

MORGAN CITY

Council Meeting

01-12-16

Work Session

6:00 p.m.

***NOTICE OF WORK MEETING
OF THE MORGAN CITY COUNCIL***

Pursuant to Utah Code, Title 52, Chapter 4, notice is hereby given to members of the Morgan City Council and to the general public that the Morgan City Council will hold a work meeting in open public session on Tuesday, January 12, 2016 at **6:00 p.m.**, in the Council Room of the City Office located at 90 West Young Street.

AGENDA

Items for Discussion

1. Oath of office – newly elected officials
2. Economic/Community Development update – Shayla Hurlbut
3. Sewer update/capacity – Jamie Grandpre
4. Social media policy – review of draft
5. Architectural/Engineering estimate for ADA improvements – depot building
6. Award bid – sewer line extension project (industrial park)
7. Planning Commission appointments
8. Council department review
9. Financial statement review
10. Attorney Crane – council training

In the event of an absence of a full quorum, agenda items will be continued to the next regularly scheduled meeting.

Notice is hereby given that by motion of the Morgan City Council, pursuant to Title 52, Chapter 4 of the Utah Code, the City Council may vote to hold a closed session for any of the purposes identified in that Chapter.

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Julie A. Bloxham, City Recorder, (801) 829-3461 at least 24 hours before the meeting.

Morgan City invites any person, church or other civic organization to contact the Mayor, to be scheduled for presenting a thought, reading, opening remarks, or invocation in the opening ceremony portion of the public meeting. Written invitations will be made by the Mayor to those who wish to participate.

This meeting may be held electronically to allow a member to participate.

Posted on 01-06-2016

1:00 p.m.

Julie A. Bloxham, Recorder

Morgan City
Social Media Policy

The City recognizes that social media has changed the way that people communicate with each other and that the use of social media can enhance communication between City government and citizens. The City also recognizes that appropriate use of social media may further the mission of the City and its departments. City employees participating on internet social media/networking sites (MySpace, Facebook, Twitter, etc.) must use appropriate discretion to not discredit themselves or the City. To achieve and maintain the public's highest level of respect, City departments may utilize social media and social network sites to enhance communications with citizens and program participants subject to the following rules and guidelines:

(Note that due to the nature of electronic media, these rules and guidelines are subject to change over time and that the City reserves the right to make any such modifications as it deems necessary.

1. The Mayor shall appoint a Social Media Coordinator with the authority to use social media on behalf of the City and responsibility to ensure the appropriateness of content.
2. Individual departments may participate in social media sites, with the authorization of their Department Supervisor and/or the Mayor, for the dissemination of City related information to the public in accordance with the City's mission and shall not be used for personal uses. This shall be done with the cooperation and approval of the Social Media Coordinator.
3. The Supervisor of each department or their designee shall be responsible for the content and upkeep of each social media site maintained by that department.
4. City social media sites shall comply with federal, state, and local laws, regulations and administrative rules.
5. City social media sites are subject to State of Utah public records laws. The department maintaining the site is responsible for responding completely and accurately to any public records requests for public records on social media sites. All responses should be approved by the Records Manager of the City.
6. Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between City departments and members of the public. City social media site articles and comments containing any of the following forms of content shall not be allowed:
 - a. Comments in support or opposition to political campaigns or ballot measures;
 - b. Profane language or content;

- c. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
 - d. Sexual content or links to sexual content;
 - e. Solicitations of commerce;
 - f. Conduct or encouragement of illegal activity;
 - g. Solicitations of commerce;
 - h. Information that may tend to compromise the safety or security of the public or public systems;
 - i. Content that violates a legal ownership interest of any other party; or comments not typically related to the particular social media article being commented upon, including random or unintelligible comments.
7. The guidelines described above should be displayed to users or made available by hyperlink.
 8. The City reserves the right to restrict or remove any content that is deemed to be in violation of this social media policy or any applicable law. A copy of any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.
 9. All content created or posted on a City social media site as well as all City profile and home pages shall belong to the City.

Personal Use of Social Media Sites

Because personal communications of employees may reflect on the City, especially if employees are commenting on City business, supervisors or City policies, the City has an interest in regulating employees' personal use of social media. Therefore, with respect to their personal use of social media, the following rules and regulations shall apply:

1. City employees may engage in limited personal use of social media sites (MySpace, Facebook, Twitter, Blogs, etc.) during working hours as approved by their supervisor, provided it doesn't interfere with normal work. Employees acknowledge that excessive use of social media sites may result in disciplinary action, up to and including termination.
2. Employees shall not use the City logo or trademarks on personal social media sites.

3. Employees shall not make disparaging comments about the workplace, City policies, supervisors, co-workers, citizens, customers or other persons associated with the City on personal social media sites.
4. Employees shall not use social media sites for internal business communications or disagreements among fellow employees.
5. Employees shall not discuss or comment on City business or information that has not yet been made public such as unannounced strategies or projects, potential property acquisitions or divestitures, legal or regulatory matters affecting the City and other similar subjects that could negatively impact the City.
6. Refrain from sharing anything via social media sites that violates the right to privacy of an employee, customer or other person with whom the City does business.
7. Not post any information to any social media site, or other public internet site, that would discredit or disparage the City.
8. When speaking out on issues of public concern, employees must make it clear that their personal opinions are their own and do not represent the official policy or position of the City. City employees are cautioned that speech on or off-duty made pursuant to their official duties – that is, that owes its existence to the employee's professional duties and responsibilities – is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the City.

**NOTICE OF MEETING TO BE HELD IN
PUBLIC AND CLOSED SESSION
OF THE MORGAN CITY COUNCIL**

Pursuant to Utah Code, Title 52, Chapter 4, notice is hereby given to members of the Morgan City Council and to the general public that the Morgan City Council will hold a meeting in public and closed session on Tuesday, January 12, 2016 at 7:00 p.m., in the Council Room in the City Office at 90 West Young Street.

AGENDA ITEMS:

1. CALL TO ORDER, PLEDGE, OPENING CEREMONY, APPROVAL OF MINUTES AND WARRANTS:

2 sets of warrants
December 8, 2015 minutes

2. PRESENTATIONS:

3. CONSENT ITEMS: (These items will be discussed and voted as one item)

4. PUBLIC HEARINGS

5. NEW BUSINESS:

Council Assignments – Mayor Little

Appointment of Treasurer and Recorder

Planning Commission appointments

Resolution#16-01 – award of bid for sewer line extension project – industrial park

Approval - architectural/engineering estimate for ADA improvements – depot building

Closed session – strategy session to discuss the purchase, exchange, or lease of real property

6. UNFINISHED BUSINESS

7. SPECIAL REPORTS

8. CITIZEN COMMENTS:

9. ADJOURN

Notice is hereby given that:

- A work meeting will be held at 6:00 p.m., or at another time as posted to discuss miscellaneous matters.
- In the event of an absence of a full quorum, agenda items will be continued to the next regularly scheduled meeting.
- By motion of the Morgan City Council, pursuant to Title 52, Chapter 4 of the Utah Code, The City Council may vote to hold a closed meeting for any of the purposes identified in that chapter

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Julie A. Bloxham, City Recorder, (801) 829-3461 at least 24 hours before the meeting.

This meeting may be held electronically to allow a member to participate.

Posted on 01-06-2016

1:00 p.m.

Julie A. Bloxham, Recorder

Council Meeting
12-08-15

MINUTES OF MEETING HELD BY MORGAN CITY COUNCIL IN REGULAR SCHEDULED OPEN PUBLIC SESSION ON TUESDAY, DECEMBER 8, 2015 AT 7:00 P.M., IN THE COUNCIL ROOM OF THE CITY OFFICE LOCATED AT 90 WEST YOUNG STREET

Present: Mayor, Ray W. Little.

Council Members: Tony London, Jeff Wardell, and Mike Kendell.

It was noted that Tony London is participating in this meeting by telephone.

Excused: Council Members, Bill Cobabe and Fran Hopkin.

City Staff: Gary Crane, Attorney.

Others present: Jeff Ambrose, City Auditor.

This meeting was called to order by Mayor, Ray W. Little.

The opening ceremony was presented by Mayor Little.

The pledge of allegiance was led by Jeff Wardell.

Minutes and Warrants

MOTION: Jeff Wardell moved to approve the minutes of the November 24, 2015 meetings and two sets of warrants.

SECOND: Mike Kendell. Vote: 3 ayes, Fran and Bill not present.

Presentations

**Jeff Ambrose, Christensen, Palmer & Ambrose
Presentation of June 30, 2015 FY audit**

Jeff thanked the Mayor and Council for allowing him to perform the audit for the City. He thanked the employees, especially Julie Bloxham and Laurie Moore for their assistance. Jeff also stated Ryan Child does a great job and has the accounting finalized for the audit when it is time to prepare it.

Jeff reviewed the audit starting by referring to the changes GASB 68. He stated this audit is an un-modified or clean opinion and is the highest level that can be given. The management letter was reviewed. He stated page 4 of the audit shows the City as a whole, listing the assets, liabilities and the net position. The governmental activities saw a net increase to capital assets of \$106,919, with additions of \$306,517 and depreciation of \$199,598. The total cash in the governmental activities increased by \$203,772, of which \$124,833 was restricted and \$78,939 was unrestricted.

Council Meeting
12-08-15

Jeff mentioned the City has relatively low debt. Page 9 of the audit is the statement of activities. It is designed to show the reader what the cost of services is that the City provides. Mike asked for examples of the fees under each activity. Jeff stated under general government it would be business licenses, park fees, cemetery fees, building permits, etc.

Page 10 of the report is the balance sheet for governmental funds. The fund balance is within statutory requirements. Jeff reviewed Page 12 which is the statement of revenues, expenditures, and changes in fund balances for the general fund. He stated \$175,000 was transferred to the capital project fund.

The next several pages are in regards to the enterprise funds. Overall – cash is up in all departments except sanitation – but it is still at an acceptable level. The big change is again the net pension liability that is required to be reported as part of GASB 68. He mentioned again the City has very little debt. There is a sewer revenue bond and a loan between the water and electric funds.

The next 20 pages are the notes to financial statements. He reviewed the items on these pages, there were some new vehicles bought in the electric department and a new restroom/storage building at Riverside Park along with retention pond improvements at Circle Drive.

Pages 35 – 40 of the report are specific to the requirements of GASB 68. This section gives detailed information on pension plans that employees are provided with. Following that is the required supplementary information. There was an increase in revenue and less expense in the general fund and the balance increased as result.

The last two schedules are on pages 46 & 47 and are specific to non-major governmental funds. These include the redevelopment agency, special improvement district and perpetual care. The last pages in the report are the two required letters regarding internal control. There were no instances of non-compliance or internal control in the areas that were required to be tested.

There is only one small suggestion and that would be to incorporate conflict of interest into a formal policy.

Mayor Little asked where he can obtain the 2014 data – it is pulled from last year's audit report. It was stated it is helpful to look at these comparisons. Mike asked for info on the sewer revenue bond. These monies were used for sewer improvements.

Jeff stated if the members find anything as you look through the audit that they have questions on - please call, he would be more than willing to explain. Attorney Crane stated there is a section regarding conflict of interest in City Code. Jeff stated that is good but it would be a good idea to add it to the personnel policy.

MOTION: Jeff Wardell moved to accept the 2014-2015 FY audit as presented.

SECOND: Mike Kendell. Vote: 3 ayes, Fran and Bill not present.

Public Hearings

- A. Public hearing – Community Development Block Grant (CDBG) – 1st public hearing to consider potential projects for which funding may be applied under the CDBG Small Cities Program for Program Year 2016

MOTION: Jeff Wardell moved to open the public hearing.

SECOND: Mike Kendell. Vote: 3 ayes, Fran and Bill not present.

Mayor Little opened the public hearing for the CDBG program and stated that this hearing is being called to consider potential projects for which funding may be applied under the (2016) Community Development Block Grant Program. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The (Wasatch Front Regional Council) in which (Morgan City) is a member, is expecting to receive approximately (\$1,000,000) in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time. Mayor Little read several of the eligible activities listed including, (Examples such as: Construction of public works and facilities, i.e.: water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters.) Also eligible are loan programs for private businesses which would then hire low income persons and the program can also pay for housing rehabilitation or down payment assistance for low income homeowners). Mayor Little indicated that in the past (Morgan City) has received several grants that have included: DATC Northfront Center; handicap curb cuts; park restroom handicap retrofit; 700 East and Young Street sidewalk projects. The city has handed out its capital investment plan as part of the regional “**Consolidated Plan**”. **This list shows which projects the city has identified as being needed in the community.** It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

No public present.

Mayor Little reviewed the capital improvement list and stated this outlines projects that could be considered. The hotel project is on the list and there may be a possible applicant for the funds.

MOTION: Jeff Wardell moved to close the public hearing.

SECOND: Mike Kendell. Vote: 3 ayes, Fran and Bill not present.

New Business

Update of CIP list

Council Meeting
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The members reviewed this list and made changes that had been suggested. Some items were removed and others added, with the ranking of various projects being changed. Tony reviewed items that had been discussed at the last meeting.

Mike summarized the changes that were discussed earlier in the evening. There was an addition to the Mickelsen mile item; the word "extension" was added. The roof repair for the City office was added to the list. The Riverside Parking lot improvements, 700 East Street improvements and Sewer master plan were removed from the list. Jeff reviewed the changes to the dates for the projects.

MOTION: Jeff Wardell moved to accept the CIP list as updated.

SECOND: Tony London. Vote: 3 ayes, Fran and Bill not present.

Special Report

Tony stated Logan Wilde who is on the County council mentioned a meeting to him that was to be held on animal control. Mayor Little stated this meeting is scheduled for Thursday afternoon and he and Mike are planning on attending. It was stated the animal control officer has went to part time. This will affect the budgets.

This meeting was adjourned at 7:55 p.m.

Julie A. Bloxham, Recorder

These minutes were approved at the _____ meeting.

From: Doug Garfield [mailto:dgarfield@nsummit.org]
Sent: Tuesday, January 05, 2016 8:27 PM
To: teresas@qwestoffice.net
Subject: Re:

Hi Teresa,

I have talked with both Bob and Julie, and they have both agreed to continue to serve on the planning commission.

I Have also received some names for potential alternates to the planning commission from commission members. They are as follows:

Weston Fry - 801-829-8729
Mike Mangum - 801-710-8575
Josh Heater - 801-505-2856
Sue Weitzel - 801-791-4929
Jim Watt - 801-829-6663
Blair Scoresby - 801-628-5859
Gary Brooks - 801-920-0034
Becky Francis - 801-829-8008

The only one that has been asked about possibly serving is Blair Scoresby by Dave Carter, the rest I am sure have not been talked too, but were felt that they would be good candidates. I was not able to get a hold of Nate McClellan and Dave Griffith.

Please forward these names to Mayor Little and the city council for their input and consideration.
Thanks, Doug

12.10.15

Mark Scmid
Public Works Director
Morgan City
48 West Young Street
Morgan, UT 84050

RE: Morgan Depot Site Accessibility Upgrades, Morgan, Utah

Dear Mark,

Thank you again for the opportunity to assist Morgan City with the above referenced project. I enjoyed meeting with you at the Morgan Depot building several weeks ago and look forward to working with you on the project. We have prepared an Architectural/Engineering (A/E) fee proposal as you requested.

PROJECT DESCRIPTION:

Accessibility analysis/study of exterior entrance system including the design and documentation of the stair and ramp systems, handrails, guardrails, etc. of the existing Morgan Depot building located at 100 North Commercial Street in Morgan, Utah.

A/E FEE PROPOSAL:

- Architectural Fee: \$2,500

We would suggest that the A/E fee be broken into phases as follows:

- Schematic Design 20%
- Design Development 20%
- Construction Documents 50%
- Bidding and Construction Administration 10%

Services included in fee proposal:

- Architectural (Accessibility/Building Code Review, Concept Design, Construction Documents, Permit Application, Bidding and Construction Administration)

Services not included in fee proposal:

- Structural, Mechanical and Electrical Engineering.
- Landscape Design.
- Hazardous Materials Survey, Report or Abatement.
- Geotechnical Investigation and Report.
- Site and Topographical Surveys.
- Permits and Fees.



- Construction Document Printing.

We look forward to assisting you in the successful completion of this exciting project. Thank you again for this opportunity and please feel free to contact us if you have any questions or if you require any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Tony K. Pantone'. The signature is written in a cursive, flowing style.

Tony K. Pantone, AIA, LEED AP
Vice President



December 3, 2015

MEMORANDUM:

TONY PANTONE
BP ARCHITECTS
620 24TH STREET
OGDEN, UT 84401

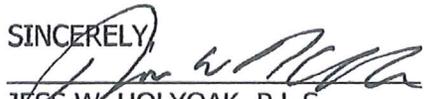
RE: TOPOGRAPHIC SURVEY OF MORGAN CITY RAIL STATION

PER YOUR REQUEST, THIS IS TO FURNISH COSTS FOR COMPLETION OF A
TOPO/CONSTRUCTION SURVEY OF THE MORGAN CITY RAIL STATION LOCATED ON
COMMERCIAL STREET.

THE COST OF COMPLETION, FOR THIS PROJECT IS ESTIMATED TO BE \$600.00 AND
INCLUDES THE FOLLOWING:

1. OFFICE PREPARATION AND RESEARCH
 2. FIELD SURVEY OF BUILDING LOCATION AND SURROUNDING IMPROVEMENTS
 3. FIELD TIE ELEVATIONS AND TOPOGRAPHY
 4. PREPARE DRAWING AND PROVIDE IN HARD COPY, .PDF AND AUTOCAD FORMAT.
- THANK YOU FOR YOUR CONSIDERATION, PLEASE CALL WITH ANY QUESTIONS.

SINCERELY,


JESS W. HOLYOAK, P.L.S.

ACCEPTED BY: _____



For Office Use Only:
Client Name: Bott Pantone
Tracking Number: M-7000
Client Number: 3734
Prepared by: CB

SCOPE OF WORK AGREEMENT / FEE PROPOSAL

This "**SCOPE OF WORK**" is entered into this 30th day of November, 2015 by and between Bott Pantone c/o Tony Pantone. ("**CLIENT**") and Reeve & Associates, Inc. ("**CONSULTANT**") pursuant to the Master Contract for Professional Services (the "**Master Contract**") that was entered into between CLIENT and CONSULTANT, and is currently on file. As provided for in the Master Contract, this Scope of Work supplements the Master Contract, and is subject to the terms and conditions of the Master Contract. Capitalized terms used but not defined herein shall have the meaning ascribed to them in the Master Contract.

CLIENT and CONSULTANT agree as follows:

1. **Project Name and Location.** The work to be performed pursuant to this SCOPE OF WORK is performed in connection with the project located in Morgan City, Morgan County, State of Utah (hereinafter referred to as the "**Project**"). The approximate address of the Project is 98 N 500 E.
2. **Scope of Work.** Below is an itemized breakdown of the work to be performed by CONSULTANT and the corresponding fee to be charged for that work. The tasks and associated fees listed herein comprise the SCOPE OF WORK that is anticipated for the project. If certain of these tasks are not required, the tasks and the corresponding fees will be removed from this SCOPE OF WORK and not included as part of the contract. CLIENT bears the sole responsibility to inform CONSULTANT of any changes that need to be made to this SCOPE OF WORK. Changes to this SCOPE OF WORK can only be made in writing and must be received by CONSULTANT at least seven (7) business days before CONSULTANT begins the scheduled work.

This project consist of survey on approximately 0.20 acres to make existing building ADA accessible in Morgan, UT.

**Geotechnical Report
Title Report and Adjoining Deeds
Digital C.A.D. Copy of Site Plan**

**provided by Owner
provided by Owner
provided by Architect or Owner**

Task A (40) Topographic Survey

\$810.00

- Provide supplemental topographic information to be combined into the topographic mapping to include but not necessarily limited to: asphalt grades, utilities, utility invert elevations, culvert sizes, culvert invert elevations, signs, bridges, and existing structures.
- No pot holing for the determination of size, depth, or horizontal location of underground utilities that are not visible will be conducted.

Task B (04) Project and Construction Management Services

See Attached

Should additional meetings, site visits, and project or construction management services be requested, they will be billed at our hourly rate or a fixed fee for services will be negotiated. All tasks will be approved by Client before services are engaged.

- Planning and design process

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Land Planning • Civil Engineering • Structural Engineering • Landscape Architecture • Land Surveying • Construction Surveying
920 Chambers St., Suite 14 • Ogden, Utah 84403 • Tel: 801-621-3100 • Fax: 801-621-2666
ogden@reeve-assoc.com • reeve-assoc.com

- Attendance at planning commission, city council, utility districts, and all other project related meetings.
 - Plans, specifications, technical considerations in design
 - Contract planning
 - Contract pricing, estimates, legal and procedural requirements, construction factors and time allowances, fast track projects.
 - Contract bidding and awards
 - Soliciting bids, bid forms and requirements, bidder prequalification, pre-bid conference, addenda, bid openings, review and recommendation, construction contract.
 - Respond to RFIs
 - Review submittals
 - Construction management
 - Communication, contract time, payments, changes to the contract, special contract situations, contract completion.
 - Inspection
 - Inspection controls, inspector training.
 - Travel time to attend meetings is billed at the hourly rate.
3. Additional Services. A separate proposal will be provided should any of the additional services be required or managed by CONSULTANT. Prior approval from CLIENT will be obtained.
- Preparation of legal descriptions.
 - ALTA survey.
 - UDOT roadway drawings.
 - Traffic Impact Study.
 - As-built designs.
 - Wetland mitigation.
 - Special utility easements.
 - Bids for sewer, water, and street improvements.
 - Grading and drainage plans for VA, FHA, or Entity approval.
 - FEMA flood plain modification.
 - Improvement inspection, quantity verification, and bond releases.
 - Off-site utility and/or improvements extension.
 - Secure Army Corp of Engineer's approval.
 - Retaining Wall Design.
 - Placement of "T" post on survey corners.
 - Additional sets of construction documents (drawings & specifications).
 - Additional layouts and major revisions are considered extra work.*
 - Other additional requests from client.
4. Timing of Work. CONSULTANT will make every effort to meet the deadlines set by the CLIENT and will use good faith efforts to complete the work outlined in this SCOPE OF WORK in a timely manner. CLIENT expressly agrees and acknowledges, however, that the timeliness of CONSULTANT'S work is often dependent upon factors outside of the control of CONSULTANT, including but not limited to, municipal approval processes; the timelines and timeliness of CLIENT'S



For Office Use Only:
Client Name: Bott Pantone
Tracking Number: M-7000
Client Number: 3734
Prepared by: CB

employees, agents, contractors, and/or subcontractors; the timely supply of direction or information from the CLIENT; and the CLIENT'S timely payment of invoices.

5. Retainer. Please make payment in full upon receipt of invoice as stated within contract.

6. Personal Guarantee. The undersigned "CLIENT" has read and hereby agrees to be personally liable for "CLIENT'S" performance and obligations as stated in this agreement and all applicable SCOPES OF WORK.

***CLIENT or jurisdictional initiated revisions or modifications are an extra service not included in this fee agreement. Extra services to be negotiated and approved by CLIENT and CONSULTANT.**

"Client"

Signature: _____

Date: _____

Printed Name: _____

"Consultant"

Signature: J. Nate Reeve

Date: _____

Printed Name: J. Nate Reeve, PE, PSE

Company: Reeve & Associates, Inc.



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Classification	Hourly Rate
Principal Engineer	\$135.00
Senior Civil Engineer / Project Manager	\$110.00
Senior Structural Engineer	\$125.00
Structural Engineer	\$110.00
Landscape Architect	\$85.00
Construction Services Engineer	\$100.00
Professional Surveyor – Office	\$110.00
Associate Surveyor – Office	\$90.00
Surveyor: 2-person Field Crew	\$135.00
Rate includes GPS, all equipment including Truck	
CADD Technician	\$75.00
Clerical	\$40.00
Mileage	\$.50/Mile

Contact:

Nate Reeve, Principal PE
Reeve & Associates, Inc.

801.621.3100: office

nreeve@reeve-assoc.com

920 S. Chambers Street, Suite 14
Ogden, UT 84403

Solutions You Can Build On™

8-20-2015

RESOLUTION #16-01

**A RESOLUTION APPROVING AN AGREEMENT FOR CONSTRUCTION OF
THE INDUSTRIAL ROAD SEWER EXTENSION PROJECT BETWEEN
MARSH CONSTRUCTION CO., LC. AND MORGAN CITY**

WHEREAS, The City desires to enter into an agreement with Marsh Construction Co., LC, for the construction of the Industrial Road Sewer Extension Project; and

WHEREAS, The City has received bids with the results being: SEE ATTACHED – Exhibit “A” – Summary of proposals received; and

WHEREAS, The City Council of Morgan City deems it to be in the best interest of the City of Morgan City to accept and approve an agreement with Marsh Construction Co. LC, for the construction of the Industrial Road Sewer Extension Project in the amount of \$41,884.26:

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF
MORGAN CITY, THAT**

1. The bid shall be awarded to Marsh Construction Co. LC.
2. The Mayor is authorized to execute the agreement.

Dated this 12th day of January 2016.

Ray W. Little, Mayor

ATTEST:

Julie A. Bloxham, Recorder

Exhibit "A"

BID OPENING	SUMMARY OF PROPOSAL'S RECEIVED	
DATE: January 7, 2016	Client: Morgan City Corporation	
TIME: 2:00 pm	Project: Industrial Road Sewer Extension Project	
PLACE: Jones & Associates		

ITEM	DESCRIPTION	- 1 - MARSH CONSTRUCTION COMPANY, LC.				- 2 - MECHAM BROTHERS, INC.		- 3 - AAA EXCAVATION, INC.		- 4 - WARDELL BROTHERS CONSTRUCTION	
		QUA.	UNIT	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Mobilization	1	L.S.	\$2,800.00	\$2,800.00	\$500.00	\$500.00	\$1,700.00	\$1,700.00	\$1,500.00	\$1,500.00
2	Furnish & install 60" manhole & connect to existing live 10" sewer main at station 0+00 by constructing a poured-in-place 60" manhole base with formed flowline around existing 10" concrete pipe. Saw cut pipe out after base has cured to allow flow in from the east. All buried manholes to have two or more layers of plastic sheathing placed over the lid prior to backfilling. Construct manhole complete with bedding gravel and cast iron ring and cover. Cover to be left buried 3' deep. No concrete Collar needed.	1	ea	\$2,613.13	\$2,613.13	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00	\$4,700.00	\$4,700.00
3	Furnish & install 10" diameter SDR-35 PVC sewer pipe complete with bedding gravel. Restore ground surface to natural grade through fields and access roads. Save topsoil to place back when restoring ground in field. Trench compaction to be 95% or better. Includes sewer line cleaning & video.	1,380	lf	\$19.65	\$27,117.00	\$20.25	\$27,945.00	\$21.00	\$28,980.00	\$21.40	\$29,532.00
4	Furnish and install 48" dia. sewer manhole complete with cast iron ring and cover and bedding gravel. Use solid (non-vented) covers and leave manhole lid 3' below grade when in field. No concrete collar needed.	3	ea	\$2,067.66	\$6,202.98	\$2,200.00	\$6,600.00	\$2,000.00	\$6,000.00	\$1,890.00	\$5,670.00
5	Furnish & install a 10" x 6" PVC wye or tee on the sewer main line for construction of a 6" PVC sewer lateral. 6" dia pipe to be bid on separate item.	1	ea	\$250.00	\$250.00	\$600.00	\$600.00	\$290.00	\$290.00	\$660.00	\$660.00
6	Furnish & install 6" diameter SDR-35 PVC sewer lateral complete with bedding material. Extend lateral to 15' beyond property line and place water tight cap on the end. Mark with a board painted green.	55	lf	\$11.85	\$651.75	\$19.50	\$1,072.50	\$16.00	\$880.00	\$41.00	\$2,255.00
7	Clean & video sewer main following warranty period, 1 year after completion of the project. All lines need to remain in good condition before City can release bonds.	1,380	lf	\$1.63	\$2,249.40	\$2.55	\$3,519.00	\$2.50	\$3,450.00	\$1.40	\$1,932.00
TOTAL (items 1-17)					\$41,884.26		\$43,736.50		\$43,800.00		\$46,249.00

Project Engineer Brent W. Slater

Date 1/7/16

<u>Bidder</u>	<u>Total Bid</u>
- 5 - SKYVIEW EXCAVATION	\$56,610.00
- 6 - BRINKERHOFF EXCAVATING	\$62,333.25
- 7 - ELDEN H. KNUDSON	\$62,910.00
- 8 - A+ CONTRACTORS, LLC.	\$63,510.00
- 9 - LEON POULSEN	\$80,365.00
- 10 - ALLIED UNDERGROUND	\$86,296.69
- 11 - ORMOND CONSTRUCTION, INC.	\$111,512.49
- 12 - COUNTERPOINT CONSTRUCTION	\$127,127.00
- 13 - ASSOCIATED BRIGHAM	\$150,960.00

MEMORANDUM

To: MORGAN CITY CORPORATION
From: Brent W. Slater, PLS
Jones and Associates -Morgan City Engineers
RE: **INDUSTRIAL ROAD SEWER EXTENSION PROJECT**
Date: January 8, 2016

On January 7, 2016 at 2:00 pm, bids were opened for the **INDUSTRIAL ROAD SEWER EXTENSION PROJECT**. Thirteen bids were received and opened. The results of the bidding are shown on the Bid Opening Report and the Summary of Proposals Received. We have checked all bids and found two errors. The low bidder, Marsh Construction, had an addition error that changed his bid from \$41,888.26 to \$41,884.26. A difference of \$4.00. The other error is in the Allied Underground Technology bid. This also is an addition error that changed his bid from \$85,346.69 to \$86,296.69. A difference of \$950.00. These errors didn't effect the order of bidders, Marsh Construction is still the low bidder.

After talking with Mayor Little and Jamie Grandpre, we decided that I would call on some references for Marsh Construction. I called and talked with 4 people who have worked with them and knew of their underground construction experience and received good reports from all four. These 4 people ranged from City public works directors to developers that they have done work for. If this is approved, we recommend Award of Contract to the following in response to their bid:

Marsh Construction Co., LC	Total Contract Amount	\$ 41,884.26
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If the City agrees with this recommendation, please award the contract to the above mentioned contractor for the amount shown. Please sign the Contract Agreement and the Notice of Award and send to the Contractor as soon as possible.

Within 10 days following the Award of Contract, the Contractor is responsible to submit to you the following:

1. Copy of the Notice of Award with signed acknowledgment by the Contractor
2. Performance Bond
3. Payment Bond
4. Signed Contract Agreement
5. Insurance Certificates

When these documents have been received, please schedule a Pre-construction Conference or notify our office and we can schedule it. At this conference we will issue a Notice to Proceed and discuss the construction details with the contractor prior to beginning the work. All work covered by the contract documents shall be completed on or before **March 15, 2016**.

We are very pleased with the bidding and look forward to the successful completion of this project. Should you have any questions, please let us know.



BID OPENING REPORT

Project: **INDUSTRIAL ROAD SEWER EXTENSION PROJECT**
 Client: **MORGAN CITY CORPORATION**
 Bid Opening Date: **January 7, 2016** Time: **2:00 p.m.** Place: **Morgan City Office**
 Engineer's Estimate:

	BIDDER	TOTAL BID
BB	1. COUNTERPOINT CONSTRUCTION	\$127,127.00
BB	2. LEON POULSEN CONSTRUCTION	\$80,365.00
BB	3. WARDEL BROTHERS	\$46,249.00
BB	4. MECHEM BROTHERS	\$43,736.50
BB	5. BRINKERHOFF EXCAVATION	\$62,333.25
BB	6. MARSH CONSTRUCTION	\$41,888.26
BB	7. ABC	\$150,960.00
BB	8. ALLIED UNDERGROUND	\$85,346.69
BB	9. A+ CONTRACTORS	\$63,510.00
BB	10. AAA EXCAVATION	\$43,800.00
BB	11. KNUDSEN CONSTRUCTION	\$62,910.00
BB	12. SKYVIEW EXCAVATION	\$56,610.00
BB	13. ORMOND CONSTRUCTION	\$111,512.49
	14.	
	15.	
	16.	
	17.	
	18.	
	19.	
	20.	

CONTRACT AGREEMENT

This contract made and entered into the _____ day of _____ in the year **2016** between **MORGAN CITY CORPORATION**, hereinafter called the OWNER and **MARSH CONSTRUCTION CO. LC.**, hereinafter called the CONTRACTOR.
Part I--Statement of Work

CONTRACTOR shall furnish all materials, equipment and personnel necessary to construct the **INDUSTRIAL ROAD SEWER EXTENSION PROJECT** ("WORK"). The WORK shall be accomplished in accordance with the Plans, Technical Specifications, General Conditions and Special Conditions ("SPECIFICATIONS") prepared by JONES AND ASSOCIATES, Consulting Engineers ("ENGINEER").

SPECIFICATIONS are incorporated herein by reference.

Part II--Period of Performance

The CONTRACTOR shall complete all work under this contract **within 30 calender days from the Notice to Proceed or by March 15, 2016** whichever comes first. Contractor shall do all possible to maintain traffic on industrial road at all times.

Contractor and Owner recognize that time is of the essence and that Owner will suffer financial loss if the Work is not completed within the time specified above, plus any approved extensions as outlined in the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner **\$1,000.00** per day for each day that expires after the completion time specified in this agreement until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner **\$1,000.00** for each day that expires after the contract completion time for completion and readiness for final payment until the Work is completed and ready for final payment.

Part III- Consideration

For and in consideration of the performance of this contract, the CONTRACTOR shall be paid: \$41,884.26 (Unit price contract-- **Contract Price to be adjusted based on actual quantity of the work**)

Part IV--Special Provisions

- A. Wage Rate--N/A.
- B. Terms and Conditions
- (1) The General Conditions of the Contract, EJCDC Document C-700 appended hereto are hereby made part of this contract.
 - (2) CONTRACTOR shall deliver to the OWNER required Bonds and Certificates of Insurance naming the OWNER, and it's elected and appointed officials, employees, volunteers, agents, and others working on behalf of the OWNER as additional insured.
 - (3) Indemnification: CONTRACTOR at it's own expense, agrees to protect, indemnify, pay on behalf of, defend and hold harmless the OWNER, it's elected and appointed officials, employees and volunteers and their agents from all claims, demands, judgements, expenses, and all other damages of every kind and nature, made, rendered, or incurred by or in behalf of any person or persons whomsoever, including the parties hereto and their employees, which may arise out of any act or failure to act, work or other activity related in any way to this project under this contract, by the CONTRACTOR, contractor's agents, employees, subcontractors, or suppliers in the performance and execution of this contract as outlined in Section 6.2 of the General Conditions.
 - (4) Utah Code Annotated Section 63G-12-302 (3) states: "Beginning July 1, 2009, a public employer may not enter into a contract for the physical performance of services within the state with a contractor unless the contractor registers and participates in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State."

Owner:
MORGAN CITY CORPORATION
90 West Young Street
Morgan, Ut 84050

Contractor:
MARSH CONSTRUCTION CO. LC.
325 East 2000 North
North Ogden, UT 84414

Signature

Signature

Title

Title

Attest



CONSULTING ENGINEERS

NOTICE OF AWARD

TO: MARSH CONSTRUCTION COMPANY, LC
325 East 2000 North
North Ogden, UT 84414

PROJECT DESCRIPTION: INDUSTRIAL ROAD SEWER EXTENSION PROJECT

The owner has considered the bid submitted by you for the above-described work in response to its Notice Inviting Bids dated **December 22, 2015** and information for Bidders.

You are hereby notified that your bid has been accepted for construction of the work in the amount of: **\$41,884.26** (Unit price contract-- Contract Price to be adjusted based on actual quantity of the work).

You are required under the terms of the Notice Inviting Bids and the Information for Bidders to execute the Contract Agreement and furnish the required bonds and certificates of insurance within 10 calendar days from the date of this Notice to you. If you fail to execute said Agreement and furnish bonds and certificates of insurance within 10 days from the date of this Notice, said Owner will be entitled to consider all your rights arising out of the Owner's acceptance to your bid to be abandoned and as a forfeiture of your Bid Bond. The Owner will be entitled to such rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the Owner.

Dated this _____ day of _____, 2016

BY: _____

TITLE: _____

ATTEST: _____

ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice of Award is hereby acknowledged

BY: MARSH CONSTRUCTION COMPANY, LC

This _____ day of _____, 2016

BY: _____

TITLE: _____

