

**Cambridge Economic Development Authority (EDA)  
Special Meeting Minutes  
March 17, 2014**

Pursuant to due call and notice thereof, a special meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, March 17, 2014 at Cambridge City Center, 300 3<sup>rd</sup> Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Lisa Iverson, Vice President Chris Caulk (arrived at 5:48 pm) and EDA members Marlys Palmer, Corey Bustrom, and Howard Lewis

Members Absent: None

Others Present: Executive Director Lynda Woulfe and Housing Supervisor Marilyn Fromm

**Call to Order**

President Iverson called the meeting to order at 5:45 pm.

**Approval of Agenda**

Lewis moved, seconded by Bustrom, to approve the agenda as presented. Motion carried 4/0.

**Consent Agenda**

There was nothing for consent.

**New Business**

***Approve Bids for Maintenance Garage***

Fromm stated staff solicited proposals for the construction of a maintenance garage at Bridge Park Apartments. Fromm stated the project is part of the 2012 Capital projects. Fromm reviewed the contractors they sent bid packets to and reported that bids were opened at City Hall on February 28, 2013. Fromm informed the EDA that Todd Lind Construction was the low bidder and recommended approval of his bid of \$35,210 with a job completion date of Monday, September 1, 2014.

Palmer asked what the staff estimate was. Fromm confirmed there is enough funds in the capital budget. Fromm discussed the difference between renting a POD as opposed to moving the building for storage and informed the EDA staff will research the cost.

Woulfe stated the agreement date needs to change to March 17, 2014. Palmer asked if the City has worked with the contractor Todd Lind Construction in the past. Woulfe confirmed the City has worked with him in the past and has been satisfied with his work.

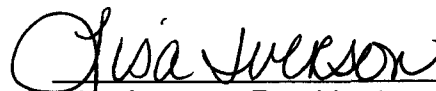
Bustrom moved, seconded by Palmer to approve the low bid submitted by Todd Lind Construction to construct a maintenance garage at Bridge Park Apartments not to exceed \$35,210 with the noted contract change. Motion passed unanimously.

**Unfinished Business**

There was no unfinished business.

**Adjournment**

Lewis moved, seconded by Palmer, to adjourn the meeting at 5:51 p.m. The motion passed unanimously.

  
\_\_\_\_\_  
Lisa Iverson, President

ATTEST:

\_\_\_\_\_  
Lynda J. Woulfe, Executive Director

**EDA-Housing Division Meeting: 03/17/2014**

**Cambridge Economic Development Authority  
Staff Report**

**Subject: Proposals for construction of maintenance garage at Bridge Park  
Apartments.**

**Background:**

Staff solicited proposals out for the construction of a maintenance garage at Bridge Park Apartments and on the City of Cambridge website. The building of the garage is part of our 2012 Capital projects.

Bid packets were sent to the following contractors:

Tight Miter Carpentry, LLC  
Wayne Fredrickson  
532 N Wood Street  
Mora, MN 55051

Mark Kistner  
44705 Bending Ave.  
Harris, MN 55032

LJ Level Construction  
Lon Lane  
7495 245<sup>th</sup> Ave.  
Zimmerman, MN 55398

Paul Klingbiel  
2316 145<sup>th</sup> Lane NE  
Ham Lake, MN 55034

Todd Lind Construction  
440 Emerson St. N  
Cambridge, MN 55008

Country Pride Construction  
Shawn/Don Fiedler  
1001 1<sup>st</sup> Ave. Suite 160  
Cambridge, MN 55008

Bruce Chilson  
48683 Anchor Ave.  
Stanchfield, MN 55080

KBH Construction  
39569 Berdin St. NW  
Stanchfield, MN 55080

BJ Bass Builders, Inc  
330 N Emerson St.  
Cambridge, MN 55008

Loyd Eastlund  
2570 285<sup>th</sup> Ave. NE  
Isanti, MN 55040

Scott Krinke  
44391 Acacia Trail  
Harris, MN 55032

Jay Kuehl  
130 Central Ave. S  
PO Box 408  
Watkins, MN 55389

Bids were opened at City Hall on Friday, February 28, at 9 a.m. Present at the bid opening was Caroline Moe, Finance Director, Joleen Kriesel, and Jerry Fromm, Bridge Park Apartments.

BIDDER	BASE BID
KBH Constuction	\$41,356
Tight Miter Carpentry	\$36,950
Fromm Construction	\$40,905
Todd Lind Construction	<b>\$35,210</b>

**Board action requested:**

After reviewing the bids, staff recommends that the EDA Board approve the bid submitted by Todd Lind Construction in the amount of **\$35, 210.**

The job is to be completed by Monday, September 1, 2014.

Report Handed out by: Marilyn Fromm Date: 03/17/2014

**Invitation to Submit Proposal**

The Cambridge EDA, Management Agent, located at 121 Fern Street So, Cambridge, MN 55008 is soliciting proposals to construct a 24 X 34' garage at Bridge Park Apartments, 121 So Fern Street, Cambridge, MN 55008.

Enclosed is the information needed to submit proposal. Please review and read thoroughly. If you have any questions and would like to set a time to inspect the project, please call 763-689-3883. Thank you for your time in considering this project.

Proposals need to include all material, tax, permits, warranties, and labor, to complete the project.

The Cambridge Economic Development Authority reserves the right to reject any or all proposals or to waive any information in the proposal.

All proposals need to be sent to Cambridge Economic Development Authority at 121 Fern Street So, Cambridge, MN 55008 by 4:00 pm on Thursday, February 27, 2014.

Bid opening will be on Friday, February 28, 2014, 9 am at the Cambridge City Hall.

Proposal is scheduled to be approved by the Cambridge EDA Board on Monday, March, 3 2014.

**Only proposals submitted in a Sealed Envelope will be accepted.**

## Statement of Work

1) **Location of Project:** Bridge Park Apartments, 121 So Fern Street, Cambridge, MN 55008, a 45-unit Public Housing building.

2) **Pre-Proposal On-Site Inspection:** It is the contractor's responsibility to inspect the site, ascertaining for them the work to be performed and the conditions under which it will be accomplished.

3) **Scope of Work:** Construct a 24 ft x 34 ft garage at Bridge Park Apartments.

a) Contractor must use the Davis-Bacon wage determination for Isanti County, and file all necessary documents required to fulfill requirements.

## Description of Work

1) All work must be done by qualified and licensed workers.

2) Contractor is responsible for any damage done to surrounding area while performing the work.

3) Required that there be minimal disruption to the tenants of the building.

4) Contractor is responsible for clean up of work site and removal of all old material from job site.

5) Contractor is to supply all needed insurance to complete this project.

6) Upon completion of project all work must be tested for proper function.

7) Job must be completed by:

**Monday, September 1, 2014.**

**Principal Features:**

Contractor to construct a 24 ft X 34 ft garage according to enclosed floor plan, site preparation and building specifications.

## CONSTRUCTION AGREEMENT

This Agreement is made this 24 day of February by and between the City of Cambridge ("Owner") Templeton Construction LLC ("Contractor") for the construction of 24 ft X 34 ft garage at Bridge Park Apartments (the "Work").

### ARTICLE 1

#### THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contract Documents for the project. The Contract Documents consist of:

- 1.1 This Agreement signed by the Owner and Contractor;
- 1.2 The attached General Conditions of the Contract;
- 1.3 Drawings and Specifications for the Work as follows:

Drawings: Construct a 24 ft X 34 ft garage according to attached floor plan, site preparation and building specifications.

Specifications: n/a

- 1.4 Written change orders or orders for minor changes in the Work issued after execution of this Agreement; and
- 1.5 Other documents, if any, identified as follows: Davis Bacon payroll form and instructions that Contractor needs to submit to the Owner, prevailing wage information, general contract conditions for contractors information.

### ARTICLE 2

#### DATE OF COMMENCEMENT AND COMPLETION DATE

The date of commencement shall be the date of this Agreement unless otherwise indicated below. The Contractor shall complete the Work not later than **Friday, October 11, 2013** subject to adjustment by Change Order.

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**ARTICLE 3**

**CONTRACT SUM**

- 3.1 Subject to additions and deductions by Change Order, the Contract Sum is:  
\$35,210<sup>00</sup>
- 3.2 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

**ARTICLE 4**

**PAYMENT**

Based on Contractor's Requests for Payment, the Owner shall pay the Contractor as follows: The Owner will pay the amount specified under this Agreement upon completion of the Contractor's services under this Agreement and after final approval of the Job Site by the Owner and completion of all requirements of the Davis Bacon Act.

**ARTICLE 5**

**INSURANCE AND BONDS**

- 5.1 The Contractor shall provide Contractor's commercial and general liability insurance as follows:
- 5.2 The Contractor shall comply with the provisions of the Worker's Compensation Statute before commencing the Work.
- 5.3 The Owner shall be named as an additional insured on the Contractor's commercial and general liability insurance.
- 5.4 Certificates of insurance shall be provided by the Contractor to Owner showing its respective coverages prior to commencement of the Work.
- 5.5 Before commencing the Work, the Contractor shall furnish Performance and Payment Bonds in the amount of the Contract Sum [note:exempt]

ARTICLE 6

OTHER TERMS AND CONDITIONS

N/A

This Agreement entered into as of the day and year first written above.

OWNER

CONTRACTOR

\_\_\_\_\_

  
\_\_\_\_\_

(Signature)

(Signature)

\_\_\_\_\_

*CONSTRUCTION, L.L.C.*  
*TODD LIND*  
\_\_\_\_\_

(Printed name, title and address)

(Printed name, title and address)

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*TODD LIND, OWNER*  
\_\_\_\_\_

\_\_\_\_\_

*440 N EMERSON SUITE 3*  
\_\_\_\_\_

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*CAMBRIDGE, MA*  
*53008*  
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