



WILLMAR

Public Works Director

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

### COUNCIL ACTION REQUEST

**DATE:** May 10, 2016

**SUBJECT:** Facilities Master Plan Update

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Receive the update for information.

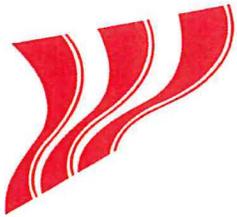
**BACKGROUND:** Council approved the Comprehensive Facilities Master Plan contract with CR-BPS on June 1, 2015. The plan includes consultant services for a needs analysis of City buildings, facilities, land and physical plant operations in order to prioritize needs for modernization, replacement and growth. CR-BPS will provide an update on progress of the needs analysis and present final report presentation options.

**FINANCIAL CONSIDERATION:** \$50,000 has been approved in the budget for the project.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator



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### COUNCIL ACTION REQUEST

**DATE:** May 10, 2016

**SUBJECT:** Public Works Garage Roof Replacement Consideration of Bids

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Award the contract to West Central Roofing Contractors, Inc. in the amount of \$86,642.86 for the Public Works Garage roof replacement.

**BACKGROUND:** Bids were opened for the Public Works Garage roof replacement on April 12<sup>th</sup>. Four bids were received; Schwickert's Tecta America from New Hope in the amount of \$158,970.00, Allweather Roof from Golden Valley in the amount of \$117,707.00, B&B Sheet Metal & Roofing from Buffalo in the amount of \$93,400.00 and West Central Roofing Contractors, Inc. from Willmar in the amount of \$86,642.86. The project includes removal of the existing membrane, ballast and related roofing material and furnishing and installing a Duralast roofing membrane system with new insulation.

**FINANCIAL CONSIDERATION:** The 2015 CIP includes \$120,000 for the replacement of the roof.

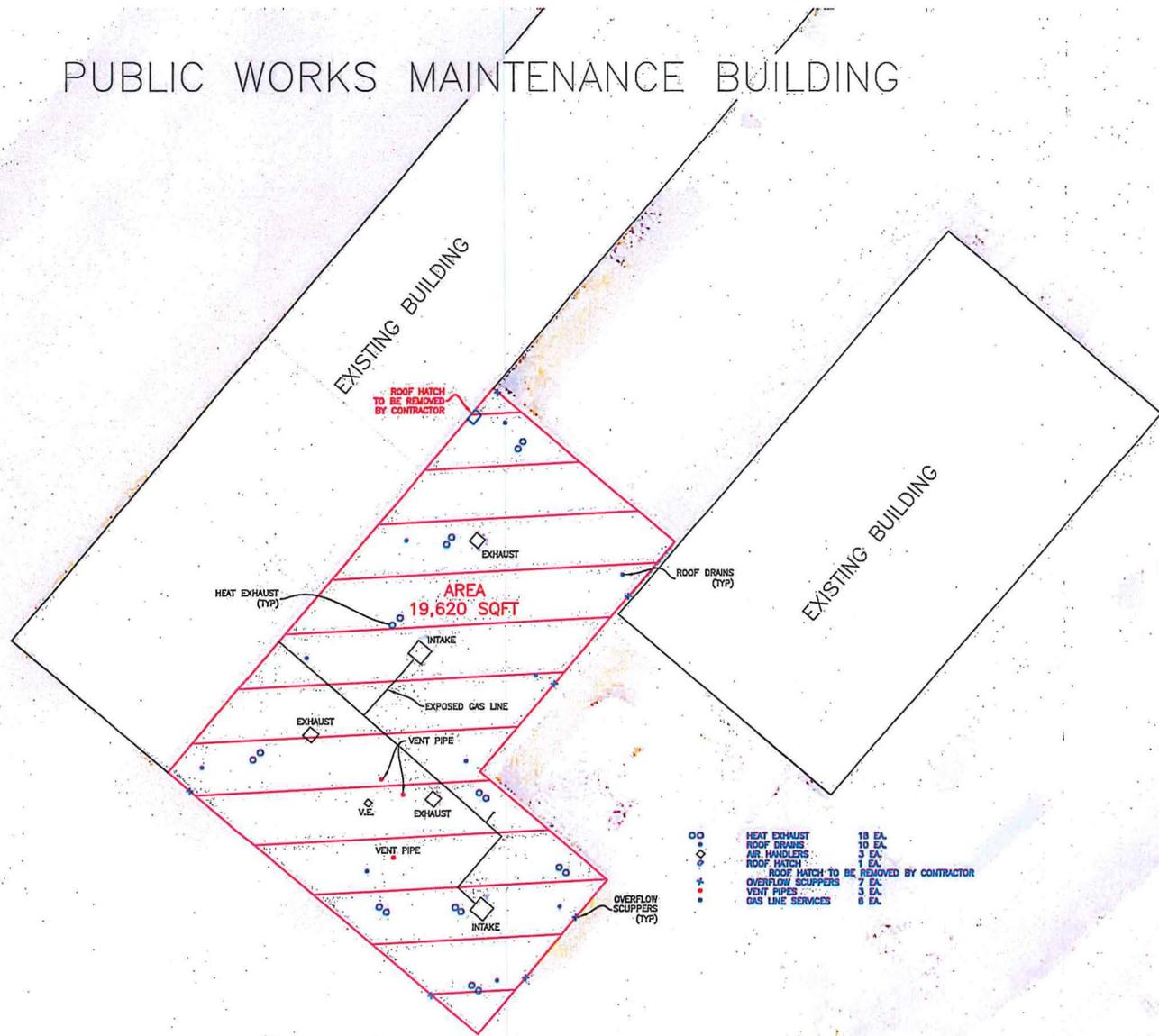
**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

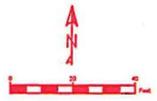
# PUBLIC WORKS MAINTENANCE BUILDING

NOTE:  
ROOF HATCH TO BE REMOVE BY  
CONTRACTOR.



- ○ HEAT EXHAUST 18 EA.
- ○ ROOF DRAINS 10 EA.
- ○ AIR HANDLERS 3 EA.
- ○ ROOF HATCH 1 EA.
- ○ ROOF HATCH TO BE REMOVED BY CONTRACTOR 1 EA.
- ○ OVERFLOW SCUPPERS 7 EA.
- ○ VENT PIPES 3 EA.
- ○ GAS LINE SERVICES 6 EA.

### General Notes:



I hereby certify this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Sean E. Christensen* Date: 3/1/16  
Sean E. Christensen, P.E., City Engineer Lic. No. 51931

### PROFILE

Project #:	1
Project:	
Date:	
Scale:	

PUBLIC WORKS

ROOF RESURFACING

05-05-2015

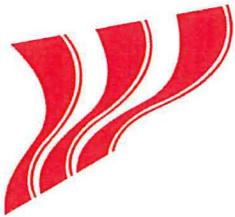
1"=20'

Sheet:

**CITY OF WILLMAR  
PUBLIC WORKS GARAGE ROOF REPLACEMENT  
BID TABULATION**

***Bids Close: April 12<sup>th</sup>, 2016 at 1:30 p.m.***

<u>BIDDER</u>	<u>BID TOTAL</u>	<u>REMARKS</u>
West Central Roofing Contractors, Inc. Willmar, MN	\$86,642.86	Bid Bond Acknowledgment of Addendum Responsible Contractor Form
Schwickert's Tecta America New Hope, MN	\$158,970.00	Bid Bond Acknowledgment of Addendum Responsible Contractor Form
B&B Sheet Metal & Roofing Buffalo, MN	\$93,400.00	Bid Bond Acknowledgment of Addendum Responsible Contractor Form
Allweather Roof Golden Valley, MN	\$117,707.00	Bid Bond Acknowledgment of Addendum



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### COUNCIL ACTION REQUEST

**DATE:** May 10, 2016

**SUBJECT:** Award Contract 2016 Crack Sealing, Project No. 1606

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Award the project to Midwest Asphalt Maintenance, LLC in the amount of \$34,750 and authorize signatures on the 2016 Crack Sealing contract.

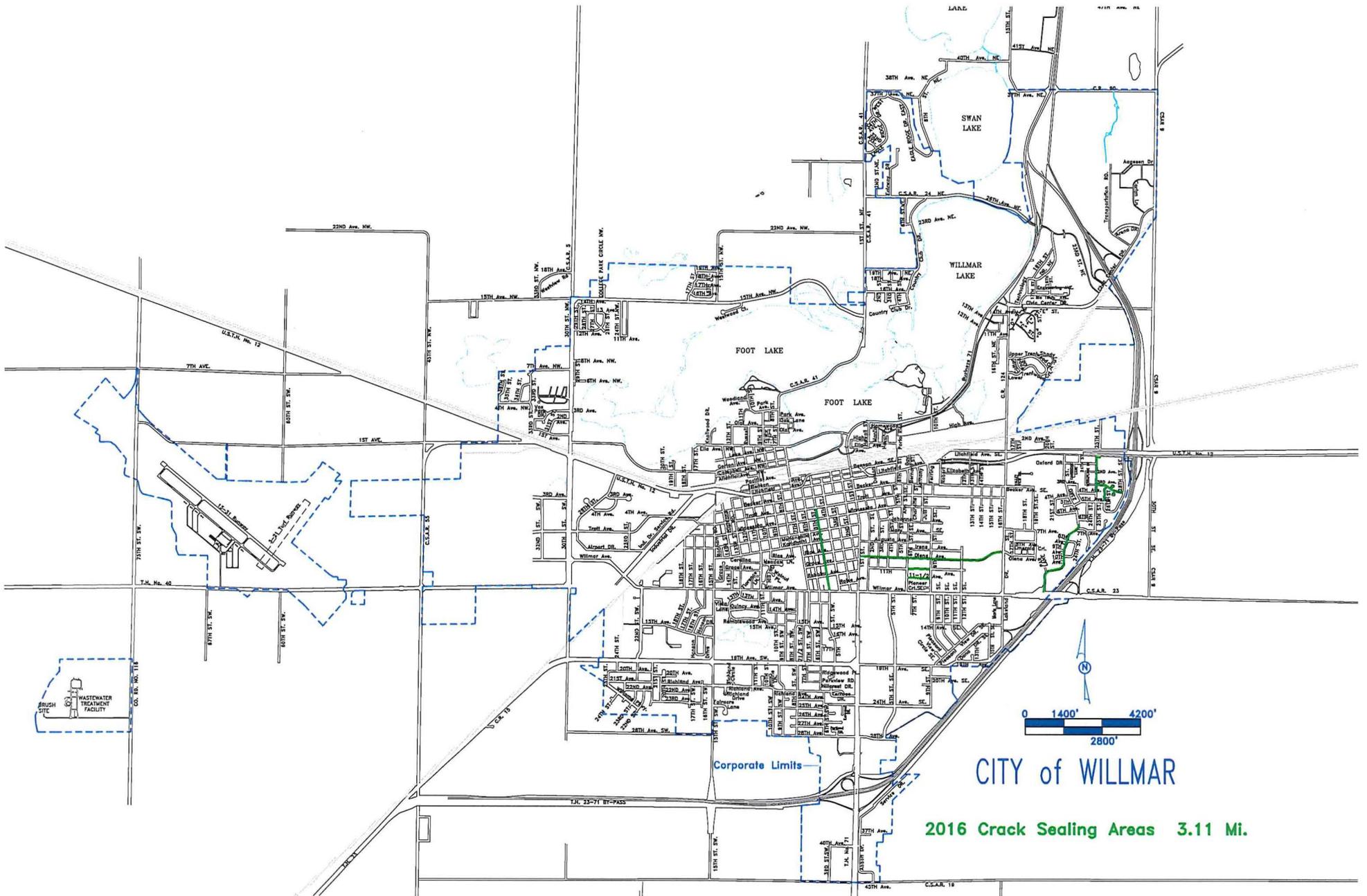
**BACKGROUND:** The City requested quotes for the 2016 Crack Sealing project. Three quotes were received with the lowest being from Midwest Asphalt Maintenance, LLC in the amount of \$34,750. The other quotes received were from Northwest Asphalt and Maintenance in the amount of \$42,000 and Fahrner Asphalt Sealers, LLC in the amount of \$47,500.

**FINANCIAL CONSIDERATION:** The Public Works operating budget includes \$70,000 allotted for Crack Sealing and Seal Coating and is within budget. The 2016 Seal Coating project was awarded to Caldwell Asphalt Company for \$21,694.90. The total of the two projects is \$56,444.90.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

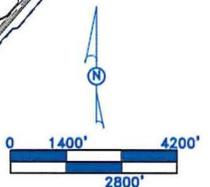
**Reviewed By:** Larry Kruse, City Administrator



# CITY of WILLMAR

2016 Crack Sealing Areas 3.11 Mi.

Corporate Limits



WASTEWATER TREATMENT FACILITY

BRUSH SITE

# SPECIFICATIONS FOR 2016 BITUMINOUS PAVEMENT CRACK SEALING

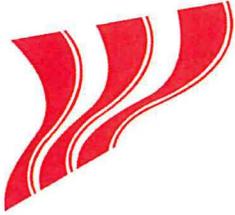
## PUBLIC WORKS DEPARTMENT CITY OF WILLMAR, MINNESOTA

5 <sup>th</sup> St SW- Trott Ave SW to Willmar Ave SW	(3075 ft)
23 <sup>RD</sup> ST SE -Willmar Ave SE to 7 <sup>th</sup> Ave SE	(3,225ft)
3 <sup>rd</sup> Ave. SE.-28 <sup>th</sup> St Se to 25 <sup>th</sup> St Se	(1050 ft)
27 <sup>th</sup> St SE.-South & North of 3 <sup>rd</sup> Ave. SE	(300 ft)
26 <sup>th</sup> St SE.- 3 <sup>rd</sup> Ave SE to 5 <sup>th</sup> Ave SE	(560ft)
25 <sup>th</sup> St SE.-4 <sup>Th</sup> Ave SE to Hwy 12	(1420 ft)
Olena Ave SE- 1 <sup>st</sup> St to Lakeland Dr SE	(5,150 ft)
11 <sup>th</sup> Ave SE 6 <sup>th</sup> St SE to 9 <sup>th</sup> St SE	(825 ft )
11 <sup>1/2</sup> Ave SE 6 <sup>th</sup> St SE to 9 <sup>th</sup> St SE	(825 ft)

Total 16,430 ft

**QUOTES CLOSE:**

**1:00 p.m. April 26, 2016**



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**COUNCIL ACTION REQUEST**

**DATE:** May 10, 2016

**SUBJECT:** Project No. 1603-A: Consideration of Cooperative Construction Agreement

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Approve the cooperative construction agreement with Kandiyohi County in the amount of \$100,000 for Project No. 1603-A.

**BACKGROUND:** Project No. 1603-A calls for the overlay of Lakeland Drive NE from TH No. 12 to Civic Center Drive and Ella Avenue NW from 7<sup>th</sup> Street to 1<sup>st</sup> Street, including road and path surfaces. The funds to be contributed by Kandiyohi County in the agreement will partially fulfill their turn back obligation.

**FINANCIAL CONSIDERATION:** The project is funded by County funds, State Aid funds, and local assessments.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

**CITY OF WILLMAR & KANDIYOHI COUNTY  
COOPERATIVE CONSTRUCTION AGREEMENT  
SAP 175-152-005 (LAKELAND DRIVE NE)  
IMPROVEMENT PROJECTS**

THIS AGREEMENT, made this \_\_\_\_\_ Day of \_\_\_\_\_, 2016, by and between the CITY OF WILLMAR, MINNESOTA, party of the first part, hereinafter known as CITY and the COUNTY OF KANDIYOHI, MINNESOTA, a party of the second part, hereinafter known as COUNTY, WITNESSETH:

That the parties to this agreement, each in consideration of the agreement on the part of the other herein obtained, do hereby agree, the CITY for itself, and the COUNTY for itself, as follows:

**State Aid Project (SAP) 175-152-005, Improvement Project**

THIS agreement shall apply only to improvement of that part of Municipal State Aid Road No. 175-152 (LAKELAND DRIVE NE) from TH No. 12 to Civic Center Drive as detailed in the SAP No. 175-152-005 Improvement Plans for said project.

**Administration of the Project**

The COUNTY agrees that the CITY shall hereafter act as the agent of the COUNTY in the award and administration of the contract for SAP No. 175-152-005 Improvement Plans.

**Estimated Construction Costs**

Estimated bid construction costs incurred are as shown in **Exhibit A**, which is attached to and made part of this agreement.

**City Costs**

The CITY agrees to finance, with its own funds, all items shown on the plan for SAP No. 175-152-005, but excluding the cost of county construction items as provided in the following paragraph. The City also agrees to provide with its own funds for design and construction engineering services for County and City.

**County Costs and Payments**

The COUNTY agrees to reimburse the CITY \$100,000.00 for the cost of the furnishing and/or installing milling of bituminous pavement and paving Type SP 12.5 wearing course mix.

The COUNTY further agrees that upon presentation of reimbursable costs certified to the COUNTY by a CITY generated Request for Payment; the COUNTY shall make payment to the CITY within 30 days.

**Designated CITY/COUNTY Representatives**

The City of Willmar Public Works Director shall be the designated CITY representative to approve any needed modification of work shown in the Plans during construction of the project. This includes the increase or decrease in quantities needed to accomplish the work or a change in the work requiring a Change Order. The Kandiyohi County Public Works Director shall be the designated COUNTY representative to approve any needed modification of the Plans affecting County costs requiring a Change Order.

**CITY AND COUNTY APPROVAL**

IN TESTIMONY WHEREOF, the County of Kandiyohi, by the authority of the Board of Commissioners, and the City of Willmar, by the authority of the of the City Council, have caused this agreement to be enacted, the day and year first written above.

**CITY OF WILLMAR**

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
City Mayor

BY: \_\_\_\_\_  
City Administrator

Approved as to Form and Execution this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_, City Attorney

**COUNTY OF KANDIYOHI**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman of County Board

BY: \_\_\_\_\_  
County Auditor/ Treasurer

Approved as to Form and Execution this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
\_\_\_\_\_, County Attorney