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## MEMORANDUM

TO: Honorable Mayor and City Council and Utilities Commission  
c/o Trevor Walter, Gordon Heitke  
City of Baxter, Minnesota

FROM: Scott Hedlund, PE

DATE: July 1, 2015

RE: 2015 Mill and Overlay Project  
**Monthly Project Status Update**  
SEH No. BAXTE 131772 20.00

- A. The following is an update on the status of the various work tasks on the project:
- Preliminary Details and Survey
    - Initial observations were discussed at the April 7, 2015 Special Joint City Council (CC)/ Utilities Commission (UC) meeting.
  - Soils Investigation
    - The City Council authorized Ground Penetrating Radar (GPR) and Pavement Cores/Hand Auger pavement and subsurface investigation by Braun Intertec was completed April 29, 2015 and is included in the appendix of the Feasibility Report.
  - Feasibility Report
    - The report was presented to the City Council and approved on May 19, 2015.
      - The council amended the report to remove the Fairview Road segment between the Memorywood Dr intersection area and Inglewood Dr from the 2015 Mill and Overlay Project.
        - Fairview will be further developed separately with the goal to construct in 2016.
      - The council gave direction on pursuing Option #2 Full Depth Reclamation (FDR) on all project streets.
      - The report has been uploaded to the City's website.
    - Public Information Meeting #1 was held on Wednesday, May 27<sup>th</sup> at 5:00 pm.
      - Letter meeting invitations were both mailed and hand delivered.
      - Several business owners either attended or called SEH or City Hall with questions on project scope, schedule, and assessments.
      - The powerpoint handout is being uploaded to the City's website.
    - The Improvement Hearing was held on Wednesday, June 3, 2015 at 7:00 pm.
  - Final Design
    - The final plans and specifications were presented to the City Council and approved, and the council authorized advertisement for bids, on June 16, 2015.
      - The council approval amended the plans and specifications to remove Clearwater Road from the project bidding based on uncertainty with the location of a possible future grade separated pedestrian crossing of TH 371 and the need for further clarification of the City's "Complete Streets" policy.

- Bidding
  - The project is being advertised for bids.
    - The plan holders list can be viewed on SEH's website → [http://qap.questcdn.com/qap/projects/prj\\_browse/ipp\\_browse\\_grid.html?group=4&provider=4491](http://qap.questcdn.com/qap/projects/prj_browse/ipp_browse_grid.html?group=4&provider=4491)
      - Locate and click on the "Baxter, MN 2015 Mill & Overlay Project"
      - Then click on the "View Plan Holders" tab
  - The bid opening is scheduled for 11:00 am on Friday, July 10, 2015 at City Hall.
- Assessment Hearing
  - City Council ordering of the Assessment Hearing is planned for Thursday, July 16, 2015.
  - The Assessment Hearing is planned for Monday, August 3, 2015.
  - City Council adoption of the assessments is planned for Tuesday, August 4, 2015.
- Construction
  - City Council award of the construction contract is planned for Tuesday, August 4, 2015.
    - Award on this date assumes not waiting until after the 30-day assessment appeal period after adoption of the assessments
  - Preconstruction conference and the next public information meeting with property owners is planned for around August 10, 2015.
  - Construction is planned to start around the week of August 10, 2015
  - Construction substantial completion date is planned for October 16, 2015

B. The following is an update on the status of the project budget:

- Total project budget:
  - i. Based on the May 19, 2015 Feasibility Report Option #2, excluding Clearwater Road, the preliminary total project budget is \$3.4M.
- Consultant budget:
  - i. There are unapproved scope changes that are planned to be addressed in a fee amendment request in July.

c: Kelly Steele, Jeremy Vacinek, Gordon Heitke – City of Baxter

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