



---

**TO:** Mayor Chuck Barney  
Members of the City Council

**FROM:** Jacqueline Melcher, Assistant City Engineer *jm*

**DATE:** February 20, 2018

**SUBJECT:** **PROJECT 4311 - 2018 SIDEWALK, CURB & GUTTER REPLACEMENT AWARD OF BID**

**I. RECOMMENDED ACTION**

1. On Tuesday, February 27<sup>th</sup> at 11:00 am, bids will be opened for the 2018 Sidewalk, Curb & Gutter Replacement Project. Due the timing of the bid opening, a recommendation will not be ready in time for the February memo deadline. However, we do anticipate a recommendation will be available and placed on Council's desk for approval.

**II. DEPARTMENT CONTACT PERSONS**

Lance Meyer, City Engineer	(701) 857-4101
Jacqueline Melcher, Assistant City Engineer	(701) 857-4132

**III. DESCRIPTION**

A. Background

This annual project consists of constructing, rebuilding or repairing of sidewalk, curb & gutter in the right of way. This year's project is broken into two units, Unit 1 and Unit 2, respectively.

Unit 1 consists of an estimate of quantities created for bidding purposes and was advertised. The exact repair work is only an estimate and can vary greatly from year to year. The City will only spend up to the budgeted amount of \$120,000 for the repair work as identified in Unit 1.

Unit 2 is the assessment roll work of constructing, rebuilding, or repairing sidewalks that are deemed a safety issue or are not installed. An estimate of quantities was created for bidding purposes and advertised.

For the assessment roll work of the project, Section 28-80 of the Minot Municipal Code, and Section 40-29-02 of the North Dakota Century Code, states that it is the duty of the owner, to maintain or construct where required, sidewalks adjacent to their properties. City Staff have identified properties where the sidewalks are not in compliance with these Codes. In

accordance with Section 40-29-03 of the North Dakota Century Code, the Engineering Department will be providing notices to property owners to construct, rebuild, or repair sidewalks adjacent to their properties within the city right of way. Upon notice, the property owner will have the option to:

- 1.) Repair or install the sidewalk themselves;
- 2.) Hire a licensed contractor to perform the work; or
- 3.) Sign a waiver and have the City Contractor repair the sidewalk where the costs will be assessed to the property owner.

If the property owner fails to comply with the notice that was sent, Sections 40-29-04 and 40-29-05 of the North Dakota Century Code provides the municipality the power to assess the properties for the work performed and any administrative fees.

**B. Proposed Project**

Constructing, rebuilding or repairing of sidewalk, curb & gutter in the right of way.

**C. Consultant Selection**  
N/A

**IV. IMPACT:**

**A. Strategic Impact:**  
N/A

**B. Service/Delivery Impact:**  
N/A

**C. Fiscal Impact:**  
The repair work performed in Unit 1 will be paid for with budgeted funds. The work performed in Unit 2 will be assessed to the property owners.

Project Cost

Engineer's Estimate (Unit 1)	\$	135,771.00
Engineer's Estimate (Unit 2)	\$	250,867.82

Project Funding

Unit 1 Sales Tax Budgeted Funds  
Unit 2 Special Assessment

**V. ALTERNATIVES**  
N/A

**VI. TIME CONSTRAINTS**  
N/A

**VII. LIST OF ATTACHMENTS**

**A. N/A**