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MEMO

TO: Sunfish Lake Mayor, Councilmembers and Consultants
FROM: Timothy J. Kuntz, City Attorney
DATE: May 4, 2021 Council Meeting
RE: City Project No. 2021-01 (Sunnyside Lane Improvement Project) and City Project No. 2021-02 (Zehnder Road Improvement Project) and City Project No. 2021-03 (Angell Road Mill & Overlay) and City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) – Resolutions Approving Final Plans and Specifications and Ordering Advertisement for Bids; May 4, 2021 Council Meeting – Agenda Items 8(b)(1 – 4)

Section 1. Background. At the March 2, 2021 public improvement hearings, the Council took the following actions:

- Ordered City Project No. 2021-01 (Sunnyside Lane Improvement Project).
- Ordered City Project No. 2021-02 (Zehnder Road Improvement Project).

At the April 6, 2021 public improvement hearings, the Council took the following actions:

- Ordered City Project No. 2021-03 (Angell Road Mill & Overlay).
- Ordered City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project).

Section 2. Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids. The project schedule calls for the Council to approve final plans and specifications and order the advertisement for bids for the above-named Projects at the May Council meeting. The City Engineer has indicated that the plans and specifications for the Projects are in final form and ready for advertisement.

Section 3. Council Action. At the May 4, 2021 Council meeting, the Council will be asked to consider the following attached four resolutions:

- Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids for City Project 2021-01;
- Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids for City Project 2021-02;
- Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids for City Project 2021-03; and
- Resolution Approving Final Plans and Specifications and Ordering Advertisement for Bids for City Project 2021-04.

The City Engineer will provide additional information and background regarding the final plans and specifications at the May 4th Council meeting.

Attachments

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21- _____

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR
CITY PROJECT NO. 2021-01 (SUNNYSIDE LANE IMPROVEMENT PROJECT)**

WHEREAS, the City Consulting Engineer has prepared plans and specifications and has presented such plans and specifications to the Council for the following improvement project:

City Project No. 2021-01 (Sunnyside Lane Improvement Project) which project involves roadway surface improvements on Sunnyside Lane from Angell Road to the end of the cul-de-sac. The roadway surface improvements consist of a full depth reclamation and paving. Additionally, existing storm culverts in the project area will receive maintenance such as jetting out sediment and debris.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

1. The final plans and specifications for the making of the improvements related to City Project No. 2021-01 as prepared and submitted by WSB & Associates, Inc. (WSB) are hereby approved.
2. The City Consulting Engineer shall prepare and cause to be inserted in the City's official newspaper (*Pioneer Press*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-01 under the approved plans and specifications.
3. The advertisement shall be published in the *Pioneer Press* on two consecutive dates set by WSB.
4. The City Consulting Engineer shall prepare and cause to be inserted in a trade paper (*Finance & Commerce*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-01 under the approved plans and specifications.
5. The advertisement shall be published in the *Finance & Commerce* on two consecutive dates set by WSB.

6. The advertisement shall specify the work to be done, shall state that the deadline for submission of bids will be at the time and date set by WSB and that the bids will be opened and tabulated on the date set by WSB at the offices of WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota. At the bid opening, Jeff Sandberg of WSB or his designee and Timothy J. Kuntz or his designee of the law firm of LeVander, Gillen & Miller, P.A. shall be present to act as designated agents of the City for the purpose of opening and tabulating the bids. The bid opening may be held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided by the City Engineer in advance of the bid opening).
7. The bids will be considered by the City Council at a Council meeting held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided on the City website). Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
8. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check for five (5%) percent of the amount of such bid.
9. Pursuant to Minn. Stat. § 429.021, Subd. 2 and § 429.041, Subd. 1, City Project No. 2021-01 (Sunnyside Lane Improvement Project), City Project No. 2021-02 (Zehnder Road Improvement Project), City Project No. 2021-03 (Angell Road Mill & Overlay) and City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) shall be combined for bidding and contract purposes.

Passed this 4th day of May, 2021.

Mike Hovey, Acting Mayor

Catherine Iago, City Clerk

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21- _____

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR
CITY PROJECT NO. 2021-02 (ZEHNDER ROAD IMPROVEMENT PROJECT)**

WHEREAS, the City Consulting Engineer has prepared plans and specifications and has presented such plans and specifications to the Council for the following improvement project:

City Project No. 2021-02 (Zehnder Road Improvement Project) consists of roadway surface improvements on Zehnder Road from 60th Street West to the end of Zehnder Road. Roadway surface improvements consist of a full depth reclamation and paving. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

1. The final plans and specifications for the making of the improvements related to City Project No. 2021-02 as prepared and submitted by WSB & Associates, Inc. (WSB) are hereby approved.
2. The City Consulting Engineer shall prepare and cause to be inserted in the City's official newspaper (*Pioneer Press*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-02 under the approved plans and specifications.
3. The advertisement shall be published in the *Pioneer Press* on two consecutive dates set by WSB.
4. The City Consulting Engineer shall prepare and cause to be inserted in a trade paper (*Finance & Commerce*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-02 under the approved plans and specifications.
5. The advertisement shall be published in the *Finance & Commerce* on two consecutive dates set by WSB.

6. The advertisement shall specify the work to be done, shall state that the deadline for submission of bids will be at the time and date set by WSB and that the bids will be opened and tabulated on the date set by WSB at the offices of WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota. At the bid opening, Jeff Sandberg of WSB or his designee and Timothy J. Kuntz or his designee of the law firm of LeVander, Gillen & Miller, P.A. shall be present to act as designated agents of the City for the purpose of opening and tabulating the bids. The bid opening may be held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided by the City Engineer in advance of the bid opening).
7. The bids will be considered by the City Council at a Council meeting held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided on the City website). Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
8. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check for five (5%) percent of the amount of such bid.
9. Pursuant to Minn. Stat. § 429.021, Subd. 2 and § 429.041, Subd. 1, City Project No. 2021-01 (Sunnyside Lane Improvement Project), City Project No. 2021-02 (Zehnder Road Improvement Project), City Project No. 2021-03 (Angell Road Mill & Overlay) and City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) shall be combined for bidding and contract purposes.

Passed this 4th day of May, 2021.

Mike Hovey, Acting Mayor

Catherine Iago, City Clerk

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21- _____

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR
CITY PROJECT NO. 2021-03 (ANGELL ROAD MILL & OVERLAY)**

WHEREAS, the City Consulting Engineer has prepared plans and specifications and has presented such plans and specifications to the Council for the following improvement project:

City Project No. 2021-03 (Angell Road Mill & Overlay) involves roadway surface improvements consisting of a 2.5-inch mill and overlay on Angell Road from MN-62 to Sunnyside Lane. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

1. The final plans and specifications for the making of the improvements related to City Project No. 2021-03 as prepared and submitted by WSB & Associates, Inc. (WSB) are hereby approved.
2. The City Consulting Engineer shall prepare and cause to be inserted in the City's official newspaper (*Pioneer Press*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-03 under the approved plans and specifications.
3. The advertisement shall be published in the *Pioneer Press* on two consecutive dates set by WSB.
4. The City Consulting Engineer shall prepare and cause to be inserted in a trade paper (*Finance & Commerce*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-03 under the approved plans and specifications.
5. The advertisement shall be published in the *Finance & Commerce* on two consecutive dates set by WSB.

6. The advertisement shall specify the work to be done, shall state that the deadline for submission of bids will be at the time and date set by WSB and that the bids will be opened and tabulated on the date set by WSB at the offices of WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota. At the bid opening, Jeff Sandberg of WSB or his designee and Timothy J. Kuntz or his designee of the law firm of LeVander, Gillen & Miller, P.A. shall be present to act as designated agents of the City for the purpose of opening and tabulating the bids. The bid opening may be held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided by the City Engineer in advance of the bid opening).
7. The bids will be considered by the City Council at a Council meeting held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided on the City website). Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
8. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check for five (5%) percent of the amount of such bid.
9. Pursuant to Minn. Stat. § 429.021, Subd. 2 and § 429.041, Subd. 1, City Project No. 2021-01 (Sunnyside Lane Improvement Project), City Project No. 2021-02 (Zehnder Road Improvement Project), City Project No. 2021-03 (Angell Road Mill & Overlay) and City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) shall be combined for bidding and contract purposes.

Passed this 4th day of May, 2021.

Mike Hovey, Acting Mayor

Catherine Iago, City Clerk

**CITY OF SUNFISH LAKE
DAKOTA COUNTY, MINNESOTA**

RESOLUTION NO. 21- _____

**RESOLUTION APPROVING FINAL PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR
CITY PROJECT NO. 2021-04 (GRIEVE GLEN LANE RECONSTRUCTION PROJECT)**

WHEREAS, the City Consulting Engineer has prepared plans and specifications and has presented such plans and specifications to the Council for the following improvement project:

City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) consists of roadway surface improvements on Grieve Glen Lane from Delaware Avenue (CR 63) to the end of the cul-de-sac. Roadway surface improvements consist of the reconstruction of the existing roadway using the reclamation process. Additionally, existing storm culverts in the project area were reviewed and determined to need maintenance such as jetting out sediment and debris.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SUNFISH LAKE, MINNESOTA:

1. The final plans and specifications for the making of the improvements related to City Project No. 2021-04 as prepared and submitted by WSB & Associates, Inc. (WSB) are hereby approved.
2. The City Consulting Engineer shall prepare and cause to be inserted in the City's official newspaper (*Pioneer Press*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-04 under the approved plans and specifications.
3. The advertisement shall be published in the *Pioneer Press* on two consecutive dates set by WSB.
4. The City Consulting Engineer shall prepare and cause to be inserted in a trade paper (*Finance & Commerce*) an advertisement for bids for constructing the improvements relating to City Project No. 2021-04 under the approved plans and specifications.
5. The advertisement shall be published in the *Finance & Commerce* on two consecutive dates set by WSB.

6. The advertisement shall specify the work to be done, shall state that the deadline for submission of bids will be at the time and date set by WSB and that the bids will be opened and tabulated on the date set by WSB at the offices of WSB & Associates, Inc., 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota. At the bid opening, Jeff Sandberg of WSB or his designee and Timothy J. Kuntz or his designee of the law firm of LeVander, Gillen & Miller, P.A. shall be present to act as designated agents of the City for the purpose of opening and tabulating the bids. The bid opening may be held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided by the City Engineer in advance of the bid opening).
7. The bids will be considered by the City Council at a Council meeting held via telephone or other electronic means pursuant to Minn. Stat. § 13D.021, Subd. 1, (via the Zoom teleconferencing instructions provided on the City website). Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
8. No bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check for five (5%) percent of the amount of such bid.
9. Pursuant to Minn. Stat. § 429.021, Subd. 2 and § 429.041, Subd. 1, City Project No. 2021-01 (Sunnyside Lane Improvement Project), City Project No. 2021-02 (Zehnder Road Improvement Project), City Project No. 2021-03 (Angell Road Mill & Overlay) and City Project No. 2021-04 (Grieve Glen Lane Reconstruction Project) shall be combined for bidding and contract purposes.

Passed this 4th day of May, 2021.

Mike Hovey, Acting Mayor

Catherine Iago, City Clerk