

REQUEST FOR COUNCIL ACTION

Originating Department: Administration Requested By: Amy Goerger Date: 7/15/2009

Please approve the transfer of the annual water fund payments to the debt service funds. This is done approximately halfway through the year so that any cash flow issues may be addressed prior to year end when the payments are due. See journal entry below:

Annual Transfer from Water Fund to Debt Service Fund 303 (GO Water Revenue Bond Fund)

E 601-49440-702 Transfer-Water Bond Pmt	(Debit)	\$41,225
G 601-10600 Cash Code	(Credit)	\$41,225
G 303-10600 Cash Code	(Debit)	\$41,225
R 303-47000-39203 Transfer From Other Fund	(Credit)	\$41,225

Annual Transfer from Water Fund to Debt Service Fund 306 (2005 PIP Add'l Project Payment)

E 601-49440-703 Transfer-PIP Add'l to Fund 306	(Debit)	\$12,728
G 601-10600 Cash Code	(Credit)	\$12,728
G 306-10600 Cash Code	(Debit)	\$12,728
R 306-47000-39203 Transfer from Other Fund	(Credit)	\$12,728

Motion by: _____ 2nd by: _____ Vote: _____

REQUEST FOR COUNCIL ACTION

Originating Department: Administration Requested By: Amy Goerger Date: 7/15/2009

1. Remove Safe Water Fee Reimbursement Expense Accounts & Budget Amounts:
601-49440-443 \$1600.00 Revised Budget Amount = \$0.00

2. Remove Safe Water Fee Reimbursement Revenue Accounts & Budget Amounts:
601-49440-36242 \$1500.00 Revised Budget Amount = \$0.00

The Safe Water Fee Reimbursement is not revenue for the city, instead of accounting for the Safe Water Fee collected from Water Sales as a Revenue and Expense, a Liability Account-**Safe Water Fee Payable-Dues to Other Govt** would be set up to correctly reflect the money collected by the city that is payable to the state of MN. Any monies currently in both the current revenue and expense accounts would be transferred balance sheet account G 601-20510 Safe Water Fee Payable - Due to Other Govt.

Motion by: _____ 2nd by: _____ Vote: _____

REQUEST FOR COUNCIL ACTION

Originating Department: Maintenance Requested By: Rick Hansen Date: 7/15/2009

Overage cost of seal coating of \$3,774.11 from Caldwell Asphalt due to incorrect measurement of cul-de-sacs,
Original estimate \$23,981.31 actual cost \$27,755.42.

Fund # 101-43100-317 (There is \$42,000 in the budget)

Motion by: _____ 2nd by: _____ Vote: _____

ADMINISTRATOR'S REPORT – LMC CONFERENCE JUNE 24 – 26, 2009

Calming the Crowds – Working Constructively with Concerned Citizens

Presenter – Richard Fursman (*This is one of the gentlemen I talked to regarding the Strategic Plan*) If anyone wants to check out Mr. Fursman's training view www.gsyrng.com

Throughout the conference I heard over and over again that goal setting is something each city should be doing.

5 C's

Consistency – don't change your course if you believe in it

Communication – Plan the direction then own the message

Caution – Continue to taking strategic risks

Compassion - Relate to those who are hurting, they need your ear

Control – yourself and your colleagues – don't let the negative pirates hijack your meetings and your city.

If we spend 20% of our time dealing with the bad/difficult person – we will be that way.

Best Value Contracting Tips & Tools

Facilitator, Michael Martin – City Planning – City of Kasson

Mr. Martin's city used this type of bidding billed as a new approach to contracting, authorized by the Legislature a couple of years ago. Can it work for our city? I believe so.

I am attaching his comments, my notes for reference and also a copy of their bid notice.

Jason Davis – Keynote Speaker

What can I say – just a delightful speaker with a hometown touch.

Thursday Morning – there was a whole host of state agencies available to talk to about issues from the census to election, Shoreland rules, & Construction Project Conflicts

Revitalizing Main Street in Tough Times

Presenters: Stacie Kvilvang – financial consultant, Sam Griffith - administrator, Leonard Bonander – bar owner, George Wimmer – Mayor, Carla Vita – Community Development Director, & Joe Demo – retail meat store owner

I have Stacie's' power point where she points out that tax abatement is the most flexible tool cities have right now.

The two cities (Sandstone and Isanti) provided an interesting view from the city and business perspective. Sandstone sat down and recognized what there was about the city that could be capitalized on. It was the quarry where they allow rock climbing year round. In the winter the Business Assn runs "Ice Fest". Apparently water seeps through the rocks and forms ice. People actually travel far to climb the rocks. LMCIT did not really like the idea – the city went ahead any way. In the spring when the Kettle River they celebrate Kayaking thus the "River Fest"

Isanti identified a need to upgrade their downtown – used tax abatement extensively and now have 9 new businesses. Joe the meat cutter, what a character. The whole concept of hearing from the public in this type of setting was great.

Disaster Preparedness & Response – Who's in Charge When the Lights Go Out?

Presenters: Mike Ericson-Administrator & Fran Miron-Mayor –Hugo

These gentlemen did a slide show of the tornado that hit Hugo one year ago and then went on to tell of their responsibilities and the outcomes. It made me appreciate the fact that we had NIMS training and how important it is. I gave the FD a copy of the video for training and would be glad to show it to others. 19 agencies responded to the emergency, an EOC was set up, GIS maps were used and updated daily, the Building Official tagged houses, and people were informed daily of what was happening in their area.

HR Nuts & Bolts – What Cities Need to Know to Stay Out of Trouble

Presenters – League staff members Lisa Rund and Erin Rian

Areas touched on were:
Layoffs or Reduction in Force
Hiring Freezes
Early Retirement Incentives
Voluntary Terminations
Wages Freezes
Unpaid Leave
Type of Government

I was the lucky recipient of 3 hours on-line training at a value of \$90.

Improving Your Community's Quality of Life Through Proactive Policing

Presenters: Dennis Cusick, consultant, City of Albert Lea – Victoria Simonsen-Manger & Dwaine Winkels- Chief of Police

The City of Albert Lea took a giant leap in deciding to change the way they looked at policing. According to the chief – 10% of an officer's time was really spent fighting crime and the 90% is spent just driving around. They changed their image – became more visible, accessible and responsive. To improve communication with citizens they actually call back the citizen who made a complaint. This lets the citizen know that what they reported was taken care of and that the officer cared.

Another program they instituted was community policy. They actually give residents a radar gun and have them stand along the road to clock people. The PD then takes the info and process it – first time is a warning and then they tickets. I guess word got around and that seemed to slow traffic down. I asked Jon Lentz if that was possible here and will attach his answer. Not what I wanted to hear, but I can see their point.

Final Speaker – Jim Ramstad

I got the feeling he was running for office even though he just got out of the political world. Later that day – he announced on TV that he was running for office of MN Governor.

BEST VALUE CONTRACTING

WHAT IT IS:

Best Value Contracting (BVC) is a method for choosing a contractor when there are consideration as important or more important than simply price. It is useful in cases where a large number of citizens will be inconvenienced and speed is a consideration or in cases where there are a large number of unknowns and flexibility is important.

WHAT IT ISN'T:

BVC isn't design-build. You must still have a qualified architect or engineer design your project before bidding it. It also isn't a method where you ask for price bids from everyone and choose the contractor you "like" the best. You must establish your criteria "up front", publicize it just like your project parameters and apply the criteria in an objective, defensible manner.

60% Price + Experience must be in it. Local contractor OK

WHEN TO USE IT:

In Kasson, we believe that Best Value Contracting is most useful in projects involving street reconstructions or other situations where a large number of existing homes are in the construction zone or a large number of citizens will be inconvenienced by the project. These citizens will soon forget that they saved \$50,000 by going with the lowest bidder. But, they will long remember that their street was torn up for an extra three months because the contractor didn't have enough equipment to get the job done on time when the rains came.

HOW TO USE IT: *City Engineer supplied inspectors*

BVC isn't rocket science, but it must be used carefully. First of all, you design your project for bid just like any other project. Before advertising, you must determine what other factors are important when selecting a contractor and how important they are. In Kasson, we decided that 60% of the decision should be based on price; 15% of the decision should be based upon experience; 15% of the decision should be based upon the risk mitigation plan presented by the contractor; and 10% of the points would be awarded based upon an interview with the contractor and key personnel. These factors were included in the advertisement for bids and the required documentation was explained.

HOW TO MAKE A DECISION:

We used a 100 point system. On price, the low bidder received 60 points. The higher bidders had 1 point deducted from 60 for each \$10,000 they were over the low bid. For Experience, each contractor: lost 1 point for every week the last three projects came in late; lost 1 point for each \$10,000 the projects came in over budget; and lost 1 point for each change order initiated by the contractor. For Risk Mitigation Plan, each contractor received up to 5 points each for planning what to do about: high water tables; water and sewer service; and weather delays. 5 points were given for a really good plan, 3 points for a plan that would work but cause phone calls and 0 points for a plan that wouldn't work. We used the interview to decide how the contractor would be able to work with the citizens.

*ie - how are you going to supply water to the residences
weather - high water table } the more complete the plan - concept*

CITY OF KASSON

MICHAEL MARTIN - COMMUNITY DEVELOPMENT DIRECTOR

(507) 634-6328 or planning_eda@cityofkasson.com

This process proves the contractor can do the job.

*Contractor talked to individual home owner 48 property owners
B-4 they started work, told them what they were doing.*

*\$1.8 MILLION
8 BLOCKS*

MS. 16C. 02

ADVERTISEMENT FOR BIDS
KASSON, MINNESOTA

SEALED BIDS will be received by the City Council of the City of Kasson at the City Hall until 1:00 PM on the 18th day of March, 2008, at which time the bids will be opened and publicly read aloud for the following public improvements;

MAIN STREET AND 6TH AVENUE NW
SAP 240-107-001
QED PROJECT NO. 07015

The City is bidding the project using the Best Value procurement method defined in Minn. Stat. § 16C.02, subd. 4(a). A panel of committee members will rank each bidder in four (4) separate categories. There will be a maximum total of 100 points possible for each bidder and the relative weight of the selection criteria are as follows: 1) Price submitted by contractor in the proposal – max. 60 points 2) Contractor's performance on previous three similar projects – max. 15 points 3) Risk assessment and plans of mitigation – max. 15 points 4) Interview – max. 10 points (interviews will be scheduled with each bidder submitting a complete proposal and will begin the week of March 24th, 2008). The bidder with the highest average combined score following the evaluation process will be considered by the City Council of the City of Kasson after 6:00 PM on the 9th day of April, 2008 for possible contract award.

A **MANDATORY** pre-bid meeting will be held in the council chambers of the Kasson City Hall on Friday, March 7, 2008 at 10:00 AM. Prospective bidders **must** attend the mandatory pre-bid meeting. No bids will be accepted from bidders who did not attend the meeting.

The work shall include the following approximate quantities:

<u>ITEM:</u>	<u>QUANTITIES:</u>
Mill Bituminous Surface	12434 S.Y.
Common Excavation	12089 C.Y.
Geotextile Fabric Type V	14305 S.Y.
Aggregate Base Class 5 Mod & 2 Mod	16711 Ton
Bituminous Wearing and Non-Wearing	3397 Ton
15", 18", 24", 30", 36" & 42" Storm Sewer Pipe	3185 L.F.
1" Water Service System	45 Each
6", 8" & 10" PVC Water Main	3036 L.F.
Ductile Iron Fittings	2292 Lbs.
Hydrants	7 Each
6", 8" & 10" Gate Valve & Boxes	25 Each
Construct Drainage Structures	47 Each
Concrete Walk	8289 S.F.
Concrete Curb & Gutter B624	5282 L.F.
Traffic Control	1 L.S.
Sodding Type Lawn	10990 S.Y.
Miscellaneous and Appurtenant Construction Items	

No bid will be considered unless it is securely sealed in an envelope and filed with the City Administrator prior to 1:00 PM on the 18th day of March, 2008. A Cash Deposit, Certified Check, or Bidder's Bond, payable to the City of Kasson, in the amount of not less than 5% of the amount of the bid must accompany each proposal as a guarantee that the bidder, upon award of the Contract will enter into a Contract with the City of Kasson and furnish a Performance and Payment Bond along with a Certificate of Insurance if awarded the contract. Both the Performance and Payment Bonds must be written for the full amount of the Contract and will be required with the Contract. The deposit will be subject to forfeiture as provided by law. The deposits from each bidder will be retained by the City of Kasson until the evaluation process is completed (approximately three weeks) and it has arranged financing for the project, but no longer than sixty (60) days.

The City of Kasson reserves the right to waive any informalities, to reject any or all bids and to award the Contract to the contractor offering the best value applying the weighted selection criteria previously listed in the advertisement.

Proposal Forms, Plans and Specifications as prepared by QED Engineering, Inc. are available at QED Engineering, Inc., 6301 Bandel Road NW, Suite 301, Rochester, MN 55901 upon receipt of \$75.00, which is non-refundable.

MAKE CHECKS PAYABLE TO THE City of Kasson.

Bids shall be addressed to:

City Council
City of Kasson
401 5 St SE
Kasson, MN 55944

Dated this 14th day of February, 2008.

Randy Lenth, Administrator, City of Kasson

INSTRUCTIONS TO BIDDERS

The Specification hereto attached, including General Conditions, Special Provisions, Standard Specifications, Advertisement for Bids, and Instructions to Bidders and Drawings incorporated therein by reference and the complete set of forms of Schedule of Prices, Evaluation Forms ('Contractor's Performance on Previous Three (3) Similar Projects', 'Risk Assessment and Mitigation' and 'Project Foreman's Performance on Previous Three (3) Similar Projects'), Contract and Surety Bonds are furnished for the convenience of bidders and are not to be detached, filled out or executed. Separate copies of the Proposal Cover Sheet, Schedule of Prices, Evaluation Forms, Affidavit of Non-Collusive Bidding, Receipt of Addenda form and Execution of Proposal form will be furnished for the purpose of submission of Bids.

1. Best Value Procurement Method

The City is bidding the project using the Best Value procurement method defined in Minn. Stat. § 16C.02, subd. 4(a). A panel of committee members will rank each bidder in four (4) separate categories. There will be a maximum total of 100 points possible for each bidder and the relative weight of the selection criteria are as follows:

- 1) **Price submitted by contractor in the proposal – 60 points** (*maximum total of 60 points*)
- 2) **Contractor's Performance on Previous Three 'Similar' Projects – 15 points** (*maximum total of 15 points*). 'Similar' projects shall mean reconstruction projects in which the Bidder was the general contractor within a municipality where the contract amount exceeded \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the reconstruction project.
- 3) **Risk assessment and plans of mitigation – 15 points** (*maximum total of 15 points*)
- 4) **Interview – 10 points** (*maximum total of 10 points*). Interviews will be scheduled with each bidder submitting a complete proposal.

The bidder with the highest average combined score following the evaluation process will be considered by the City Council of the City of Kasson after 6:00 PM on the 9th day of April, 2008 for possible contract award.

In the event the highest overall score is shared by two or more contractors, the contractor with the lowest price bid will be considered by the Kasson City Council for possible contract award.

See the 'Evaluation Criteria and Point Totals' section of the proposal for further instructions.

2. Deliverables

Bidders shall complete and submit the following as part of their complete proposal to perform work on S.A.P. 240-107-001;

- 1) Proposal cover sheet
- 2) Schedule of Prices
- 3) * 'Contractor's Performance on Previous Three (3) Similar Projects' Form
- 4) Copy of the final payment statement for each of the three projects used in the 'Contractor's Performance on Previous Three (3) Similar Projects' Form
- 5) * 'Risk Assessment and Mitigation' Form
- 6) List of subcontractors along with their responsibilities
- 7) * 'Project Foreman's Performance on Previous Three (3) Similar Projects' Form
- 8) Copy of the final payment statement for each of the three projects used in the 'Project Foreman's Performance on Previous Three (3) Similar Projects' Form
- 9) Non-Collusion Declaration
- 10) Proposal Guaranty
- 11) Receipt of Addenda
- 12) Execution of Proposal
- 13) Attachment CM 32-34

* Bidders are encouraged to attach additional sheets as necessary. Additional sheets shall be stapled to their respective forms.

3. Mandatory Pre-Bid Meeting

A **MANDATORY** pre-bid meeting will be held in the council chambers of the Kasson City Hall on Friday, March 7, 2008 at 10:00 AM. Prospective bidders must attend the mandatory pre-bid meeting. No bids will be accepted from bidders who did not attend the meeting.

4. Scope of Bidding

The intent of the Drawings and Specifications is to prescribe a complete project of work. The Contract should be based upon and include by reference the Drawings and Specifications and Special Provisions therein contained and all addenda as hereinafter provided, and all Bids must be based in full compliance herewith.

5. Addenda

No interpretation of the meaning of the Plans, Specifications, or other pre-bid documents will be made to any bidder orally.

Every request for such interpretation should be in writing, addressed to the Engineer, and to be given consideration must be received at least five days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Specifications which, if issued, bidders will be notified no later than three days prior to the date fixed for the opening of bids. All addenda so issued shall become part of the Contract documents.

Bidders shall file their names and addresses with QED Engineering, Inc. in order that any addenda which may be issued may be sent to them.

6. Preparation of Schedule of Prices (Bid Proposal Form)

All blank spaces in the Schedule of Prices (Bid Proposal Form) shall be filled in, in ink or by typewriter, and any correction shall nullify the Bid Proposal unless each correction is initialed as approved by bidder. Corrections shall be made by crossing out the error and writing the corrected data above it. Proposals which contain additions not called for may be rejected.

7. Submission of Bid Proposal

The bidder shall deliver to the Owner not later than the time stated in the Advertisement for Bids, their completed Bid Proposal, which includes all the deliverables listed in Section 2 of the 'Instruction to Bidders', securely sealed and addressed to the City Council of the City of Kasson and on the outside of each shall be typewritten or printed:

- A. Name of Bidder
- B. Name of Project (SAP 240-107-001)

8. Proposal Guaranty

Each bid must be accompanied by a cash deposit, certified check or bidder's bond payable to the City of Kasson for five (5) percent of the total amount of the bid. The deposits from each bidder will be retained by the City of Kasson until the evaluation process is completed (approximately three weeks). When the contract is awarded, the cash deposit, check or bond of the unsuccessful bidders will be returned. The cash deposit, check or bond of the successful bidder will be retained until the contract, surety bond and certificate of insurance have been executed and approved after which it will be returned.

9. Surety Bond

Both a performance bond and payment bond each in the amount of one-hundred (100) percent of the contract price with a corporate surety authorized to do business in the State of Minnesota will be required for the faithful performance of the contract. A maintenance bond guaranteeing the repair of all damage due to improper materials or workmanship for a period of one (1) year after the acceptance of the work by the Owner may also be required.

10. Certificate of Insurance

The Contractor shall submit a Certificate of Insurance to the Owner and a copy to the Owner's Attorney before the Contractor may commence work on the project.

11. Execution of Contract

The party to whom the contract is awarded will be required forthwith to execute the contract, performance and payment bond and certificate of insurance within ten (10) calendar days from the date when the written notice of the award of the contract is mailed to the bidder at the address given by them. In case of failure to do so, the Owner may at their option consider that the bidder has abandoned the contract, in which case the cash deposit, certified check or bidder's bond accompanying the proposal shall become the property of the Owner.

12. Substitution of Materials

- A. **Substitution or approval of materials prior to bidding:** Whenever any particular brand or make of material or apparatus is hereinafter called for, every bidder, submitting a Bid upon this specification and the accompanying Drawings, obligates themselves to the use of such brands and makes, or of such other brands or makes as shall have been duly approved by the Engineer and the Owner in the manner described herein.

Whenever any article or any material is specified by a reference to the name of any manufacturer or dealer, or by specific reference to the catalogs of manufacturers or dealers, the intent is to establish a standard of excellence for which the Engineer and the Owner have determined upon as requisite and necessary for this Project, and subject only therefore, to such modifications as the Engineer and the Owner may make in accordance with the procedure given in this article. It is, therefore, mandatory and binding upon the bidders to abide within the limits of the restrictions imposed.

Where the words "or equal", "as selected", "approved", "approved make" or other synonymous terms are used in reference to material, quality, methods or apparatus in lieu of or in addition to other specific references, it is to be distinctly understood that the approval of any such substitutions is vested in the Engineer whose decision shall be final and binding upon all concerned.

The intent of this Specification is not to ELIMINATE PROPERLY QUALIFIED ENTRANTS FROM COMPETITION, but to confine the bidding on the part of Contractors, manufacturers and dealers, to those whose standing and qualifications are such that the Engineer and the Owner feel warranted in giving them their approval. If, however, any bidder desires to have consideration given to INDIVIDUALS, FIRMS, MATERIALS, BRANDS, MAKES, ETC., OTHER THAN SPECIFIED, he may have the privilege, at any time prior to seven (7) days (168 hours) of the hour and day set for the opening of Bids of submitting or causing to be submitted to the Engineer for his approval, any such matters. Request for approval of materials or equipment shall be submitted to the Engineer, in writing, at any time prior to the established deadline. Requests received after the established deadline

will not be considered. All requests shall clearly define and describe materials or equipment for which approval is requested. Requests shall be accompanied by manufacturer's literature, specifications, drawings, cuts, performance data, etc., where same is necessary to completely describe the product.

If, therefore, the same shall receive the Engineer's approval, or if the Engineer himself shall decide to enlarge the scope of the Specifications, such approvals or additional information will be made only by addendum duly numbered, dated and issued and delivered to each bidder receiving a set of Contract Documents, so that the Bidders may have an opportunity to avail themselves of any such information prior to the submission of their proposals.

It is hereby understood and agreed by all bidders that all Bids will be based upon materials and equipment as specified or approved via addendum by the Engineer and the Owner as acceptable on this project.

Where specific reference has been made to one or more brands, or makes or materials, no substitution will be considered or permitted after the Bids have been opened, except as the Owner may elect in accordance with the following provision of these Specifications.

- B. **Substitution or approval of materials after bidding:** Since all bids are based upon materials and equipment as specified or approved prior to bidding, the Engineer and the Owner will not consider substitutions after bidding except in such cases where it is necessary to make a substitution because of strikes, lockouts, bankruptcy, discontinuance of a product, etc. Requests for such substitutions of materials after the award of a Contract shall be made in writing to the Engineer with a copy to the Owner and shall be made within ten days of the date that the Contractor ascertains he cannot obtain the material or equipment specified. Such request shall be accompanied by a complete description of the material or apparatus on which a substitution is desired to be made. Substitution of materials or apparatus other than those specified will not be accepted except upon the recommendation of the Engineer to the Owner and with written approval of the Owner.

END OF SECTION 00100

Evaluation Criteria and Point Totals

The reconstruction of West Main Street and 6th Avenue NW will be complicated as it affects a number of Kasson residents as well as passing motorists. In addition the City has limited financial resources to commit to the project. Accordingly, the project must be accomplished on time, without cost overruns, and with minimal interruptions and inconvenience to the public. The City believes that a contractor with experience and a good working relationship with other clients in constructing similar projects is necessary. Therefore, the City will be considering the quality and experience of each Bidder in addition to their price bid.

1.	Price Submitted in the Proposal	<p>60 points <i>(Maximum total of 60 points)</i></p> <p>The low bidder will receive 60 points in this category. All other bidders will start with 59 points, and each bidder will have one (1) point deducted from their score for every \$10,000 difference between their bid and the low bid.</p> <p>Example: Assume that \$1,000,000.00 is the low bid. The following point totals would apply.</p> <ul style="list-style-type: none"> • \$1,000,000.00 (low bid) = 60 points • \$1,000,000.00 - \$1,009,999.99 = 59 points • \$1,010,000.00 - \$1,019,999.99 = 58 points • \$1,020,000.00 - \$1,029,999.99 = 57 points • Etc...
2.	Contractor's Performance on Previous Three (3) *Similar Projects	<p>15 points <i>(Maximum total of 15 points)</i></p> <p>Bidders will be evaluated on three (3) criteria within this category. The criteria and points available are as follows;</p> <ol style="list-style-type: none"> I. Contractor's ability to meet project deadlines <i>(Max. 5 points)</i> II. Contractor's record of completing previous projects on budget and ability to minimize cost overruns <i>(Max. 5 points)</i> III. Contractor's record of minimizing the initiation of change orders <i>(Max. 5 points)</i> <p>Note(s):</p> <ol style="list-style-type: none"> 1) Bidders are required to complete the 'Contractor's Performance on Previous Three (3) Similar Projects' form and submit with their proposal. Bidders may expound on the projects as they relate to the above criteria in the space provided following 'Additional Information'. The evaluation committee members may contact references for clarification on certain items. 2) Bidders are required to submit a copy of the final payment statement for the three projects used to complete the 'Contractor's Performance on Previous Three (3) Similar Projects' form.

3.	Risk Assessment and Mitigation	<p style="text-align: center;">15 points <i>(Maximum total of 15 points)</i></p> <p>Bidders will be evaluated on their ability to identify and plans to avoid potential conflicts which may arise on the project. Bidders shall complete the 'Risk Assessment and Mitigation' form and submit with their proposal. Points will be awarded based on the bidder's responses. If the evaluation committee feels that certain responses are incomplete, clarification may be asked of the bidder during the interview.</p>
4.	Interview	<p style="text-align: center;">10 points <i>(Maximum total of 10 points)</i></p> <p>The evaluation committee will conduct interviews with each bidder that submits a complete proposal. Scores will be based on the bidder's ability to clearly convey their stages of operation along with reasons why they feel they're the most qualified to execute the contract. Consideration for point total will also be based on the experience of the assigned **project foreman.</p> <p>Note(s):</p> <ol style="list-style-type: none"> 1) Bidders shall submit the name of the assigned project foreman and shall complete the form 'Project Foreman's Performance on Previous Three (3) *Similar Projects'. Bidders may submit additional forms if there will be multiple foremen on the project. 2) Bidders are required to submit a copy of the final payment statement for the three projects used to complete the 'Project Foreman's Performance on Previous Three (3) Similar Projects' form. 3) The bidder's representative at the interview shall be a company officer or project superintendent. Project foremen are also encouraged to be present at the interview.

* 'Similar' projects shall mean reconstruction projects within a municipality with a contract amount exceeding \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the reconstruction project. Bidders shall only reference projects in which they were the general contractor on the 'Contractor's Performance on Previous Three (3) Similar Projects' form.

** The 'Project Foreman' is defined as the Bidder's daily on-site supervisor of all construction activities and construction coordination. The project foreman will be required to maintain substantial authority over all daily work activities performed by the Contractor and sub-contractors. There may be NO substitution of the actual project foreman from the assigned project foreman listed on the 'Project Foreman's Performance on Previous Three (3) Similar Projects' form. The only exceptions will be if the person is not physically or mentally able to perform those duties or is no longer employed by the contractor.

Rena Weber

From: Lentz, Jon [Jon.Lentz@co.stearns.mn.us]
Sent: Thursday, July 02, 2009 8:37 AM
To: Rena Weber
Cc: Sanner, John
Subject: RE: 2 fireworks permits

Thanks Rena. On the traffic issue I have to say no. The hand held Lidar units are expensive and somewhat fragile. We have issues from time to time with officers mis-handling them and breaking them, I wouldn't want to now incorporate average citizens into the mix. I'm curious as to how Albert Lea does this. This amounts to a ticket issued on a citizens arrest and requires some further investigation on the officers part I would think. The citizen would have to identify the car by plate number and partial description and the two would have to match. They would also have to be able to describe the driver and be able to positively identify him/her in court later. The officer would have to also contact the driver and verify who was driving and issue the ticket. Non-licensed individuals cannot issue a ticket. This all sounds somewhat similar to the red light cameras that the city of Minneapolis tried to use and the Supreme Court found unconstitutional. Now, if they are simply issuing administrative tickets they may have an out. If so they simply hope that the driver will pay the administrative ticket and be done with it. If they are doing administrative tickets I would be willing to bet that if the driver does not pay it they do not proceed to district court which would encounter all the problems listed above. So, after all that the short answer is.....I couldn't see the Sheriff's Office participating in such a program.

Jon F. Lentz
Lieutenant
Stearns County Sheriff's Office
807 Courthouse Square
P.O. Box 217
St. Cloud, MN 56302
(320) 259-3775
jon.lentz@co.stearns.mn.us

-----Original Message-----

From: Rena Weber [mailto:rweber@rockvillecity.org]
Sent: Thursday, July 02, 2009 8:17 AM
To: Lentz, Jon
Subject: FW: 2 fireworks permits

Jon - here are the two applications that were approved.
On another thought - I attended the League of MN Cities conference last week and listened to a session on community policing done by the city of Albert Lea. The actually give residents a radar gun and have them stand along the road and clock people. The PD then takes the info and processes - first time is a warning and then they ticket. Could that be something we could do?
Rena