

## UTILITIES COMMISSION

August 6, 2014

The regular meeting of the Baxter Utilities Commission was called to order at 4:00 p.m. by Chairman Rock Yliniemi.

MEMBERS PRESENT: Commissioners Shawn Crochet, Dave Franzen, Chairman Rock Yliniemi and Council Liaison Rob Moser.

MEMBERS ABSENT: None.

STAFF PRESENT: Public Works Director/City Engineer Trevor Walter and Administrative Assistant Mary Haugen.

OTHERS PRESENT: Shawn Pratt and WSN Consulting Engineer Aric Welch.

### **APPROVAL OF MINUTES**

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to approve the Utilities Commission minutes of July 2, 2014. Motion carried unanimously.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to approve the Special Utilities Commission minutes of July 23, 2014. Motion carried unanimously.

### **WILDFLOWER DRIVE, FRANKLIN DRIVE AND WOIDA ROAD IMPROVEMENTS CHANGE ORDER NO. 1**

WSN Consulting Engineer Welch reviewed the Pratt's Affordable Excavating Change Order No. 1 for the Wildflower Drive, Franklin Drive and Woida Road Utility and Street Improvements Project.

Mr. Pratt informed the commission that the ground water table is currently at 1202.5 and when he bid the project in early April the ground water table was at approximately 1200. He explained his request for the 14-day time extension in the contract time for the 2014 Wildflower Drive, Franklin Drive and Woida Road Improvements Project is due to the extremely high ground water table from the rainfall in the spring and early summer.

Mr. Pratt is aware of the sod concern with this being a late fall project and his crew will be doing area restoration as they proceed so some sod should start in early September.

Public Works Director/City Engineer Walter asked if Mr. Pratt would be okay with only extending the substantial completion date 14 days and leaving the final completion date as October 31<sup>st</sup>, 2014. Mr. Pratt said he would be agreeable with only changing substantial completion timeframe and leave the final completion date as is.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the Pratt's Affordable Excavating Change Order No. 1 requesting a 14-day time extension for the Wildflower Drive, Franklin Drive and Woida Road Street and Utility

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Improvements Project for substantial completion and leaving the final completion date stays as October 31<sup>st</sup>, 2014. Motion carried unanimously.

### **WILDFLOWER DRIVE, FRANKLIN DRIVE AND WOIDA ROAD IMPROVEMENTS PAY ESTIMATE NO. 1**

WSN Consulting Engineer Welch reviewed the Pratt's Affordable Excavating Partial Pay Estimate No. 1 for the Wildflower Drive, Franklin Drive and Woida Road Street and Utility Improvements Project.

WSN Consulting Engineer Welch had no concerns with the partial pay estimate and recommends approval. Mr. Welch informed the commission that quantities had been checked and approved; however, some materials are being kept in a locked facility off-site until they are needed.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the Pratt's Affordable Excavating Partial Pay Estimate No. 1 in the amount of \$299,575.81 for the Wildflower Drive, Franklin Drive and Woida Road Street and Utility Improvements Project. Motion carried unanimously.

### **BOLTON & MENK INC. ENGINEER'S LETTER OF RECOMMENDATION FOR THE CHLORINE GENERATION EQUIPMENT**

Public Works Director/City Engineer Walter reviewed the bids for the Chlorine Generation Equipment with the commission and entered the following letter into the record:

The City of Baxter received bids for the Chlorine Generation Equipment on July 24, 2014 at 2:00 pm. MicroChlor by PSI is the one responsive bidder providing a full and complete bid package for evaluation by the Baxter Staff and engineer. The delivered capital price for the package is \$235,000.00. The Engineer's Estimate and budgeted value is \$240,000. Installation, programming, and engineering was estimated at \$276,000. The project is anticipated to be on budget through the installation and initiation of operations.

#### Bid Evaluation Process

Due to having one responsive bidder a full evaluated bid process was not necessary. Review of the bidding documents ensured the equipment provided conforms to the specifications and expectations of staff. The references were contacted and provided positive feedback on the selected equipment. Highlighted by the references is the ease of operation and the responsiveness of PSI to issues.

Baxter staff conducted extensive research on the equipment providers for onsite chlorine generation equipment. Known non-economic factors such as layout, ease of operation and references pointed to the MicroChlor System by PSI. The bid process left open the potential for a competing system to provide exceptional value. No vendor took the opportunity.

#### Life-Cycle Expenses

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Salt usage and power consumption of the proposed system are consistent to the existing system. Budgetary adjustments should be done based on anticipated water use, similar to how it is currently budgeted.

Onsite chlorine generation equipment is anticipated to have a life cycle of 7 to 10 years. At that time evaluation of emerging technology or significant rehabilitation of the equipment is necessary.

### Costs/Funding

The engineer estimate for the equipment procurement is \$240,000, including delivery. The bid price by MicroChlor by PSI is \$235,000.00. The City of Baxter will perform the installation and coordinate electrical and plumbing modifications. The total project is estimated to be \$276,000.00.

### Project Timeline

With award in August 2014, equipment delivery is anticipated in October for installation prior to the end of 2014.

### Recommendation

Since the low bid is complete, responsive, competitive and within budget, we recommend the Chlorine Generation Equipment be awarded to MicroChlor by PSI from Campbell, California in the amount of \$235,000.00.

**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to recommend City Council approve the Process Solutions, Inc. MicroChlor Chlorine Generation Equipment in the amount of \$235,000.00. Motion carried unanimously.

## **WSN ENGINEER'S LETTER OF RECOMMENDATION FOR THE 2014 LIFT STATION NO. 9 REHABILITATION**

WSN City Consulting Engineer Aric Welch reviewed the bids for the 2014 Lift Station No. 9 Rehabilitation with the commission and entered the following letter into the record:

Pursuant to authority of the City Council and after proper legal advertisement, bids for the referenced project were obtained at 11:00 AM, in the Baxter City Hall on Tuesday, August 5, 2014.

The following two bids were received:

- |  |             |
|--|-------------|
| • CCS Contracting, Inc.                  | \$95,700.00 |
| • Anderson Brothers Construction Company | \$96,134.00 |

All bids were conforming to the plans, specifications and advertisement. Bids were extremely tight and only separated by \$434 or 0.5%. A copy of the Bid Tabulation is attached for your files.

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Please note, total construction cost includes the CCS Contracting, Inc. construction bid (\$95,700.00) and the Quality Flow equipment procurement contract for the controls, pumps and hatches (\$53,506.00). The total of these two contracts is estimated to be \$149,206. The lift station maintenance plan included a budgetary construction cost of \$136,000. Estimated construction costs appear to be about 10% higher than estimated; however, there are significant driveway removal and replacement costs that were not figured into the lift station maintenance plan budget.

In evaluating the low bid, WSN also reviewed last year's Lift Station No. 6 Reconstruction project. The final construction contract for last year's project was \$88,000 compared to the low bid of \$95,700 for this year's project, an increase of approximately 9%. Both projects are similar in scope; however, this year's project is deeper and has more significant driveway improvements. When factoring in inflation and additional work/materials a 9% increase in construction cost does not seem unreasonable.

WSN recommends the City proceed as follows:

- Review estimated construction costs with City Staff to determine if the project is economically feasible. Check Contractor references (we have submitted a request to the Contractor for a list of subcontractors and references for similar projects).
- Review bids with the Utilities Commission. Make a formal recommendation to the Council.

The commission reviewed the references of the contractor that were supplied by Mr. Welch.

**MOTION** by Commissioner Franzen, seconded by Commissioner Crochet to recommend City Council approve the 2014 Lift Station No. 9 Rehabilitation Project to CCS Contracting, Inc in the amount of \$95,700.00. Motion carried unanimously.

### **FOREST DRIVE STORMWATER COST ESTIMATE AND OPTIONS**

WSN Consulting Engineer Welch reviewed the Forest Drive stormwater cost estimate and options 1 and 2. He stated that the commission should be aware that placement of an inlet in option 1 could trigger wetland permit requirements. Wetland permits and right of way costs were not included in the cost estimates.

The commission held an extensive discussion on which option would provide a long term cost effective solution. One of their concerns on Option No. 2 was that it drains the right-of-way and does not allow for pretreatment of the storm water which the ditches current treat the runoff from the street. Option 2 would direct the storm water directly into the section 6 ditch to Gander Mountain and lose the 100-year capacity of the current ditches on Forest Drive. This may add to the downstream problem across the Good Sam Property and the Northland Arboretum.

Mr. Welch stated that Option No. 1 would provide a long term solution while not creating a direct discharge into the city's stormwater system. Public Works Director/City Engineer Walter stated that this option would not tax the city's storm water system also and not create additional problems downstream.

**BRIARWOOD LANE IMPROVEMENTS INFORMATION**

Public Works Director/City Engineer Walter informed the commission an informational meeting will be held at 6:00 p.m.

**MINNESOTA CITIES STORMWATER COALITION CLIMATE CHANGE CONCERN**

The Minnesota Cities Stormwater Coalition article on climate change concerns was submitted to the commission as information only.

**BRAINERD PUBLIC UTILITIES WASTEWATER PLANT CHARGES FOR JUNE 2014**

The Brainerd Public Utilities Wastewater Plant Charges for June 2014 was submitted to the commission as information only.

**ADJOURNMENT**

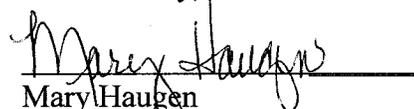
**MOTION** by Commissioner Crochet, seconded by Commissioner Franzen to adjourn the meeting at 5:15 p.m. Motion carried unanimously.

Approved by:



Rock Yliniemi  
Chairman

Submitted by,



Mary Haugen  
Administrative Assistant