



City of Grand Forks  
Staff Report  
Committee of the Whole – October 24, 2022  
City Council – November 7, 2022

**APPROVED & ACCEPTED**  
by City Council

11/07/2022

*Maureen Storstad*  
Maureen Storstad  
City Auditor

---

**Agenda Item:** Plans and Specifications for City Projects 8559 (District 591) – Sanitary Sewer; 8560 (District 356) – Watermain; 8561 (District 592) – Storm Sewer; 8562 (District 767) – Paving and Street Lights; and 8563 (District 593) – Box Culvert for Southern Estates 9th Addition

---

**Submitted by:** Engineering Department, Edward Liberman, PE (Assistant City Engineer)

---

**Staff Recommended Action:** Approve plans and specifications and direct Engineering Department to advertise for bids for City Projects 8559 (District 591) – Sanitary Sewer; 8560 (District 356) – Watermain; 8561 (District 592) – Storm Sewer; 8562 (District 767) – Paving and Street Lights; and 8563 (District 593) – Box Culvert for Southern Estates 9th Addition

---

**Committee Recommended Action:** Motion by Vein, second by Kvamme. Motion carried unanimously

---

**Council Action:** Motion by Sande, second by Weigel to approve on consent agenda. Motion carried unanimously.

---

**BACKGROUND:**

City projects 8559-8563 consist of constructing sanitary sewer, watermain, storm sewer, paving and street lights, and a box culvert crossing on the South End Drainway to serve properties in the Southern Estates 9<sup>th</sup> Resubdivision. These public improvements were initiated at the request of the property developer, Guy A. Useldinger, LLLP. The Developer is proposing this public infrastructure be designed and constructed through special assessment, to be accepted by the City for operation and maintenance. All costs for this project, except for a City cost share for the box culvert, will be special assessed to the benefitting properties.

Per City policy, a developer is required to deposit a 50% payment or negotiable security before such a project can be special assessed. The developer typically submits a non-revocable letter of credit to the City Auditor to satisfy this requirement. Based on changes to City Code in May 2022 pertaining

to special assessments for new residential construction, a portion of this development qualifies for a waiver of the letter of credit and for deferral of special assessments. The remainder of this development, zoned for multifamily and commercial use, will be subject to typical security and special assessment requirements.

All costs for this project will be special assessed to the benefitting properties except for a 50% City share of the box culvert construction. The City share will be paid for out of Street and Infrastructure Fund 4815 cash carryover.

Consideration of this project at previous Committee of the Whole and City Council meetings includes:

- August 15, 2022 – City Council created Special Assessment Districts; approved Engineer’s Reports; directed Engineering Dept. to prepare plans and specifications; approved any necessary budget amendments; and approved a Task Order Agreement with Houston Engineering, Inc. for design engineering and construction services

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

Engineering Department has reviewed the proposed project plans and specifications drafted by Houston Engineering, Inc. and recommends City Council approve these documents.

- Bidding of these projects will occur in November 2022, with bid opening scheduled for November 24<sup>th</sup> and recommended contract award by City Council on December 5th. Construction is projected to occur in 2023. Timetables of project administrative milestone dates are attached to this Staff Report.
- Projects 8559-8563 are to be designed and bundled for bid under a single prime construction contract
  - Estimated cost for construction: \$2.57M
  - Cost for consultant design and construction services: \$306K (hourly, not to exceed)
- All costs for projects 8559-8563, including the cost of funding the Engineering Agreement, will be special assessed to the benefitting properties, with the exception of City cost share
  - 50% City share of the box culvert crossing (est. \$301K) is to be paid out of Streets and Infrastructure Fund 4815. Since this development was initiated after the most recent City budget cycle, the City cost share will be funded from Cash Carryover.
- The resolution of necessity for the paving, street lighting and box culvert projects can be protested per State law. [Ref: ND Century Code Ch. 40-22]

## **SUPPORT MATERIALS:**

- Project Location Map (1 pg)
- Project Timetable, Paving & Street Lights (1 pg)
- Project Timetable, Utilities (1 pg)

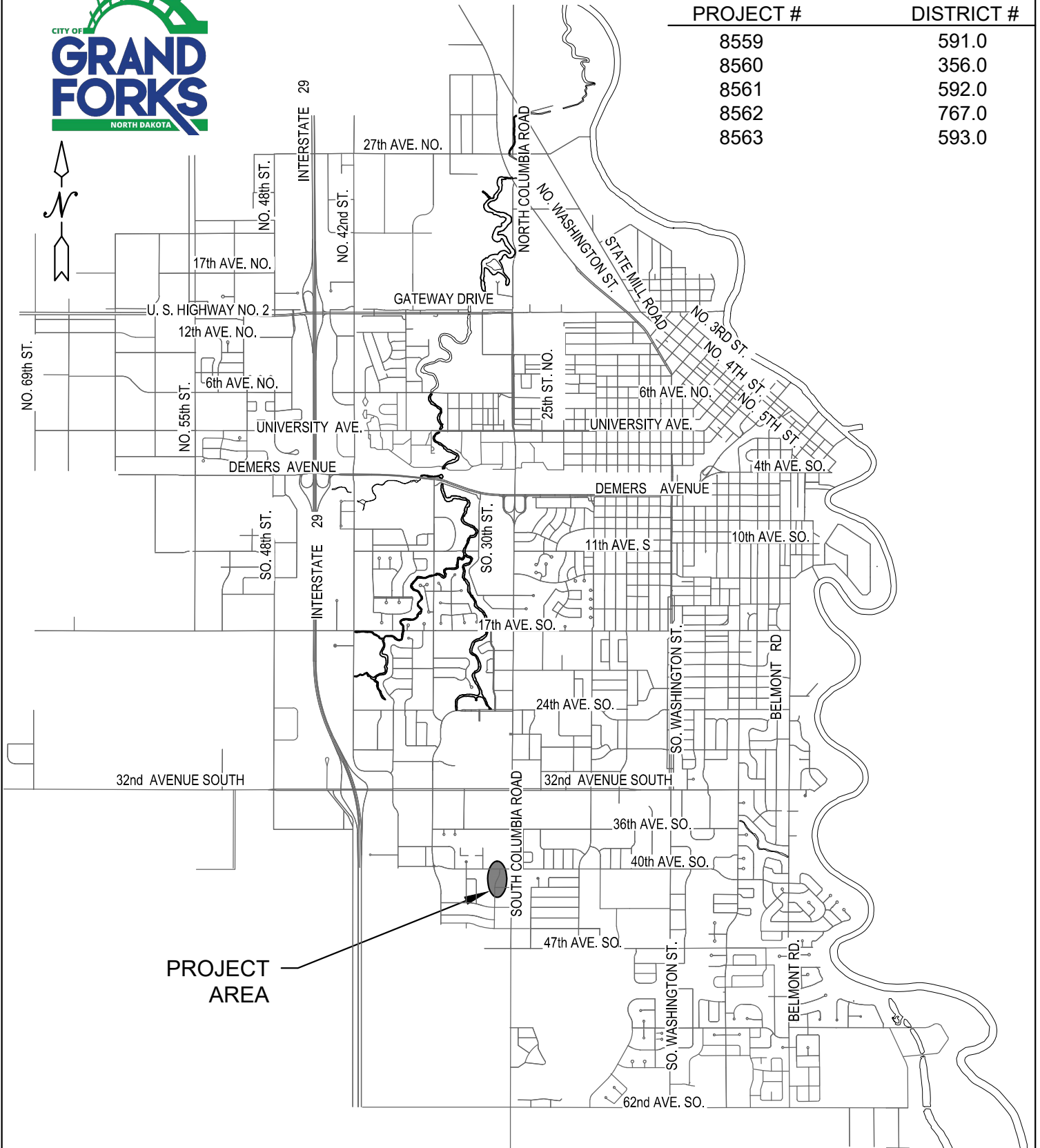
# PROJECT LOCATION MAP

## GRAND FORKS, NORTH DAKOTA

SANITARY SEWER, STORM SEWER, WATER, PAVING & STREET LIGHTS, BOX CULVERT  
(S 30TH ST & STAR AVE)



PROJECT #	DISTRICT #
8559	591.0
8560	356.0
8561	592.0
8562	767.0
8563	593.0



## TIMETABLE FOR SPECIAL ASSESSMENT PROJECTS

Project Name Paving, Street Lights and Box Culvert for Southern Estates 9<sup>th</sup> Addn, Ph II

Project Number 8562, 8563

District No. 767, 593

- Paving
- Street Lighting
- Box Culvert

This timetable prepared by EJL

Date 7/29/22

Revised by EJL

Date 10/19/22

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.		8/8/22	8/15/22	
*Special Assessment Commission to meet to determine preliminary distribution of benefits.	Week of 8/16/22			
*Notices sent to property owners.	Week of 8/22/22			
Approval of plans & specifications.		10/24/22	11/7/22	We Are Here
**Advertisement for bids prepared.	11/3/22			
*Advertisement for bids published.	11/9/22			
Resolution of Necessity published.	11/2/22			
Discuss Project. (Optional)		11/14/22		
***Bids received, opened & tabulated.	11/24/22			
#Recommend award of contract.		11/28/22		
Expiration of protest period.	12/2/22			
***Certificate as to sufficiency.	12/5/22			
Resolution as to protest and awarding contract.			12/5/22	

\*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.

## TIMETABLE FOR SPECIAL ASSESSMENT PROJECTS

Project Name Underground Utilities for Southern Estates 9<sup>th</sup> Addn, Ph II

Project Number 8559, 8560, 8561

District No. 591, 356, 592

- Water
- Sanitary Sewer
- Storm Sewer
- Sidewalk

This timetable prepared by EJL

Date 08/01/2022

Revised by EJL

Date 10/19/2022

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.		8/8/22	8/15/22	
*Special Assessment Commission to meet to determine preliminary distribution of benefits.	Week of 8/16/22			
*Notices sent to property owners.	Week of 8/22/22			
Public Input Meeting	N/A			
Approval of plans & specs.		10/24/22	11/7/22	We are here
**Advertisement for bids prepared.	11/3/22			
*Advertisement for bids published.	11/9/22			
Discuss Project. (Optional)		11/14/22		
***Bids received, opened & tabulated.	11/24/22			
Recommend award of contract.		11/28/22		
Award Contract.			12/5/22	

\*Responsibility of Finance & Administrative Services Office

\*\*Responsibility of Engineering Department.

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