

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Aaron S. Reeves, City Administrator ^{AR}

SUBJECT: Alley Improvement Study

DATE: December 17, 2013

BACKGROUND

The City has had ongoing issues with various alleys. Instead of dealing with them in a piecemeal manner we asked SEH to provide a proposal to conduct a study of all our alleys. The Public Works Commission has reviewed the proposal and recommends its approval. The study will be paid for out of the engineering budget line item.

STAFF RECOMMENDATION

Staff recommends approving the agreement as presented for the SEH Alley Study.

REQUESTED COUNCIL ACTION

Staff respectfully requests a motion approving the agreement as presented for the SEH Alley Study.





November 25, 2013

RE: City of Cannon Falls, Minnesota
Alley Improvements Study
SEH No. CANNO 126280

Mr. Aaron Reeves
City Administrator
City of Cannon Falls
918 River Road
Cannon Falls, MN 55009

Dear Mr. Reeves:

SEH appreciates the opportunity to continue to work with the City of Cannon Falls on infrastructure improvements. The City Council would like to study the existing alleys within the city limits for potential drainage and surface concerns. We are pleased to submit this letter proposal for the completion of a study to review the existing alleys that the city maintains for potential improvements.

This letter serves as the Agreement for Professional Services between the City of Cannon Falls, Minnesota (Owner), and Short Elliott Hendrickson Inc. (SEH[®]) (Consultant), for providing professional services.

Discussion

There currently are 2.8 miles of improved alleys within the city limits that are maintained by city public works. Of the 2.8 miles of alley, 1.2 miles are a bituminous surface and 1.6 miles are a gravel surface. Several of the alleys have recently been paved and are in good condition.

Recently several alley issues have been brought to the city's attention. Most alley concerns relate to the gravel surface of the alley or to storm water runoff and drainage issues. A gravel surface can lead to dusty conditions as traffic drives on the alley or when the alleys are wet the gravel surface can "track" silt into adjacent garages and/or onto the city streets at the end of the block.

Often alleys were established without a plan for the drainage, but rather gravel was placed to allow access to rear yards and garages without thought to where/how the rainwater would runoff to. Often the garages along the alley were constructed at an elevation very close to the alley grade which doesn't allow sufficient grade for the storm water to runoff away from the garages. Rainwater and snow melt runoff, often pools in the driveways at the garages or worse, flows into the garages. Most alleys are built in a narrow alley right-of-way that makes maintenance difficult and often doesn't provide sufficient space for drainage improvements.

This past summer, two blocks of gravel surfaced alleys were paved as part of the 2013 – Eastside Streets Project. Combining alley improvements with street projects, when possible, will usually reduce the cost of the alley improvements compared to if the alley improvements were to be completed on their own.

Scope of Work

The work program for providing design services is generally described as follows:

1. Meet with public works staff to discuss current alley concerns that staff are aware of, followed by a field review of all the improved alleys with staff to discuss potential issues/concerns/improvement options.
2. Perform a topographic survey of selected alleys that have drainage concerns for use to identify potential drainage improvements. The cost to perform a topographic survey is estimated at \$550 per block of alley. We estimate that approximately 4 blocks of alley should be surveyed to help identify potential solutions.
3. Prepare a draft report identifying the proposed alley improvements with estimated costs for each improvement.

4. Review the draft report of the proposed improvements with City staff and present draft report to the Public Works Commission.
5. Incorporate public works commission and staff comments into the final report and present the final report to the City Council.
6. The proposed improvements identified in the report would then be considered for completion on their own or as part of another infrastructure project.

Schedule

We are available to start work on this project upon approval of this proposal. We would meet with public works staff to discuss current alley concerns and, depending on the weather, perform a field review of the alleys. Depending on when this work is authorized, some of the field work and/or survey work may need to be delayed until spring.

We anticipate presenting the completed draft report, with improvement recommendations, to the Public Works Commission at their May 2014 meeting. Commission and staff comments would then be incorporated into the final report. The final report would then be presented to the City Council in June.

Compensation

Compensation for the services identified in the scope of work will be made on an hourly basis plus cost of reimbursable expenses. Total compensation will not exceed \$11,600 without prior authorization.

Agreement

You agree to furnish us with full information as to your requirements, including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing information and data that we will need to perform our services.

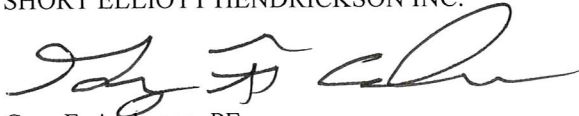
We will also furnish such Additional Services as you may request or as required.

If there are delays in the Project that are beyond our control, you agree to grant additional compensation and time to complete the services.

This letter represents the entire understanding between you and SEH in respect of the Project and may only be modified in writing signed by both of us. If it satisfactorily sets forth your understanding of our agreement, please sign the enclosed copy of this letter, in the space provided below, and return it to us.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Greg F. Anderson, PE
City Engineer

gfa

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Accepted this ____ day of _____, 201__

By: City of Cannon Falls, Minnesota

By: _____

Date: _____