

***Public Works Committee
Meeting Agenda
April 10, 2023 5:30 p.m.
Fillmore Conference Room – Thurber
Building***

1. April 10, 2023 / 5:30 p.m. Fillmore Conference Room - Thurber Community Building
2. City Engineer – Vanessa Hines:
 - A. Review Killmer Electric Pay App #2
 - B. Review 2023 Street Project Plans
3. S.C.S. Report – Brian Burkholder
 - A. Request to install Firewall at Twiford Street property.
 - B. Review plans for public works building.
4. Consider adoption of ordinance to restrict discharge of clear water to the sanitary sewer system.

Members Present: Councilors Paul Novotny and Mike Urban.

Members Absent: None.

Others Present: Craig Britton, Brian Burkholder, and Joel Young.

S.C.S. Report:

A. Review plans of maintenance facilities.

Burkholder reported that he has reviewed maintenance facility plans from four different communities.

- They reviewed property that the City owns at the far end of Enterprise Drive and determined that it would not be a practical option to consider.
- They determined that a design that would have a door at both ends of the building, with angle parking inside, would not be practical as the parking slots would be sized for the largest equipment available which results in wasted space whenever a smaller piece of equipment is parked.
- This discussion will continue.

City Engineer's Report:

A. Development Standards & Fees:

Britton reported that the P&Z Commission met last week and talked about parking, primarily. The Commission is considering moving away from a static requirement to a standard that is more responsive based on the application. The Engineer is also reviewing street widths and reported that this project is active and on-going.

B. 2023 Street Project Discussion.

Britton described the street design and other designs for the project. They reviewed plans to extend water through the park and parking/access to the playground. They also suggested that the Engineer should talk with the Park & Rec Committee about any elements that need attention in the park, such as the parking lot design, access to the playground, etc. They also suggested that a cul de sac at the end of Prospect Street might not be practical.

C. Best Value Contracting: The committee recounted some previous projects at which time we had low-bid contractors which ended up being a higher cost in the end, so wanted to consider a different way of letting the contracts. Britton explained that he has a lot of experience with best value contracting, which helps clarify the abilities of each contractor and it clarifies the bidding process. Britton explained that the process can be very beneficial yet there are also challenges that might be encountered. The committee would like to pursue this best value practice.

Retaining Wall Repairs: Burkholder reminded the committee that retaining walls on Avenue B need to be reconstructed and suggested it be done as part of the upcoming street project. The committee recommended that the cost of the retaining wall be incorporated into the funding for the street project but that we hire a contractor separately from the street contractor.

Sanitary Sewer Report: There was no time available to discuss a proposed ordinance to restrict the discharge of clear water to the sanitary sewer system.



City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: CRAIG BRITTON
SUBJECT: 2022 WATER SYSTEM ELECTRICAL IMPROVEMENT PROJECT – PAY APPLICATION 2
DATE: APRIL 5, 2023
CC: CITY ADMINISTRATOR, JOEL YOUNG AND
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consideration of Pay Application #2 in the amount of \$23,560 to Killmer Electric Co, Inc. for work completed on the 2022 Water System Electrical Improvement Project.

Background: Killmer Electric Co, Inc. has submitted pay application number 2 in the amount of \$23,560 for work completed on the WWTP PLC upgrades (telemetry). Work completed includes the engineering and shop drawings for the proposed work. A summary of the work remaining and retainage is on the first sheet of the pay application. Below is a quick summary of the contract amounts and payments.

1. Contract Amount - \$529,450
2. Pay Application 1 - \$20,502.90
3. Pay Application 2 - \$23,560.00
4. Retainage (5%) - \$2,319.10
5. Balance to Finish - \$483,068.00

Please let me know if you have any questions.

Sincerely,

Craig Britton

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:CHATFIELD, CITY OF
444 HAWLEY STREET SE

CHATFIELD, MN 55923

PROJECT: 517322
Chatfield Water Improvements

FROM: Killmer Electric Co, Inc
5141 Lakeland Ave

APPLICATION NO.: 2
PERIOD TO: Mar 31/23
PROJECT NOS.:

CONTRACT DATE: Jul 08/22

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACT FOR:

Crystal, MN55429

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$529,450.00
2. NET CHANGE BY CHANGE ORDERS.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$529,450.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$46,382.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Columns D + E)	\$2,319.10
b. 5.00 % of Stored Material (Column F)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I).....	\$2,319.10
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$44,062.90
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$20,502.90
8. CURRENT PAYMENT DUE.....	\$23,560.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$485,387.10

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein in now due.

CONTRACTOR: Killmer Electric Co, Inc

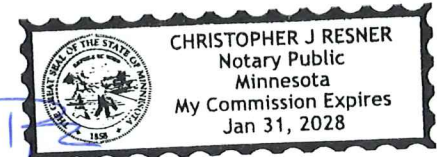
By: [Signature] Date: 3/23/24

State of: Minnesota

County of: [Signature]

Subscribed and sworn to before

me this 24th day of March, 2023



Notary Public: [Signature]
My commission expires: 1/31/2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount Certified.)

ARCHITECT: [Signature]
By: [Signature] Date: 3-27-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

APPLICATION NO.: 2
 APPLICATION DATE: Mar 24/23

PERIOD TO: Mar 31/23
 PROJECT NO.: 517322

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CONTRACT									
00010	General Conditions (Bond/Ins/	36350.00	7500.00	0.00	0.00	7500.00	21	28850.00	375.00
00020	Well #2	81500.00	6938.00	0.00	0.00	6938.00	9	74562.00	346.90
00030	Booster Station	24000.00	7144.00	0.00	0.00	7144.00	30	16856.00	357.20
00040	Well #3	38600.00	0.00	0.00	0.00	0.00	0	38600.00	0.00
00050	WWTP PLC Upgrade	112000.00	0.00	0.00	0.00	0.00	0	112000.00	0.00
00060	I&C Engineering/Submittals	24800.00	0.00	24800.00	0.00	24800.00	100	0.00	1240.00
00070	Alt 1 - Generator Well 2	78000.00	0.00	0.00	0.00	0.00	0	78000.00	0.00
00080	Alt 2 - Generator Booster Sta	134200.00	0.00	0.00	0.00	0.00	0	134200.00	0.00
		529450.00	21582.00	24800.00	0.00	46382.00	9	483068.00	2319.10
Total Contract		529450.00	21582.00	24800.00	0.00	46382.00	9	483068.00	2319.10



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MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: CRAIG BRITTON
SUBJECT: 2023 STREET PROJECT - GRAND STREET SE, HAWLEY STREET SE AND PROSPECT STREET SE
DATE: APRIL 5, 2023
CC: CITY ADMINISTRATOR, JOEL YOUNG
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consider making a recommendation to Council to approve the plans and specifications and authorize the advertisement for bids for the upcoming 2023 Street Improvement Project. Also, please consider making a recommendation to Council on the use of Best Value Procurement (BVC) for contractor selection.

The improvement project includes the following areas.

1. Full Reconstruction
 - a. Grand Street SE from 7th Street to Prospect Street SE (2 Blocks)
 - b. Hawley Street SE from Grand Street SE to End of Cul De Sac (1 Block)
 - c. Prospect Street SE from Winona Street to End of Street (2 Blocks)
2. Reclaim & Pave and Storm Sewer Installation
 - a. Grand Street SE from Prospect Street SE to Valley Street SE (1 Block)
3. Water Main Installation
 - a. Through Shady Oak Park from Hawley Street to Prospect Street

Background: The above project areas were identified because the existing pavement is in poor condition, the existing 4" water main is undersized and there is a lack of storm sewer in that area of the City. The project area is specified in the current capital financial plan and is scheduled for reconstruction in 2023. The estimated project cost for the improvements is just over \$1.99M.

A few items of notes on the plan and specifications are as follows.

1. Realignment of Prospect Street to line up the curb lines on each side of Grand Street.
2. Addition of the cul-de-sac on the end of Prospect Street. The cul-de-sac is proposed to be a 35 ft radius, which is 10 ft shorter than a typical cul-de-sac. However, the cul-de-sac was

reviewed with the parks committee, and they recommended constructing a 35 ft radius cul-de-sac due to the elevation changes in the park. A larger radius on the cul-de-sac would result in more grading within the park and/or a retaining wall.

3. The parking in Shady Oak Park was reviewed with the parks committee and they recommended to keep it as is. The pavement will need to be removed and replaced due to the water main installation through the park, however, the location and placement of the bituminous is proposed to remain as it is today.
4. The parks committee reviewed the option of extending the drive through Shady Oak Park to connect Hawley Street and Prospect Street. After discussing the pros and cons, they recommended to not extend a drive through the park.
5. Best Value Contracting (BVC) – If the public works committee recommends, and the council approves the use of BVC for contractor selection on the project the resolution approving the plans and specifications and ordering the advertisement for bids will need to include stating that the project will be bid using BVC. Included in the Council packet are two resolutions, one that includes language about using BVC and one without. Please review and consider making a recommendation to Council on the use of BVC. Attached to this memo is an example of selection criteria and point totals for each category. This format has been used on a number of projects Widseth has worked on with Cities.

The selection criteria outlined in the attached example are derived from the state statute allowing the use of BVC. The point totals and the selection criteria wouldn't need to be decided prior to the Council meeting as we can review them at that the public works committee meeting on the 12th.

6. Electronic Bid Opening (vBid through QuestCDN) – Widseth would recommend opening the bids via vBid as it eliminates contractors errors when submitting their bid and it is a more organized way of opening the bids. There is no additional cost to the City to use vBid as the costs associated with the set up are covered by the contractors submitting bids.

A tentative schedule for the project is as follows:

- Monday April 10 – Approve plans and authorize the advertisement for bids
- Thursday April 13 – Send advertisement to paper
- Thursday April 20 – Bidding documents are available to contractors
- Thursday May 11 – Bid Opening (if you're OK with it we'll open them virtually)
- Week of May 15th – Contractor Interviews (if proceeding with BVC)
- May 22nd – Council to consider contract award
- June 19th – Start Work if project if awarded
- October 20th – Completion date for 2023. Final lift to be placed in 2024.

Sincerely,

Craig Britton

Evaluation Criteria and Point Totals
Best Value Procurement

The 2023 Street Improvement project will be complicated as it affects a large are of the City and several residents. In addition, the City has limited financial resources to commit to the project. Accordingly, the project must be accomplished on time, without cost overruns, and with minimal interruptions and inconvenience to the public. The City believes that a contractor with experience and a good working relationship with other clients in constructing similar projects is necessary. Therefore, the City will be considering the quality and experience of each Bidder in addition to their price bid.

1.	Price submitted in the Proposal	<p align="center">60 points <i>(Maximum total of 60 points)</i></p> <p>The low bidder will receive 60 points in this category. All other bidders will start with 59 points, and each bidder will have one (1) point deducted from their score for every \$20,000 difference between their bid and the low bid.</p> <p>Example: Assume that \$2,000,000.00 is the low bid. The following point totals would apply.</p> <ul style="list-style-type: none"> • \$2,000,000.00 (low bid) = 60 points • \$2,000,000.01 - \$2,019,999.99 = 59 points • \$2,020,000.00 - \$2,039,999.99 = 58 points • \$2,040,000.00 - \$2,059,999.99 = 57 points • Etc...
2.	Contractor's performance on Previous three (3) *Similar Projects	<p align="center">15 points <i>(Maximum total of 15 points)</i></p> <p>Bidders will be evaluated on three (3) criteria within this category. The criteria and points available are as follows;</p> <ol style="list-style-type: none"> I. Contractor's ability to meet project deadlines <i>(Max. 5 points)</i> II. Contractor's record of completing previous projects on budget and ability to minimize cost overruns <i>(Max. 5 points)</i> III. Contractor's record of minimizing the initiation of change orders <i>(Max. 5 points)</i> <p>Note(s):</p> <ol style="list-style-type: none"> 1) Bidders are required to complete the 'Contractor's Performance on Previous Three (3) Similar Projects' form and submit with their proposal. Bidders may expound on the projects as they relate to the above criteria in the space provided following 'Additional Information'. The evaluation committee members may contact references for clarification on certain items. 2) Bidders are required to submit a copy of the final payment statement for the three projects used to complete the 'Contractor's Performance on Previous Three (3) Similar Projects' form.
3.	Risk Assessment and Mitigation	<p align="center">15 points <i>(Maximum total of 15 points)</i></p> <p>Bidders will be evaluated on their ability to identify and plans to avoid potential conflicts which may arise on the project. Bidders shall complete the 'Risk Assessment and Mitigation' form and submit with their proposal. Points will be awarded based on the bidder's responses. If the evaluation committee feels that certain responses are incomplete, clarification may be asked of the bidder during the interview.</p>
4.	Interview	<p align="center">10 points <i>(Maximum total of 10 points)</i></p>

		<p>The evaluation committee will conduct interviews with each bidder that submits a complete proposal. Scores will be based on the bidder's ability to clearly convey their stages of operation along with reasons why they feel they're the most qualified to execute the contract. Consideration for point total will also be based on the experience of the assigned **project foreman.</p> <p>Note(s):</p> <ol style="list-style-type: none"> 1) Bidders shall submit the name of the assigned project foreman and shall complete the form 'Project Foreman Performance on Previous Three (3) *Similar Projects'. Bidders may submit additional forms if there will be multiple foremen on the project. 2) Bidders are required to submit a copy of the final payment statement for the three projects used to complete the 'Project Foreman's Performance on Previous Three (3) Similar Projects' form. 3) The bidder's representative at the interview shall be a company officer or project superintendent. Project foremen are also encouraged to be present at the interview.
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* 'Similar' projects shall mean construction projects within a municipality with a contract amount exceeding \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the construction project. Bidders shall only reference projects in which they were the general contractor on the 'Contractor's Performance on Previous Three (3) Similar Projects' form.

** The 'Project Foreman' is defined as the Bidder's daily on-site supervisor of all construction activities and construction coordination. The project foreman will be required to maintain substantial authority over all daily work activities performed by the Contractor and sub-contractors. There may be NO substitution of the actual project foreman from the assigned project foreman listed on the 'Project Foreman Performance on Previous Three (3) Similar Projects' form. The only exceptions will be if written authorization is given by the Owner, the person is not physically or mentally able to perform those duties or the individual is no longer employed by the contractor.

**CONTRACTOR'S PERFORMANCE ON PREVIOUS THREE (3) SIMILAR PROJECTS
CHATFIELD, MN, WIDSETH NO. 2022-11251**

NOTE: Similar projects shall mean reconstruction projects in which the Bidder was the general contractor within a municipality where the contract amount exceeded \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the reconstruction project.

NOTE: Bidders may use the three projects from the 'Project Foreman's Performance on Previous Three (3) Similar Projects' form if those projects were ones in which the Bidder was the general contractor.

NOTE: The Bidder shall submit a copy of the final payment statement for each project listed with this form.

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

**PROJECT FOREMAN'S PERFORMANCE ON PREVIOUS THREE (3) SIMILAR PROJECTS
CHATFIELD, MN, WIDSETH NO. 2022-11251**

NOTE: Similar projects shall mean reconstruction projects within a municipality with a contract amount exceeding \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the reconstruction project.

NOTE: The Bidder shall submit a copy of the final payment statement for each project listed with this form.

NOTE: Bidders may submit additional forms if there will be multiple foremen on the project.

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

RISK ASSESSMENT AND MITIGATION FORM
CHATFIELD, MN, WIDSETH NO. 2022-11251

NOTE: Please complete the following keeping the answers clear and concise. Please attach additional sheets if necessary.

1 What will be your stages of operation? (Providing a construction schedule in a form of a bar chart will be an acceptable response)

2 How do you plan on maintaining access to homes throughout the duration of the project?

3 How do you plan on maintaining continuous water and sewer service throughout the duration of the project?

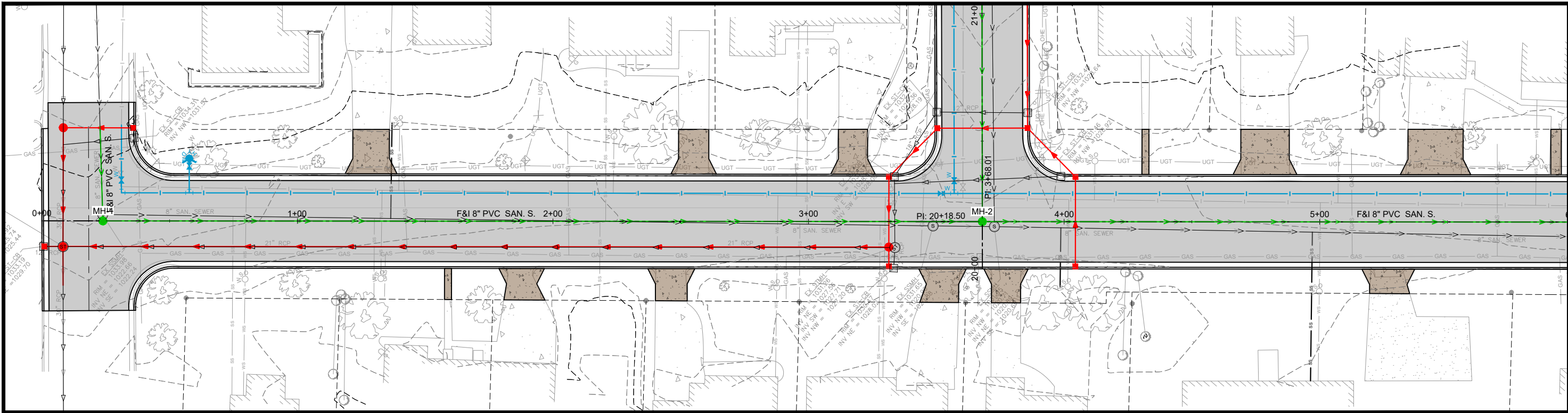
4 How will the safety of the public as well as your workers be addressed during construction?

5 Chatfield Utilities, Minnesota Energy Resources, and Peoples Energy have expressed interest in relocating their utilities, and other utility companies may have some utilities to be relocated as part of this project. How will you coordinate your operations with the utilities to ensure a timely completion of the project?

6 What is your plan of management over your subcontractors? Please include a list of your subcontractors along with their responsibilities on a separate sheet.

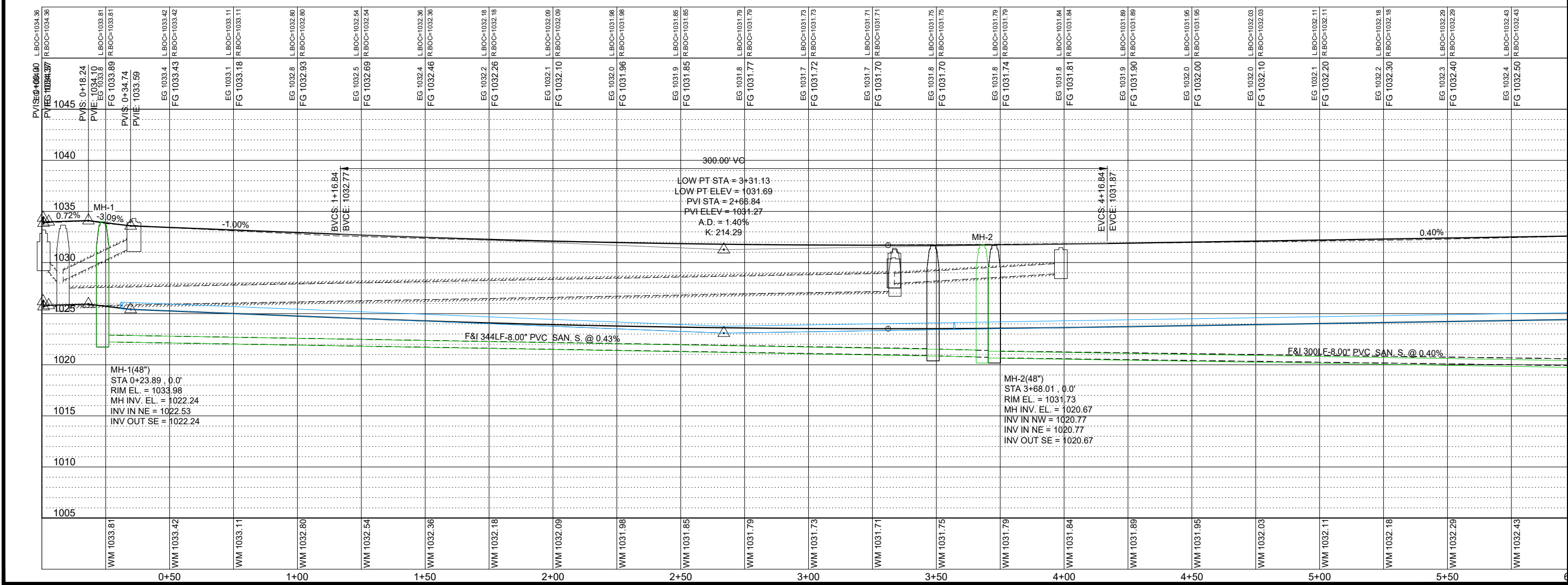
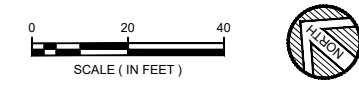
7 Preservation of trees not planned for removal is a concern among residents and City staff. What precautions will you take to minimize harm being done to the trees during construction?

8 Please use this space to provide the evaluation committee with any other risk factors you see in relation to this project. Also include in your response your plan to mitigate these issues. (Attach additional sheets if necessary)



SUBSURFACE UTILITY NOTE
 THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA" CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

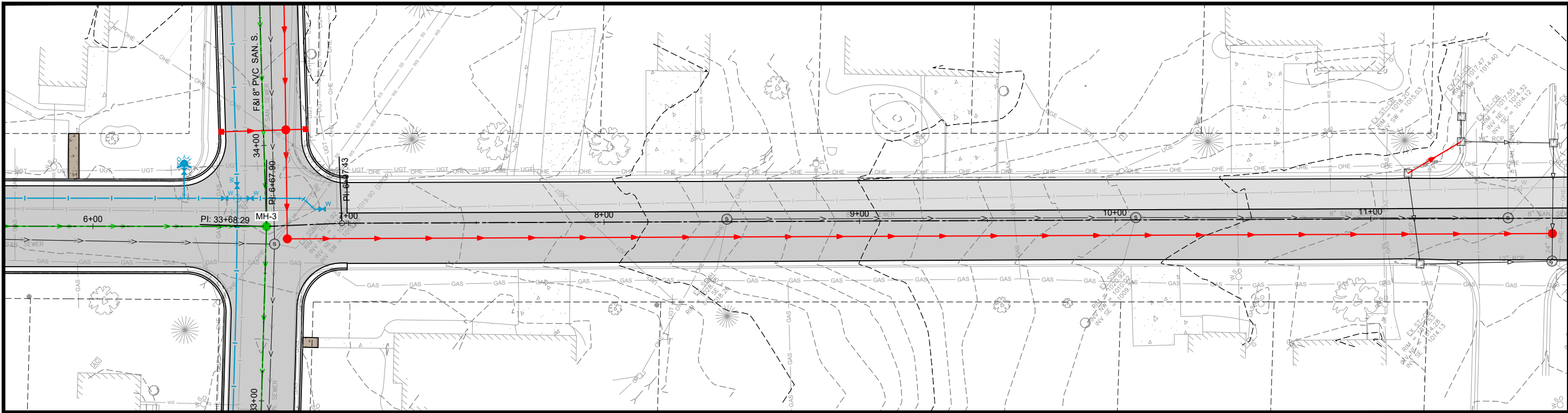
GRAND STREET SE



DATE: DECEMBER 2022
 SCALE: AS SHOWN
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251

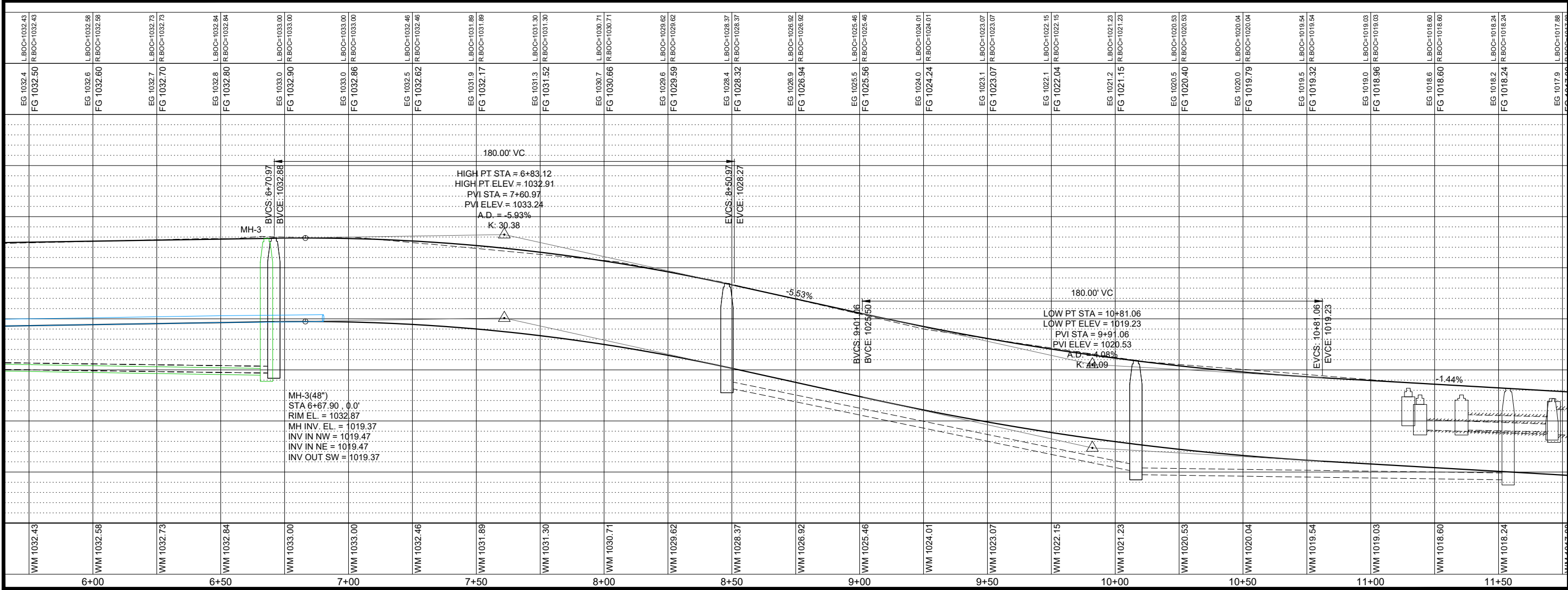
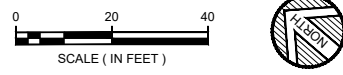
DATE	REVISION DESCRIPTION

2023 CHATFIELD STREET RECONSTRUCTION
 CITY OF CHATFIELD
 CHATFIELD, MN



SUBSURFACE UTILITY NOTE
 THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA" CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

GRAND STREET SE



Station	Utility Type	Elevation
6+00	EG	1032.4
6+00	FG	1032.50
6+00	EG	1032.6
6+00	FG	1032.60
6+50	EG	1032.7
6+50	FG	1032.70
6+50	EG	1032.8
6+50	FG	1032.80
7+00	EG	1033.0
7+00	FG	1032.90
7+00	EG	1033.0
7+00	FG	1032.86
7+50	EG	1032.5
7+50	FG	1032.62
7+50	EG	1031.9
7+50	FG	1032.17
8+00	EG	1031.3
8+00	FG	1031.52
8+00	EG	1030.7
8+00	FG	1030.66
8+50	EG	1029.6
8+50	FG	1029.59
8+50	EG	1028.4
8+50	FG	1028.32
9+00	EG	1026.9
9+00	FG	1026.94
9+00	EG	1025.5
9+00	FG	1025.56
9+50	EG	1024.0
9+50	FG	1024.24
9+50	EG	1023.1
9+50	FG	1023.07
10+00	EG	1022.1
10+00	FG	1022.04
10+00	EG	1021.2
10+00	FG	1021.15
10+50	EG	1020.5
10+50	FG	1020.40
10+50	EG	1020.0
10+50	FG	1019.79
11+00	EG	1019.5
11+00	FG	1019.32
11+00	EG	1019.0
11+00	FG	1018.96
11+50	EG	1018.6
11+50	FG	1018.60
11+50	EG	1018.2
11+50	FG	1018.24
11+50	EG	1017.9
11+50	FG	1017.88

WIDSETH
 ARCHITECTS - ENGINEERS - SCIENTISTS - SURVEYORS

DATE: DECEMBER 2022
 SCALE: AS SHOWN
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251

2023 CHATFIELD STREET RECONSTRUCTION
 CITY OF CHATFIELD
 CHATFIELD, MN

PLAN & PROFILE - GRAND STREET SE

SHEET NO. **11**

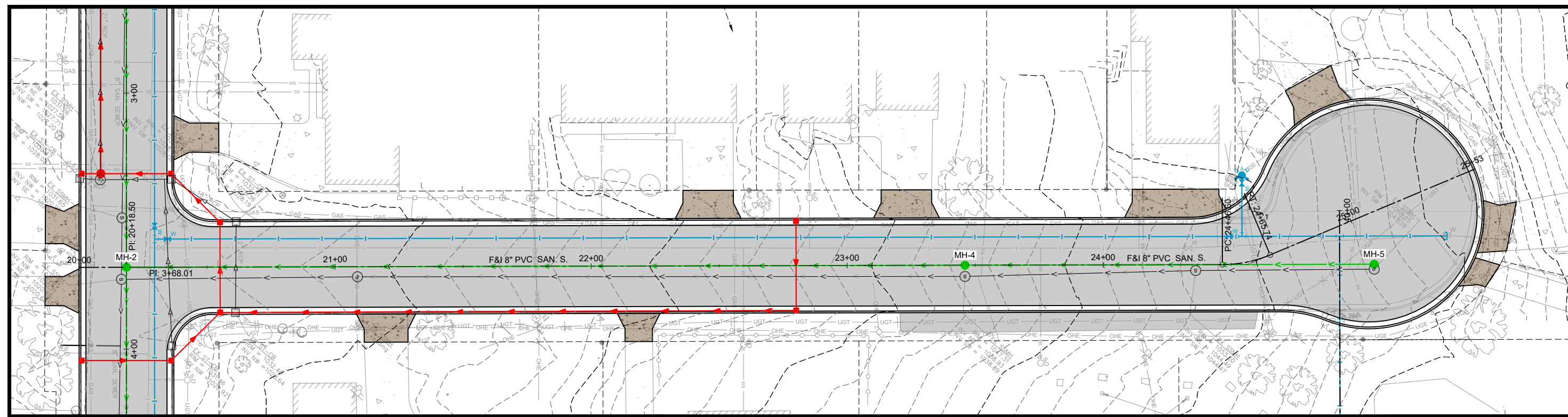
DATE: 11/03/22
 BY: CRAIG N. BRITTON
 PROJECT NO: 2022-11251

DATE: 12/12/22
JOB NUMBER: 2022-11251
CHECKED BY: C.N.B.
DRAWN BY: A.A.P.
AS SHOWN
DATE: DECEMBER 2022

REVISIONS DESCRIPTION
DATE REV

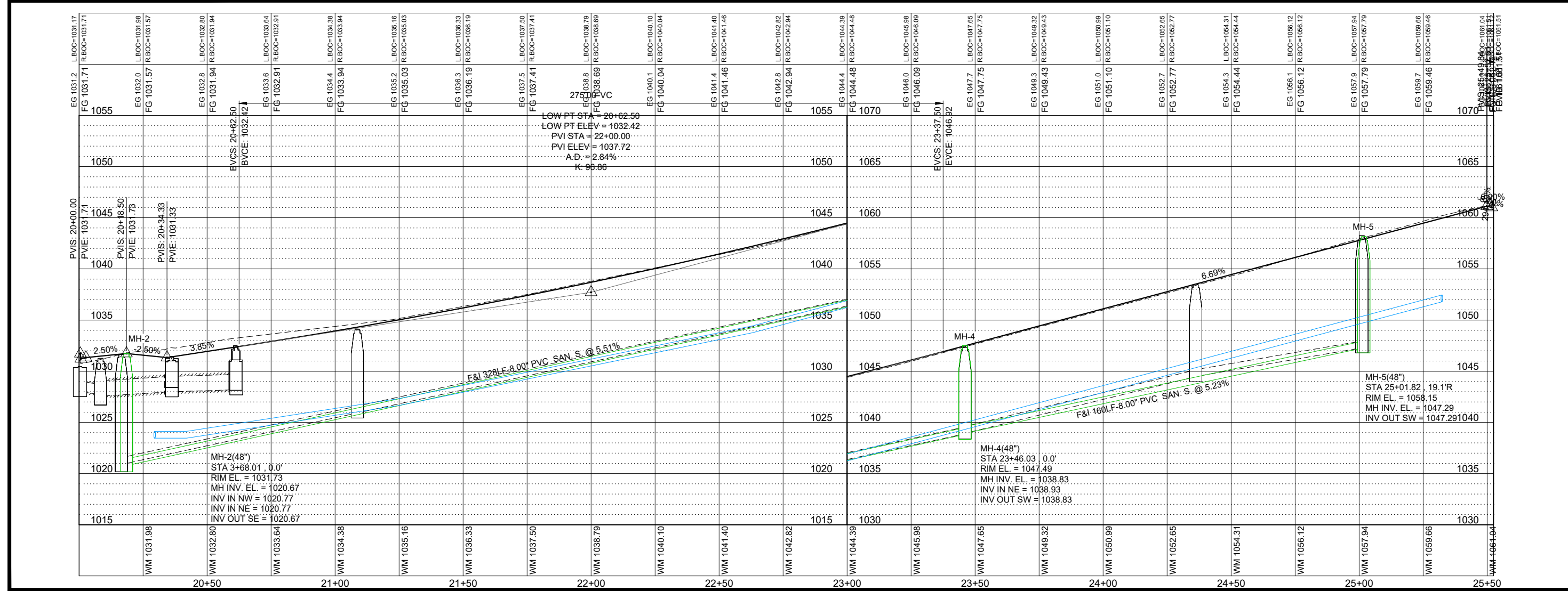
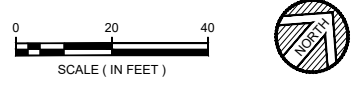
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CHECKED BY: C.N.B.
JOB NUMBER: 2022-11251

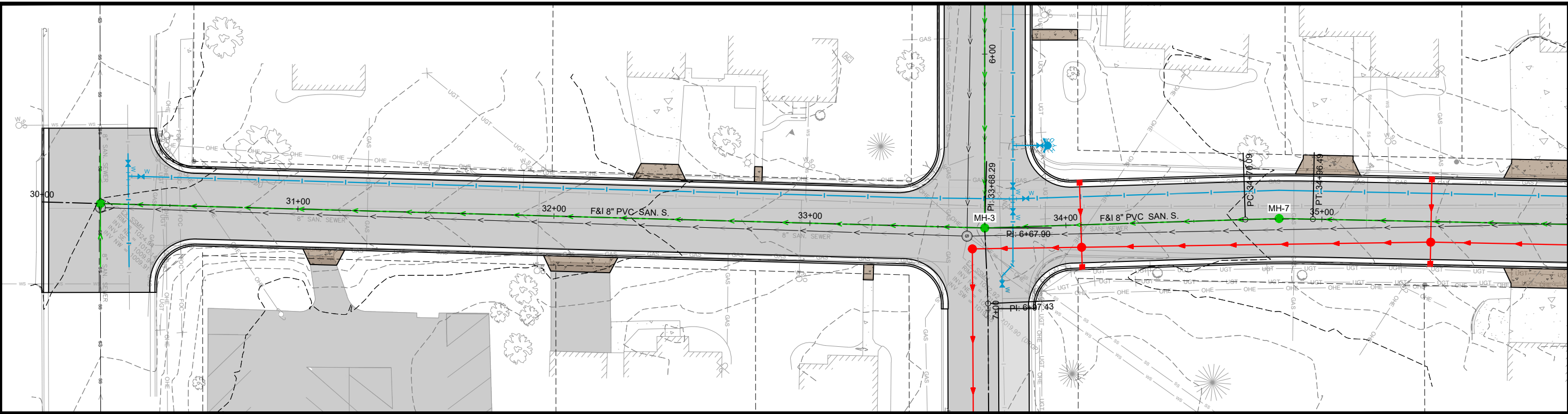
2023 CHATFIELD STREET RECONSTRUCTION
CITY OF CHATFIELD
CHATFIELD, MN
PLAN & PROFILE - HAWLEY STREET SE



SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA" CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

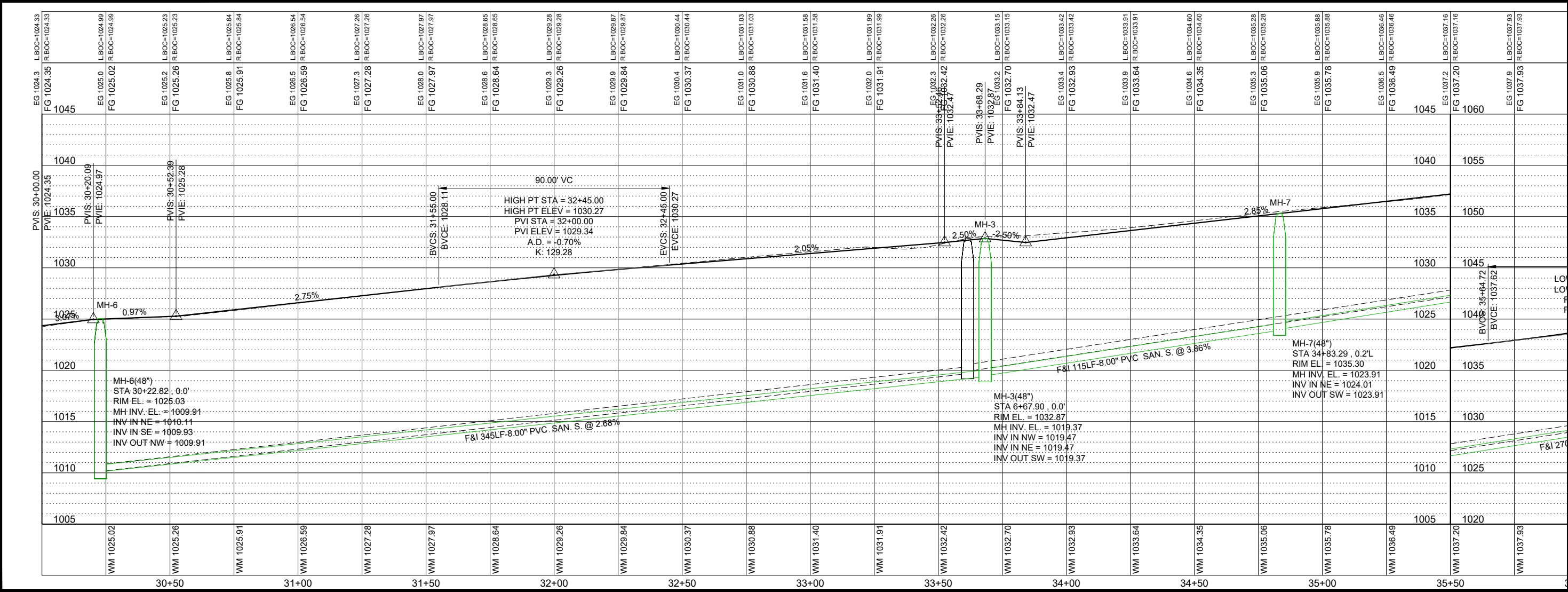
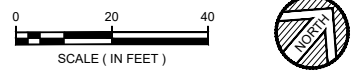
HAWLEY STREET SE





SUBSURFACE UTILITY NOTE
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PROSPECT STREET SE



WIDSETH
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

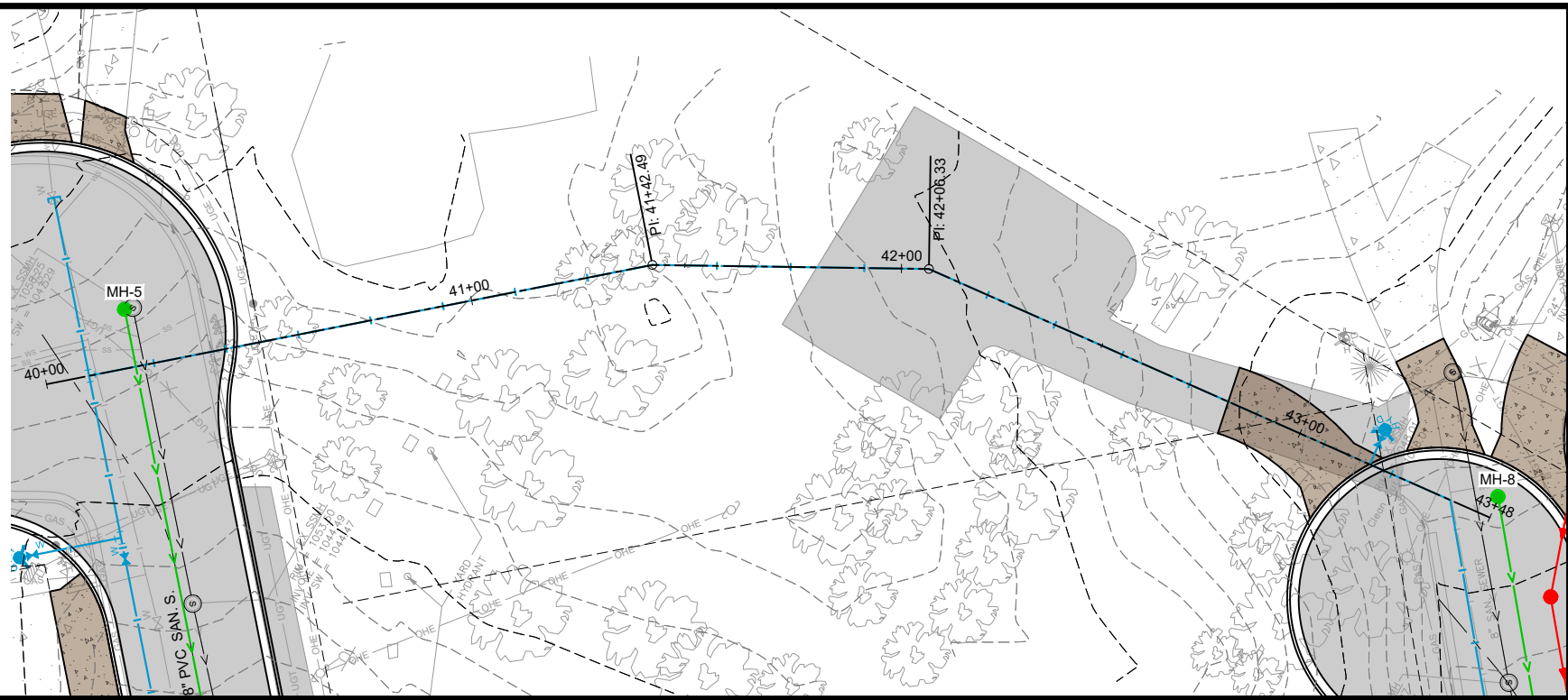
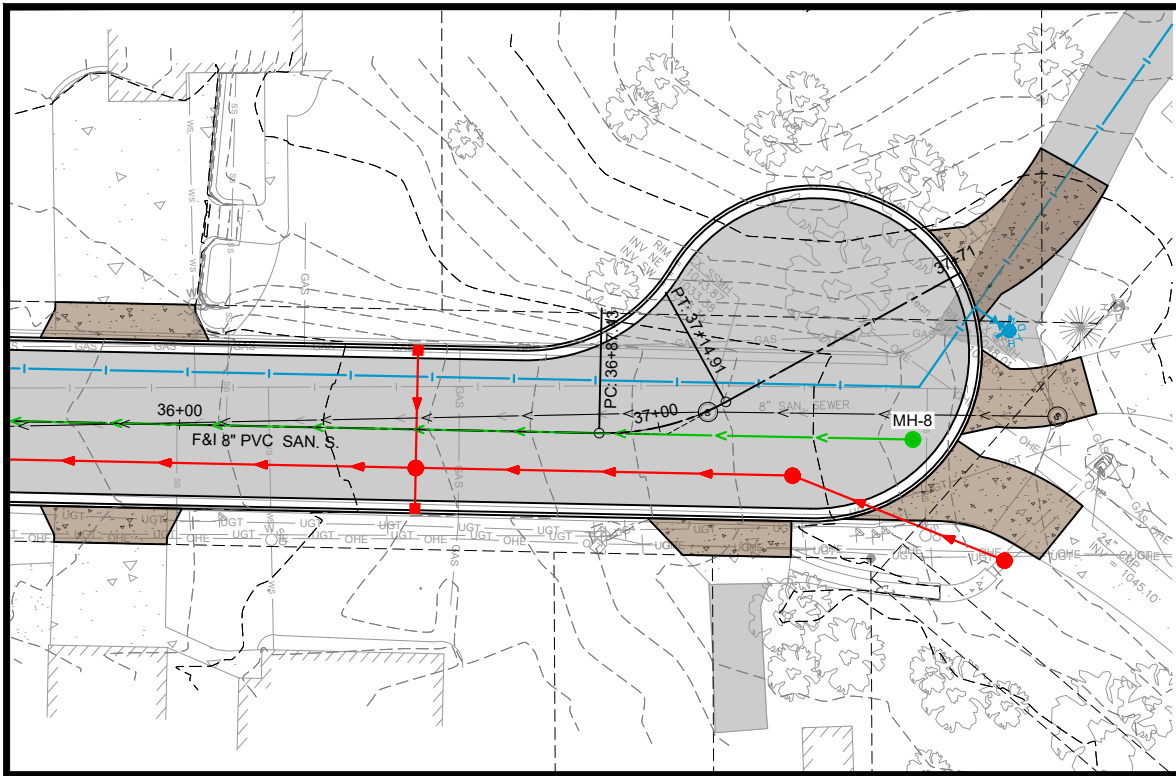
DATE: DECEMBER 2022
 SCALE: AS SHOWN
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251

2023 CHATFIELD STREET RECONSTRUCTION
 CITY OF CHATFIELD
 CHATFIELD, MN

PLAN & PROFILE - PROSPECT STREET SE

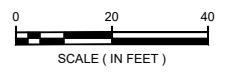
SHEET NO. **13**

DATE: 11/01/2022
 BY: [Signature]
 REVISIONS DESCRIPTION

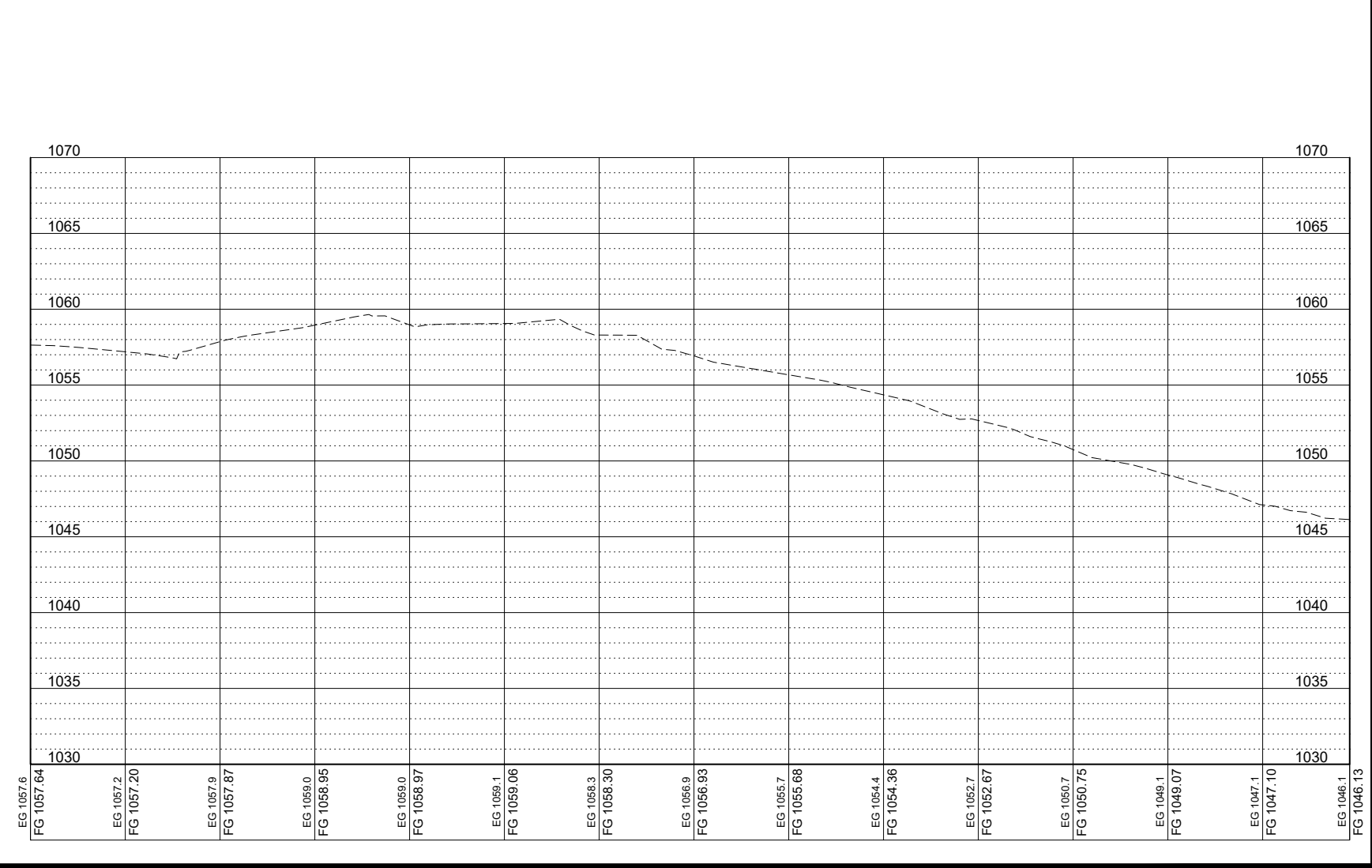
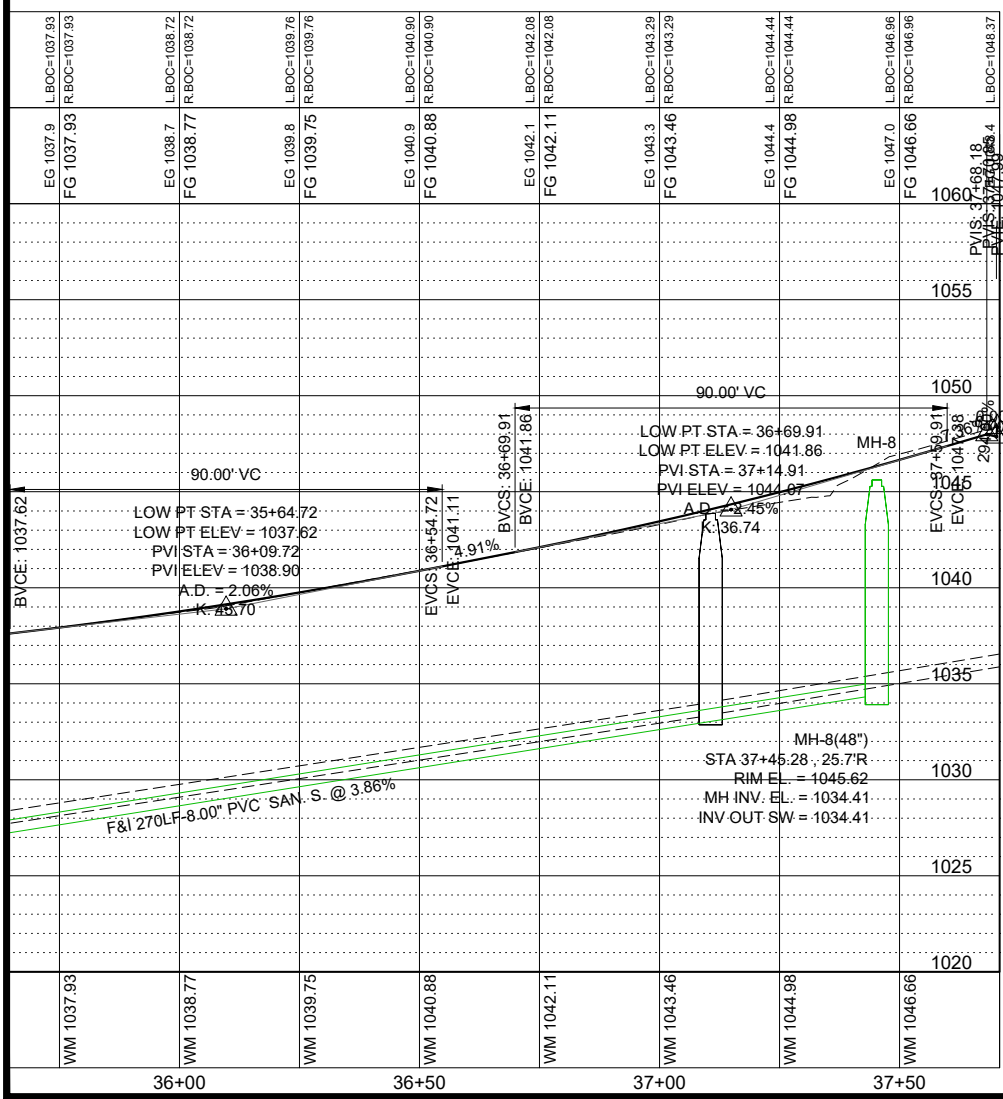


PROSPECT STREET SE

W/M - LOOP



SUBSURFACE UTILITY NOTE
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THIS DOCUMENT IS THE PROPERTY OF WIDSETH ARCHITECTS, ENGINEERS, SCIENTISTS & SURVEYORS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OR MODIFICATION OF THIS DOCUMENT WITHOUT THE WRITTEN CONSENT OF WIDSETH ARCHITECTS, ENGINEERS, SCIENTISTS & SURVEYORS IS STRICTLY PROHIBITED. THIS DOCUMENT IS NOT TO BE USED FOR ANY OTHER PROJECT OR SITE WITHOUT THE WRITTEN CONSENT OF WIDSETH ARCHITECTS, ENGINEERS, SCIENTISTS & SURVEYORS. I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE: 11/01/2022
 NO. 4128

DATE	REVISION DESCRIPTION
DECEMBER 2022	AS SHOWN
	A.A.P.
	C.N.B.

2023 STREET IMPROVEMENT PROJECT

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2023 Street Improvement Project which includes the reconstruction of:

1. **GRAND STREET SE** from 7th Street SE to Prospect Street SE
2. **HAWLEY STREET SE** from Grand Street SE to the Cul-De-Sac
3. **PROSPECT STREET SE** from Winona Street SE to End of Street

and the rehabilitation of:

1. **GRAND STREET SE** from Prospect Street SE to Valley Street SE

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The project shall be bid using the Best Value procurement method defined in Minn. Stat. § 16C.02, Subd. 4(a).
3. The City Administrator shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that electronic bids will be received through Quest CDN vBid (On-Line Bidding Only) until 10:00 AM on Thursday, May 11, 2023, at which time they will be opened virtually using QuestCDN and reviewed by the City Administrator and Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, May 22, 2023 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless it is electronically submitted through QuestCDN vBid and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid. No paper bids will be accepted.

Adopted by the City Council this 10th day of APRIL, 2023

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Adopted by the City Council this 10th day of APRIL, 2023

MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: JOEL YOUNG, CITY ADMINISTRATOR
SUBJECT: TECHNOLOGY UPGRADE AT TWIFORD STREET PROPERTY
DATE: 3/24/23
CC:

Request: Determine technology improvements at the Twiford Street public works facility.

Background: The Public Works Department would like to relocate their office/workstation from the property on Fourth Street to the office building that is part of the Twiford Street property. The cost for doing so is estimated at \$6,500.

Since there are \$24,000 of unspent money from the bonds that were issued to fund the acquisition of the property, the cost of this improvement could be covered by those reserves. The only other improvements that are anticipated are sidewalk related and to control erosion. Those costs haven't been estimated.

4/4 Expense



To: Joel Young
 Cc:
 From: Kay Wangen & Brian Burkholder
 Subj: Request for Authorization to Approve Quote #153458v2 for \$7,600 \$6,500 to install a Firewall, UPS & Access Point @ Public Works Facility – VERSION 2 – Updated / Reduced Total from \$7,600 to \$6,500
 Date: ~~March 22, 2023~~ March 23, 2023

An additional firewall, UPS and access point is needed at the new public works facility to protect the desktop workstation utilized by the parks and water departments.

While the work station will be relocated, from the shop/firehall location to the new facility, the existing firewall needs to stay in place for network security of the bulk water system, fire training sessions and report filing.

Brian and I have reviewed the location details with Marco. Our recommendation is based on balancing network security, price, availability of equipment, considering future needs without oversizing. The recommendation is to deploy a MX68 Firewall with 1 Wireless Access Point and a UPS. This will provide the same level of advanced security as all other offices at the city. Additionally, the MX68 Firewall, has up to 10 Ports. This eliminates the need for a switch and allows up to 10 devices to be plugged in for current use and future growth. This hardware is showing in stock / ready to ship.

The current balance in the construction fund for the new facility is \$24,000. Please advise if I may approve the quote to install a firewall, UPS, and wireless access point at the new public works facility at a cost of ~~\$7,600~~

Thank you.



March 23, 2023 – Revision – The total quoted for this project is \$6,500 vs. the previously stated \$7,600. I misread the quote document.

RE: Here is your Proposal: IT - Public Works Network Infrastructure -- CITY OF CHATFIELD
 Christina Welke <christina.welke@marconet.com>
 To: Kay Wangen
 You replied to this message on 3/23/2023 7:59 AM.
 This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Yes, that is correct.

From: Kay Wangen <KWangen@cityofchatfield.mn.us>
 Sent: Wednesday, March 22, 2023 1:38 PM
 To: Christina Welke <christina.welke@marconet.com>
 Subject: RE: Here is your Proposal: IT - Public Works Network Infrastructure -- CITY OF CHATFIELD

This message originated from an external source. If you believe this message is malicious in nature, please report it.

Christina –

Is the following cost summary accurate? We are trying to choose, specifically, is the UPS @ 710.65 an acceptable stand alone option or does it need an additional card or cable?

MX 68 Router / Firewall	\$ 692.19
MX 68 3 Year License	\$ 359.12
Access Point	\$ 265.60
Access Point 3 Year License	\$ 239.16
UPS	\$ 710.65
Patch Cables	\$ 46.10
Labor 8-12 @250	<u>\$3,371.00</u>
	<u>\$6,273.82</u>

Katy Wangen
 City of Chatfield
 Finance & Information Systems Director
 2131 Second Street
 Chatfield, MN 55313
KWangen@cityofchatfield.mn.us
 507.887.1514 Phone
 507.887.5093 Fax

Joel Young

From: Brian Burkholder
Sent: Wednesday, March 22, 2023 2:39 PM
To: Joel Young; Kay Wangen
Subject: RE: Request for authorization to approve quote #153458v2 \$7,600 to install Firewall, UPS & Access Point at Public Works Facility

At this time, I do not know if there will be a monthly HBC service fee for the Internet. I contacted 2 reps regarding monthly service cost, more or less looking for free service like the shop/firehall currently is. Have still not heard back on cost. If charged, I believe it is around \$60-\$70 per month for the minimum needed.

As far as other repairs needed, if using as is and for shorter term, I do not see anything else besides the water run-off from the parking lot causing erosion to the sidewalk. I am hoping to improve that sidewalk section from driveway to 1st St this year or next hoping to raise the sidewalk a bit and hold the erosion to the lot for short term. Otherwise, I would suggest some form of curb & storm structure but is less useful with gravel lot. Long story short, I do not envision much if any at this time besides routine maintenance.

Thanks,

Brian Burkholder

Superintendent of City Services

City of Chatfield

21 SE Second Street
Chatfield, MN 55923

bburkholder@ci.chatfield.mn.us

Office 507-867-1511

Cell 507-273-9597

From: Joel Young <JYoung@ci.chatfield.mn.us>
Sent: Wednesday, March 22, 2023 12:53 PM
To: Kay Wangen <KWangen@ci.chatfield.mn.us>
Cc: lucasthieke@gmail.com; Brian Burkholder <bburkholder@ci.chatfield.mn.us>
Subject: RE: Request for authorization to approve quote #153458v2 \$7,600 to install Firewall, UPS & Access Point at Public Works Facility

Thank you for the detailed note, Kay. A couple of questions, if you and Brian don't mind. I'd like to know of any other costs that are associated with this purchase. For example, if there are additional fees for the installation of internet service and the monthly fees, that would be helpful to know.

Since we will need to add these to the capital replacement plan, I also need to know the useful life of each item, and the cost.

Aside from this specific improvement, it would be helpful to know of any other repairs or improvements that are planned for the property.

Thanks!

Joel



To: Joel Young
Cc: Christina Welke, Jason Twaddle & Luke Thieke
From: Kay Wangen & Brian Burkholder
Subj: Request for Authorization to Approve Quote #153458v2 for \$7,600 to install a Firewall, UPS & Access Point @ Public Works Facility
Date: March 22, 2023

An additional firewall, UPS and access point is needed at the new public works facility to protect the desktop workstation utilized by the parks and water departments.

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Brian and I have reviewed the location details with Marco. Our recommendation is based on balancing network security, price, availability of equipment, considering future needs without oversizing. The recommendation is to deploy a MX68 Firewall with 1 Wireless Access Point and a UPS. This will provide the same level of advanced security as all other offices at the city. Additionally, the MX68 Firewall, has up to 10 Ports. This eliminates the need for a switch and allows up to 10 devices to be plugged in for current use and future growth. This hardware is showing in stock / ready to ship.

The current balance in the construction fund for the new facility is \$24,000. Please advise if I may approve the quote to install a firewall, UPS, and wireless access point at the new public works facility at a cost of \$7,600

Thank you.



444-

March 20, 2023

PROPOSAL FOR

CITY OF CHATFIELD

KAY WANGEN

Prepared By:

Christina Welke

Senior Technology Advisor

507-273-9350

christina.welke@marconet.com

Quote Number: 153458



Managed Services



Copiers & Printers



Audio Visual



Business IT Services



IT - Public Works Network Infrastructure -- CITY OF CHATFIELD



Prepared by:
Marco - Rochester
 Christina Welke
 507-273-9350
 christina.welke@marconet.com

Prepared for:
CITY OF CHATFIELD
 21 SE 2ND ST
 CHATFIELD, MN 55923-1204
 KAY WANGEN
 507.867.1514
 kwangen@ci.chatfield.mn.us

Quote Information:
Quote #: 153458
 Version: 2
 Date Issued: 03/20/2023
 Expiration Date: 04/06/2023

■ Firewall Options

* This Tab Contains Optional Items

Description	One-Time	Qty	Ext. One-Time
MX68			
Meraki MX68 Router/Security Appliance	\$682.19	1	\$682.19
Meraki MX68 Advanced Security License and Support, 3YR	\$959.12	1	\$959.12
MX68W - Adds Wireless to Firewall			
Meraki MX68W Router/Security Appliance with 802.11ac	\$959.85	1*	\$959.85
Meraki MX68W Advanced Security License and Support, 3YR	\$1,151.64	1*	\$1,151.64
Meraki MX67 Router/Security Appliance	\$476.50	1*	\$476.50
Meraki MX67 Advanced Security License and Support, 3YR	\$895.15	1*	\$895.15

* Optional Subtotal: **\$3,483.14**

Subtotal: **\$1,641.31** *ST*

■ Access Points

* This Tab Contains Optional Items

Description	One-Time	Qty	Ext. One-Time
Meraki MR28 Wi-Fi 6 Indoor AP	\$265.60	1	\$265.60
Meraki MR Enterprise License, 3YR	\$239.16	1	\$239.16
Meraki MR44 WiFi 6 Indoor AP	\$814.40	1*	\$814.40
Meraki MR Enterprise License, 3YR	\$239.16	1*	\$239.16



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

* Optional Subtotal: **\$1,053.56**
 Subtotal: **\$504.76**

■ **UPS**

* *Optional Section*

Description	One-Time	Qty	Ext. One-Time
Eaton 5P UPS 1000VA 770W 120V Line-Interactive UPS, 5-15P, 10x 5-15R Outlets, 16-Inch Depth, True Sine Wave, Cybersecure Network Card Option, 2U - 2U Rack-mountable, Wall Mountable - 120 V AC Input - 120 V AC Output - 10 x NEMA 5-15R	\$710.65	1	\$710.65
Eaton 5P UPS 1440VA 1100W 120V Line-Interactive UPS, 5-15P, 10x 5-15R Outlets, 16-Inch Depth, True Sine Wave, Cybersecure Network Card Option, 2U - 2U Rack-mountable, Wall Mountable - 120 V AC Input - 120 V AC Output - 10 x NEMA 5-15R	\$906.94	1*	\$906.94
Eaton Cybersecure Gigabit Network Card for UPS	\$383.95	1*	\$383.95

* Optional Subtotal: **\$2,001.54**

■ **Patch Cable**

* *This Tab Contains Optional Items*

Description	One-Time	Qty	Ext. One-Time
50FT CAT6 Booted Patch Cable - Blue	\$15.10	1	\$15.10
3 ft. (0.91 m) Cat6 Gigabit Snagless Molded (UTP) Ethernet Cable (RJ45 M/M) - Red	\$6.20	2	\$12.40
3 ft. (0.91 m) Cat6 Gigabit Snagless Molded (UTP) Ethernet Cable (RJ45 M/M) - Yellow	\$6.20	1	\$6.20
3 ft. (0.91 m) Cat6 Gigabit Snagless Molded (UTP) Ethernet Cable (RJ45 M/M) - Blue	\$6.20	2	\$12.40
7ft Cat6 Gigabit Snagless Molded Patch Cable (RJ45 M/M) - Orange	\$8.68	1*	\$8.68

* Optional Subtotal: **\$8.68**

Subtotal: **\$46.10**

■ **Professional Services Labor**

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - Fixed Fee - Milestone 1	\$621.00	1	\$621.00
Marco Professional Services - T&M - Estimate	\$2,750.00	1	\$2,750.00

Subtotal: **\$3,371.00**



■ Professional Services Engagement Agreement

■ ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

In addition to the Professional Service Engagement Agreement located at www.marconet.com/legal/business-it-product-agreements/professional-service-engagement-agreement, the following applies to this Professional Service Engagement:

■ ENGAGEMENT OVERVIEW - DESIRED GOALS AND OUTCOMES - CURRENT SITUATION

QuotetoCustomer.AccountName] public works is moving into a new location and will need connectivity to the Internet and back to the City Hall via both wireless and wired.

■ ENGINEERING - DESCRIPTION OF SERVICES AND DELIVERABLES

The following solution will be considered "in-scope" for the purposes of this engagement:

- Marco Systems Engineer
 - Provision site, licenses and devices
 - (1) MX68
 - (1) MR28
 - Firewall
 - Gather ISP Info for HBC
 - Configure following current best practices
 - Configure AutoVPN
 - Enable Advance Security Features
 - IPS - Enabled/Balanced
 - AV/AMP - Enabled
 - IP Spoofing - Enabled
 - Geo - Restrict to allowed countries only
 - Content - Base Categories only
 - Wireless
 - Configure up to (2) SSID's
 - Private - WPA2-AES/PSK
 - Public - WPA2-AES/PSK
 - Restrict to Internet only
 - Configure Bandwidth restriction
 - Rack and stack equipment in the current rack
 - Patch in up to (2) workstation locations
- Labor Estimate
 - 8-12hr @ \$250

■ COORDINATION - DESCRIPTION OF SERVICES AND DELIVERABLES

The following tasks and deliverables for our Coordination Team will be considered "in-scope" for the purposes of this engagement:

Level 2



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

- Ordering/tracking of product (if applicable)
- Technical resource assignment
- Technical resource scheduling
- Scheduling of internal kick off & customer kick off meetings
- Project plan / project task list build
- Digital project communication / project status updates
- Facilitation of change orders (if applicable)
- Project closure

■ CLIENT RESPONSIBILITIES

- To provide IP information for HBC - ISP
- To run a ethernet cable to desired location for the Access Point

■ SERVICES ASSUMPTIONS, EXCLUSIONS, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work to be completed during Marco's normal business hours. Monday through Friday, 8:00AM to 5:00PM
- PSE/SOP includes a single onsite visit, if additional visits are needed due to issues outside of Marco's control a change order may be required.



Quote Summary - One-Time Expenses

Description	Amount
Firewall Options	\$1,641.31
Access Points	\$504.76
Patch Cable	\$46.10
Professional Services Labor	\$3,371.00
Total:	
	\$5,563.17

One-Time * Optional Expenses

Description	One-Time
Firewall Options	\$3,483.14
Access Points	\$1,053.56
UPS	* \$2,001.54
Patch Cable	* \$8.68
Optional Subtotal:	
	\$6,546.92

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$5,563.17

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	

\$7573.39



Approval

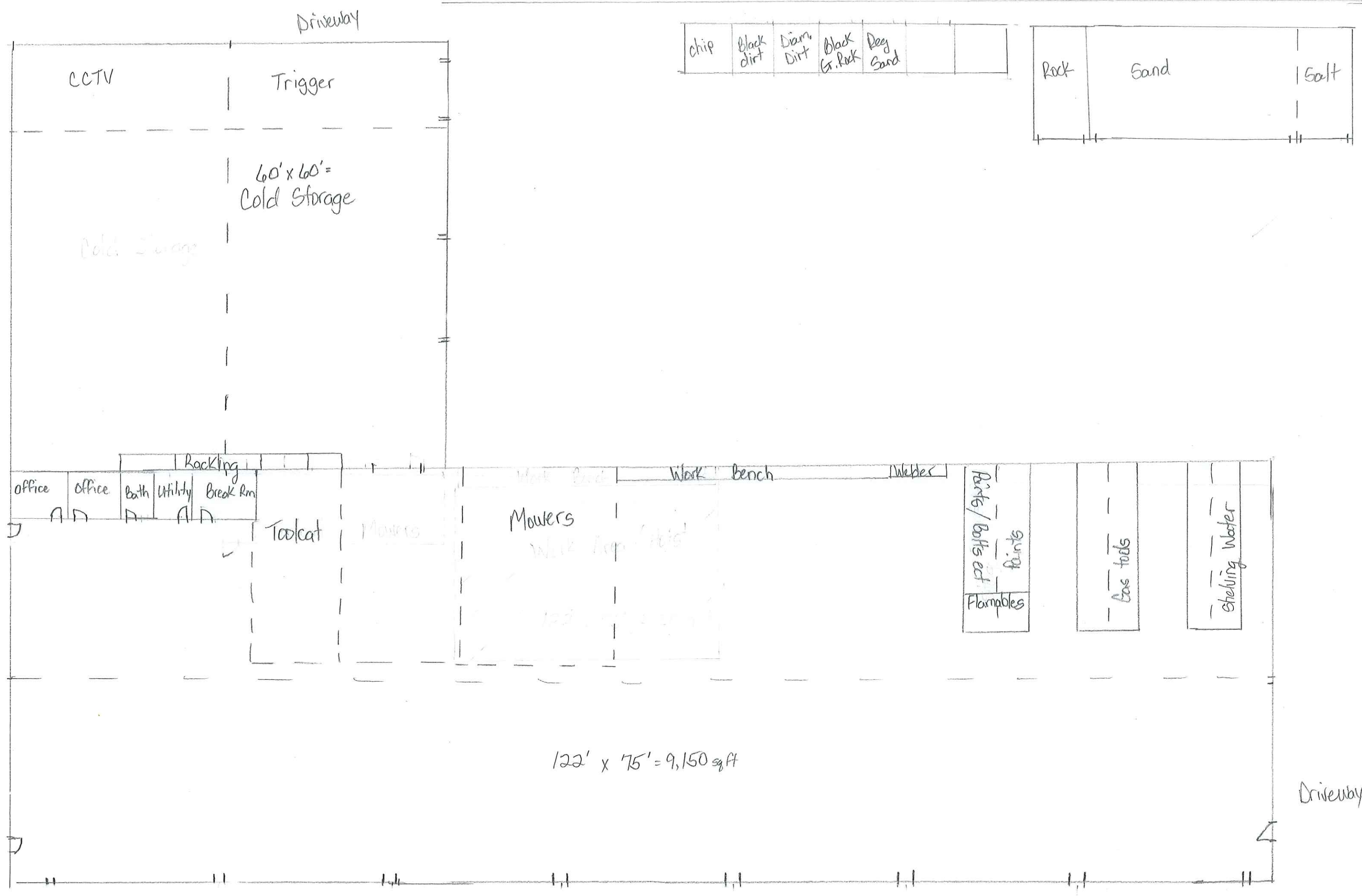
- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF CHATFIELD

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Prepared for: KAY WANGEN
 Signature: _____
 Signed by: _____
 Title: _____
 Date: _____
 PO Number: _____
 Email Address: _____



CCTV

Trigger

60' x 60' =
Cold Storage

Cold Storage

chip	Black dirt	Diam. Dirt	Black Gr. Rock	Reg. Sand		
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Rock	Sand	Salt
------	------	------

office office Bath Utility Break Rm

Rackling

Work Bench Work Bench Weber

Toolcat

Mowers

Mowers

Work Benches

Parts/Bottles
Flammables
Paints

Gas tools

Shelving Water

122' x 75' = 9,150 sq ft

Driveway