



# City of Grand Forks Staff Report

Service/Safety Committee – August 12, 2014

City Council – August 18, 2014

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**Agenda Item:** Bids for City Project Nos. 7209, District No. 673 – Paving and Street Lighting for Cottonwood Street (Charlie Ray Dr to 58<sup>th</sup> Ave S) and the 5500 Block of Charlie Ray Drive & No. 7214, District No. 674 – Paving and Street Lights for Gallatan Circle and Cherry Street (55<sup>th</sup> Ave S to 300 feet south)

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**Submitted by:** Engineering Department; Rich Romness, PE (Assistant City Engineer)  
Matthew Yavarow, PE (Project Engineer)

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**Staff Recommended Action:** Award contract to low bidder, Opp Construction in the amount of \$1,018,941.00 for City Projects No. 7209, District No. 673 – Paving and Street Lighting for Cottonwood Street (Charlie Ray Dr to 58<sup>th</sup> Ave S) and the 5500 Block of Charlie Ray Drive & No. 7214, District No. 674 – Paving and Street Lights for Gallatan Circle and Cherry Street (55<sup>th</sup> Ave S to 300 feet south)

And

Approve budget amendment in the amount of \$180,000.00 to fund the paving and street lighting portion of Cherry Street in 2014

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**Committee Recommended Action:**

**Motion by Vein and Schneider to approve recommendation. Motion**

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**Council Action:**

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## **BACKGROUND:**

The Mayor was notified prior to the first publication of the advertisement for bids on July 16, 2014. Bids were received on August 4, 2014 with a low bid of \$1,018,941.00 submitted by Opp Construction. The low bid was approximately 1% below the engineer's estimate of \$1,021,394.75.

The budget amendment in the amount of \$180,000.00 is necessary to fund construction of the paving and street lighting of Cherry Street. Cherry Street is classified as a collector street and per City policy, the City will pay 80% of the construction costs with the remaining 20% to be special assessed to the benefitting properties. This project was not budgeted since the time frame of developing of these lands was unknown when the budget was adopted. Funding for the budget amendment will move funds from the Cash Carryover-Budget to the Work-in-Progress, both are within Fund 2115: Highway Tax Dist. Fund.

Project 7209 consists of paving an extension of Cottonwood Street to serve Crary's Second Addition and also pave the remainder of Charlie Ray Drive within the LeClerc's Addition. Street lighting will be included with the project.

Project 7214 consists of constructing new streets to serve properties in Crary's First Addition. This development is south of 55<sup>th</sup> Ave S and east of South Washington Street. The streets included are Gallatan Circle and the extension of Cherry Street to 300 feet south of 55<sup>th</sup> Avenue South. Gallatan Circle is a local street and Cherry Street is classified as a collector. Street lighting will be included in the project.

Both projects have been initiated at the request of Crary Development who will be privately installing the sanitary sewer, watermain and storm sewer to meet the upfront costs required by the City. All costs will be special assessed to the benefiting properties with the exception of Cherry Street. Since Cherry Street is a collector, the City will pay 80% of the construction costs with the remaining 20% to be assessed. A bikepath will be installed along Cherry Street and will be assessed to the benefiting properties

Consideration of this project at previous Committee/Council meetings includes:

- July 7, 2014 – Council approved the Engineer's Report, created the Special Assessment District, directed Engineering Department to prepare Plans & Specifications and advertise for Construction Bids for this project.
- July 21, 2014 – Council approved plans and specifications

#### **ANALYSIS AND FINDINGS OF FACT:**

- Bids were received on August 4, 2014.
- A total of 2 bids were received and opened.
- Bids ranged from \$1,018,941.00 to \$1,136,576.00.
- Low bidder was Opp Construction in the amount of \$1,018,941.00.
- Benefitting properties will be special assessed for the project.
- City Share (80%) of the paving & street lighting for Cherry Street construction is estimated to be \$180,000.
- A budget amendment is needed to fund the Cherry Street paving and street lighting in 2014.
- Construction is anticipated to take place during the 2014 construction season and be completed by spring of 2015.

#### **SUPPORT MATERIALS:**

- Abstract of Bids
- Timetable for Special Assessment Projects
- Location map of project
- Budget Amendment Request
- Copy of page 128 of the 2014 Budget Book showing Budget Amendment funding source



## TIMETABLE FOR SPECIAL ASSESSMENT PROJECTS

Project Name Paving and Street Lighting for the 5500 Block of Charlie Ray Drive and Cottonwood Street (Charlie Ray Dr. to 58<sup>th</sup> Ave S)

Project Number 7209

District No. 673

Project Name Paving and Street Lighting for Gallatan Circle and Cherry Street (55<sup>th</sup> Ave S to 300 feet South)

Project Number 7214

District No. 674

- Paving
- Street Lighting
- Street Improvement
- Other \_\_\_\_\_

This timetable prepared by MPY  
Revised by \_\_\_\_\_

Date 6/18/2014  
Date \_\_\_\_\_

Action	Date of Action			Approved
	Other	Committee	Council	
Approval of Engineers Report including estimate. Resolution creating assessment district. Direct engineering to prepare plans & specifications, and advertise for construction bids.		6/24/2014	7/7/2014	
*Notices sent to property owners.	Week of 7/8/2014			
*Special Assessment Commission to meet to determine preliminary distribution of benefits.	Week of 7/8/2014			
Approval of plans & specs/set bid date.		7/15/2014	7/21/2014	
Resolution of Necessity published.	7/15/2014			
**Advertisement for bids prepared.	7/16/2014			
*Advertisement for bids published.	7/19/2014			
Discuss Project. (Optional)		7/29/2014		
***Bids received, opened & tabulated.	8/4/2014			
#Recommend award of contract.		8/12/2014		
Expiration of protest period.	8/14/2014			

\*Responsibility of Finance & Administrative Services Office

\*\*Responsibility of Engineering Department.

\*\*\*Responsibility of Finance & Administrative Service Office & Engineering Department.

#If bids are more than 25% higher than engineers estimate, Finance & Administrative Services Office will notify property owners and protest period will be extended 2 weeks.

***Certificate as to sufficiency.	8/18/2014			
Resolution as to protest and awarding contract.			8/18/2014	We are Here

\*Responsibility of Finance & Administrative Services Office

\*\*Responsibility of Engineering Department.

\*\*\*Responsibility of Finance & Administrative Service Office & Engineering Department.

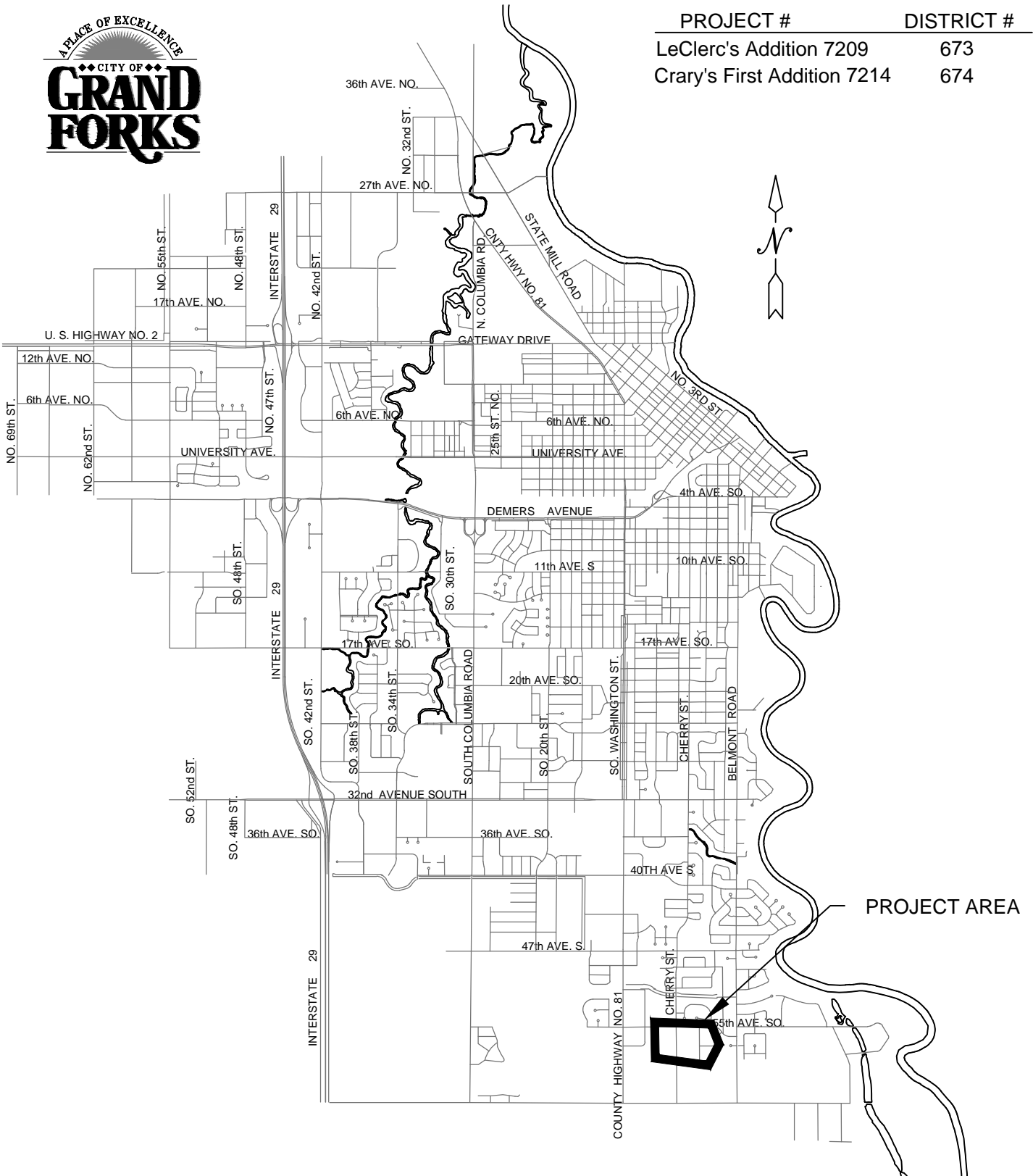
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# Location Map

Paving for LeClerc's Addition - Charlie Ray Dr & Cottonwood  
 Paving for Cray's First Addition - Gallatan Circle & Cherry  
 (St. from 55th AS to 300 ft. South)



PROJECT #	DISTRICT #
LeClerc's Addition 7209	673
Cray's First Addition 7214	674



**CITY OF GRAND FORKS, NORTH DAKOTA**

**BUDGET AMENDMENT REQUEST**

**REQUEST NO.**

**DATE: 8/5/2014**

**PAGE: 1**

**TO: FINANCE AND ADMINISTRATIVE OFFICE**

**FROM: ENGINEERING DEPARTMENT**

Request amendment to budget as indicated

**8/5/2014  
DATE**

**ALLEN GRASSER  
DEPARTMENT HEAD**

**Increase Revenue**

**Increase Expenditure Account**

FUND CODE	DEPT CODE	SUB DEPT CODE	BUDGET CODE	DESCRIPTION	AMOUNT	FUND CODE	DEPT CODE	SUB DEPT CODE	BUDGET CODE	DESCRIPTION	AMOUNT
2115	000		3900010	Cash Carryover-Budget	\$180,000.00	2115	100		6500010	Work in Progress	\$180,000.00
				<b>TOTAL</b>	\$180,000.00					<b>TOTAL</b>	\$180,000.00

**REASON: City portion of construction for a classified street extension**

**FINANCE DIRECTOR'S COMMENT:**

**AUDITORS COMMENT:**

**CERTIFY AVAILABILITY OF FUNDS**

**MOVED BY:**

**DATE**

**DATE PROCESSED**

**SECONDED BY:**

**CITY AUDITOR/DEPUTY**

**ENTERED BY**

City Of Grand Forks

# Fund 2115: Highway Tax Dist. Fund

Account Number	Description	2011 Amended Budget	2011 Actual Amount	2012 Amended Budget	2012 Actual Amount	2013 Adopted Budget	2014 Adopted Budget
<b>Fund</b>	<b>2115</b>	<b>Highway Tax Dist. Fund</b>					
<b>Revenue</b>							
<b>Department</b>	<b>000</b>	<b>Revenues</b>					
<u>Intergovernmental</u>							
321.0045	Federal Highway Adm.Grant	\$0.00	\$225,000.00	\$0.00	\$0.00	\$0.00	\$0.00
321.0270	ARRA JAG Stimulus Funding	\$0.00	\$6,919.33	\$0.00	\$0.00	\$0.00	\$0.00
324.0050	Highway Users Tax	\$2,565,645.00	\$3,176,949.50	\$2,965,645.00	\$3,322,345.32	\$3,494,644.00	\$3,654,579.00
	<b>Comment:</b>			<b>Comment</b>			
				10% increase over 2012 actual per projection from State			
324.0052	2011/13 Legislative Disb	\$0.00	\$1,134,911.92	\$0.00	\$1,213,893.01	\$0.00	\$0.00
<b>Total: Intergovernmental</b>		<b>\$2,565,645.00</b>	<b>\$4,543,780.75</b>	<b>\$2,965,645.00</b>	<b>\$4,536,238.33</b>	<b>\$3,494,644.00</b>	<b>\$3,654,579.00</b>
<u>Interest</u>							
356.0010	Interest-Investments	\$56,000.00	\$98,235.98	\$78,877.00	\$82,049.95	\$55,791.00	\$91,828.00
<b>Total: Interest</b>		<b>\$56,000.00</b>	<b>\$98,235.98</b>	<b>\$78,877.00</b>	<b>\$82,049.95</b>	<b>\$55,791.00</b>	<b>\$91,828.00</b>
<u>Operating Revenues</u>							
338.0060	Tapping Mains-Other Svcs	\$0.00	\$18,451.35	\$0.00	\$49,034.68	\$0.00	\$0.00
<b>Total: Operating Revenues</b>		<b>\$0.00</b>	<b>\$18,451.35</b>	<b>\$0.00</b>	<b>\$49,034.68</b>	<b>\$0.00</b>	<b>\$0.00</b>
<u>Extraordinary Revenue</u>							
374.0000	Unrealized Gain on Invest	\$0.00	\$0.00	\$0.00	\$49,854.35	\$0.00	\$0.00
<b>Total: Extraordinary Revenue</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,854.35</b>	<b>\$0.00</b>	<b>\$0.00</b>
<u>Cash Carryover-Budget</u>							
390.0010	Cash Carryover-Budget	\$2,808,300.00	\$0.00	\$4,998,869.00	\$0.00	\$5,579,141.00	\$9,182,779.00
390.0050	Use of Reserve Cash	\$0.00	\$0.00	\$1,360,000.00	\$0.00	\$1,350,000.00	\$1,320,000.00
<b>Total: Cash Carryover-Budget</b>		<b>\$2,808,300.00</b>	<b>\$0.00</b>	<b>\$6,358,869.00</b>	<b>\$0.00</b>	<b>\$6,929,141.00</b>	<b>\$10,502,779.00</b>
<b>Department Total: Revenues</b>		<b>\$5,429,945.00</b>	<b>\$4,660,468.08</b>	<b>\$9,403,391.00</b>	<b>\$4,717,177.31</b>	<b>\$10,479,576.00</b>	<b>\$14,249,186.00</b>