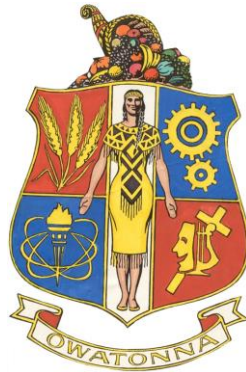


THE CITY OF

Office of Public Works Director
City Engineer



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4701
Ph. (507) 444-4350
FAX: (507) 444-4351

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: KYLE SKOV, PUBLIC WORKS DIRECTOR AND CITY ENGINEER
DATE: May 7, 2021
SUBJECT: Miscellaneous Signal Repairs on City-County Owned Signal Systems Proposal

Purpose

Council Approval of SEH Proposal for design and construction services related to miscellaneous minor repairs to thirteen (13) City, County, and State owned traffic signal systems located within the City of Owatonna.

Background:

The SEH Proposal includes project design documents and construction services for signal maintenance that will be addressed through a separate electrical signal contractor.

- 1) Project Design Documents: Brief field review of all 13 signal systems, plan preparation post review to ensure appropriate work items are included in project bid documents, preparation of final signal plans and technical specifications for use in obtaining bids or quotes.
- 2) Construction Services: Observation, pre-construction meeting coordination, sit visits, staking, technical observation, review signals post construction, provide and follow-up on punch list items. 4-5 site visits are anticipated and 2-4 hours per each signal for construction related services.

Budget Impact:

The proposed total cost of services is \$20,700 or approximately \$1,600 per signal system.

Staff Recommendation:

Staff recommends approval of the proposed design and construction services for the miscellaneous signal repairs presented by SEH.

STAFF

SEH proposes to use the following staff members on this project:

John M. Gray, PE – Project Manager

John's experience includes the design of more than 1,200 traffic signals and 300 emergency vehicle preemption systems. He will be responsible for overseeing and completing all traffic signal document preparation and construction observation as part of the project.

SCHEDULE

SEH proposes to begin work upon notice-to-proceed. We will work with the County to set up a more comprehensive schedule during design and will assist the County in order to have all project field construction work completed during the 2021 construction season.

COMPENSATION AND AGREEMENT

We propose to be compensated for the scope of work proposed on an hourly basis. Compensation will be the estimated hours times the actual hourly rate of our personnel, plus reimbursable expenses.

The proposed work program **for the base work scope** includes follow-up field review, project document preparation, construction assistance, and project follow-up after construction as necessary. SEH shall be compensated for all engineering services as defined above and elsewhere in this proposal, on an hourly basis for the cost not-to-exceed of **\$20,700** (or approximately \$1,600 per signal system).

For your information, our estimated costs for each base work scope task on the project are as follows:

BASE SCOPE	
Follow-up Field Review of Each Signal System	\$2,000
Updating Signal Plans to Current Conditions	\$4,000
Traffic Signal Design (including technical specifications)	\$6,700
Construction Services	\$8,000
TOTAL PROPOSED BASE SCOPE COSTS	\$20,700

Optional tasks include assistance with obtaining quotes from local contractors, and State Aid submittal (including preparation of Signal Justification letters). These costs will not be included in our project scope unless otherwise approved in writing by the County.

OPTIONAL ITEMS	
Assistance with Obtaining Quotes from Local Contractors	\$1,000
State Aid Submittal (including Signal Justification letters)	\$3,000
TOTAL PROPOSED OPTIONAL SCOPE COSTS	\$4,000

The above costs do not include attending any County Board Meetings, City Council meetings, or City Committee meetings.

Any additional tasks added to or deleted from this project due to significant changes in the general scope of the project or its design including, but not limited to, changes in size, complexity of character or type of construction, shall be by written amendment to the contract signed by both parties.

We look forward to the opportunity to provide the work stated above to the Steele County Highway Department. If you are in agreement with the terms, please sign this letter and return a signed copy to my attention. If you need any additional information or have any questions related to our proposed work scope, please feel free to contact me at 651.402.4383 or at jgray@sehinc.com. We look forward to continuing to work with you and for the Steele County Highway Department. Thank you.

Mr. Paul Sponholz, PE
February 15, 2021
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Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



John M. Gray, PE
Project Manager/Senior Professional Traffic Engineer

Accepted this 21 day of April, 2021.

STEELE COUNTY HIGHWAY DEPARTMENT

By: Gregory M. Ilkka
Gregory M. Ilkka (Apr 21, 2021 08:24 CDT)
Title: County Engineer

By: _____

Title: City Administrator, City of Owatonna
Kris M. Busse