

City of Ramsey
Agenda
Public Works Committee
Tuesday November 17, 2015

6:00 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Approve Minutes**
 1. Approve Meeting Minutes.
- 5. Committee Business**
 1. Public Works Campus Space Needs Analysis
- 6. Committee/Staff Input**
- 7. Adjournment**

Public Works Committee

4. 1.

Meeting Date: 11/17/2015

Submitted For: Grant Riemer, Engineering/Public Works

By: MaryJo Warner, Engineering/Public Works

Title:

Approve Meeting Minutes.

Purpose/Background:

To review and approve the meeting minutes of October 20, 2015.

Timeframe:

n/a

Observations/Alternatives:

n/a

Funding Source:

n/a

Recommendation:

Action:

Motion to approve meeting minutes dated October 20, 2015.

Attachments

Minutes

Form Review

Inbox	Reviewed By	Date
Grant Riemer	MaryJo Warner	11/12/2015 10:45 AM
Kurt Ulrich	Kurt Ulrich	11/13/2015 09:59 AM
Form Started By: MaryJo Warner		Started On: 11/12/2015 10:36 AM
Final Approval Date: 11/13/2015		

**PUBLIC WORKS COMMITTEE
CITY OF RAMSEY
ANOKA COUNTY
STATE OF MINNESOTA**

The Public Works Committee conducted a regular meeting on Tuesday, October 20, 2015, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota.

Members Present: Chairperson Chris Riley
 Councilmember Jill Johns
 Councilmember Melody Shryock

Also Present: Public Works Superintendent Grant Riemer
 Community Development Director Timothy Gladhill
 Economic Development Manager/Assistant City Administrator Patrick
 Brama
 City Engineer Bruce Westby

1. CALL TO ORDER

Chairperson Riley called the regular meeting of the Public Works Committee to order at 6:05 p.m.

2. CITIZEN INPUT

There was none.

3. APPROVE AGENDA

Motion by Councilmember Johns, seconded by Councilmember Shryock, to approve the agenda, as presented.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

4. APPROVE MINUTES

4.01: Approve September 15, 2015, Meeting Minutes

Motion by Councilmember Shryock, seconded by Councilmember Johns, to approve the following minutes:

Regular Meeting Minutes dated September 15, 2015

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

5. COMMITTEE BUSINESS

5.01: Consider Initial Direction on Development of Policy for Private Improvements within Public Rights of Way

Community Development Director Gladhill reviewed the staff report and explained many rights of way are being cared for in creative ways. He said a homeowners association is great for this, but not always available. Having a policy in place and a clear maintenance agreement will help in getting a HOA or property management company to execute it. Design standards must be drawn up as well. Staff is looking for ideas and thoughts to help develop a more formal policy and standards. He reviewed the Draft Policy Statement for Landscaped Medians. He noted the City Attorney will review these documents as well. He said any HOA contracts for new developments will be reviewed prior to development.

Councilmember Johns commented she prefers brick for landscaped areas, much like what Anoka has done. She noted mulch tends to get weedy.

Community Development Director Gladhill explained a brick median would be more of an enhanced design. It could cause problems with irrigation systems. The cost of brick is much higher as well.

Councilmember Johns inquired if irrigation is required, unless it is native plants.

Community Development Director Gladhill responded it is required. This is considered improvement to property the city owns. The city wants to ensure the plantings survive.

Public Works Superintendent Riemer noted they have to be cautious of the brick because of the salt. The brick will look good at first, but if not sealed properly, it will worsen quickly. He stated he prefers using shredded mulch since it handles the elements better.

Councilmember Johns commented she thought irrigation may not be needed if native plants were used, and there was no HOA.

Community Development Director Gladhill said there have been past due balances on water bills when an HOA dissolves and fails to exist. He suggested the goal should be if there is going to be landscape, then there should be a landscaper.

Councilmember Shryock commented it would seem like the soil concept would be good to check into. The maintenance and cost seem easier to handle. She questioned why the City has not gone back to the groups that have come in with an HOA, and then fall off and don't maintain the medians.

Community Development Director Gladhill answered there is no way to go back to those groups, since they do not exist. There are issues in collecting and overdue balances are left.

Councilmember Shryock asked if the City could go back to the HOA if they did not hold up their part of the agreement once a new policy is in place.

Community Development Director Gladhill replied this type of situation would be handled by Legal. The city has had the verbal policy that as long as a landscaped median doesn't become a nuisance, it will be left as is. If it continues to not be cared for and becomes an issue, it may be converted to concrete.

Chairperson Riley asked if the situation at Brookfield has been addressed properly, since they have now added on.

Community Development Director Gladhill explained many of those lots are due to foreclosure. He said despite the efforts of several residents, they could not reach the threshold needed to maintain an HOA. There is no active HOA for this development. He noted the maintenance that is happening is from homeowners. There is no irrigation system there to work around.

Councilmember Johns asked how many situations of this type exist.

Community Development Director Gladhill replied there are a few. He pointed out one at Alpine and Ute, and noted there are a few others.

Councilmember Shryock stated there is one at Sunwood Village. She noted it came before the Parks Commission at one point.

Community Development Director Gladhill stated there is an active HOA at Sunfish Lake. There is a sufficient amount of homeowners paying dues, which keeps the HOA active.

Chairperson Riley expressed concern whether the turf that is proposed would be creating the need for ongoing maintenance. He stated he preferred to keep medians maintenance-free when possible and avoid creating areas that would need ongoing maintenance. He stated he would support Staff in the decisions they make in this policy development.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to recommend that the City Council adopt a formal policy to address private improvements in public rights of way, to be developed and approved at a subsequent meeting.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

5.02: Consider Request for Amendment to Private Improvement in 161st Avenue Within Sweetbay Ridge

Community Development Director Gladhill reviewed the staff report.

Councilmember Shryock questioned why the City builds landscaped center medians if it cannot maintain them.

Community Development Director Gladhill answered the medians mostly are at the request of the developer and sometimes by request of the neighborhood. The purpose is to improve the quality of the neighborhood. The City does not have the manpower to maintain them. If the City takes on a few to maintain, then the City will receive requests to maintain more. As noted in the previous agenda item, a policy is needed to determine responsibilities of maintenance.

Councilmember Shryock suggested while designing these medians keep in mind the daylilies will spread. The medians could become a self-maintained area once the daylilies mature. Adding rock or other landscape material may inhibit weed growth. She pointed out having low maintenance plantings in the middle of the median should be considered.

Chairperson Riley clarified the question related to this item is whether river rock should be used or another substance that will be discussed and approved with Public Works.

Community Development Director Gladhill confirmed this is the question before the Committee.

Councilmember Johns asked if the City owns this median, and sought confirmation that the homeowner wanted to work with a landscaper working pro bono.

Public Works Superintendent Riemer responded the City does own the median and confirmed the use of a pro bono landscaper. He acknowledged the City will still own the median.

Councilmember Shryock reasoned if there is a sidewalk, part of the maintenance responsibility lies with the homeowners. Why not use this policy with medians.

Community Development Director Gladhill replied part of the reason is assessments. Being the medians are in the middle, they become more of a public entity.

Motion by Councilmember Shryock, seconded by Councilmember Johns, to recommend that the City Council direct Sweetbay Ridge to propose an alternative base material acceptable to the Public Works Superintendent and subsequently allow said private improvement within the right of way for 161st Avenue.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

5.03: Consider Vacating Permanent Road Easement over a portion of 14911 Ramsey Blvd and the Parcel to the North with a Property Identification Number (PIN) of 22-32-25-33-0017

Community Development Director Gladhill reviewed the staff report and noted the adjacent property owner is willing to assume responsibility for this easement. He commented the sign for Ramsey Market lies in the right of way. Election signs are frequently put in this easement. He said some residents are aware this is a public right of way and call to express their concerns. There are a lot of unnecessary disagreements with this parcel. If this request is approved, it will

simply become a driveway for Ramsey Market. This will require an access agreement for the portion to the north.

Chairperson Riley questioned if the City would need to pay for the easement if it wanted to own it.

Community Development Director Gladhill replied there would be an acquisition cost.

Councilmember Johns clarified the easement impacts two properties, so it will become a part of each property.

Community Development Director Gladhill answered it will. The entire piece is under public domain.

Chairperson Riley inquired if this parcel is typically purchased for a price, and the City simply vacates it, if it would be considered unjustly enriching a landowner.

Community Development Director Gladhill replied the landowner has not requested this action. The City initiated this request, and prefers to vacate the land. This is not typical and does not set a precedent. The City spends a lot of time with concerns on this parcel, and a lot of time in maintaining it and sending staff out for various reasons.

Motion by Councilmember Johns, seconded by Councilmember Shryock, to recommend that the City Council adopt Ordinance #15-16 vacating the fifty (50) foot Permanent Road Easement on 14911 Ramsey Blvd and on the parcel with a Property Identification Number (PIN) of 22-32-25-33-0017.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

5.04: Approve Installation of Priority Street Light

Public Works Superintendent Riemer reviewed the staff report.

Councilmember Johns asked if the residents are requesting this light, or if this is being done for safety.

Public Works Superintendent Riemer responded this is a City request in an effort to keep up with requirements. This is the most logical place to put a new light.

Community Development Director Gladhill added this intersection needs to be illuminated better, so that is another reason for the light.

Councilmember Johns questioned where the next light is.

Public Works Superintendent Riemer replied the next one to the south is at County Road 63/Green Valley Road, and to the north it is at County Road 64.

Chairperson Riley clarified the light will be mounted on an existing pole.

Public Works Superintendent Riemer confirmed. He stated that arrangement is in several areas of the city. If the pole wasn't used, the cost could be up to \$4,500.00

Motion by Councilmember Johns, seconded by Councilmember Shryock, to approve installation of priority street light at the intersection of 180th Ave and County Road 5.

Motion carried. Voting Yes: Chairperson Riley, Councilmembers Johns and Shryock. Voting No: None.

5.05: Receive Update on Public Works Campus Space Needs Analysis

Economic Development Manager/Assistant City Administrator Brama reviewed the staff report. He explained there are five steps in the process, and this is the first step. Staff has drawn up preliminary site plans and concepts with costs. He noted this item will come back to this Committee in November. He said the City is considering four options. He referred to the Space Needs Analysis document in the meeting packet. The document includes a summary along with costs on each option. The layout options were created in consideration of the flow of operations and ease of use. He said staff does not recommend options C or D.

Public Works Superintendent Riemer explained option D is basically the size of the current campus. It is starting to get cramped. There is no room for further expansion at the current site, nor is there at the proposed site. While this is the most economical option, it is the smallest.

Economic Development Manager/Assistant City Administrator Brama stated the layout of Option C is very challenging. Marketability is challenging as well. He said this area should be zoned E-1.

Councilmember Shryock asked what the size of an average industrial lot is.

Economic Development Manager/Assistant City Administrator Brama replied it can be anywhere between 3 and 13 acres. He pointed out having an area more north is helpful because it is farther from the train tracks. He explained Options A and B work well in terms of operations for the Public Works team. Option A was identified as the preferred option, after weighing all the pros and cons. This site is predicated on the City not needing access to McKinley Street. A discussion regarding the possibility of bisecting this street will take place in the near future.

Chairperson Riley pointed out McKinley Street is along the tracks in the southeast corner. He asked if McKinley Street would be parallel to the railroad tracks the entire way.

Economic Development Manager/Assistant City Administrator Brama replied it would be going up Jasper. He stated it would be better for the long term to steer away from bisecting the street.

Community Development Director Gladhill commented a lot of this planning is dependent on the relationship with the City of Anoka. He said it is best to develop the site without any dependency with the City of Anoka just to be sure a situation doesn't arise in the future that could be undesirable. Another large consideration is the use of commercial asphalt. The City would need to acquire a right of way for this. He said there are a number of other factors as well.

Economic Development Manager/Assistant City Administrator Brama stated this is an entire City-scope decision. The decisions made are based on facts that can be referred back to in the future if needed. The design is based on the ability to be built out. He noted there would be two outbuildings. One would be used for cold storage and one would be the Police Department impound garage. He explained the dotted lines on the maps in the meeting packet show potential build out areas in the future. Currently, that is not expected to be needed.

Councilmember Shryock inquired whether all Public Works staff will be moved to the new location.

Public Works Superintendent Riemer responded not all the staff will be moved. Engineering will stay where it is. At some point, a receptionist position may be added, but that is the only new position he would anticipate.

Chairperson Riley asked about the storm ponds that separate the buildings in Option A.

Public Works Superintendent Riemer stated that would be the green area. He said he didn't think the pond areas have been calculated yet.

Councilmember Johns asked what a covered drying bed is.

Public Works Superintendent Riemer explained it refers to caring for the material collected from jetting sanitary sewers.

Councilmember Johns questioned the acreage of the existing buildings by Highway 10.

Public Works Superintendent Riemer replied he believes it is 100 ft by 110 ft.

Economic Development Manager/Assistant City Administrator Brama stated the difference between Options A and B is that Option B is it is just under 12 acres. Some area for operations will be lost. There would still be access from the north. He noted there are 21 acres of developable land.

Public Works Superintendent Riemer stated the preferred option is Option A because the City could retain the existing buildings for future use and the PW campus would be contained on one continuous site. If McKinley Street is going to go through, it will split the site on Option B and that is not desirable. Employees will have to cross that road continually, and that is not efficient.

Councilmember Johns brought up the issue of demolition of buildings the City owns. She asked if there will be a cost.

Economic Development Manager/Assistant City Administrator Brama replied there will be a cost, and he estimated the budget should include \$100,000 for this.

Community Development Director Gladhill advised the buildings would not necessarily have to be demolished. They can be, but if the cost is prohibitive, they wouldn't need to be.

Councilmember Shryock commented she likes the layout of Option A. It appears to be a good work flow. She said she didn't think she would be in favor of a McKinley Street extension. She related it to the situation on Sunfish Lake Road and the railroad which causes a lot of issues.

Community Development Director Gladhill agreed this situation does need more conversation and consideration.

Councilmember Johns stated Option A is more appealing to her.

Chairperson Riley commented it shows Staff has put a lot of thought into all of this. He questioned the process timeline as it seems we are a year ahead of this timeline.

Economic Development Manager/Assistant City Administrator Brama explained he and the staff put this together quite a while ago. The timeline is off. He said the architect group managing this, BKV Group, said the soonest they could get this done even if the City was in a position to have them start now, is 2017.

Chairperson Riley questioned if developable land could be sold in the future to help pay for the future public works campus.

Economic Development Manager/Assistant City Administrator Brama replied this would need more research. There are different funding sources. This could become complicated very quickly, so there will be more discussion. He advised the BKV Group will make a more detailed presentation in November.

6. COMMITTEE / STAFF INPUT

City Engineer Westby noted the Committee had asked for an update on the flashing arrow on lights. He said the City's systems are owned by Anoka County and the state. However there is one light that is owned solely by the state, which is at Sunwood and County Road 83. While it is on a County road, the County has said it is 100% City maintenance. Many times the County pays a portion of the costs, but they do not with this one. He noted converting all the other lights to flashing arrows would normally cost \$50,000 to \$75,000. The cost is \$25,000 per cabinet. The lights would need to be reprogrammed. It is expensive to convert an old system. MnDOT currently does not have any plans to convert any of these lights. There are four lights in the City that are being considered for conversion from other systems. SEH has been hired to conduct a

feasibility report on converting these four lights. He stated they will announce their plans in about four months.

Councilmember Shryock stated she receives a lot of questions on the light at Alpine and Sunfish Lake Boulevard. Since the volume is not as high at this light, she suggested, it may be a good place to start this conversion process.

City Engineer Westby responded this light is not in the list to consider converting. He offered to ask about this light.

City Engineer Westby noted the Gibbons Street drainage issue involving the Miskes is on the consent agenda for the next Council meeting to move forward with the feasibility report.

City Engineer Westby stated Rivlyn Avenue is being restored by a contractor. There will be a trail, a road and a few less trees. This will be completed in a couple of weeks.

Chairperson Riley inquired about an update on the crossing at CSAH 5 and Highway 47.

City Engineer Westby replied the Council approved the Master Partnership Contract. He explained the crosswalk will not be constructed this fall. Staff was not able to coordinate all the factors quick enough to complete the construction this fall. It will be started in the spring.

Chairperson Riley asked for an update on Armstrong Boulevard.

City Engineer Westby noted the plan was to open it up for traffic on November 20, according to a letter from the County. Beams will be installed over night. The plan is to get 5 beams in per night rather than the typical 3. The crews will be working extra hours to get this done.

7. ADJOURNMENT

Motion by Councilmember Johns, seconded by Councilmember Shryock, to adjourn the Public Works Committee meeting.

Motion carried.

The regular meeting of the Public Works Committee adjourned at 7:51 p.m.

Respectfully submitted,

Grant Riemer
Public Works Superintendent

Drafted by Chris Moksnes
TimeSaver Off Site Secretarial, Inc.



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

Public Works Committee

5.1.

Meeting Date: 11/17/2015

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Title:

Public Works Campus Space Needs Analysis

Purpose/Background:

PURPOSE

BKV Group will be at this meeting to provide a detailed presentation of the Public Works Campus Space Needs Analysis. The Public Works Committee is being asked to forward this analysis to the City Council for review and adoption.

NOTE: this case was reviewed by the Public Works Committee in October--at which time, Staff provided a brief overview and introduction to this analysis.

BACKGROUND

On June 09, 2015, the City Council authorized Staff to complete a space needs analysis for a potential future public works campus. Detailed background information on this case (public works campus, space needs analysis, process, funding, etc.) can be found by referencing the attached case.

Notification:

NA

Observations/Alternatives:

Attached to this case is the draft Space Needs Analysis. After this Public Works Committee meeting, and the November 12 Planning Commission meeting, this document will be updated for Council review.

Funding Source:

NA

Recommendation:

NA

Action:

PURPOSE

Provide feedback, ask questions, and forward this document onto the City Council.

Attachments

Space Needs Analysis 11 12 2015

06 09 2015 Council Case

Process Outline

Form Review

Inbox

Kurt Ulrich

Form Started By: Patrick Brama

Final Approval Date: 11/13/2015

Reviewed By

Kurt Ulrich

Date

11/13/2015 09:59 AM

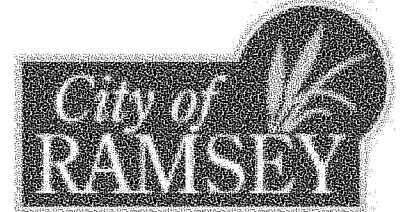
Started On: 11/12/2015 11:17 AM

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PUBLIC WORKS STUDY CITY OF RAMSEY, MN

Draft Report

November 12, 2015



Table of Contents

NOT INCLUDED

- I. EXECUTIVE SUMMARY #
- II. FACILITY ASSESSMENT #
- III. OBSERVATIONAL AND FUNCTIONAL #
- IV. SPACE PROGRAMMING #
- V. FACILITY COMPARISONS #
- VI. MASTER PLANNING CONCEPT OPTIONS #
- VII. PROJECT COST ESTIMATES #
- VIII. PROPOSED PROJECT SCHEDULE #
- IX. APPENDIX
NOT INCLUDED
 - A. SPACE STANDARDS
 - B. ACKNOWLEDGMENTS
 - C. EXISTING CITY PROVIDED FACILITY DRAWINGS (ELECTRONIC FORMAT ONLY)

II. Facility Assessment

A. INTRODUCTION

The purpose of this section of the study is to assess the condition of the existing Ramsey Public Works facilities. This information provides the necessary data to assist the City Leadership to make informed decisions regarding how to best address the existing city infrastructures for long range planning. With this information the report identifies possible repairs, upgrades and/or replacement of these facilities based on conditions as well as operational requirements.

The process starts with the BKV Group team becoming familiar with previous data, studies, documents and drawings for the buildings to be studied. The next step is an on-site meeting and tour of each facility with BKV Group's team of architects and engineers to tour the buildings and site. Following these visits, BKV Group documents the conditions.

The Facility Assessments were conducted on July 30, 2015.

The individuals present for the tour were:

- Grant Riemer
Public Works Superintendent
- Bruce Schwartzman, AIA
Partner & Managing Architect with BKV Group
- Ron Hilton
Senior Vice President with Maintenance Facility Consultants, a division of Whitman, Requardt & Associates, LLP
- Craig Carter, AIA
Senior Project Architect with BKV Group

The assessments included on-site observations of the existing facilities and review with key staff regarding the functional operation of the buildings. This portion of the process identified assets and deficiencies. The physical conditions of the buildings were assessed, as well as the way in which the building's design affects staff operations. A physical condition review of the buildings is performed to determine maintenance issues, safety and code concerns, and review how conditions affect building system operations and energy costs.

The assessments are intended to provide an indication of capital maintenance requirements, potential code and regulatory required upgrades, and other building conditions which should be considered as part of the facility's general upkeep as well as part of any building project. The study does not address potential environmental issues such as asbestos or deconstructive testing for unseen conditions. The facility assessments are not intended to be exhaustive, but rather to assess and highlight the major building deficiencies in four major categories:

1. Functional accommodations
2. Safety / security of staff and visitors
3. Code related deficiencies
4. Capital maintenance / building envelope

II. Facility Assessment

B. FACILITY ASSESSMENT REPORT

A brief summary of the existing conditions and deficiencies identified within each facility follows.

B.1. Utility and Sign Shop

B.2. Vehicle Storage

B.3. Fleet Maintenance and Shops

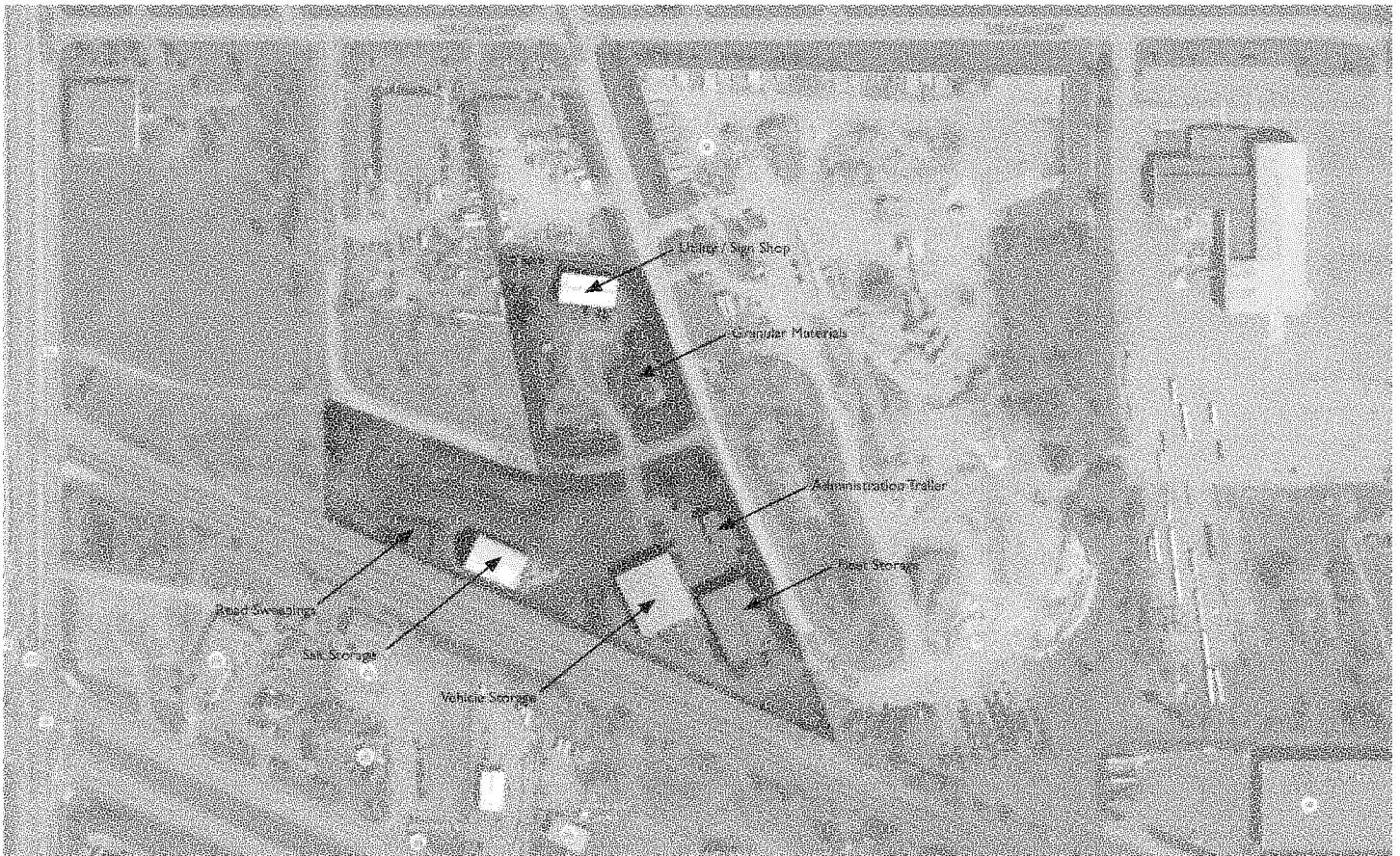
B.4. Salt Storage Building

B.5. Administration Trailer

B.6. Site

B.7. Fuel Island

B.8. Police Impound



Existing Site Conditions

II. Facility Assessment

B.1. UTILITY AND SIGN SHOP

The utility and sign shop building was built in the early to mid 1970's and is approximately 5,000 sf. It consists of a pre-engineered metal building with metal wall panels and roof. The exterior wall has approximately a 8 ft high concrete masonry unit base course.

The following photographs and captions summarize our findings:



Figure B.1.2: No code-required exit door



Figure B.1.3: Overhead door opening infilled with metal panel and wood studs



Figure B.1.1: Overall view of Utility and Sign Shop Building



Figure B.1.4: Overhead door jamb damaged and rusting

II. Facility Assessment



Figure B.I.5: Damaged / torn insulation and vapor barrier



Figure B.I.8: Soil erosion at perimeter of building suggests evidence of gutters overflowing



Figure B.I.6: Damaged metal gutter at overhead door



Figure B.I.9: Hollow metal door and frame rusting and signs of moisture damage at masonry wall along grade



Figure B.I.7: Depressed asphalt at door threshold causing ponding and drainage issues



Figure B.I.10: Hollow metal door and frame rusting

II. Facility Assessment



Figure B.1.11: Storage shelving placed too close together for safe access

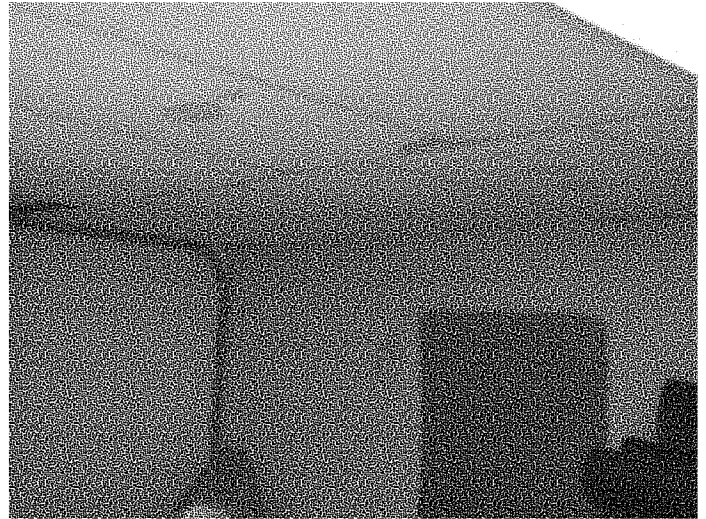


Figure B.1.14: Evidence of roof leaks in sign shop area



Figure B.1.12: Exit door has deadbolt with thumb-turn which is not allowed by code



Figure B.1.15: Restroom is not handicap accessible

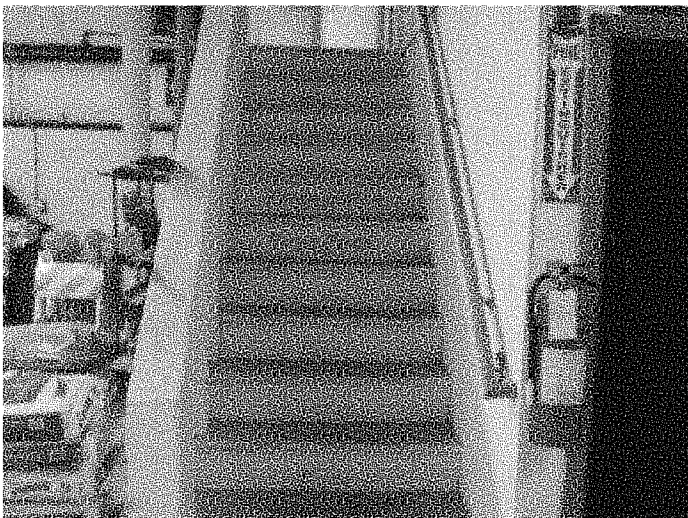


Figure B.1.13: Sign shop is not handicap accessible



Figure B.1.16: Staff lockers are not handicap accessible

II. Facility Assessment

B.2 VEHICLE STORAGE

The Vehicle Storage building consists of a pre-engineered metal structure with insulated metal wall panels. The building is 13,228 sf and was built in the mid 1970's to early 1980's. An addition to the West end of the building was constructed similarly, the year of the addition is unknown.

The following photographs and captions summarize our findings:



Figure B.2.2: Hollow metal door and frame on South facade is rusting



Figure B.2.3: Northwest exit door is stuck in closed position, does not meet code



Figure B.2.1: Overall view of Cold Storage Building



Figure B.2.4: Building lacks floor drains in main storage area creating slip hazards from wet vehicles

II. Facility Assessment



Figure B.2.5: Condensate drain is located high on the wall causing rust stains on South facade



Figure B.2.8: Steel structure is showing evidence a failing finish and rusting



Figure B.2.6: Insulation and vapor barrier is damaged



Figure B.2.9: Settling of concrete apron at North overhead door has necessitated asphalt patching



Figure B.2.7: Exit door is locked with deadbolt, does not meet code



Figure B.2.10: Exterior metal panel cladding is damaged at North facade

II. Facility Assessment

B.3 FLEET MAINTENANCE AND SHOPS

The Fleet Storage and Maintenance Building is a concrete masonry block building with precast double T's for the roof structure. The building is 12,258 sf and was built in the mid 1970's to early 1980's.

The following photographs and captions summarize our findings:

- Existing restroom is not handicap accessible
- Exit doors are being locked using thumb-turn style deadbolt which does not meet code

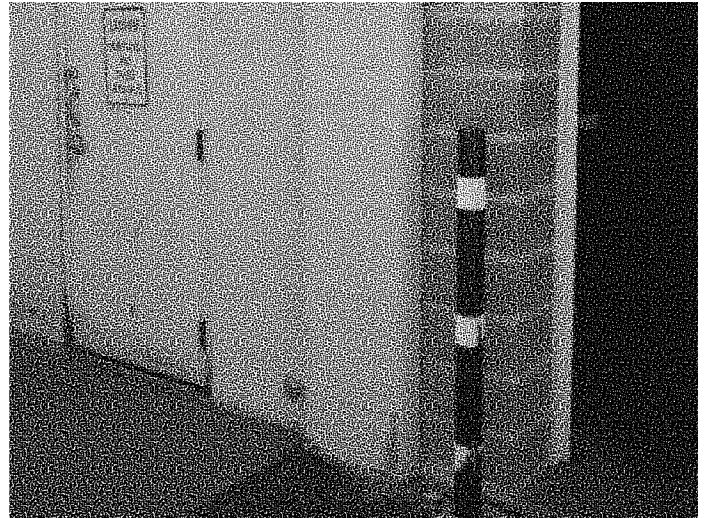


Figure B.3.2: Exterior masonry jambs have been repaired at overhead door but lack proper sealing/finishing



Figure B.3.3: Exterior hollow metal doors and frames are rusting



Figure B.3.1: Overall view of Fleet Storage Building



Figure B.3.4: Concrete apron at overhead doors is cracking and spalled

II. Facility Assessment



Figure B.3.5: Cracks are visible in exterior masonry walls on North and South facades



Figure B.3.8: Moisture damage is visible at base of masonry wall, exterior finish is failing and chipping off



Figure B.3.6: Vertical cracks are visible in masonry pilaster at West facade



Figure B.3.9: Evidence of thermal bridging throughout the building as dirt has accumulated at areas of condensation aligning with the studs



Figure B.3.7: Downspouts have eroded soil at base of wall/foundation causing potential drainage issues

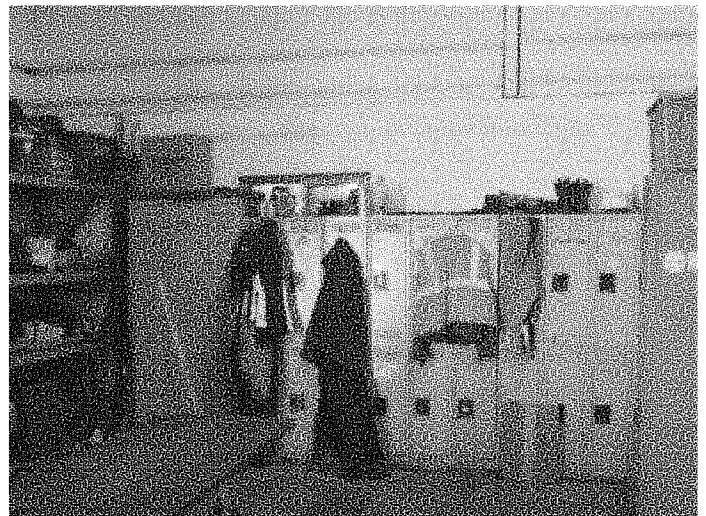


Figure B.3.10: Staff lockers are not handicap accessible and are located in main storage area

II. Facility Assessment



Figure B.3.11: Concrete slab on grade is heavily worn, spalling and cracking

II. Facility Assessment

B.4 SALT STORAGE BUILDING

The salt storage building consists of a fabric roof structure supported by aluminum space frame set on round concrete foundation posts. The salt is kept from spilling out by precast concrete walls cantilevered up from the ground. The salt storage building covers 6,000 sf and was built in 2006. The building is in good shape and could be relocated if necessary.

The following photographs and captions summarize our findings:



Figure B.4.2: Precast wall panels and concrete foundation piers along exterior wall are in good condition

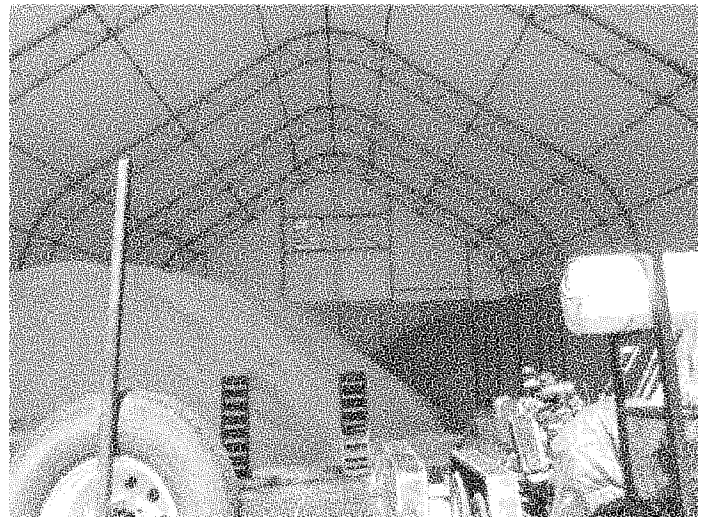


Figure B.4.3: Aluminum space frame structure appears in good condition

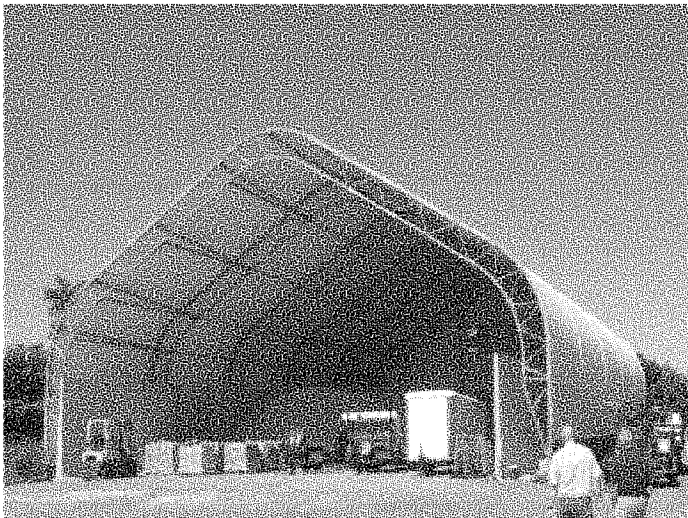


Figure B.4.1: Overall view of Salt Storage Building



Figure B.4.4: Overall fabric roof structure is in good condition

II. Facility Assessment

B.5 ADMINISTRATION TRAILER

The Administration Trailer is a 10 year old double-wide temporary trailer of approximately 1,600 sf.

The following photographs and captions summarize our findings:



Figure B.5.2: Main entrance lacks signage directing to accessible entrance



Figure B.5.3: Ceiling is starting to sag and separate at seam of trailer

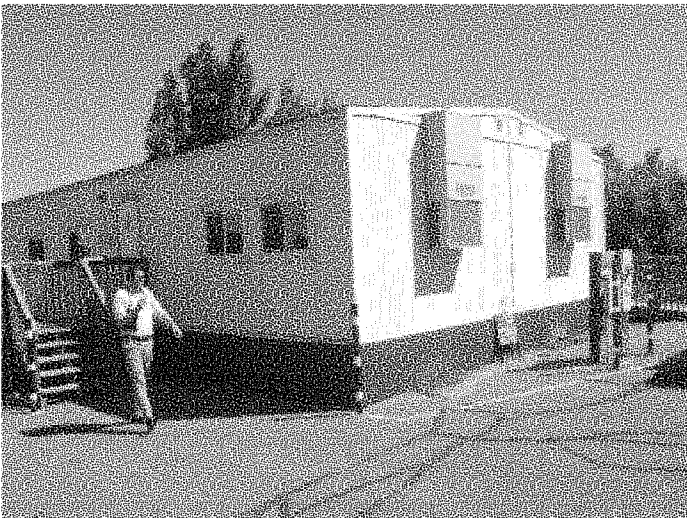


Figure B.5.1: Overall view of Administration Trailer



Figure B.5.4: Exterior cladding is showing age and needs to be painted

II. Facility Assessment



Figure B.5.5: Hole in floor is covered with sheet metal



Figure B.5.8: Office space is insufficient for staff needs



Figure B.5.6: Areas of missing VCT floor finish



Figure B.5.9: Staff lockers are not handicap accessible



Figure B.5.7: VCT floor finish shows extensive wear



Figure B.5.10: Supply and waste pipes at lavatory are not insulated

II. Facility Assessment



Figure B.5.11: Mechanical systems are in good condition



Figure B.5.12: Electrical systems are adequate and in good condition

II. Facility Assessment

B.6 SITE

The current site encompasses two parcels separated by 142nd Avenue Northwest. The Northern parcel is 2.07 acres and is used for granular material storage along with the Utility and Sign Shops building located at the far North end. The southern parcel is 3.17 acres and contains the Administration Trailer, Fleet Storage Buildings and Salt Storage.

The following photographs and captions summarize our findings:

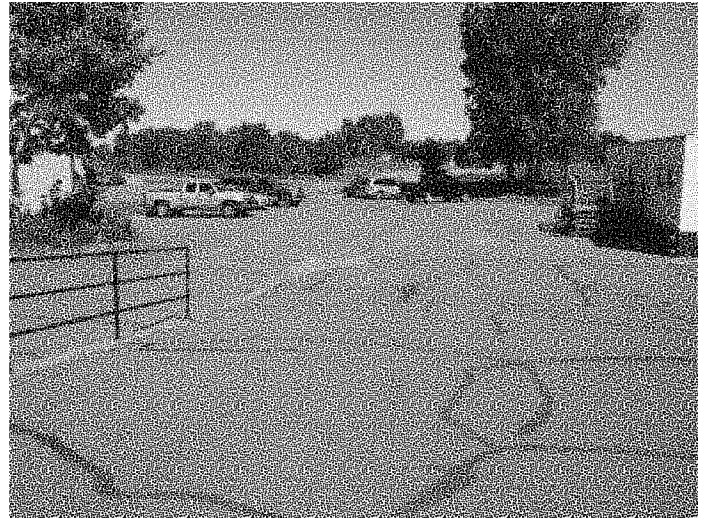


Figure B.6.3: On-site pavement has multiple cracks and has less than 10 years of useful service life remaining



Figure B.6.1: Aerial view of Public Works site

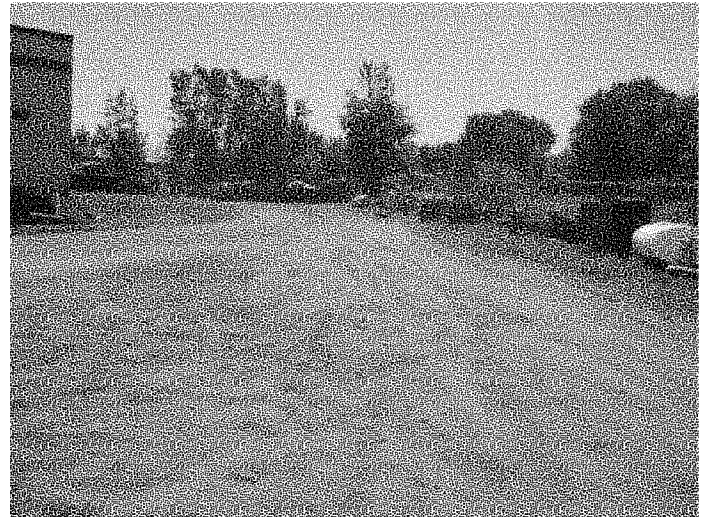


Figure B.6.4: Unpaved areas of site are in good condition with no signs of deep rutting



Figure B.6.2: Major streets around the site are in good condition

Figure B.6.5: Granular storage areas do not meet current EPA standards for cover

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
COLD STORAGE								
Streets Materials	1,000		1	1,000		1,000	-	-
Utilities Materials	1,000		1	1,000		1,000	-	-
Parks Materials	1,000		1	1,000		1,000	-	-
Implements/Blades/etc	2,500		1	2,500	includes circulation	2,500	-	-
Shared Materials	2,000		1	2,000	barricades/cones/etc	2,000	-	-
Lumber Storage	400		1	400		400	-	-
Paving Materials - palletized	400		1	400		400	-	-
<i>Cold Storage subtotal</i>				8,300		8,300	-	-
<i>circulation</i>	20%			1,660		1,660	-	-
COLD STORAGE TOTAL				9,960		9,960	-	-
YARD STORAGE								
Truck Wash		20 x 50	2	2,000		2,000	-	-
Mower Blow Down		10 x 20	1	200		-	-	200
Antenna	40		1	40		-	-	40
Scrap Bins	200		4	800		-	-	800
Used Tire Storage	100		1	100		-	100	-
Salt Storage		70 x 100	1	7,000		-	7,000	-
Granular Material Storage		15 x 20	6	1,800		-	1,800	-
Granular Material Stockpiles		100 x 100	3	30,000		-	-	30,000
Material Storage	800		1	800	pipe, structures, etc	-	-	800
Generator		10 x 15	1	150		-	-	150
Fuel Island		14 x 30	2	840		-	840	-
Above Ground Fuel Storage	400		1	400		-	-	400
Recycling Center	43,560		1	43,560	containers near site entrance	-	-	43,560
Recycling Center Office/RR	140		1	140		140	-	-
Drying Bed		20 x 50	1	1,000		-	1,000	-
Impound Lot		10 x 20	20	4,000		-	4,000	-
<i>Yard Storage subtotal</i>				92,830		2,140	14,740	75,950
<i>circulation</i>	100%			92,830		2,140	14,740	75,950
YARD STORAGE TOTAL				185,660		4,280	29,480	151,900

City of Ramsey Department of Public Works

Program of Space Needs

Space Description	Area	Dimension	Qty	Area	Remarks	Building Type		
						enclosed	covered	exterior
PARKING								
Employee		10 x 20	50	10,000		-	-	10,000
Visitor		10 x 20	2	400		-	-	400
Accessible		15 x 20	2	600		-	-	600
Agency Vehicles								
Interior Conditioned								
X-Small Equipment		8 x 8	18	1,152		1,152	-	-
Small Equipment		10 x 20	33	6,600		6,600	-	-
Medium Equipment		12 x 30	15	5,400		5,400	-	-
Large Equipment		15 x 40	7	4,200		4,200	-	-
Covered								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	0	-		-	-	-
Medium Equipment		12 x 30	0	-		-	-	-
Large Equipment		12 x 40	0	-		-	-	-
Exterior								
X-Small Equipment		8 x 8	0	-		-	-	-
Small Equipment		10 x 20	3	600		-	-	600
Medium Equipment		12 x 30	5	1,800		-	-	1,800
Large Equipment		12 x 40	0	-		-	-	-
Down/Ready Line								
Auto/Light Truck		10 x 20	4	800		-	-	800
Truck		12 x 40	1	480		-	-	480
		<i>Parking subtotal</i>		32,032		17,352	-	14,680
		<i>circulation - interior/heated storage</i>	75%	13,014		13,014	-	-
		<i>circulation - exterior storage</i>	100%	1,280		-	-	1,280
		PARKING TOTAL		46,326		30,366	-	15,960
Site Subtotal				265,015		67,675	29,480	167,860
Site Circulation, Setbacks				198,761				
Stormwater Management				43,560				
SITE TOTAL				507,336				
				11.65 acres				

Department	Job Title	Duties	No.	
			Full Time	Seasonal
Administration				
PW/Streets	PW Superintendent	Department Head	1	
Parks	Parks and Asst PW Superintendent	Park Dept Supervisor/Asst. PW Superintendent	1	
Parks				
Parks	Parks Lead Person	Parks Maintenance/Manage seasonal staff	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance	1	
Parks	Parks Maintenance Worker	Park Maintenance/Irrigation Maintenance	1	
Parks	Future		2	
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Seasonal Staff	Park Maintenance		1
Parks	Intern	Park Administration/Event Coordination	1	
Streets				
Streets	Streets Lead Person	Supervise streets projects/staff	1	
Streets	PW Maintenance Worker	Street Maintenance/Traffic Signs	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance/Fleet Maintenance	1	
Streets	PW Mechanic	Fleet Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	PW Maintenance Worker	Street Maintenance	1	
Streets	Future		2	
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Streets	Seasonal Staff	Street Maintenance		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Snow/Ice	Seasonal Staff	Snow Removal		1
Utilities				
Utilities	Utilities Supervisor	Utilities Dept Supervisor	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Utilities Maintenance Worker	Utility Maintenance	1	
Utilities	Future		2	
Utilities	Seasonal Staff	Utility Maintenance		1
Utilities	Seasonal Staff	Utility Maintenance		1
Totals			25	19

V. Facility Comparisons

A. INTRODUCTION

This section of the report provides a comparative analysis between the characteristics of the Ramsey Public Works facilities and the characteristics of the same departments in other comparable Minnesota municipalities. A comparative analysis of other municipalities, if used as a checks-and-balances comparison to the developed space program, can provide a quick snap-shot of the overall range of facilities that meet relatively similar requirements. The selection of comparable cities is primarily established based on population. Therefore it should be noted that variables in staffing, area of the city and age of existing facilities can create a range in the facilities. We do not utilize a facility comparison as the only means of projected space needs and a direct comparison is never truly possible, as no two cities are identical, the process can identify irregularities and areas to consider or reconsider or can confirm the projected program numbers, providing validity to the developed program.

One item to be particularly aware of when comparing similar city's facilities is to recognize that these figures may not represent current planning that is underway to expand those facilities. The asterisks and key notes, noted at the bottom of each analysis, provide further information to qualify the information provided in the spreadsheet. Projected or in-process expansion is an indicator of current space deficiencies, particularly important in weighing the relevance of their current facilities sizes to those projected for the City of Ramsey. The total of the comparative studies are averaged for ease of quick review, however each municipality's characteristics should be reviewed individually to best understand how their facility size (with projected expansion, if indicated) supports the population, and then compared with the projected numbers for the Ramsey's facilities.

B. COMPARATIVE ANALYSIS METHODOLOGY

The methodology for identifying the municipalities to be considered for the analysis consists of collecting a variety of information. BKV Group researched and identified a few municipalities, or "sister-cities", that seem to be similar in nature, size or community demographics from which to base the comparisons. In our analysis, a range of near-metro and out-state municipalities was used to provide a broad cross-section of comparative information. Other criteria used to select comparison information included geographic location along a major highway system or major transportation corridor.

The cities in this comparison were identified and ranked by municipality with a population range of 16,000 to 40,000. The

population differentiation is an important designation, as it often correlates with the facility size, number of employees it is supporting, and square footage per capita of residents served. However, the size of a municipal public works facility can vary greatly from one to another depending on the types of services provided and the geographic size of the area serviced.

C. ANALYSIS / SUMMARY OF FINDINGS

Comparison of Existing Facility:

The comparative analysis for the public works facility indicates that the City of Ramsey's Public Work's facility is similar to the comparable municipalities' facilities. A major factor in considering the usefulness of a public works facility is the efficiency of the layout and movement of vehicles and materials. The layout of the existing facility creates inefficiency in operation flow, segregating personnel and provides marginal fleet maintenance and storage. Overall, the facility is greatly undersized when compared to similar municipalities.

Projections:

When comparing Ramsey's projections for the 2030 timeframe, the projected facility size is within the range of other municipalities in the area. The projected requirements for the Ramsey Public Works facility is primarily based on providing adequate vehicle storage, service bays and proper staff support space.

In the comparison below 15 Minnesota cities are listed ranging in population from 16,500 to 39,000. With public works facilities that range in size from 44,900 square feet to 111,679 square feet, with the average facility being more in the 66,000 square feet range. As a snap shot Ramsey's existing public works facilities totals at approximately 32,000 square feet which is well below the current public works standards. The programmed area based on the size and operations of the City of Ramsey is 66,205 square feet, which is in line with current area requirements for public works operations.

V. Facility Comparisons

Public Works - Space Comparison

Municipality	Population (2013)	Municipality Area (sq. m.)	Site Size (acres)	Facility Size (gsf) ¹	Notes
Red Wing	16,523	41.19	8.02	57,310	
Willmar	19,680	15.95	16.96	68,600	
Northfield	20,581	8.61	10.82	52,400	
Golden Valley	20,845	10.55	1.68	54,400	
Farmington	22,167	14.94	6.78	44,970	
Crystal	22,588	5.88	5.30	63,000	Built in 2015, \$12.8M
Elk River	23,447	43.82	17.47	83,244	Fleet 44,144 sf, Mechanics 13,300 sf, Shops 18,400 sf, Office 7,400 sf
Prior Lake	24,408	18.33	11.40	46,453	
Chanhausen	24,452	22.88	7.52	85,250	
White Bear Lake	24,555	8.66	4.23	55,259	
Austin	24,763	10.84	14.04	68,960	
Savage	28,639	16.45	14.51	66,600	29,000 sf addition in 2012
Andover	31,709	34.83	14.99	111,679	Size reflects 2015 needs assessment, current size is 68,680 sf
Cottage Grove	35,339	37.48	11.27	63,322	
Shakopee	39,167	29.52	12.52	69,000	
Average	25,256	21.32	10.58	66,208	

Ramsey (Existing)	24,935	29.79	7.74	32,000	
(Proposed GSF)			11.59	66,205	

General Notes:

- Facility size does not include area for granular storage buildings.

END OF SECTION

VI. Master Planning Concept Options

A. INTRODUCTION

This portion of the study is the next step after the completion of the assessment of the existing facilities, operational analysis and space programming. This process involves the planning team and the City discussing all possible options to address operational space, as detailed in the program analysis, that will address the long term requirements of the City's Public Works department. Site options consider a variety of selection criteria such as: existing infrastructure locations, expansion capabilities, staff access, parking, zoning, easements, public access to a recycling center, existing and anticipated roadway improvements, etc. And while not a driver for study, the team did assess each plan and pros and cons associated with possible overall area development. The potential options were reviewed with the City planning team to assure that all viable options are being considered.

Concept Plan Development

The concept plans and the site master plan options were developed based upon achieving the identified priorities, goals and common vision of the city and public works department. The four concept planning options identified some core planning principals:

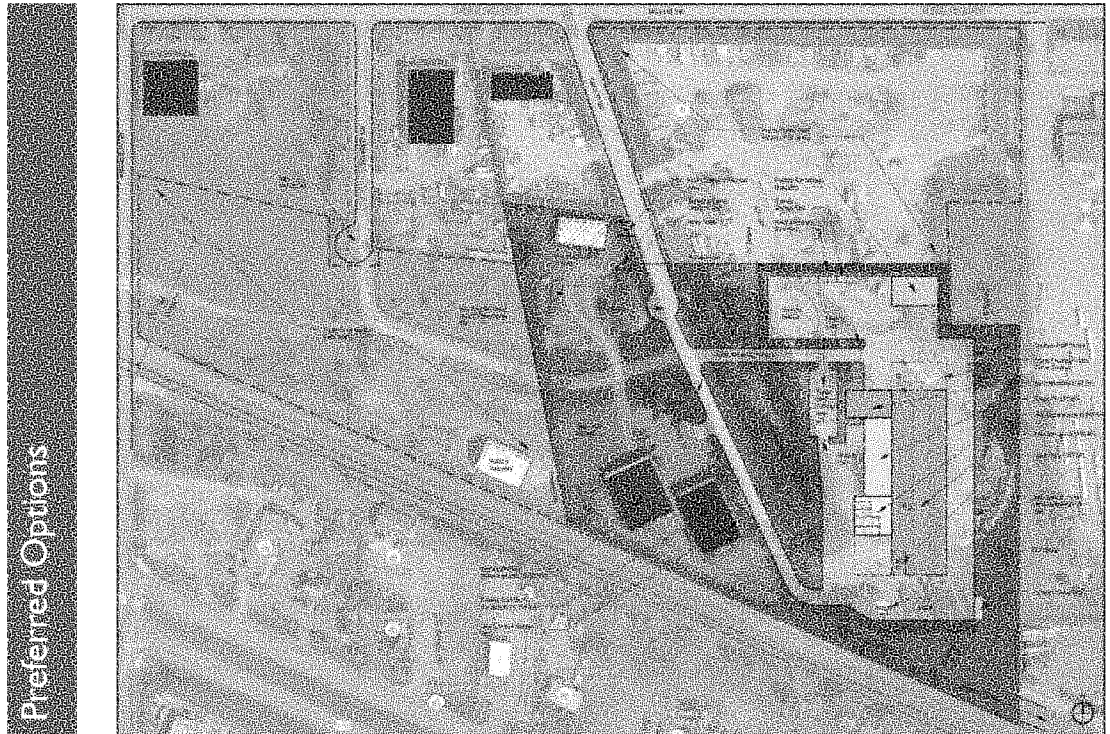
1. Provide adequate and appropriate building / operational area required for the Public Works Department
2. Provide adequate and appropriate site area and circulation needed for public works equipment & operations
3. Allow for future expansion
4. Create site layouts that promote operational efficiency
5. Separate public and public works traffic flow and access

The following is a summary of the four options developed:

- **Option A** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option B** - construct an entirely new public works facility east of Jasper.
- **Option C** – construct a new public works operations east of Jasper and utilize some existing structures for storage.
- **Option D** - construct a new public works operations on the west side of Jasper and utilize some existing structures for storage.

END OF SECTION

Option A



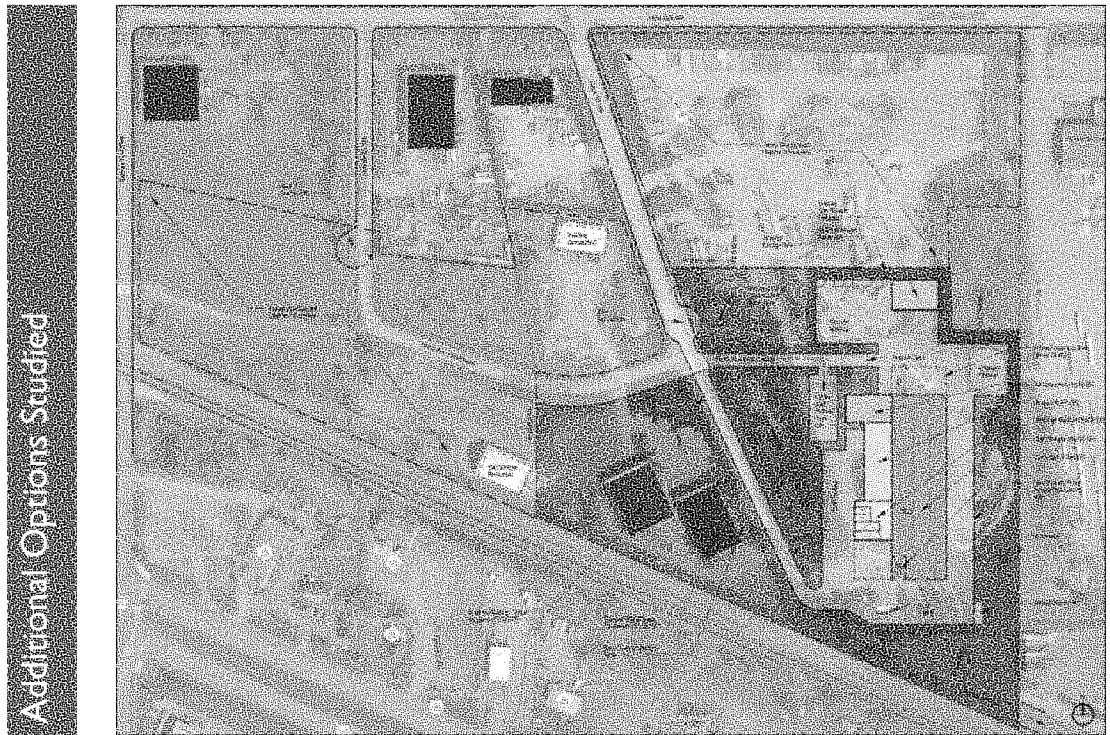
Total Site Area: 15.50 acres
 Total Developable Area: 18.03 acres

Option B



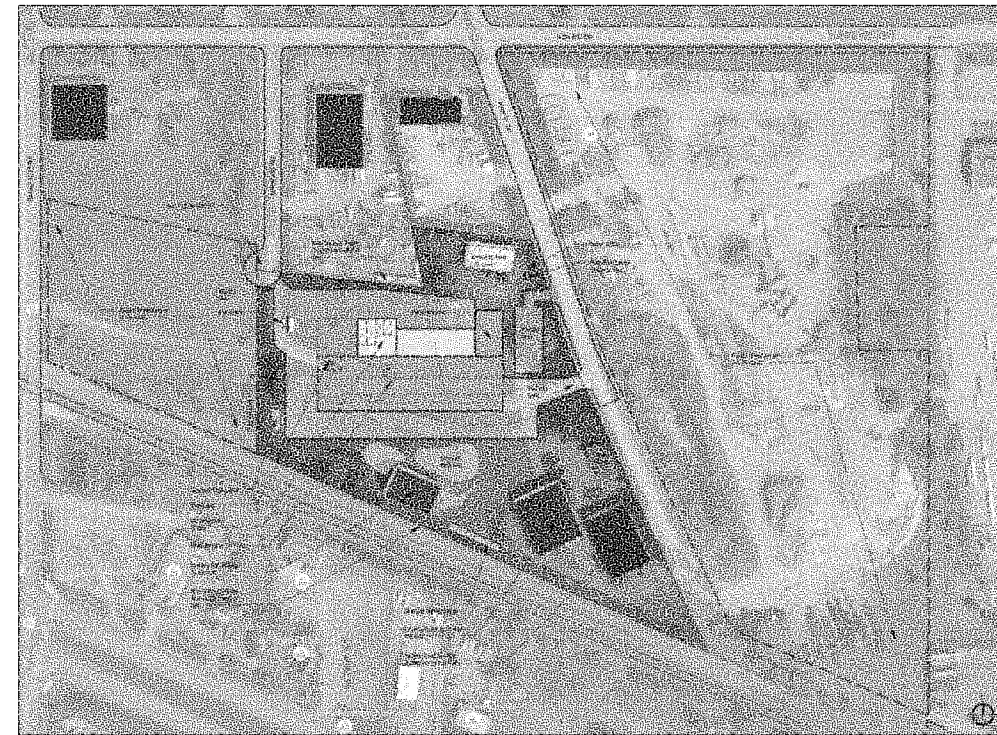
Total Site Area: 11.40 acres
 Total Developable Area: 21.98 acres

Option C



Total Site Area: 13.62 acres
 Total Developable Area: 19.80 acres

Option D



Total Site Area: 9.68 acres
 Total Developable Area: 23.91 acres

DRAFT



Pros:

- Utilizes existing cold storage buildings
- Efficient centralized operation / circulation
- Room for future growth / expansion
- Existing stormwater pond can remain in-place

Cons:

- Salt storage building needs to be relocated

Option A
15.50 acres

DRAFT



Pros:

- Operations are centralized with efficient circulation
- Room for future expansion
- Existing stormwater pond can remain in-place

Cons:

- New cold storage/police impound building required
- Salt storage building needs to be relocated

DRAFT

Option B
11.40 acres

VII. Project Cost Estimates

A. INTRODUCTION

This section of the report looks at the cost associated with each of the master plan options. These estimates are general in nature at this early stage of planning. However the estimated cost are based on historic cost for public works construction in our region.

There are a number of possible project aspects that can affect the cost of a project, such as:

- Poor soil conditions
- Contaminated soil conditions from previous uses
- Level of ground water is high
- Restrictive development standards
- Higher requirement for sustainability such as LEED

In general the square foot cost shown in the following estimates represent the mean range that we would anticipate for construction to occur in 2016. The construction industry is currently indicating anticipated inflation higher than what has occurred over the past 5 years. While there are many factors that can effect bidding climates, it is anticipated that yearly escalation cost will be in the 4% to 6% range. In the last year we have seen a dramatic spike in construction cost as we came out of the recession. For this reason we would suggest that the City move ahead with project planning this upcoming year with the goal to start construction in spring of 2017.

The estimated cost for each of the 4 options with inflation added are as follows:

Option A

- Construction \$12,467,621
- Soft Cost Estimate \$1,500,000
- **Estimated 2017 Total Project Cost \$13,967,621**

Option B

- Construction \$13,278,825
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$14,778,825**

Option C

- Construction \$12,412,496
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,912,496**

Option D

- Construction \$12,247,121
- Soft Cost Estimate = \$1,500,000
- **Estimated 2017 Total Project Cost \$13,747,121**

The difference between the high and low estimated is \$1,031,704. Since all concept plans are based on providing the same amount of building area the primary differences in the cost are based on:

1. Reuse or new of existing cold storage buildings
2. Relocation of the existing salt storage shed
3. Amount of site development required

VII. Project Cost Estimates

Site Option A:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$400,000
9. Design & Construction contingency at 5% = \$565,425

Construction Estimate = \$11,873,925

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$13,273,925

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,873,925 x 5% = \$12,467,621
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,967,621

VII. Project Cost Estimates

Site Option B:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
5. 18,100 SF Cold Storage Building at \$60 / SF = \$1,086,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$300,000
9. Design & Construction contingency at 5% = \$602,000

Construction Estimate = \$12,646,500

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$14,046,500

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$12,646,500 x 5% = \$13,278,825
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$14,778,825

VII. Project Cost Estimates

Site Option C:

A. Construction Estimate:

1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
5. Remodel Cold Storage Buildings = \$250,000
6. New Fueling Island with above ground tanks = \$200,000
7. Move Salt Storage = \$50,000
8. Demolition, Fence and Site Development = \$350,000
9. Design & Construction contingency at 5% = \$562,925

Construction Estimate = \$11,821,425

B. Soft Cost Estimate (Typically Include):

1. A/E Fees
2. Legal Counsel Review
3. Reimbursable Expenses
4. Geotechnical Report
5. Data / Telecom Wiring
6. A/V Systems for Training Room
7. Survey
8. CM / Project Management Fees
9. FF&E (Furniture, Fixtures and equipment)
10. SAC (sewer connection fees through Met Council)
11. WAC (water connection fees)
12. Bond costs
13. Plan review fee
14. Bid Advertising
15. Special Testing (construction)
16. Bid document printing
17. Builders Risk Insurance
18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$13,221,425

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,821,425 x 5% = \$12,412,496
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,912,496

VII. Project Cost Estimates

Site Option D:

A. Construction Estimate:

- 1. 6,000 SF Office Building at \$250 / SF = \$1,500,000
- 2. 10,200 SF Shop Space at \$180 / SF = \$1,836,000
- 3. 6,800 SF Fleet Maintenance at \$200 / SF = \$1,360,000
- 4. 45,700 SF Fleet Storage at \$125 / SF = \$5,712,500
- 5. Remodel Cold Storage Buildings = \$250,000
- 6. New Fueling Island with above ground tanks = \$200,000
- 7. Demolition, Fence and Site Development = \$250,000
- 8. Design & Construction contingency at 5% = \$555,425

Construction Estimate = \$11,663,925

B. Soft Cost Estimate (Typically Include):

- 1. A/E Fees
- 2. Legal Counsel Review
- 3. Reimbursable Expenses
- 4. Geotechnical Report
- 5. Data / Telecom Wiring
- 6. A/V Systems for Training Room
- 7. Survey
- 8. CM / Project Management Fees
- 9. FF&E (Furniture, Fixtures and equipment)
- 10. SAC (sewer connection fees through Met Council)
- 11. WAC (water connection fees)
- 12. Bond costs
- 13. Plan review fee
- 14. Bid Advertising
- 15. Special Testing (construction)
- 16. Bid document printing
- 17. Builders Risk Insurance
- 18. General Project Contingency

Soft Cost Estimate = \$1,400,000

Estimated Total Project Cost for 2016 = \$13,063,925

This estimate is based on 2016 construction values.

Based on construction occurring in 2017 cost should be adjusted by 5% to allow for anticipated inflation.

Inflated Construction Estimate for 2017 = \$11,663,925 x 5% = \$12,247,121
Soft Cost Estimate = \$1,500,000

Estimated 2017 Total Project Cost \$13,747,121

END OF SECTION



Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Regular Session

7. 4.

Meeting Date: 06/09/2015

Submitted For: Patrick Brama, Administrative Services

By: Patrick Brama, Administrative Services

Information

Title:

Consider Strategy for Future Public Works Campus Planning Process

Purpose/Background:

PURPOSE

Provide direction to Staff on how to move forward with planning for a replacement Public Works Campus.

1. Consider Staff recommendation on how to proceed with the space needs analysis (Step 1 of process).
2. Consider Staff recommendation to budget \$65,000 for preliminary design in 2016 (Step 2 of process).

BACKGROUND (Public Works Campus)

1. The Public Works department moved from its original location on Hwy 47 and 142nd Ave to its current location at 14100 Jasper St in 1995. The buildings were originally constructed for a company called Minnesota Sawdust in 1984. At the time of the move, we employed 7 full-time maintenance workers and 2 seasonal workers. Today, we employ 17 full-time maintenance workers and 8-12 seasonal workers.
2. In 2002 the City of Ramsey purchased the property at 14210 Jasper St and converted that building to what is now our utility department and sign shop.
3. In 2005 the Public Works department was granted an interim use permit for a temporary construction trail to house our administrative offices and lunch room.
5. In 2006 we constructed covered storage to protect our winter road salt supply.
6. Since approximately 2007, we have been using off-site storage buildings to house seasonal or less frequently used equipment, due to the lack of secure storage space at our campus.

BACKGROUND (Process)

Please see the attached process outline. At this point, the City is at Step 1 (of 5) in the process to plan for, and construct, a replacement Public Works Campus (Space Needs Analysis Stage). The City budgeted \$20,000 for this work in 2015 (to be completed in 2015).

Notification:

NA

Observations/Alternatives:

Please review staff recommendation first. If the Council is concerned with the Staff recommendation, below are alternatives to consider:

1. Competitively Bid Step 1 of the attached process (rather than select BKV Group now).
2. Don't budget for Step 2 in 2016 at this time (wait until 2017 or later).
3. Oppose planning for the reconstruction of a replacement Public Works Campus altogether in 2015 (or later).

Funding Source:

General Fund and Enterprise Funds

Recommendation:

1. Consider Staff recommendation on how to proceed with the space needs analysis (Step 1 of process).

Typically, Staff would recommend completing a RFQ (Request for Quotes) for this type of work. However, a RFQ on a space needs analysis can easily turn into a bidding war between engineering firms; which motivates firms to "undercut" their bid on the space needs analysis in an effort to "buy" later steps of engineering/ architectural services (steps 2-5 outlined in the attachment). Unless a solid reason exists, Cities select the lowest quote on any given project. This situation can result in a lack of service/ quality in work delivered. Additionally, it should be noted, a space needs analysis can be a fairly ambiguous in terms of several items (not easy to compare apples to apples--and challenging to draft a very clear RFQ).

As a result of the information outlined above, Staff would feel more comfortable allowing an architectural/ engineering firm that has a good track record with City to complete Step 1 of this process. Then, when it comes to Steps 2-5, staff would recommend architectural/ engineering services for this project be competitively bid (i.e. a standard RFQ process). NOTE: in order for the City to receive quality competitive bids for steps 2-5, the space needs analysis needs to be thorough and of high quality (will make the RFQ very clear). This work is not required to be competitively bid via State Statute.

Attached to this case is a proposal from BKV Group for a space needs analysis (not to exceed \$19,500). Staff would recommend awarding BKV Group this work. BKV Group has a solid track record with the City (Fire Station #2 and the Ramsey Municipal Center).

2. Consider Staff recommendation to budget \$65,000 for preliminary design in 2016 (Step 2 of process).

As the Council knows, in order to complete a project in 2016, we need to budget for that project in 2015. If the Council is interested in moving this project along in 2016, Staff would recommend budgeting for Step 2 (Preliminary Design) now. Staff was provided a "preliminary/ budgeting" estimation of \$55,000 for this work by BKV Group. Staff would recommend the City Council budget \$65,000 for Step 2 in 2016.

Action:

Motion to:

Accept the attached proposal for professional services from BKV Group, not to exceed \$19,500.

-and-

Direct Staff to budget \$65,000 in 2016 for preliminary design of a replacement Public Works Campus.

Attachments

Campus REF MAP (Two Options)

Process Outline

BKV Group Proposal (Step 1 Space Needs)

Form Review

Inbox

Grant Riemer
Diana Lund
Kurt Ulrich
Form Started By: Patrick Brama
Final Approval Date: 06/04/2015

Reviewed By

Grant Riemer
Diana Lund
Kurt Ulrich

Date

06/04/2015 10:41 AM
06/04/2015 10:56 AM
06/04/2015 03:24 PM
Started On: 06/03/2015 04:57 PM

Ramsey Public Works Campus

PROCESS/PROJECT OUTLINE

Estimated Cost: \$13M-\$15M (11/12/2015)

1. Space Needs Analysis

Summer/Fall 2016

\$20,000

The purpose of this step is to answer a number of questions regarding the existing Public Works site. For example, how are we operating today; and what resources do we have today? What resources/ facilities do we need now and in the future? Can we renovate the existing Public Works campus/ buildings? Should we demolish and rebuild? What alternatives for location and design of a new campus exist; and how much do they cost? Construction of a new Public Works campus will result in available land for redevelopment—what is the highest and best use for redevelopment?

DELIVERABLES:

- Feasibility Report
- Space Needs Analysis
- Master Planning

2. Preliminary Design

2017

\$65,000

The purpose of this stage is to develop schematic designs of the new Public Works Campus; and to select a design. The outcome of this stage is preliminary architectural designs, preliminary site plan documents, preliminary project budget, and overall project design selected.

DELIVERABLES:

- General Building Design and Layout Selected
- Preliminary Detailed Budget, Architectural Plans, and Site Plans

3. Final Design, Specs, Bid Docs

2017/2018

\$190,000

The purpose of this stage is to develop final detailed site plans, architectural plans, civil plans, landscaping plans, electric/ mechanical plans, construction specifications, bid documents, and project budget. This work does have a shelf life of five years. This is work will need to be completed in order to construct a new Public Works Campus. Essentially, the project would be ready-to-bid after this step.

DELIVERABLES:

- Final detailed plans, specifications, bid documents, and budget
- Project would be ready to bid

4. Bidding & Bid Award

2018/2019

\$15,000

The purpose of this stage is to bid and potentially award the proposed construction project to a general contractor. Staff would recommend the City Council have a detailed/formal policy discussion regarding this project before this step is completed. This would entail a detailed review of the project budget and the proposed funding source (bonding). The outcome of said discussion would be consensus support from policy makers for construction of a new Public Works Campus, or not.

DELIVERABLES:

- Bid Tabulation and Potential Bid Award

5. Construction Administration

2019/2020

\$20,000

The purpose of this stage is to physically construct a new Public Works and provide construction administration services. This step would be authorized when a bid is awarded. The number above only outlines the cost for the architect to provide construction administration services (project management).

DISCLAIMER: other than step 1, all numbers included this document are very preliminary, in draft form, unofficial, and not developed by licensed professionals. As this process unfolds, accurate numbers will be provided. These numbers should be utilized for reference purposes only.