

Memorandum

TO: City Council
FROM: Tom Wesolowski , Public Works Director
DATE: January 6, 2025
SUBJECT: Establish project and authorize execution of a professional services agreement for the Maintenance Center Fuel System Replacement, city project 25-08
ITEM NUMBER: 9.f
SECTION: CONSENT AGENDA

REQUESTED MOTION

To establish the project and authorize execution of a professional services agreement with Short Elliott Hendrickson Inc. for engineering services related to the Maintenance Center Fuel System Replacement, city project 25-08.

INTRODUCTION

The city's 2025 capital improvement plan includes funding for the replacement of the city's underground fuel delivery system and professional services are required. Staff has identified the necessary services and recommends the city council authorize approval of a professional services agreement with Short Elliott Hendrickson Inc. (SEH).

DISCUSSION

The city's current underground fuel delivery system was installed in 1985 at the cities maintenance center and the fuel pumps were replaced in 2004. The system includes three underground fuel storage tanks, three dispenser pumps and a fuel management and tracking system. The fuel system allows the city to purchase bulk fuel at a reduced cost and the convenience to provide fuel to all city fleet vehicles and equipment at the maintenance center. A map showing the location of the fuel system highlighted in green is attached.

The fuel delivery system is nearing the end of its service life and the project would include the removal and replacement of the underground fuel tanks, dispenser pumps, restoration of the disturbed area and a new fuel management and tracking system.

Fuel delivery system design required expertise beyond what cities like Shoreview typically have on staff. Accordingly, staff has negotiated an agreement for professional engineering services with SEH. A copy of the agreement is attached for reference. The scope of services includes the preparation of plans and specifications, contract administration, bidding and survey services and geotechnical evaluation for a lump sum fee of \$85,300.

The total estimated cost for the project including design and construction is \$550,000 and would be funded from the central garage fund. Design for the project would be completed over the winter and spring with an estimated bid date in April and construction starting in the

summer with completion by late fall of 2025.

RECOMMENDATION

It is recommended the city council establish the project and authorize execution of professional services with SEH for engineering services related to the Maintenance Center Fuel System Replacement, city project 25-08.

ATTACHMENTS

[Location Map](#)

[SEH Proposal](#)