 - » Gillette, WY
 - » Devils Lake, MN
 - » Alexander, ND
 - » Coteau Properties
 - » Providence, RI
 - » Missouri

Benji Hofstad

CONSTRUCTION MANAGER, BUSINESS DEVELOPMENT



Education:

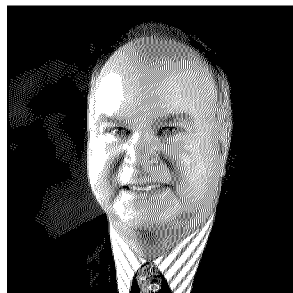
Bachelor of Science, Construction Management | Minnesota State University Moorhead, 1996

Benji joined Widseth in 2007 and has more than twenty years of experience in construction. As an experienced project/construction manager, his responsibilities include direct point of contact with Owner, project coordination, cost estimation, management of contracts and pay applications, monitoring construction schedules, and conducting on-site meetings and site observations. Benji offers extensive experience with local and state agencies including cities, counties, planning boards, regional development corporations and DEED.

Project Experience

- South Shore Lake Bemidji Development—Bemidji, MN
- Paul Bunyan Trail Bridge over TH 197—Bemidji, MN
- Koochiching County TH11 Bike Trail Project Memorandum—Koochiching County, MN
- South Shore Trail Connection—Bemidji, MN
- Wilton Overpass—Wilton, MN
- Harmony Natural Foods Cooperative Grocery Store—Bemidji, MN
- Bemidji State University Linden Hall Redevelopment—Bemidji, MN
- Thief River Falls National Guard Armory Renovations—Thief River Falls, MN
- Bemidji Supportive Housing—Bemidji, MN
- Paul Bunyan Transit Bus Garage Renovation and New Construction—Bemidji, MN
- Erskine Weigh Station—Erskine, MN
- Camp Rabideau Preservation—Blackduck, MN

Mark Skogen CPII CIVIL ENGINEERING TECHNICIAN



Licenses/Certifications:

Certified Public Infrastructure Inspector

MnDOT Certification (02728):

- Bituminous Street Level I & II
- Concrete Field Level I & II
- Concrete Plant Level I
- Grading & Base Level I & II

MN Erosion/Sediment Control Specialist:

- Inspection / Installation
- Construction Site Management
- Design Construction SWPPP

Education:

Bachelor of Arts, Biology and Chemistry |
College of St. Scholastica, 1989

Mark joined Widseth in 1989 and serves as a senior design and field technician on municipal engineering and site development projects. His responsibilities include technical design of sanitary sewer, water, storm sewer and roadway improvements; State Aid plan preparation, Stormwater Pollution Prevention Plan (SWPPP) preparation, construction staking computations, construction management and construction observation. He has worked on a variety of projects for which he has provided design plan preparation, construction inspection, and contract administration. Mark is proficient in AutoCAD Civil 3D and MnDOT FIELDOPS. Skogen holds numerous MnDOT Certifications and recently became an American Public Works Association Certified Public Infrastructure Inspector.

Project Experience

- 2008 Storm Sewer GIS Incorporation—Baxter, MN
- Hwy 12 Delano Sanitary Sewer and Watermain Design—Delano, MN
- Miscellaneous Baxter Sewer and Water GIS Updates—Baxter, MN
- Sewer and Water Improvements—Verndale, MN
- Baxter Forest Drive and Fox Drive Improvements Design—Baxter, MN
- Lynndale Area Improvements Design—Baxter, MN
- West Clearwater Road Area Design—Baxter, MN
- Potlatch HWY 210 West Extension Project—Baxter, MN
- South Baxter Long Range Road Plan—Baxter, MN

Dustin Fanfulik PE CIVIL ENGINEER



Licenses/Certifications:

Professional Engineer: MN (54839),
ND (PE-27243)

Education:

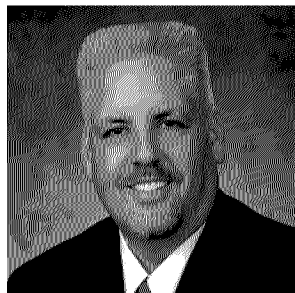
Bachelor of Science, Civil Engineering | University
of North Dakota, 2012

Dustin is a registered Professional Engineer in the State of Minnesota who joined Widseth in 2012. Dustin has been involved in multiple municipal engineering and private development projects throughout northwest Minnesota. His responsibilities include project management, preparing reports and assessment rolls, design, inspection, planning, and preparation of plans and specifications. The types of projects Dustin has worked on include water system improvements, stormwater collection and treatment systems, master planning future developments, street and utility extensions, road reconstruction, paving, park site improvements, and other municipal projects.

Project Experience

- Riverview 10th Addition—East Grand Forks, MN
- Myron's Addition Stormwater & Utility Master Plan—Grand Forks, ND
- 23rd Street NW—East Grand Forks, MN
- 15th Street Reconstruction—East Grand Forks, MN
- 2011 Watermain Replacement—East Grand Forks, MN
- 2012 Watermain Replacement—East Grand Forks, MN
- 47th Street Concrete Panel Replacement—Grand Forks, ND
- 8-mile Mill and Overlay—McKenzie County, ND
- Flood Protection Diversion—Roseau, MN
- NDDOT Cavalier Bank Stabilization—Cavalier, ND

Brad Bail PE, VP
QA/QC MANAGER, CIVIL ENGINEER



Licenses/Certifications:

Professional Engineer: ND (PE-4028), MN (25933), SD (8504)

Bridge Safety Inspector—Team Leader: MN (BSI XB08521)

Education:

Bachelor of Science, Computer Science | University of North Dakota, 1992

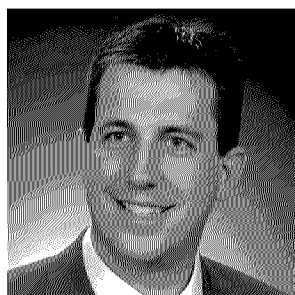
Bachelor of Science, Civil Engineering | University of North Dakota, 1986

Brad joined Widseth in 2012 as a partner in the firm through its merger with FS Engineering. He has been in the engineering field since 1989. His expertise includes transportation plan preparation, concrete plan design, writing reports and findings for sewer studies, hydrologic studies and urban drainage, bridge scour analysis, preparing plans and specifications, and inspection. Brad is also a Certified Bridge Inspector in the State of Minnesota. He inspects bridges in Bemidji, East Grand Forks, Crookston, Thief River Falls, and Alexandria. Brad serves as project manager for projects in communities outside the Grand Forks metro area and is the City Engineer for Pembina, ND.

Project Experience

- East Grand Forks—Grand Forks Interconnect—East Grand Forks, MN
- Watermain Improvements—Karlstad, MN
- Distribution System Analysis—East Grand Forks, MN
- Water Distribution System Analysis—Fertile, MN
- Water Distribution System Analysis—Fisher, MN
- Water Distribution System Analysis—Warren, MN
- 23rd Street NW Storm Water Design—East Grand Forks, MN
- 2009–2010 23rd Street NW—East Grand Forks, Minnesota
- 2008 13th Street SE—East Grand Forks, Minnesota

Garrett Borowicz LS, VP
QA/QC, LAND SURVEYOR



Licenses/Certifications:

Professional Land Surveyor: MN (45365) ND (LS-6045)

Education:

Bachelor of Science, Land Surveying | St. Cloud State University, 2005

Associate of Applied Science, Civil Engineering Technology | Lake Superior College, 2002

Associate of Arts, General Studies | Northland Community & Technical College, 1998

Garrett joined Widseth in 2002 and has accepted increasing levels of responsibility including serving as land survey operations manager of Widseth's Crookston office. He oversees all phases of land survey operations including, boundary surveys, section subdivisions, platting services, construction staking, topographical surveys, ALTA/NSPS surveys, and control surveys. Garrett serves as the Polk County Land surveyor and performs section corner restoration surveys, highway right of way plat surveys, and assists Polk County with all of their surveying needs. Garrett leads the crew when a Professional Land Surveyor is required to be on site. He trains field crew personnel in survey practices, principles, and techniques with a hands-on approach. Other responsibilities include land survey project development and management, and maintaining client relationships. Garrett serves as the Polk County Surveyor.

Project Experience

- Watermain and Sewer Replacement—Lake Bronson, MN
- CIC Plat Number 102—Stephen, MN
- West Riverside Addition Platting Services—Stephen, MN
- Property Survey Lot 42, Riverside Subdivision—Stephen, MN
- Land Annexation, Sec 32, Township 158N, Range 48 W—Stephen, MN
- Hamnes 2nd Addition Platting Services—Stephen, MN
- Property Survey, NE 1/4 Section 6-157-48—Stephen, MN

Project Examples

Interconnect Wastewater Project | CEAM 2018 Project of the Year

Grand Forks, ND & East Grand Forks, MN



Construction Costs

Total Budget: \$5,469,157

Total Actual: \$5,703,949

Widseth's Portion of Costs

Total Budget: \$4,596,244

Total Actual: \$4,823,618

Put Into Service

Scheduled: November 16, 2017

Actual: October 31, 2017

PROJECT DESCRIPTION

After six years of planning, neither the Red River of the North nor state boundaries would deter the Cities of East Grand Forks, Minnesota, and Grand Forks, North Dakota, from coming to an agreement that would allow the City of Grand Forks to provide wastewater treatment for the City of East Grand Forks. The Interconnect Wastewater Project includes a new lift station, 50,000 gallon diurnal basin, 22-acre equalization basin, and approximately 12,000 linear feet of forcemain.

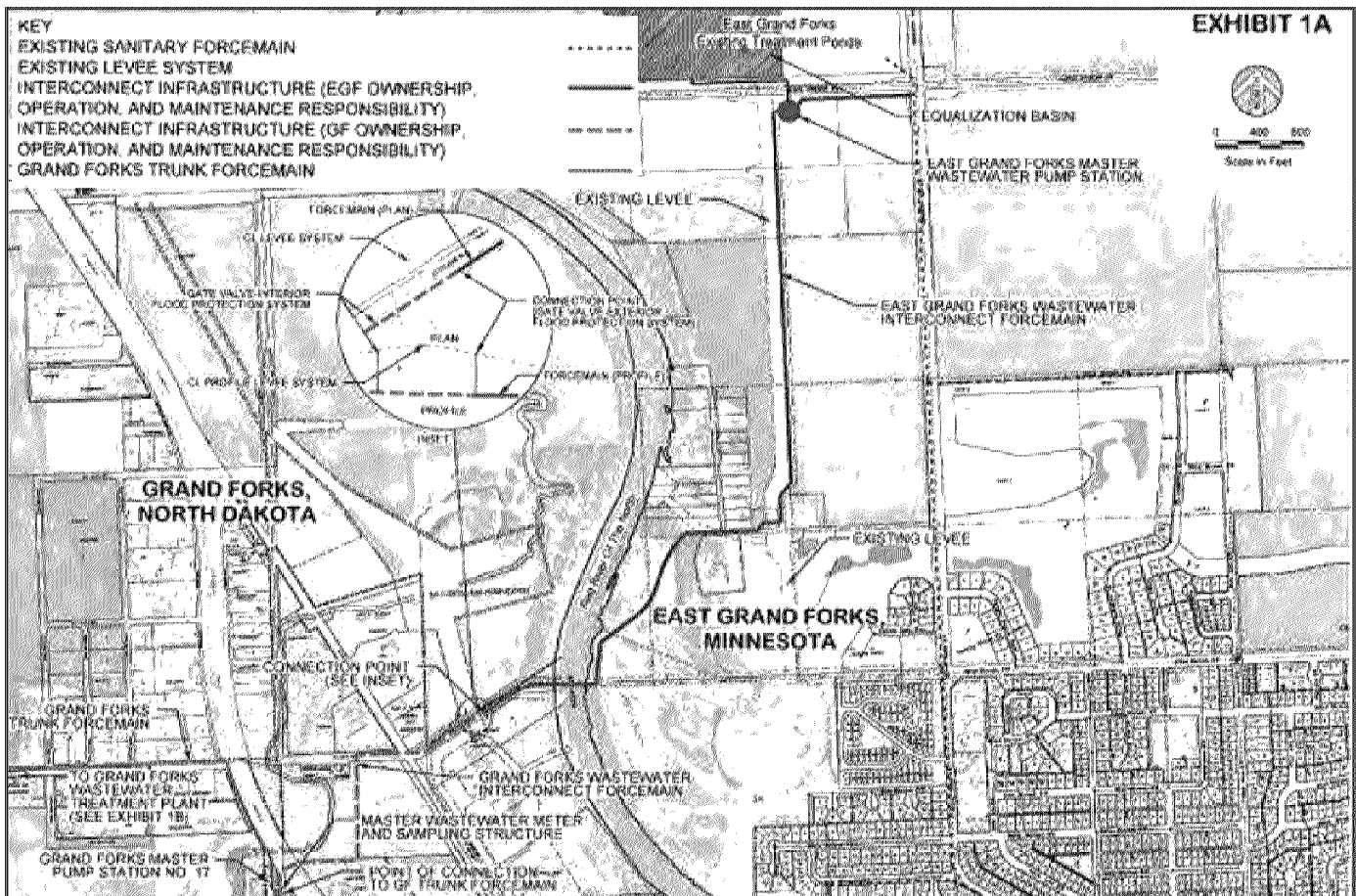
The diurnal basin allows a steady rate of flow from East Grand Forks to Grand Forks of approximately 830 gallons per minute or 1.2 million gallons per day. This consistent flow rate enhances efficiency and ensures Grand Forks' lift stations are not overloaded. The basin also provides East Grand Forks adequate storage to handle peak or nonnal diurnal flows. The equalization basin provides three weeks of storage capacity in the event Grand Forks is unable to accept wastewater. The lift station and equalization basin are connected by PVC piping to allow sewage to flow by gravity into or out of the equalization basin.

Roughly 12,000 linear feet forcemain connects the two communities and transfers wastewater under the Red

River, across state lines. Forcemain installation was completed by the following methods: open cutting, jacking, and boring of steel-casing pipes under state highways and under both cities' levees, and directional-boring of 2,000 linear feet to cross under the Red River.

FIRM'S ROLE

Widseth's team completed design, prepared construction plans, and specifications, and assisted East Grand Forks with bidding and contract awards. Widseth also provided assistance to the City of Grand Forks and their City Council. Some of the specific tasks included topographic survey, coordination with public and private utilities, preliminary design with both cities, and working with AE2S (the City of Grand Forks' consultant) to prepare a Cost of Service Agreement (COSA). Widseth also helped secure funding for the project from the Minnesota Public Facilities Authority (PFA) and the State of Minnesota's Bonding Bill. Widseth provided assistance with meetings with the State Bonding Committee and tours for State Legislators. Once construction was underway, Widseth completed all construction layout staking, construction inspection, and all contract administration.



The Interconnect Wastewater Project is a collaboration between East Grand Forks and Grand Forks, by which East Grand Forks' wastewater is transported to Grand Forks' wastewater treatment plant. The project comprises a new lift station, a 50,000 gallon diurnal basin, a 22-acre equalization basin, and approximately 12,000 linear feet of force main.

A UNIQUE & INNOVATIVE SOLUTION

East Grand Forks' original stabilization ponds were constructed in 1958 and had undergone several major repairs and upgrades over the years. More recently, the Minnesota Pollution Control Agency (MPCA) had identified a number of issues that would have required major upgrades. The city considered three options: rebuilding and modifying the existing facility (at a net present value of over \$52 million), constructing a mechanical wastewater facility (over \$56 million), or developing a cooperative agreement with the City of Grand Forks (just over \$31 million). The city selected the most economical option: The Interconnect Wastewater Project.

While many neighboring cities collaborate on a shared wastewater treatment solution, the Interconnect Project presented unique challenges and opportunities, not the least of which was gaining support from two distinct communities with distinct needs. Both City Councils

would have to approve the project for it to move forward, and the project's complexity and impact on residents prompted the cities to engage the public in the process. Each city ensured the project addressed their constituents' concerns. For East Grand Forks, that meant illustrating that the increase in wastewater fees was justified, and for Grand Forks, that meant demonstrating that East Grand Forks was paying its fair share.

Financing also required some finesse. Detailed cost information was gathered to develop the Intergovernmental Agreement. This prompted the Cost of Service Agreement (COSA), which identifies the cost to the residents in East Grand Forks. This then led to the Inter-Municipal Agreement between the two cities. With buy-in from both communities, Widseth's engineers turned their attention toward design. The Interconnect presented several challenges:

- Each city has a US Army Corps of Engineers (USA CE) flood control project, which required a US ACE permit to cross under each city's levees.
- Boring a new forcemain under the Red River of the North also required USACE approval. The design team provided geotechnical evidence that the levees would not be affected, and the Red River banks would not experience additional sliding.
- Crossing the border between Minnesota and North Dakota meant meeting the requirements of two states' agencies.

implementing the collaborative process developed for the Interconnect Project.

SOCIAL, ECONOMIC, AND SUSTAINABLE DEVELOPMENT CONSIDERATIONS

It was clear from the start that communication would be critical to the project's success. Widseth set out with the goal of bringing together staff from both cities, state agencies, and lawmakers to an unprecedented level of communication, understanding, and collaboration. The two cities embarked on a project delivery and ownership process that clearly delineated ownership and responsibility for each component of the Interconnect Project. The successful result is evidenced by the two cities' ongoing discussions regarding additional projects on which they may cooperate.

FUTURE VALUE

The Interconnect Wastewater Project is a model of collaboration. The design team and City of East Grand Forks presented the Interconnect Project to the State Bonding Committee in 2015, where the Senator from Rochester remarked, "This is a poster child project, where two communities are working together, and we should help this project." Other border communities that are facing major challenges to their infrastructure would benefit from

COMPLEXITY

Collaboration and partnerships were crucial to the success of this project. The engineering team and the City of East Grand Forks built valuable relationships with such disparate entities as the following:

- US Army Corps of Engineers
- Red Lake Watershed District



Roughly 12,000 linear feet of forcemain connects the two communities and transfers wastewater across the Minnesota-North Dakota border, under the Red River of the North.

- Minnesota State Historical Society
- Minnesota Pollution Control Agency
- Minnesota Public Facilities Authority
- Polk County, Minnesota
- Minnesota Department of Natural Resources
- Minnesota State Representatives and Senators
- Minnesota Governor's staff
- City of Grand Forks Staff and Council Members

FULFILLING CLIENT NEEDS

The Interconnect Wastewater Project is a successful example of a complex project that links two border cities. The design coordinated the transfer of East Grand Forks' wastewater to the City of Grand Forks. As of October 17, 2018- not quite one year since its completion- the system has pumped over 250 million gallons of wastewater to the Grand Forks

wastewater treatment plant. A very successful partnership was built among the City of East Grand Forks, the City of Grand Forks, and the involved agencies. Widseth employed effective communication methods throughout the project's planning, design, and construction phases, and helped bring collaboration among the communities and state agencies to a whole new level.

The Interconnect Wastewater Project is a model of two communities' engagement and close coordination among the engineers, agencies, and communities.

CONSULTANT'S ROLE

Obermiller-Nelson Engineering provided mechanical and electrical engineering associated with the lift station while AE2S was responsible for the engineering on the North Dakota side of the Red River. AE2S developed the cities' Cost of Service Agreement (COSA), which details how costs of treatment are calculated (e.g., based on flows and strength of wastewater) and how East Grand Forks will provide compensation for services.



As of October 17, 2018-not quite one year since its completion- the system has pumped more than 250 million gallons of wastewater to the Grand Forks wastewater treatment plant. The Interconnect Wastewater Project is a model of two communities' engagement and close coordination among the engineers, agencies, and communities.

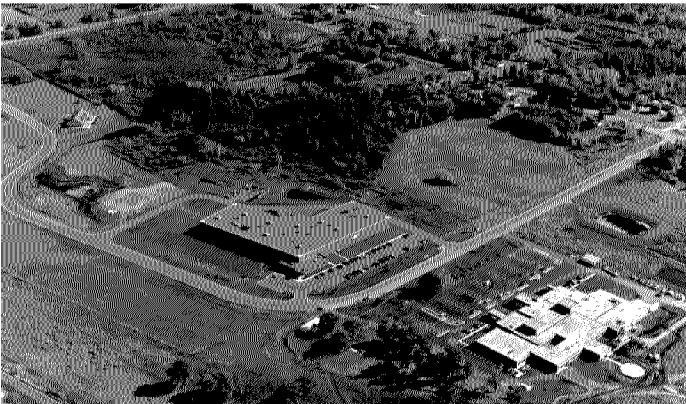


Brainerd-Crow Wing County Regional Airport Utility Extension

Brainerd, MN

Widseth teamed with SEH on this \$8 million trunk water and sanitary sewer extension project from the City of Brainerd to the Brainerd-Crow Wing County Regional Airport. The project was funded by Local Option Sales Tax (LOST) funds as a project of regional significance. Primary objectives were to extend water and sewer services to the airport to provide fire protection, enable growth, and expansion of this regional asset and provide trunk mains that will serve as the backbone of the Northeast Brainerd Sanitary Sewer and Water Master Plan prepared by Widseth for the City of Brainerd in 2006. The utility extension project consisted of 10" and 12" HDPE sanitary sewer and 12" and 16" DIP water mains (approximately 70% of the 2.2-mile sewer and water trunk main route was installed by horizontal directional drilling methods) and 13 jack/bore casing crossings of State Hwy 210, two duplex lift stations and a water booster station. The project required significant coordination effort with MnDOT right-of-way staff, planning and coordination with utility representatives, public relations, significant dewatering effort, wetland permitting and monitoring in coordination with SWCD and MPCA, traffic control planning, and construction administration of a broad project area with observation of multiple contractor work crews.





Bunker Hill Drive Industrial Park

Aitkin, MN

Widseth worked with the City of Aitkin to develop this 100-acre site as the future home of a new iron works facility and hospital. Funded by EDA, this \$1.8 million project involved creating an industrial park from farmland, including mitigation of about two acres of wetland.



The road layout was designed to minimize impacts to the 14.5 acres of onsite wetlands. The final layout resulted in just 0.93 acres of wetland impact. Widseth proposed to mitigate the impacts onsite by restoring a drained wetland used as a hay field. An investigation of the soil properties in the restoration area provided data for drainage calculations, which showed the field to be effectively drained by tile lines. The wetland restoration broke the tile lines and resulted in restoring 2.3 acres of wetland. The additional mitigation credit (that amount of area above the amount of wetland impacted by the road) will be used for future developments in the industrial park.

References



CITY OF THIEF RIVER FALLS

Mark Borseth, Public Works Director

507.268.4923

CITY OF EAST GRAND FORKS

Mark Olstad, City Council President

218.791.5122

AITKIN COUNTY

**Ross Wagner, Economic Development,
Forest Industry Coordinator**

218.927.7305

EDA Experience



Widseth is very familiar with all the U.S. Economic Development Administration forms and documentation to successfully complete a project from beginning to end.

EDA Funded Project Examples

1991 City Project No. 1 - Grading, Curb and Gutter and Paving—Roseau, MN
» EDA 06-01-02518

1993 City Project No. 2 - Cold Storage Building—East Grand Forks, MN
» EDA 06-01-02596

1993 City Project No. 4 - Water Treatment Plant Expansion—East Grand Forks, MN
» EDA 06-01-02596

1993 City Project No. 5 - Lift Station Improvements—East Grand Forks, MN
» EDA 06-01-02596

1998 City Project No. 5 - Invisible Floodwall—East Grand Forks, MN
» EDA 06-19-59002

1998 Holiday Mall—East Grand Forks, MN
» EDA 06-19-59003

1999 Streetscape, Boardwalk and Shell Structure—East Grand Forks, MN
» EDA 06-19-59017

1999 Firehall—East Grand Forks, MN
» EDA 06-19-59018

1999 City Project No. 7 – Parking Lot and Street Improvements—East Grand Forks, MN
» EDA 06-19-59017

2011 Assessment Job No. 2 – Utility Extension Industrial Park—East Grand Forks, MN
» EDA 06-01-05577

2011 Assessment Job No. 3 – Street Paving—East Grand Forks, MN
» EDA 06-01-05577

Availability & Staff Location

PHASES I & II		
NAME	LOCATION	AVAILABILITY
Greg Boppre	East Grand Forks	35%
Steve Emery	East Grand Forks	40%
Dave Reese	Baxter	40%
Chad Conner	Baxter	45%
Mark Reineke	Alexandria	45%
Gail Leverson	Bemidji	60%
Brian Ross	Baxter	40%

PHASE III		
NAME	LOCATION	AVAILABILITY
Greg Boppre	East Grand Forks	50%
Steve Emery	East Grand Forks	60%
Dave Reese	Baxter	40%
Brad Bail	East Grand Forks	60%
Mark Anderson	Grand Forks	60%
Dean Anderson	Grand Forks	50%
Ryan Berg	Grand Forks	60%
Scott Dodson	Grand Forks	70%
Raul Martinez	Grand Forks	60%
Chad Conner	Baxter	40%

Phase IV		
NAME	LOCATION	AVAILABILITY
Greg Boppre	East Grand Forks	40%
Benji Hofstad	Bemidji	75%
Mark Skogen	Baxter	70%
Chad Conner	Baxter	60%
Gail Leverson	Bemidji	60%

Project Approach - Planning, Design, & Implementation



We have reviewed the Request for Proposal and the project corridor. From this review, Widseth has learned that the City of Grand Rapids is seeking a consultant to perform the following:

- Phase I - NEPA Environmental Narrative
- Phase II - Preliminary Engineering Report
- Phase III - Design/Bidding
- Phase IV - Construction/Project Inspection

Our team will work with the City of Grand Rapids, Matt Wegwerth, city staff, and other stakeholders to ensure the project is completed as envisioned and designed. We will accomplish this task effectively, while maintaining safety.

To ensure the project is completed efficiently and on time, multiple team members will work on the project concurrently. Early in the process, Widseth will identify key areas to be completed to maintain the project schedule.

Planning

Working independently, yet under the direction and guidance of the City of Grand Rapids, the Widseth team, led by Principal in Charge Greg Boppre and Project Manager Steve Emery, will incorporate the city's vision through the planning process for Phases I and II.

As per the National Environmental Policy Act (NEPA), Widseth will address all of the items necessary to

assess the potential environmental inputs associated with the proposed federal actions. We will coordinate any and all requirements with the designated Economic Development Representative, regarding the NEPA template and appropriate level of documentation.

Through our previous EDA experience, we have thorough knowledge of necessary documentation for the EDA and will provide the city with a complete description of the project for the EDA grant application.

Gail Levenson is an invaluable asset on our team. As a funding specialist, Gail is keenly aware of EDA programs, requirements, and expectations. She will help guide the city for a complete EDA Grant application submission.

Design

Steve Emery will lead the design team, developing final construction plans, utility conflicts plans and adjustments, and mitigation plans, and assist with construction estimates and graphics for permit submittals. 60% and 90% plans will be submitted to the city for review.

Once past the 60% design stage, Steve and our team of designers will proceed to final and detailed plan design. Plan design will consist of developing plans containing title sheet, general layout, plan sheets, estimated quantity tabulations, erosion control plan, and standard drawings. Project plans will be submitted to the internal QA/QC team for review at the 90% and 100% design stages. After each QC review, we will incorporate

comments into the design, and work on the next stage will commence.

Aerial Services

Widseth is proposing to use KBM GeoSpatial, LLC, a subsidiary of Widseth, to acquire aerial imagery and LiDAR (Light Detection and Ranging) surface points.

KBM owns and operates a twin-engine Cessna 310 aircraft equipped with a Leica RCD30 digital camera and ALS70 LiDAR system. This, including our Applanix IMU/GPS positioning system, allows us to collect aerial imagery and LiDAR simultaneously over the project site. This efficient system collects the data required to produce highly accurate 1-foot contour mapping and 3-inch color orthophotos, giving our engineers the data they need to identify above ground features and tie into existing infrastructure.

LiDAR sends laser pulses from the bottom of the airplane and measures the time required for the beam to hit an object and return to the airplane. Up to four returns can be measured, allowing the system to identify tops of trees, low vegetation, buildings, and other man-made features, and the ground. This data is classified, and the bare earth surface is used to create a DEM surface for the engineer, and the data needed by our orthophoto process.

The orthophoto process takes the bare earth surface and flight information to eliminate the tip and tilt of the aircraft experienced during the flight, as well as

correcting for the ground surface and several other distortions. The result is an image that has been rectified to the ground and placed in the correct coordinate location to line up with the planimetric detail the mapping team will collect for this project. All ground features visible in the orthophoto will line up with the corresponding ground features, allowing our engineers to correctly identify features that could impact construction and to work around any such obstructions without costly field corrections. The orthophotos also make great visual displays, allowing laypeople to quickly understand the construction plans and details of the project.

Implementation

For a successful implementation of the plans, Widseth will coordinate and assist the City of Grand Rapids with all of the necessary documentation for the Economic Development Administration. With our extensive EDA project examples, we have learned that during the Construction Administration Phase it is vital to perform and communicate all necessary steps with the EDA. It can make or break this phase of the project.

With the aggressive project schedule, Widseth is committed to the efficient and timely performance of this schedule. Our project team members have worked together in the past and developed a comfortable and efficient working relationship. Our current and projected work load is such that the project can be completed as required.



Price Proposal Form



CITY OF GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

City of Grand Rapids, MN
Grand Rapids/Cohasset Industrial Redevelopment
Sanitary Sewer and Water Extension Project
PRICE PROPOSAL

(To be filled out completely and attached to Proposal packet)

Legal Business Name: Widseth Smith Nolting & Assoc., Inc.

Address: 1600 Central Avenue NE, East Grand Forks, MN 56721

Phone: 218-773-1185

Email: EastGrandForks@Widseth.com

Print Name and Title: Greg Bopppe, PE | Principal in Charge, Vice President

Authorized Signature: *Greg Bopppe*

Date: June 17, 2020

Are you proposing to use other companies or firms in this project as a partnership? If yes, please list them below with contact names.

No.

NEPA Environmental Narrative – Phase 1:

Fixed-Price Proposal for basic (NEPA Environmental Narrative) A/E services is: \$25,000.00

NEPA Environmental Narrative Phase completion date: July 13, 2020

Print name and title: Greg Bopppe, PE | Principal in Charge, Vice President

Authorized Signature: *Greg Bopppe*

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

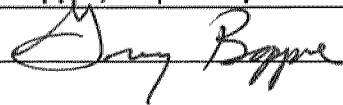
Widseth shall prepare the environmental narrative using the most current version of the EDA Environmental Narrative Requirements.

Preliminary Engineering Report - Phase 2:

Price Proposal for basic (Preliminary Engineering Report) A/E services is: \$23,900.⁰⁰

Preliminary Engineering Report Phase completion date: July 13, 2020

Print name and title: Greg Boppre, PE | Principal in Charge, Vice President

Authorized Signature: 

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Widseth shall prepare a preliminary engineering report following the most current version of the EDA Preliminary Engineering Report Requirements.

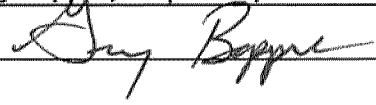
Design/Bidding - Phase 3:

(Price for Phase 3 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Design/Bidding Phase) A/E services is: \$320,000.⁰⁰

Design/Bidding Phase completion date: March 1, 2021

Print name and title: Greg Boppre, PE | Principal in Charge, Vice President

Authorized Signature: 

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

- **Kickoff meeting with key city staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project firmly started.**
- **Data collection of all relevant existing studies, reports, record drawings and data from the City of Grand Rapids.**
- **Coordinate hydrant flow testing by public utilities and model project area for fire flows and water main sizing.**
- **All necessary field survey work to design the project, including establishing appropriate property boundaries.**
- **Prepare designs and submit formal design review submittals to the City of Grand Rapids at 60% and 90% completion of the project.**
- **Prepare bid ready technical and construction plans and specifications for this project. The front-end specifications shall be standard Economic Development Administration (EDA) front-end documents and shall be tailored to meet the requirements of the Project. Assist the City of**

Grand Rapids throughout the bidding process and make a recommendation of award after reviewing the received bids.

- All construction quantities and funding scenarios shall be completed in RTVision's One Office enterprise software. The city will provide two licenses for this software to the firm for the duration of the Phase III.
- Widseth shall provide support services to assist the City of Grand Rapids in obtaining bids from contractors. The bid period for this project will allow bidders adequate time to become familiar with the work. Bids shall be obtained electronically and shall meet at the requirements of the EDA.
- Prepare all necessary environmental and/or construction permits from appropriate state and local governmental agencies. This includes, but is not limited to, all permits required to cross the Mississippi River and Railroad.
- Coordinate the notification process for Disadvantaged Business Enterprises (DBEs) as required by the funding agency.
- Prepare the Advertisements for Bid for publication in the Grand Rapids Herald Review and notify appropriate industry publications.
- Prepare necessary copies of drawings, contract/bid documents and technical specifications, and distribute them to interested parties.
- Conduct one Pre-Bid Meeting with interested contractors, representatives of regulatory and funding agency and the City of Grand Rapids.
- Respond to bidder general and technical questions.
- Attend the Bid Opening, administer the receipt of bids, compare bids, check for compliance with the contract requirements, call references, confirm math and tabulate the results. Based upon this review, make a written recommendation for award of the contract.
- Modify Contract Documents to incorporate information included in bid addenda.

Widseth will be in compliance with 2 CFR Appendix II to Part 200 – Contract Provisions for Non Federal Entity Contracts Under Federal Awards.

Construction/Project Inspection – Phase 4:

(Price for Phase 4 shall be based on the enclosed preliminary engineering maps and cost estimate. If the project scope changes during design, fee adjustments may be negotiated.)

Price Proposal for basic (Construction/Project Inspection) A/E services is: \$315,000.00

Construction / Project Inspection Phase completion date: 10/1/2021

Print name and title: Greg Boppre, PE | Principal in Charge, Vice President

Authorized Signature: 

Date: June 17, 2020

Please describe in detail what is included for this price proposal listed above (may be typed or written on this form or an attached sheet of paper and initialed).

Construction/Project Inspection details are as follows:

1. Construction Administration:

- Prepare for and attend the preconstruction meeting.
- Provide consultation and advice to City of Grand Rapids during construction and be available to meet with City of Grand Rapids staff, the contractor, and other parties throughout the construction phase of the project to discuss/resolve construction issues, construction progress, and to coordinate the work as needed.
- Check detailed construction, shop and erection drawings submitted by the contractor for compliance with the design concept and design intent.
- Conduct all Davis Bacon Wage Confirmation interviews and provide reports to the City of Grand Rapids.
- Prepare supplementary sketches required to clarify/resolve any field construction problems that may arise due to actual field conditions encountered.
- Respond to contractor general and technical questions.
- Attend final review of the completed construction with representatives from the City of Grand Rapids, the contractor, and other concerned parties as needed, and prepare a letter to address any deficiencies, corrective actions required, etc.
- Prepare record (i.e. "as-built") drawings based on construction information.
- Print and distribute construction record drawings for distribution to the City of Grand Rapids as required. Record drawings shall be furnished both in electronic PDF compatible format and electronically in AutoCAD compatible format on compact disk (CD).

2. Construction Observation: Provide daily construction observation of the construction work in progress based on the contractor's construction schedule. Widseth shall perform the following functions:

- Monitor materials used in the construction for compliance with project specifications.
- Monitor quality of construction and verify compliance with project specifications.

- **Prepare site visit observation reports covering observations made of the work in progress, delays to construction, unusual events, etc.**
 - **Monitor project progress and report same to the City of Grand Rapids and to assist in the preparation of quarterly reports to EDA.**
 - **Review and approve monthly Payment Requisitions from the contractor to confirm quantities of work completed and certify payment requisitions for payment by the City of Grand Rapids.**
 - **All inspection records, observation reports and monthly pay requisitions shall be completed in RTVision's One Office enterprise software. The city will provide two licenses for this software to the firm for the duration of Phase IV.**
 - **Interpret the contract plans and specifications and check the construction activities for compliance with the intent of the design.**
 - **Attend meetings as required for coordination among officials from the City of Grand Rapids and the contractor or any state and local agencies (as required).**
 - **Confirm Substantial Completion of the project and prepare Certificate of Substantial Completion. Prepare a Punch List of outstanding items of work to be completed after Substantial Completion in order to achieve final completion of the construction work.**
 - **Maintain project record ("as-built") information for the development of final record drawings and final project report.**
- 3. EDA Funding Requirements During Construction. Tasks that are required to be completed during construction pursuant to the rules and regulations for EDA funded projects include:**
- **Collect and check weekly certified payroll reports from the contractor and all subcontractors on the project.**
 - **Collect weekly signed Statement of Compliance (wages) from contractor and Subcontractors.**
 - **Verify hours worked and rates paid for the contractor and all subcontractors on the project.**
 - **Maintain a file of weekly certified payroll reports.**
 - **Submit a copy of the weekly certified payroll reports to the City of Grand Rapids and EDA.**
 - **Conduct at least two (minimum) wage rate interviews to confirm/verify wage rates.**
 - **Document "Buy American" provisions.**
 - **Maintain documentation and records for all equipment and products purchased in accordance with the "Buy American" provisions. Required documentation includes: (1) U.S.-made components; (2) National waivers; (3) project-specific waivers; and (4) "De Minimis" components.**
 - **Prepare monthly report of project completion status.**



■ APPENDIX A - SITE MAP

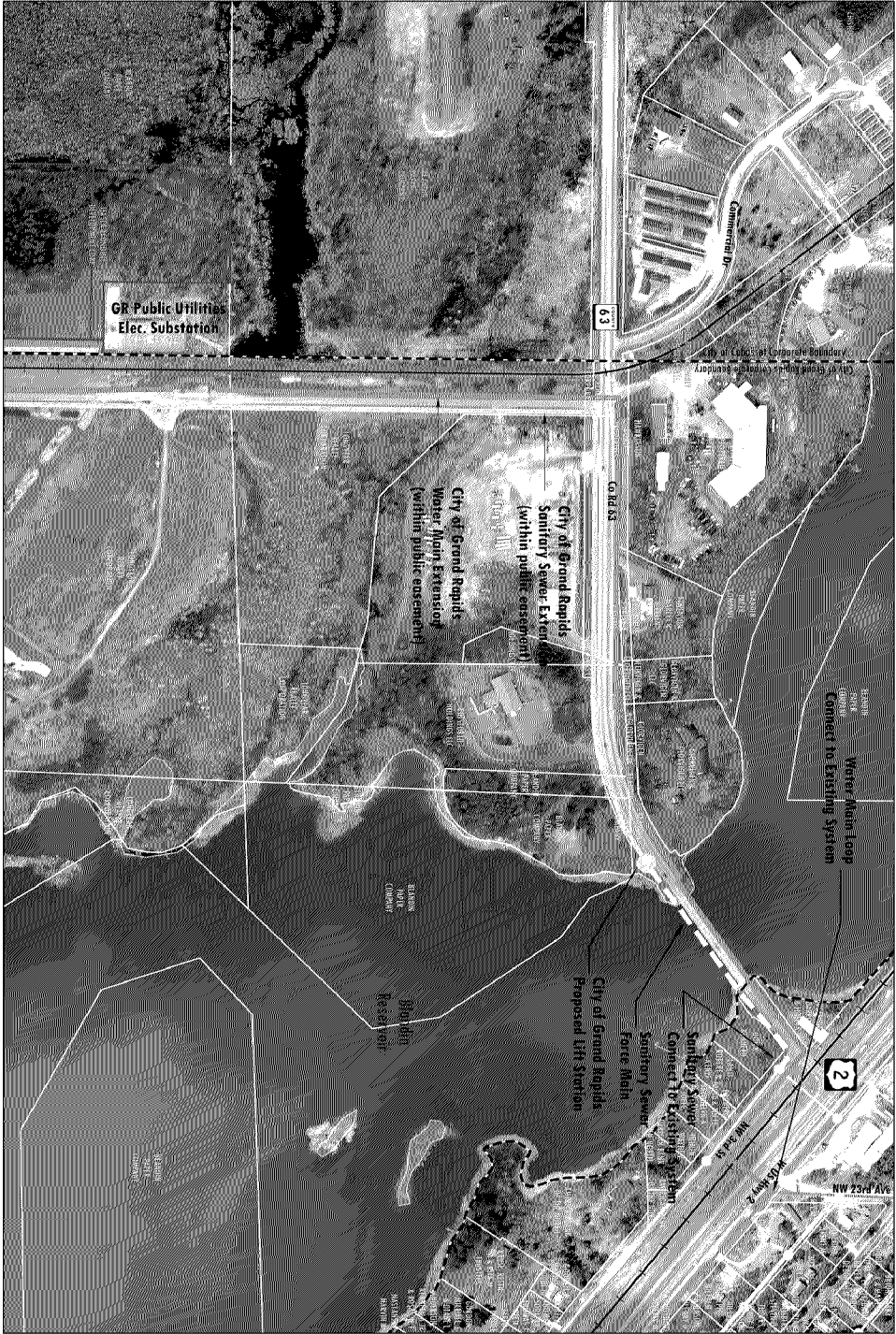
WIDSETH

Site Map

Grand Rapids & Cohasset Industrial Park Expansion/Redevelopment Utility Extension (Map 1 of 2)



Grand Rapids & Cohasset Industrial Park Expansion/Redevelopment Utility Extension (Map 2 of 2)





Quality Management Plan

Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project

City of Grand Rapids

- **Phase I - NEPA Environmental Narrative**
- **Phase II - Preliminary Engineering Report**
- **Phase III - Design/Bidding**
- **Phase IV - Construction/Project Inspection**

Widseth has developed a Quality Management Process (QMP). This QMP will be implemented through the Data Collection, Surveying, Environmental Document(s), Field Review, Safety Review, Traffic Operations, Right-of-Way, Permits, Plan Design and Production, Special Provisions, and Cost Estimate phases to produce a quality product for the City of Grand Rapids. Our Project Specific Quality Management Plan presented incorporates at a minimum the requirements below. Highlights include:

- Comprehensive list of roles and responsibilities of team personnel with a detailed description of what they must do to be compliant with quality.
- Designated Quality Assurance and Quality Control Manager.
- Comprehensive checking procedure for personnel involved in preparing project deliverables
- This QMP provides for formal independent “fresh eyes” Quality Control checking procedures throughout the duration of the project, rather than only being required at the end of the project
- As a means of highlighting quality and in addition to our checking process, Widseth uses project management components such as documentation, scheduling, progress meetings, and staff meetings to facilitate effective communication, decision making, and on-time delivery of a quality product.

PROJECT DESCRIPTION

The proposed project consists of four phases; Phase I – NEPA Environmental Narrative, Phase II- Preliminary Engineering Report, Phase III - Design/Bidding and Phase IV - Construction/Project Inspection. This project includes environmental document, preliminary design, final design, and engineer of record.

WIDSETH'S COMMITMENT TO QUALITY

Widseth's management team believes providing a high quality product begins by first providing a highly qualified team to complete the task at hand. Although quality assurance and quality control procedures are an essential part of the successful completion of any project, these procedures cannot serve as a substitute for providing knowledgeable and experienced staff to complete the required task.

Quality will be advocated from the top down and all team members share in the responsibility of ensuring that we provide a high quality product in an efficient manner. Widseth employs highly skilled engineers and technical staff that are committed to the quality of the end product. All employees are encouraged to further their professional development by participating in regular training and continuing education courses that will advance their level of knowledge and understanding of engineering trends pertinent to their field of practice.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

Alexandria | Bemidji | Brainerd | Crookston | East Grand Forks Forest Lake | Grand Forks | Mankato | Rochester

Widseth.com

1. Sewer and Water System Experience

Ability, capacity and skill to perform the proposed work

35 Points	Reviewers			
Firm Name	Rob M.	Matt W.	Max P.	Score
JPJ	20	25	20	65
Short Elliott	30	35	30	95
Widseth	25	32	25	82

2. Economic Development Experience

Experience with EDA grant processes and requirements

20 Points	Reviewers			
Firm Name	Rob M.	Matt W.	Max P.	Score
JPJ	12	13	15	40
Short Elliott	15	18	20	53
Widseth	15	15	18	48

3. Firm History and Location

Past history of the firm, knowledge of the area and ability to readily serve the project

20 Points	Reviewers			
Firm Name	Rob M.	Matt W.	Max P.	Score
JPJ	15	18	15	48
Short Elliott	20	20	20	60
Widseth	10	15	15	40

4. Price

Total price of engineering design and inspection services

25 Points	Reviewers			
Firm Name	Rob M.	Matt W.	Max P.	Score
JPJ	25	22	25	72
Short Elliott	20	20	20	60
Widseth	15	15	15	45

	JPJ	Short Elliott	Widseth
Average Scores	75.0	89.3	71.7
Rank	2	1	3

	JPJ	Short Elliott	Widseth
Phase 1	\$ 18,000.00	\$ 11,500.00	\$ 25,000.00
Phase 2	\$ 8,000.00	\$ 12,300.00	\$ 23,900.00
<i>Interim Total</i>	<i>\$ 26,000.00</i>	<i>\$ 23,800.00</i>	<i>\$ 48,900.00</i>
Phase 3	\$ 166,000.00	\$ 242,500.00	\$ 320,000.00
Phase 4	\$ 240,000.00	\$ 277,200.00	\$ 315,000.00
Total	\$ 432,000.00	\$ 543,500.00	\$ 683,900.00

Review Committee Comments:

- JPJ had a lack of technical experience and a lack of staff depth. Also limited EDA experience
- Widseth's location was not ideal, their price was significantly higher and they did not have recent EDA experience
- Short Elliott had a solid proposal that met all of the needs of the project. Although their fee was higher than JPJ, the committee felt JPJ may have underestimated the work necessary to complete the project.



Real People. Real Solutions.

4960 Miller Trunk Highway
Suite 350
Duluth, MN 55811

Ph: (218) 729-5939
Bolton-Menk.com

June 16, 2020

Mr. Matt Wegwerth
City of Grand Rapids
420 Pokegama Avenue
Grand Rapids, MN 55744

Re: Proposal for Grand Rapids/Cohasset Industrial Redevelopment: Sewer and Water Extension Project

Dear Mr. Wegwerth:

Thank you for the opportunity to provide our proposal for Engineering Services to the City of Grand Rapids and Cohasset for the sewer and water infrastructure extension project. Our Duluth staff with support from the Baxter/Brainerd office staff, currently provides similar services to numerous municipalities, townships and other state agencies.


Unfortunately, we must regrettably decline to submit a proposal at this time. Our decision not to submit is based on our evaluation of the project scope and schedule relative to our current commitments and the ability to meet the needs and schedules for this project.

Our decision not to submit is based on our firm's strong commitment to exceeding our client's expectations. As we have developed our firm into a leader in municipal engineering, we have done so with the promise to each client that we will provide them the best of our professional ability. At times this philosophy presents a challenge in meeting a necessary schedule of a valued community and we must regrettably decline in order to stay true to our client commitments.

We appreciate this opportunity to review this RFP and ask that you continue to consider Bolton & Menk for future engineering needs. As other projects are being considered within the community, we would prefer earlier involvement and coordination with the City to effectively deliver a project to your satisfaction. We look forward to future opportunities to work with the City of Grand Rapids.

Sincerely,

Bolton & Menk, Inc.


Joseph Pelawa, P.E.
Project Manager



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1143 **Version:** 1 **Name:** Consider authorizing the Grand Rapids Police Department to sell six (6) forfeited / abandoned handguns and three (3) forfeited long guns to a Federally Licensed Firearms Dealer.

Type: Agenda Item **Status:** Passed

File created: 6/18/2020 **In control:** City Council

On agenda: 6/22/2020 **Final action:** 6/22/2020

Title: Consider authorizing the Grand Rapids Police Department to sell six (6) forfeited / abandoned handguns and three (3) forfeited long guns to a Federally Licensed Firearms Dealer.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved	Pass

Consider authorizing the Grand Rapids Police Department to sell six (6) forfeited / abandoned handguns and three (3) forfeited long guns to a Federally Licensed Firearms Dealer.

Background Information:

The police department has sold forfeited and abandoned firearms in the past through an auction process. The six (6) forfeited / abandoned handguns and the three (3) forfeited long guns to be sold have gone through the forfeiture process and have been awarded to the city by the courts. The guns will be sold individually or as a lot, which ever brings in the highest bid.

Long guns to be auctioned are as follows:

- Forfeiture - 18004086 - Rossi 20 Gauge Single Shot Serial #SR253104
- Forfeiture - 15900136 - Franchi/Benelli 12 Gauge Shotgun Serial #AH66124
- Forfeiture - 14008901 - Marlin 30.06 Rifle w/Scope Serial #MM279455

Handguns to be auctioned are as follows:

- Found/Abandoned - 17000752 - Ruger LC9 Serial #322-26381
- Found/Abandoned - 2006000946 - High Standard .22 Magnum Derringer Serial #2466984
- Forfeiture - 18004844 - Kimber Custom Target 2 .45 Cal. Serial #K432298
- Forfeiture - 16006442 - KelTec .32 Cal Handgun Serial # 92420
- Forfeiture - 16003863 - Hi Point 9mm Serial #P1215456
- Forfeiture - 15900136 - Star B. Echeverria-Espana .22 Pistol Serial #1274495

Requested City Council Action

Consider making a motion authorizing the police department to sell the six (6) forfeited / abandoned handguns and three (3) forfeited long guns to a Federally License Firearms Dealer at auction.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1137 **Version:** 1 **Name:** Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Type: Public Hearing **Status:** Passed

File created: 6/16/2020 **In control:** City Council

On agenda: 6/22/2020 **Final action:** 6/22/2020

Title: Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Sponsors:

Indexes:

Code sections:

Attachments: [Sec. 30-628. Minimum number- draft amendments](#)
[Research Info-Restaurant Use parking numbers](#)
[CC PH TEXT Amendment- Rest. Parking Review-6-22-20-PowerPoint](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Open	Pass
6/22/2020	1	City Council	Close	Pass

Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Background Information:

Staff has had discussions with various developers, over the past couple of years, on the topic of minimum required off-street parking (number of spaces) for restaurant type uses, that include a drive-thru, both with new development and remodeling projects on current establishments.

Section 30-628 of the Zoning Ordinance, establishes the minimum number of required off-street parking stalls for various Residential, Public and Quasi-public, Business, and Industrial uses. There are currently two parking ratios for food/beverage service related uses in our ordinance:

- *Restaurant, cafes, bars - requires 1- parking stall per 75 sq. ft. of gross floor area (gfa).*
- *Drive-up restaurants - requires 1- parking stall per 50 sq. ft. of gfa + 6 stacking spaces per drive-up window.*

From those discussions, staff felt that there was an opportunity, at a minimum, to review and potentially enhance or modernize portions of the City's Zoning Ordinance, which would better reflect today's building, and land use trends.

On March 5, 2020 the Planning Commission formally initiated the review and potential amendment process to the above mentioned portion of the Zoning Ordinance.

Staff has spent time reviewing existing Ordinance language from other municipalities, trends in the food and beverage service industry as related to parking and drive-thru type restaurants, and developing potential amendments to the text of the Zoning Ordinance, and presented them to the Planning Commission for review and recommendation to the City Council. *Below is a summary:*

- Reviewed General Business zoning or comparable zoning district and off-street parking requirements (related to food and beverage service uses) in other Minnesota city's:
 - o Parking calculations varied between straight square footage of gross floor area ratios, and calculations that applied the seating/space occupancy requirements as directed by building codes.
- Trends vary nationwide in the food/beverage industry:
 - o Food and beverage delivery/pick-up services are becoming more popular through mobile devices/applications.
 - o According to an article on the fast food industry in the American Planning Associations "Planning" (published 1-month prior to the Covid-19 pandemic) 70% of all fast-food sales in America take place at the drive thru windows.
 - o Larger Urban/Downtown areas are banning the development of new drive-thru windows on restaurants to avoid pedestrian/vehicle conflicts, as well as reducing emissions from idling vehicles. Likewise, these areas are test markets for smaller "cantina" style fast food restaurants, providing walk up service, in a small-scale setting, some serving alcohol/beer, without a drive-thru facilities.

The approach taken in developing the proposed amendment was; to limit the complexity of the amendment, take opportunities to modernize the City's Zoning Ordinance, consider environmental impacts of potential amendments, and consider impacts of potential amendments as they relate to similar existing uses (not creating a nonconformity situation).

The draft amendments to the Zoning Ordinance are summarized below, within the identified section and number (and are attached):

EXHIBIT "A" - Section 30-628 *Minimum number.*

- o Amended existing #9 Restaurants, cafes, bars to include:
 - § All Restaurants, cafes, coffee/beverage establishments, taproom/tasting room, bars
 - § Maintaining existing parking ratio: 1 per 75 square feet gross floor area, plus 6 stacking spaces per drive-up window.
- o Removed: #10 Drive up restaurants, (as #10 was merged into #9)

At their meeting on June 4, 2020, the Planning Commission reviewed the amendments and forwarded a favorable recommendation to the City Council regarding the draft text amendment. The proposed amendments shown as Exhibit "A" to the draft Ordinance being considered, which also includes the Planning Commission's findings of fact.

Requested City Council Action

Conduct a Public Hearing to consider the adoption of an Ordinance that would update and amend Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Exhibit "A"

Sec. 30-628. - Minimum number.

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

RESIDENTIAL USES		MINIMUM PARKING REQUIRED
1.	One- and two-family units	2 per dwelling unit
2.	Multiple-dwellings	2 per dwelling unit ¹
3.	Senior citizens housing	0.5 per dwelling unit
4.	Boarding and roominghouses	1 per rooming unit
5.	Accessory apartments	1 per unit
6.	Bed and breakfast	1 per room ²
7.	Day care/nursery schools	Same as one-two family units
8.	Group and foster homes	Same as one-two family units
9.	Mobile home parks	2 per dwelling unit

>PUBLIC AND QUASIPUBLIC USES		MINIMUM PARKING REQUIRED
1.	Churches	1 per 3 seats in largest assembly room
2.	Elementary school	2 per classroom
3.	Junior high school	2 per classroom
4.	Senior high schools	6 per classroom plus 1 per 6 seats in main auditorium
5.	Post high schools	10 per classroom

6.	Stadiums, arenas, auditoriums (accessory to a school)	1 per 6 seats
7.	Stadiums, arenas, theaters and auditoriums	1 per 3 seats
8.	Museums, libraries, and art galleries	1 per 500 square feet (gross floor area)
9.	Golf and country clubs	6 per hole
10.	Government offices	1 per 200 square feet gross floor area
11.	Hospitals	2 per bed
12.	Nursing homes	1 per 3 beds
13.	Clubs and lodges, social and fraternal	1 per 2 persons based on occupancy rating

¹ In the R-3 zone, 25 percent of the required parking shall be enclosed. In the R-4 zones, 12.5 percent of the required parking shall be enclosed.

² Plus minimum requirement for other permitted uses.

	BUSINESS USES	MINIMUM PARKING REQUIRED
1.	Business, insurance and general offices	1 per 300 square feet gross floor area
2.	Medical, dental offices and clinics	1 per 300 square feet gross floor area
3.	Agricultural/animal sales	1 per 400 square feet gross floor area
4.	Automotive sales/repair	1 per 300 square feet gross floor area
5.	Beauty/barbershop	3 per chair
6.	Bank/savings and loan/loan agency	1 per 250 square feet gross floor area (see footnote ³)

7.	Car washes (principal use)	3 plus (see footnote ⁴)
8.	Car washes (accessory)	4 stacking spaces per bay
9.	<u>All Restaurants, cafes, coffee/beverage establishments, taproom/tasting room, bars</u>	<u>1 per 75 square feet gross floor area, plus 6 stacking spaces per drive-up window (when applicable)</u>
10.	Drive-up restaurants	1 per 50 square feet gross floor area plus 6 stacking spaces per drive-up window
11.	Athletic facilities	
	a. Racquetball/tennis	6 per court
	b. All other	1 per 200 square feet gross floor area
12.	Movie theaters	1 per 4 seats
13.	Gasoline stations	3 plus 2 per service stall plus 1 per 100 square feet gross floor area of retail space
14.	Bowling alleys	5 per lane
15.	Hotels, motels and tourist homes	1 space per room, plus 1 space per each 8 rooms, plus 1 space per each employee on maximum shift
16.	Conference center/meeting room/banquet hall	1 per 3 seats (design capacity)
17.	Funeral homes and mortuaries	1 per 3 seats in largest parlor or chapel
18.	Home furnishings stores	1 per 500 square feet gross floor area
19.	Hardware/home improvement	1 per 300 square feet gross floor area
20.	Daycare/group homes (commercial)	1 per 5 persons enrolled
21.	Indoor/outdoor recreation (amusement centers, pool halls, roller and ice rinks, exhibition halls)	1 per 2 persons based on occupancy rating or facility design capacity

22.	Miniwarehouse	1 per 10 units
23.	Convenience retail	1 per 100 square feet gross floor area
24.	Retail sales and services(not listed)	Minimum: 1 per 250 square feet gross floor area (minimum 5) Maximum: 1 per 175 square feet gross floor area when building exceeds 70,000 square feet
25.	Single use retail sales and services (not listed), gross floor area over 100,000 square feet	Minimum: 1 per 300 square feet gross floor area Maximum: 1 per 175 square feet gross floor area

INDUSTRIAL USES		MINIMUM PARKING REQUIRED
1.	Custom manufacturing	1 per 300 square feet retail space plus 1 per employee on major shift
2.	Other manufacturing	2 per 3 employees or 1 per 2,000 square feet gross floor area whichever is greater.
3.	Storage, warehousing, wholesaling	1 per 1,000 square feet gross floor area up to 10,000 square then 1 per 2,000 square feet gross floor area above 10,000 square feet.

³ Plus 4 stacking spaces per drive up window.

⁴ a) 4 stacking spaces per manual self-serve bay; b) 12 stacking spaces per automatic bay; and c) 1 per 140 square feet gross floor area of retail space.

In addition, one detailing space shall be provided for each car wash bay of any type, plus one detail space for each vacuum machine if machines are not located within the stacking spaces. If machines are located within the stacking spaces, no additional detail space is required.

(Code 1978, § 23.7(H); Ord. No. 07-02-04, 2-12-2007; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 16-05-05, Exh. D, 5-23-2016; Ord. No. 18-08-06, Exh. B, 8-27-2018)

City (population)	Restaurant (food-beverage service type use) Off-Street Parking - Min. # Requirements	Parking Req. for 3,000 s.f. Rest. Type use (2K s.f. seating (133 occ.)/.1K s.f. kitchen area (5 occ.))
Grand Rapids	Restaurant, cafes, bars – requires 1 parking stall per 75 sq. ft. of gross floor area (gfa) Drive-up restaurants – requires 1 parking stall per 50 sq. ft. of gfa + 6 stacking spaces per drive-up window	40 stalls 60 stalls
Albert Lea (18,165)	Restaurants = 1/5 seats	27 stalls
Alexandria (13,951)	Restaurants, Bars, and Taverns with sales and consumption on the premises = 1/3 seats based on maximum capacity	44 stalls
Andover (32,728)	Drive in establishment and convenience food = 1 space for each 150 square feet of gross floor area, but not less than 15 spaces Restaurants, cafes, private clubs serving food and/or drinks, bars, on sale nightclubs = 1 stall for every 2.5 seats.	20 stalls 53 stalls
Anoka (18,573)	Drive-in establishment and convenience food = One parking space for each 150 square feet of gross floor area, but not less than 15 spaces Restaurants, cafes, private clubs serving food and/or drinks, bars, or nightclubs = One space for each 40 square feet of gross floor area of dining and bar area and one additional space for each 80 square feet of kitchen area	20 stalls 63 stalls
Austin (25,589) Baxter (8,478)	Restaurants, taverns and nightclubs = one parking space for each 75 square feet of floor area Drive-through food establishment = 1 space per 15 square feet of gross area excluding kitchen and dining area, or based on total seat calculations like restaurants, or a minimum of 8 spaces where there is no interior ordering area, whichever is greater. Restaurants, cafes, bars, taverns, nightclubs = 1 space for each 2.5 seats for restaurant area; 1 space for each 2.0 seats in bar area	40 stalls 53 stalls
Bemidji (15,462)	Restaurants, Bars, Taverns or Cafes = One (1) space per three (3) seats based on maximum fixed seating design capacity for restaurants without liquor service, provided that drive-in restaurants shall have at least ten spaces.	44 stalls
Blaine (66,667)	Establishments handling the sale and consumption of food and refreshment on the premises = At least one (1) parking space for each one hundred (100) square feet of floor area.	30 stalls
Brainerd (13,732)	Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs = One (1) space for each forty (40) square feet of dining or bar area and one (1) space for each eighty (80) square feet of kitchen area. Restaurants, Fast Food = Fifteen (15) spaces per one thousand (1,000) square feet of gross floor area	63 stalls 45 stalls
Chanhassen (26,266)	Restaurant, cafe, nightclub, tavern or bar/ Fast-food: Without drive-thru = One space per 60 square feet of gross floor area. OR With drive-thru = One space per 80 square feet of gross floor area.	38 stalls
Cloquet (12,347)	Restaurants, Night Clubs, Clubs = One space for each 40 square feet of floor area of dining and bar area and one space for each 80 square feet of kitchen area.	63 stalls

Detroit Lakes (9,475)	Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, Taverns, Nightclubs = One (1) space for each forty (40) square feet of dining and bar area and one (1) space for each eighty (80) square feet of kitchen area. Drive-in Establishment and Convenience Food = One (1) space for each fifteen (15) square feet of gross floor area but not less than fifteen (15) spaces	63 stalls
Duluth (87,213)	Restaurant = 6.5 spaces per 1,000 sq. ft. of gross floor area	200 stalls? (*drive-in classification?)
Edina (52,535)	Restaurants (except within shopping centers) = Spaces equal in number to one-third the maximum seating capacity, plus one space for each employee on the major shift.	20 stalls 44 stalls +
Elk River (24,891)	Class II restaurant (counter service) = one parking space for each 40 square feet of indoor or outdoor customer area, but not less than six spaces, plus room to stack a minimum of five vehicles per drive-through lane.	50 stalls
Faribault (23,884)	Coffee shop with limited entertainment = 30% of building capacity	41 stalls
Farmington (22,880)	Restaurant, class II (counter/fast food service) = 1 per every 2 customers to maximum seating capacity	67 stalls
Fergus Falls (13,747)	Drive-in restaurants = shall have 20 parking spaces or one space for each 20 square feet of floor area, whichever is greater Restaurants, cafés, nightclubs, taverns or bars = shall have one parking space for each 100 square feet of floor area	150/100 (*drive-in classification) 30 stalls
Forest Lake (20,598)	Restaurant, cafe, bar, tavern, night club = One space for each 2.5 seats based on design capacity and 1 space per employee based on largest working shift or as determined by the business plan and approved by the city Restaurant, drive-in or take out = One space for each 15 square feet of floor area allocated to patron service and counter area, plus 1 space for every 2.5 seats based on design capacity	53 stalls + 53 stalls +
Mahtomedi (8,040)	Restaurant: fast food or carry out = 1 per 4 seats for sit-down, 1 per 50 sf GFA of building area for carry-out + 1 per employee at maximum shift	33 stalls/ 60 stalls +
Mankato (43,571)	Restaurant and Eating and Non-alcoholic Drinking Establishments = One (1) space per each four (4) seats, one (1) space for each two (2) employees on major shift, one (1) space for each delivery vehicle, and one (1) space for customer food pick-up	53 stalls +
Marshall (13,783)	Drinking or dining establishment, restaurant, bar = 1/ 50 S.F. of seating area or 1/4 seats, whichever is greater, plus 1/100 S.F. of kitchen and storage	50 stalls
Monticello (13,782)	Specialty Eating Establishments = 1.0 space for each two hundred (200) square feet/in downtown = one (1) space per three hundred fifty (350) square feet of floor space Restaurants Sit down/dining area = 1.0 space for each forty (40) square feet of gross floor area of dining and bar area Pick-up or Counter Area = 1.0 space for each fifteen (15) square feet of gross floor area but not less than fifteen (15) spaces Kitchen Area = 1.0 space for each eighty (80) square feet of kitchen area	15 stalls/9 stalls 50 stalls

Moorhead (44,522)	Drive-in and fast food restaurants = 1 parking space for each 75 square feet of gross floor area of service and dining area. Additionally, 100 feet of stacking space must be provided for each drive-through aisle Restaurants, cafes, private clubs serving food and/or drinks, bars, on-sale nightclubs = At least 1 space for each 75 square feet of floor area of dining and bar area	27 stalls 27 stalls
New Ulm (13,645)	Drive-in restaurant = Twenty parking spaces, or one space for each 20 square feet of floor area whichever is greater Restaurant, cafe, nightclub, tavern, or bar = One parking space for each 100 square feet of floor area	150 stalls (*drive-in classification) 30 stalls
Otsego (17,323)	Coffee/doughnut shop with or without drive through = 1 stall per 50 square feet Fast food restaurant with or without drive through = 1 stall per 70 square feet Restaurants, clubs, lodges, brewpubs, taprooms, tasting rooms = 1 stall per 40 square feet of dining area and 1 stall for each 80 square feet of kitchen area	60 stalls 43 stalls 63 stalls
Prior Lake (26,135)	Food Service = 1 parking space for each 25 sq. ft. of customer floor area Restaurants w/o liquor = 1 parking space for each 60 sq. ft. of customer floor area	80 stalls 33 stalls
Red Wing (16,522)	Drive-in and fast food restaurants = 1 space for each 100 square feet of usable floor area or 1 space for each 2 seats provide + stacking spaces.	30 or 66 stalls
Rosemount (24,324)	Restaurants, cafes, bars, cocktail rooms and taprooms /Drive-up Restaurants = 1 per 3 seats	44 stalls
Shakopee (41,506)	Restaurants (Class II) = 1 per 50 square feet of congregation area, plus 1 per 3 seats	44 stalls +
Stillwater (19,915)	Drive-in food establishments = One for each 100 square feet of gross floor area, with drive-through facility add ten stacking spaces for drive-in window, with a minimum of five spaces designated for the ordering station.	30 stalls
Waconia (13,124)	Fast food establishment, drive-in restaurant = One (1) space for each 35 square feet of gross floor area and an additional two (2) parking spaces shall be added for drive through service facilities Restaurants, cafes, bars, taverns, night clubs = One (1) space for every three seats based on design capacity	86 stalls + 44 stalls
White Bear Lake (25,458)	Restaurants, Cafes, Private Clubs Serving Food and/or Drinks, Bars, On-Sale Nightclubs = At least one (1) parking stall for every two and one-half (2.5) seats based on the maximum design capacity of the use. Drive-In Restaurant = At least one (1) parking space for each fifteen (15) square feet of gross floor area, but not less than fifteen (15) spaces (sit down eating area not included).	53 stalls 200 stalls (*drive-in classification)
Urban Land Institute (Dimensions of Parking – 2010)	Fast Food = 15 spaces per 1,000 sq. ft. of GFA.	45 stalls

**Drive-in classification, I assume to be comparable to the old A & W Drive in format (very limited customer space inside restaurant).*



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

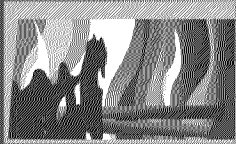
Zoning Ordinance Text Amendment:

Public Hearing

City Initiated Amendments to Chapter 30 Land Development Regulations

- Off-Street Parking -

June 22, 2020



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

Text Amendment

- **Initiation Date:** Planning Commission Initiated – March 5, 2020
- **Text Amendment Summary:** During staff's preliminary discussions with various developers, over the past couple of years, the topic of minimum required off-street parking (number of spaces) for restaurant type uses, that include a drive-thru, has been an area of discussion, both with new development and remodeling projects on current establishments. Staff felt that there was an opportunity, at a minimum, to review and potentially enhance or modernize portions of the City's Zoning Ordinance, which would better reflect today's building, and land use trends.
- **Section of Ordinance considered for review:**
 - Section 30-628 *Minimum number.*
- **Process to date:**
 - **March 5th – Planning Commission initial review of staff identified issue, initiates formal amendment process.**
 - **Staff reviews other parking ordinances, national trends, and drafts amendments.**
 - **June 4th – Planning Commission reviews draft amendments and considers a recommendation to City Council.**



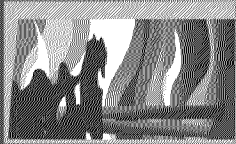
CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

Text Amendment

Summary of Draft Amendments:

Section 30-628 Minimum number. - EXHIBIT "A"

- **Amended existing #9 Restaurants, cafes, bars to include:**
 - **All Restaurants, cafes, coffee/beverage establishments, taproom/tasting room, bars**
 - **Parking ratio: 1 per 75 square feet gross floor area, plus 6 stacking spaces per drive-up window.**
- **Removed: #10 Drive up restaurants. (as #10 was merged into #9)**



CITY OF
GRAND RAPIDS
 ITS IN MINNESOTA'S NATURE

Draft Amendments to the referenced Section of the Zoning Ordinance; changes are shown on the "marked up" pages:

Amendments shown as:

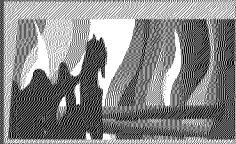
Amendments shown as:

Deletions

Text Amendment

Exhibit "A"

7.	Car washes (principal use)	3 plus (see footnote 1)
8.	Car washes (accessory)	4 stacking spaces per bay
9.	All Restaurants, cafes, coffee/beverage establishments, taproom, tasting room, bars	1 per 75 square feet gross floor area, plus 6 stacking spaces per drive-up window (when applicable)
10.	Drive-up restaurants	1 per 50 square feet gross floor area plus 6 stacking spaces per drive-up window
11.	Athletic facilities	
	a. Racquetball/tennis	6 per court
	b. All other	1 per 200 square feet gross floor area
12.	Movie theaters	1 per 4 seats
13.	Gasoline stations	3 plus 2 per service stall plus 1 per 100 square feet gross floor area of retail space
14.	Bowling alleys	5 per lane
15.	Hotels, motels and tourist homes	1 space per room, plus 1 space per each 8 rooms, plus 1 space per each employee on maximum shift
16.	Conference center/meeting room/banquet hall	1 per 3 seats (design capacity)
17.	Funeral homes and mortuaries	1 per 3 seats in largest parlor or chapel
18.	Home furnishings stores	1 per 500 square feet gross floor area
19.	Hardware/home improvement	1 per 300 square feet gross floor area
20.	Daycares/group homes (commercial)	1 per 5 persons enrolled
21.	Indoor/outdoor recreation (amusement centers, pool halls, roller and ice rinks, exhibition halls)	1 per 2 persons based on occupancy rating or facility design capacity



CITY OF
GRAND RAPIDS
ITS IN MINNESOTA'S NATURE

Text Amendment

Planning Commission:

The Planning Commission addressed these considerations in their findings of fact supporting their recommendation to the City Council for approval of the proposed amendments. These findings are reflected in the draft ordinance to be considered following the public hearing.

PLANNING COMMISSION

Considerations

ZONING ORDINANCE AMENDMENT

1. Will the change affect the character of neighborhoods?
Why/Why not?
The amendments will not have an adverse effect on the character of neighborhoods.
2. Would the change foster economic growth in the community?
Why/Why not?
The amendments would foster economic growth in the community, and be positive for development in the city.
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?
Why/Why not?
That the amendments would be in keeping with the spirit and intent of the Zoning Ordinance.
4. Would the change be in the best interest of the general public?
Why/Why not?
That the amendments would be in the best interest of the general public by potentially facilitating additional development in town.
5. Would the change be consistent with the Comprehensive Plan?
Why/Why not?
That the amendments would be consistent with the Comprehensive Plan by allowing for orderly development.



CITY OF
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Questions?



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1138 **Version:** 1 **Name:** Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Type: Agenda Item **Status:** Passed

File created: 6/16/2020 **In control:** City Council

On agenda: 6/22/2020 **Final action:** 6/22/2020

Title: Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Sponsors:

Indexes:

Code sections:

Attachments: [Ordinance: Off-Street Parking Text Amendment w/Exhibit A](#)

Date	Ver.	Action By	Action	Result
6/22/2020	1	City Council	Approved As Presented	Pass

Consider the recommendation of the Planning Commission regarding the adoption of an ordinance, amending Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers).

Background Information:

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the ordinance as prepared, or the Council can make its own findings to support its reasons for approving or denying the text amendment.

Requested City Council Action

Consider the recommendation of the Planning Commission regarding the adoption of an Ordinance with Exhibit, amending Section 30-628 of Chapter 30 Land Development Regulations, pertaining to required off-street parking (minimum numbers); and authorize its publication in summary form.

ORDINANCE NO. 20-__

AN ORDINANCE AMENDING AND UPDATING SECTION 30-628 OF ARTICLE VI (ZONING) WITHIN CHAPTER 30 LAND DEVELOPMENT REGULATIONS

WHEREAS, on March 5, 2020 the Planning Commission formally initiated the review and process to amend Section 30-628 of Chapter 30 *Land Development Regulations* pertaining to required off-street parking (minimum numbers) for restaurant type uses; and

WHEREAS, the Planning Commission on June 4, 2020 reviewed draft amendments to Section 30-628 of Chapter 30 of the Zoning Ordinance pertaining to the required off-street parking (minimum numbers) and made certain findings of fact, that these amendments were consistent with the Comprehensive Plan and would be in the best interest of the public's health, safety, and general welfare, and recommended that the City Council adopt amendments to said Section of Article VI of Chapter 30 of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, June 22, 2020 at 5:30 p.m., to consider the amendments; and

WHEREAS, the City Clerk presented the affidavit of publication of the notice of the public hearing; and

WHEREAS, the City Council has heard all persons who wished to be heard in regards to the proposed text amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that it adopts the Planning Commission's following findings of fact relative to the amendments to provisions within Section 30-628 of Chapter 30 Land Development Regulations, of the City Code:

- The amendments will not have an adverse effect on the character of neighborhoods.
- The amendments would foster economic growth in the community, and be positive for development in the city.
- That the amendments would be in keeping with the spirit and intent of the Zoning Ordinance.
- That the amendments would be in the best interest of the general public by potentially facilitating additional development in town.
- That the amendments would be consistent with the Comprehensive Plan by allowing for orderly development.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the proposed amendments to the City Code are in the best interest of the public's health, safety, and general welfare, and hereby ordains that the Grand Rapids City Code be amended as provided in Exhibit "A".

This Ordinance shall become effective after its passage and publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 22nd day of June, 2020.

Dale Adams, Mayor

Attest:

Kim Gibeau, City Clerk

Councilmember _____ seconded the foregoing ordinance and the following voted in favor thereof: _____. Opposed: _____, whereby the ordinance was declared duly passed and adopted.

DRAFT

EXHIBIT "A"

Sec. 30-628. - Minimum number.

The minimum number of off-street parking spaces by type of use shall be required in accordance with the following schedule. When determining the number of required parking spaces results in a fractional space, any fraction up to and including one-half shall be disregarded and fractions over one-half require one parking space.

RESIDENTIAL USES		MINIMUM PARKING REQUIRED
1.	One- and two-family units	2 per dwelling unit
2.	Multiple-dwellings	2 per dwelling unit ¹
3.	Senior citizens housing	0.5 per dwelling unit
4.	Boarding and roominghouses	1 per rooming unit
5.	Accessory apartments	1 per unit
6.	Bed and breakfast	1 per room ²
7.	Day care/nursery schools	Same as one-two family units
8.	Group and foster homes	Same as one-two family units
9.	Mobile home parks	2 per dwelling unit

>PUBLIC AND QUASIPUBLIC USES		MINIMUM PARKING REQUIRED
1.	Churches	1 per 3 seats in largest assembly room
2.	Elementary school	2 per classroom
3.	Junior high school	2 per classroom
4.	Senior high schools	6 per classroom plus 1 per 6 seats in main auditorium
5.	Post high schools	10 per classroom

6.	Stadiums, arenas, auditoriums (accessory to a school)	1 per 6 seats
7.	Stadiums, arenas, theaters and auditoriums	1 per 3 seats
8.	Museums, libraries, and art galleries	1 per 500 square feet (gross floor area)
9.	Golf and country clubs	6 per hole
10.	Government offices	1 per 200 square feet gross floor area
11.	Hospitals	2 per bed
12.	Nursing homes	1 per 3 beds
13.	Clubs and lodges, social and fraternal	1 per 2 persons based on occupancy rating

¹ In the R-3 zone, 25 percent of the required parking shall be enclosed. In the R-4 zones, 12.5 percent of the required parking shall be enclosed.

² Plus minimum requirement for other permitted uses.

BUSINESS USES		MINIMUM PARKING REQUIRED
1.	Business, insurance and general offices	1 per 300 square feet gross floor area
2.	Medical, dental offices and clinics	1 per 300 square feet gross floor area
3.	Agricultural/animal sales	1 per 400 square feet gross floor area
4.	Automotive sales/repair	1 per 300 square feet gross floor area
5.	Beauty/barbershop	3 per chair
6.	Bank/savings and loan/loan agency	1 per 250 square feet gross floor area (see footnote ³)

7.	Car washes (principal use)	3 plus (see footnote ⁴)
8.	Car washes (accessory)	4 stacking spaces per bay
9.	<u>All Restaurants, cafes, coffee/beverage establishments, taproom/tasting room, bars</u>	1 per 75 square feet gross floor area, <u>plus 6 stacking spaces per drive-up window (when applicable)</u>
10.	Drive-up restaurants	1 per 50 square feet gross floor area plus 6 stacking spaces per drive-up window
1110.	Athletic facilities	
	a. Racquetball/tennis	6 per court
	b. All other	1 per 200 square feet gross floor area
1211.	Movie theaters	1 per 4 seats
1312.	Gasoline stations	3 plus 2 per service stall plus 1 per 100 square feet gross floor area of retail space
1413.	Bowling alleys	5 per lane
1514.	Hotels, motels and tourist homes	1 space per room, plus 1 space per each 8 rooms, plus 1 space per each employee on maximum shift
1615.	Conference center/meeting room/banquet hall	1 per 3 seats (design capacity)
1716.	Funeral homes and mortuaries	1 per 3 seats in largest parlor or chapel
1817.	Home furnishings stores	1 per 500 square feet gross floor area
1918.	Hardware/home improvement	1 per 300 square feet gross floor area
2019.	Daycare/group homes (commercial)	1 per 5 persons enrolled
2120.	Indoor/outdoor recreation (amusement centers, pool halls, roller and ice rinks, exhibition halls)	1 per 2 persons based on occupancy rating or facility design capacity

2221.	Miniwarehouse	1 per 10 units
2322.	Convenience retail	1 per 100 square feet gross floor area
2423.	Retail sales and services(not listed)	Minimum: 1 per 250 square feet gross floor area (minimum 5) Maximum: 1 per 175 square feet gross floor area when building exceeds 70,000 square feet
2524.	Single use retail sales and services (not listed), gross floor area over 100,000 square feet	Minimum: 1 per 300 square feet gross floor area Maximum: 1 per 175 square feet gross floor area

INDUSTRIAL USES		MINIMUM PARKING REQUIRED
1.	Custom manufacturing	1 per 300 square feet retail space plus 1 per employee on major shift
2.	Other manufacturing	2 per 3 employees or 1 per 2,000 square feet gross floor area whichever is greater.
3.	Storage, warehousing, wholesaling	1 per 1,000 square feet gross floor area up to 10,000 square then 1 per 2,000 square feet gross floor area above 10,000 square feet.

³ Plus 4 stacking spaces per drive up window.

⁴ a) 4 stacking spaces per manual self-serve bay; b) 12 stacking spaces per automatic bay; and c) 1 per 140 square feet gross floor area of retail space.

In addition, one detailing space shall be provided for each car wash bay of any type, plus one detail space for each vacuum machine if machines are not located within the stacking spaces. If machines are located within the stacking spaces, no additional detail space is required.

(Code 1978, § 23.7(H); Ord. No. 07-02-04, 2-12-2007; Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007; Ord. No. 16-05-05, Exh. D, 5-23-2016; Ord. No. 18-08-06, Exh. B, 8-27-2018)