TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Emily Huettl, PE, Assistant City Engineer  
DATE: May 17, 2021  
SUBJECT: PAVING DISTRICT 499 – APPROVE PLANS (4591)

I. RECOMMENDED ACTION

Recommend that Council:

1. Approve the Plans and Specifications and authorize a call for bids.

II. DEPARTMENT CONTACT PERSONS

Lance Meyer, City Engineer 857-4100
Emily Huettl, Assistant City Engineer 857-4100

III. DESCRIPTION

A. Background

This improvement district is a petitioned project brought forth by the Minot Park District and previously approved by Council. This project provides access to and parking for the Minot Park District’s Day Use Park located off County Road 15 W. This area is also known as Family Recreation Addition.

B. Proposed Project

The overall project includes the special assessment district, as well as elements outside of the district boundary.

The primary project elements within the assessment district will include the following:

- Portion of Access Road into the Day Use Park
- Parking Lot
- Pavement Marking and Signage
- Landscaping
- Storm Water Detention Pond
- Concrete Shared Use Paths
- Gravel (or Concrete) Trails

The primary project elements outside of the district include:

- Portion of Access Road into the Day Use Park
- Asphalt Turn Lane off County Road 15 W
- Pavement Marking and Signage
- Concrete Shared Use Path
- Asphalt Shared Use Path Realignment
- Culverts
Approval of these plans and call for bids will allow for a June 15th bid opening and an award recommendation at the June 21st Council meeting.

C. Consultant Selection
The Minot Park District previously contracted with KLJ to complete the design work for this project. The City of Minot has contracted with KLJ to complete the bidding, construction inspection, and project administration.

IV. IMPACT:

A. Strategic Impact:
The improvements are necessary to provide access to the Minot Park District’s proposed Day Use Park.

B. Service/Delivery Impact:
There will be temporary roadway impacts along County Road 15 W while the turn lane is being constructed.

C. Fiscal Impact:
Below is the estimated project cost:

<table>
<thead>
<tr>
<th></th>
<th>Assessment District Cost</th>
<th>Park District Cost</th>
<th>Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Construction Cost</td>
<td>$ 1,035,985.00</td>
<td>$ 312,869.50</td>
<td>$ 1,348,854.50</td>
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<tr>
<td>Contingency, 15%</td>
<td>$ 155,397.75</td>
<td>$ 46,930.43</td>
<td>$ 202,328.18</td>
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<tr>
<td>Total of All Construction</td>
<td>$ 1,191,382.75</td>
<td>$ 359,799.93</td>
<td>$ 1,551,182.68</td>
</tr>
</tbody>
</table>

|                          | $ 154,879.76             | $ 46,773.99        | $ 201,653.75       |
| Engineering, 13%         | $ 95,310.62              | $ -                | $ 95,310.62        |
| City Administration, 8%  | $ 71,482.97              | $ -                | $ 71,482.97        |
| City Finance, 6%         | $ 11,913.83              | $ -                | $ 11,913.83        |
| Right-of-Way and Easement Acquisition | $ -               | $ -                | $ -                |
| Total Costs             | $ 1,524,969.92           | $ 406,573.92       | $ 1,931,543.84     |

The City will be bonding for the assessment district portion of this project and those costs will be special assessed to the Minot Park District. For the Park District portion of the project, the Park District will make a direct payment to the City, outside of the assessment process.

V. ALTERNATIVES
Council could choose not to approve plans and the project would stop.

VI. TIME CONSTRAINTS
Approval now allows for construction of the improvements to begin in the summer of 2021.

VII. LIST OF ATTACHMENTS

A. Plan Cover Sheet