

PUBLIC WORKS AND SAFETY COMMITTEE

Wednesday, November 2, 2016 – 4:15 p.m.

City Council Chambers

A g e n d a

1. [16th St NW from 5th Ave to 7th Ave Parking Ordinance Recommendation](#)
2. [Authorization to Sign Construction Easements- Broadway Viaduct Replacement \(3979\)](#)
3. [Hillcrest Drive Retaining Wall Engineering Contract Amendment 2 \(4088.1\)](#)
4. [Library Renovation Architect/Engineering Firm Selection \(LIB024\)](#)
5. [Apex Contract Amendment \(4010.2\)](#)
6. [Amend the 2016 Annual Budget- Internet Crimes Against Children Equipment Grant \(PD0126\)](#)
7. [Minot SWIF Deficiency Work – Engineering Amendment \(3135.2\)](#)
8. [Ordinances on Second Reading](#)

PUBLIC WORKS AND SAFETY COMMITTEE

November 2, 2016

Page 1

MEMO TO: Public Works and Safety Committee
FROM: City Clerk's Office
RE: Agenda for Wednesday, November 2, 2016, 4:15 p.m.

1. 16th St NW from 5th Ave to 7th Ave Parking Ordinance Recommendation

At the September Public Works and Safety Committee meeting, staff was directed to have a meeting with the school district and neighbors regarding parking regulations and options on 16th St NW from 5th Ave to 7th Ave.

On October 17th, the meeting took place at Longfellow Elementary School. Neighbors, school district officials, Alderman Sipma, Schuler, and Straight attended. After discussion with all, the consensus was to leave the current parking ordinances in place which allow parking on the west side of 16th St and restrict parking on the east side.

It was suggested the school resource officer from the Police Department provide education to students about safe roadway crossing and also the Police Department continue to enforce the parking regulations in this area. The school will continue to educate students and parents about safely crossing the street and where to drop off students. City staff will continue to monitor traffic levels on 16th St for a future conversion to a 3-lane section. This lane striping project is likely 3-5 years away.

It is recommended the Committee and Council leave in place the existing traffic ordinances and direct staff to continue to monitor traffic volumes on 16th St NW.

2. Authorization to Sign Construction Easements- Broadway Viaduct Replacement (3979)

On past projects, the City Engineer has signed temporary construction easements for all projects on behalf of the City. Recently, the NDDOT requires the City Engineer to be authorized to sign these easements.

Staff has signed easements before for construction purposes as they are temporary in nature and do not obligate the City for long periods of time. The construction easements for this project are on City owned property along the Broadway Bridge.

It is recommended the Committee and Council grant the City Engineer and Director of Public Works authority to sign temporary construction easements for City owned property.

3. Hillcrest Drive Retaining Wall Engineering Contract Amendment 2 (4088.1)

The contractor constructing the improvements on Hillcrest Drive has fallen behind schedule by a few weeks. The engineering budget will be expended at the end of the contract completion date. In order to maintain an adequate level of inspection on the project, staff is asking Council to allow the use of liquidated damages to pay for any additional engineering expenses beyond the contract completion date. If the contractor finishes on schedule, no further engineering expenses would be justified.

Therefore, it is recommended the Committee and Council approve a contract amendment with KLJ on an hourly basis not to exceed the maximum amount of liquidated damages assessed on the project.

4. Library Renovation Architect/Engineering Firm Selection (LIB024)

The Minot Public Library is scheduled to begin upgrades to the exterior of the building, including the installation of a guardrail to ensure the building is within safety codes in 2016 and beyond. A Request for Qualifications notice was

PUBLIC WORKS AND SAFETY COMMITTEE

November 2, 2016

Page 2

advertised in the Minot Daily News on 9/9/16 and 9/12/16 with three (3) firms submitting packets.

A selection committee consisting of the Library Director, Assistant City Engineer and Library Board Member Alan VanDelinder reviewed statements of qualifications from architect/engineering firms to provide services related to exterior and interior renovations at the Minot Public Library anticipated to occur over the next five years.

The selection committee chose JLG Architects as the most qualified firm to perform services for this project.

Fiscal Impact: Funds are budgeted in the 2016 and 2017 budget

It is recommended the Committee and Council select JLG Architects to perform the architect/engineering services for this project, authorize the Library Director to negotiate a scope and fee, and authorize the Mayor to sign the contract. It is also recommended an [ordinance](#) be passed on first reading to amend the 2016 annual budget to increase the Library Fund Revenue and Expenditures and decrease the Library Capital Equipment Purchases Revenue and Expenditures.

5. Apex Contract Amendment (4010.2)

Apex Engineering was hired to design and oversee the engineering for the 8th Street water and sewer improvements, which consisted of boring new water and sewer lines under the river on 8th Street NE, as well as new sewer and water lines for one block north of the river on 8th Street.

The Contractor, Vortex Drain Tiling has now been considered in default of their contract and the project is being completed by the City with the use of hired contractors. The work was to have been completed in June of this year.

The contract has gone to the bonding company and they are in agreement to complete the project from the bond.

Due to the extended amount of time the consultant has been required to spend on the project, they have used all contracted engineering fees. Apex is requesting an additional amount of engineering up to \$68,580 on an hourly, not to exceed basis, to cover the additional time involved with managing and inspecting this contract. The City requires full time inspection on infrastructure projects, and staff feels this request for a contract amendment is more than justified.

Fiscal Impact: The current amount of liquidated damages will cover the expected engineering costs, so there should not be a financial impact to the City to amend this contract.

It is recommended the Committee and Council approve the request to amend the current contract with Apex by \$68,580 for the 8th Street Water and Sewer Improvements project and authorize the Mayor to sign the [amendment](#).

6. Amend the 2016 Annual Budget- Internet Crimes Against Children Equipment Grant (PD0126)

It is recommended the Committee and Council pass an [ordinance](#) on first reading to amend the 2016 annual budget to increase the criminal investigations budget for internet crimes against children equipment grant. The revenue will come from the North Dakota Bureau of Criminal Investigations. The grant will cover 100% of the costs.

7. Minot SWIF Deficiency Work – Engineering Amendment (3135.2)

The City continues working toward completion of a System Wide Improvement Framework (SWIF) and related items identified as deficiencies the USACE has noted in the flood protection system through Minot. These deficiencies are items that need to be addressed to bring the flood control system to the current USACE guidelines.

PUBLIC WORKS AND SAFETY COMMITTEE

November 2, 2016

Page 3

Houston Engineering has been hired to complete the SWIF plan, address items that require attention and prepare plans for the capital projects that are beyond maintenance items.

As the City continues to complete more features of the SWIF plan, assistance is required from the consultant to aid the Public Works staff in completion of the tasks, CIP projects, and required inspection and documentation the Corps requires. The tasks, which need additional consulting service assistance are:

1. Construction observation and coordination of the televising of 140 storm sewer outfall structures
2. Construction inspection and project drawings for levee repair project at 3rd Ave and 10th Street NW
3. Encroachment review into the existing levee easements
4. Review of maintenance logs and preparation of CIP projects
5. Completion of annual SWIF inspection report

Fiscal Impact: Houston Engineering has provided an estimate not to exceed cost of \$78,000 for the services. Funding would be from sales tax flood control.

It is recommended the Committee and Council approve the engineering amendment with Houston Engineering for the SWIF deficiency work and authorize the Mayor to sign the [contract amendment](#) on behalf of the City.

8. Ordinances on Second Reading

The following ordinances need to be considered on second reading:

- a. [Ordinance No. 5113](#) – Amend the 2016 Annual Budget – Boiler Room Pump (LIB027)
- b. [Ordinance No. 5114](#) – Amend the 2016 Annual Budget – Engineering Restrooms (PM0006) **Updated**
- c. [Ordinance No. 5115](#) – Amend the 2016 Annual Budget – Third Party Interface Software (FD0050)
- d. [Ordinance No. 5116](#) – Amend the 2016 Annual Budget – Vehicle for IT Department