

APPROVED BY THE COMMISSIONERS DECEMBER 15, 2011

**MINUTES OF MEETING OF THE COMMISSIONERS
PIPE LAKES PROTECTION AND REHABILITATION DISTRICT
BID OPENING FOR RETENTION BASIN
September 19, 2011
2198 WEST PIPE LAKE COURT**

ATTENDING:

Carol Vantine, Brooke Thill, Curt Deering, Joe Zaspel, Herschel Brown

ABSENT:

Tom Ohern, Dan Paulson

GUEST:

Dick Hollar

MEETING

The commissioners unanimously approved that once the contractor was selected, and if both Carol Vantine and Tom O'Hern are unavailable, then Dick Hollar would contact the contractor with notice to proceed and is authorized to act as Project Manager.

Due diligence in the "request for bids" process was extensive with advertisement in the local publications of Turtle Lake, Cumberland and Inter-county Leader. In addition, Dick Hollar contacted another 8 companies and Scott Geddes from Polk County contacted another two companies to inform them of the request for bids.

Dick Hollar received two bids by the advertised time, which he then opened, read and discussed line-by-line with the group. The two contractors with their project estimate are:

E&K Excavating
\$98,428.00

Erickson Excavating
\$77,537.50

Again, due diligence was provided with a line-by-line review and discussion of the content of each proposal, understanding of the capabilities of each company and with the low bidder being selected.

The commissioners unanimously approved awarding Erickson Excavating the project.

Approval to proceed was granted once the following contingencies were answered satisfactorily:

- Erosion material specified in proposal was obtainable
- Cost of teardrop measuring stick was confirmed
- Break out from section I base bid for E&K excavating was confirmed
- Breakout cost for stream stabilization
- Lien release process for end of project
- Is the Erickson Excavating cost contingent on starting in two weeks, by 10/3/11

Next Steps:

- Finish Permits, Scott Geddes
- Notify bidders and award project, Dick Hollar
- Issue approval to proceed, Dick Hollar
- Complete landowner maintenance agreement with Gary Christensen, Carol Vantine
- Confirm which trees to preserve in construction area with Doug Christensen, Carol Vantine
- Communicate to landowners on 9/20/11 that construction will begin, Dick Hollar or Tom Mears
- Email to all Lake Owners about project being awarded and construction beginning, TBD

The commissioners unanimously approved all three sections of the bid that includes: 1) base proposal, 2) Weir construction and 3) Downstream bank reinforcement.

The commissioners unanimously approved authorizing Tom O'Hern to pay the county invoice of approximately \$3000 to Polk County for engineering charges, which will be reimbursed upon project completion.

The meeting was adjourned.

Respectfully submitted,

Curtis Deering
Secretary