



1010 4th Avenue Southwest
Valley City, ND 58072-3907
701 845 4980
KLIENG.COM

December 1, 2020

Carl Martineck
City Attorney
City of Valley City
254 2nd Ave NE
Valley City, ND 58072-0390

Re: General Engineering & Planning Services
City of Valley City, North Dakota

Dear Mr. Martineck:

KLJ/Moore is pleased to provide the information requested regarding the City Engineering & Planning Services for the City of Valley City. Following is a summary of the estimated fees for the general services:

- **General Engineering Services (Approx. \$3,500/month - Hourly)**
 - Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment, and infrastructure. Assist with funding solutions.
 - Evaluate City infrastructure needs other than core facilities, and formulate short and long range plans to meet needs in all areas, including streets, water, sewer, storm sewer drainage, street lights, City properties, and buildings. Assist in development and implementation of CIPs (Capital Improvement Plans).
 - Assist with City infrastructure issues or improvements through proactive planning, monitoring, and operations and maintenance management.
 - Review land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City policies and relevant laws, rules and regulations and ensures commission actions are implemented.
 - Ensure that costs and fees are charged back to development projects / applicant; work with staff to monitor charges and revenues associated with development projects / application. Respond to questions regarding billing for engineering services.
 - Develop and recommend policies and procedures for effective operation of the City consistent with city policies and relevant regulations.
 - Participation in City Meetings
 - Respond to Constituent Requests and Issues as Directed by the City Administrator/Mayor



- **General Planning Services (Approx. \$3,000/month – Hourly)**
 - Participation in Planning and Zoning Commission Meetings
 - Provide general planning and zoning services, as needed.
 - Review projects according to the State of North Dakota Century Code and Valley City Municipal Code, and City Comprehensive Land Use and Transportation Plan.
 - Assist the City with guidance for development projects such as site plans, land divisions, change of use, historic preservation, and more.
 - Provide reports, studies and recommendations to City staff and City Commission on land use policy issues.
 - Assist City staff with processing general planning and zoning applications, land divisions, building permits, conditional use permits, variances, and other development related requests.

- **Floodplain Administrator/Community Rating System Coordinator (Approx. \$750/month – Hourly)**
 - Review and process all floodplain construction requests to ensure compliance with existing ordinance. Review and submit completed floodway construction requests to the Office of the State Engineer for review. For floodway construction requests, the applicant is responsible for completing an Application for the State Engineer’s Floodway Review (SFN 61171) and obtaining any engineering analysis required to complete a Floodway “No-Rise” Certificate (SFN 61173). Serve as City representative for FEMA claims. Prepare and maintain documentation of floodplain management activities.

- **Building Inspection Services (Midwest Inspection Services)**
 - KLJ has had preliminary discussions with Mike Blevins, Midwest Inspection Services, to bring his team on board to continue providing the City of Valley City with exceptional building inspection services. It is proposed that the current fee schedule currently being used would continue under this proposal.

Tasks that are related to a specific project or budget item would require a separate work order. These items of work would be billed directly to a specific project or task. Following is a summary of the specific tasks identified that would be included in special assessment or other funded projects:

- **Additional Engineering Services**
 - Project Management/Construction Services
 - Preparation and/or Review of Engineering Reports and Technical Correspondence
 - Engineering Contract and Bidding Services
 - Assist in implementing all water resource functions.
 - Provide plans to City Engineering Technician in order to update City maps and utility records.
 - Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
 - Provide engineering services on projects and oversee project management for constructing municipal public works projects.



- Additional Planning Services
 - Assist in planning, layout and design of City parks, trails and other recreational amenities if work is not otherwise performed by Valley City Parks and Recreation.
 - Provide long-range planning services involving working with citizens, City staff and City Commission, to plan for City's growth.

The monthly fees provided are an average cost per month. It is anticipated that there would be some months that may be more or less depending on the required tasks. For example, the NDDOT solicits projects for Urban Roads Funding the fourth quarter of every year. A review of the existing Urban Roads Program and planning for future projects is required during this time. It is proposed that a review of the engineering fees be reviewed on a quarterly basis to make any modifications required for future months.

In regards to any conflict of interest, the KLJ/Moore Team takes this very seriously. The state laws require us, as Professional Engineers, to perform our work at the highest standards of integrity, competency and ethical conduct. If at any point during the term of this contract a conflict of interest is identified, we will notify the City immediately and discuss options to ensure a conflict is avoided.

We look forward to discussing this further at our meeting on Wednesday, December 2nd.

Sincerely,

KLJ

A handwritten signature in cursive script that reads "Chad Petersen".

Chad Petersen, PE
Senior Project Manager

cc: Tracy Eslinger, Moore Engineering

Summary

Recommendation of KLJ/Moore Engineering for City Engineering & Planning Services

Plan is Budget Neutral

Dave Anderson

Salaries & Benefits \$78,748
Operations \$ 7,040
 85,788 Total

2021 Budget
\$88,673 In House Engineer
\$6,675 Operations
\$95,438 Specific costs to Engineer

Proposal - Projected 2021-

\$87,000 KLJ/Moore
\$50,000 Operations/Midwest Inspection
\$137,000

\$50,000 Additional Operations
\$145,438 Total Engineering Exp Budget

- Maximum charges for the year **\$87,000 (billed hourly)** reviewed quarterly by City Admin.
- With given a maximum for charges for the year it will make it easier to budget.
- This rate is guaranteed for 3 years. (Cost of employee would go up with COL raises, benefits etc.)
- Effect 1 less Full Time Employee

Planning & Zoning-Expertise – Future Planning Critical

- Will have the ability to be proactive in regards to Planning & Zoning not just reactive
- Could offer more expertise in rezoning
- With Planning & Zoning Committee members just being members from the community they look for a lot of guidance from Carl, with this contract KLJ/Moore will be providing General planning and Zoning services will help take things off of Carl's plate.
- Help plan for the future and where growth opportunities exist.

Floodplain Administrator/Community Rating System Coordinator

- KLJ/Moore will provide someone who specializes in this and not just "Familiar" with.
- We will have someone serve as City representative for FEMA claims that has extensive knowledge in regards to the subject with this partnership.

General Engineering Services

- Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment, and infrastructure needs. Assist in Funding solutions. Respond to constituent requests and issues as directed by the city.

Misc.

- Strong State Water Commission liaison with KLJ will be enhanced by the additional expertise of Moore.
- Additional Expertise in areas that might not have been as strong is a benefit to the City.
- Even though KLJ/Moore is the City Engineer, it does not mean we can't still have another firm do a project if so desired.
- By having both of these companies serve together as City Engineer, it will provide additional expertise when issues arise on projects and the enhanced ability to provide the City with options to find solutions.

Building Inspector-

- Their proposal included subcontracting Midwest Inspection Services. They would offer to let us continue to just subcontract out which is also our recommendation to continue with Midwest Inspection Services. We could use Lance to keep some of the fees if doing inspections like decks, sheds etc for at least a year until he felt more comfortable doing Residential New Construction and have him certified for the same.

Enhanced Funding Opportunities

- KLJ & Moore both have similar but different experiences with funding and grant opportunities. Together they provide the City with their combined resources and experiences for potential funding opportunities and efficiencies to save the City money on projects.

In Closing

- This process started several months ago in good faith to find additional and improved opportunities for the City regarding engineering services. The process was intended for improved pro-active planning, evaluating infrastructure needs, growth opportunities, upgrade our planning and zoning process, enhanced funding opportunities, and to provide professional counsel for policy and procedure recommendations that are consistent and aligned with relevant regulations. This exercise started with searching for an in-house engineer and in the end, we believe have found more value with two professional companies partnering to bring their vast knowledge and experience to the cities needs. All the while staying within the 2021 approved budget. The Committee for Engineering Services for the City of Valley City recommends approval of the KLJ/Moore Engineering proposal.