



City Council Agenda

Monday, March 17, 2025

6:00 PM

City Council Chambers

(Any times listed are approximate – please note that items may be earlier or later than listed on the agenda)

- 6:00 p.m. **1. Roll Call**
Voting and Seating Order: Groff, Bauer, Strahan, Schroeder, and Roe
- 6:01 p.m. **2. Pledge of Allegiance**
- 6:02 p.m. **3. Approve Agenda**
- 6:03 p.m. **4. Public Comment**
- 6:08 p.m. **5. Recognitions and Donations**
a. Accept Donations from the Friends of the OVAL Foundation and Midway Speedskating Club for Upgrades to the John Rose MN OVAL Scoreboard
b. Proclaim April 25, 2025 Roseville Arbor Day
- 6:13 p.m. **6. Items Removed from Consent Agenda**
- 7. Business Items**
- 6:15 p.m. a. Receive Information from Congresswoman McCollum regarding Community Project Funding
- 6:20 p.m. b. Consider Adopting Ordinance Implementing the Roseville Local Sales Tax
- 6:30 p.m. c. Approve Proposals Agreement for Architectural Services
- 6:55 p.m. d. Consider Meter Purchase
- 8. Council Direction on Councilmember Initiated Agenda Items**
- 7:20 p.m. **9. Approval of City Council Minutes**
a. Approve Minutes from February 24, 2025 EDA Meeting
b. Approve Minutes from February 24, 2025 City Council Meeting
c. Approve Minutes from March 3, 2025 City Council Meeting
- 7:25 p.m. **10. Approve Consent Agenda**
a. Approval of Payments
b. Approve 2 Temporary Liquor Licenses
c. Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items
d. Approve Recycling Services Contract
e. Adopt a Resolution in Support of the Rice Creek Watershed District State Bonding Request for the Jones Lake Project
f. Authorize Agreement Between City of Roseville and Think Digital LLC for Purchase, Installation, and Training on a Scoreboard at the MN OVAL
- 7:30 p.m. **11. Future Agenda Review, Communications, Reports, and Announcements - Council and City Manager**

a. Future Agenda

7:40 p.m.

12. Adjourn

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 5.a.

Department Approval



City Manager Approval



Item Description: Accept Donations from the Friends of the OVAL Foundation and Midway Speedskating Club for Upgrades to the John Rose MN OVAL Scoreboard

Background

The scoreboard at the John Rose MN OVAL, which is used for scoring, timing, live video, messages, movies, and more, is planned for replacement as part of the adopted 2025 Capital Improvement Plan. As the City prepared for this project, staff engaged multiple user groups in the process to ensure that their needs are accounted for in the new scoreboard. Several users expressed that a larger video board would better support their operation by providing improved image clarity, the ability to display advertising, and the ability to accurately display times AND video for larger speedskating events. Currently, during larger speedskating events, a second board is rented to meet this need.

As the City reviewed proposals and evaluated options, two groups, the Friends of the OVAL Foundation (FOF) and the Midway Speedskating Club, have generously offered to contribute significant donations to allow the City to purchase a larger-than-originally-planned video board without adversely affecting the City's planned budget.

The Friends of the OVAL Foundation is a volunteer organization dedicated to promoting, maintaining, and improving the John Rose Minnesota OVAL and the Roseville Skating Center. FOF annually contributes to the OVAL's operating revenue and has regularly made significant contributions to projects that improve the appeal of the John Rose MN OVAL. They are proposing a \$40,000 donation to the project: \$25,000 directly to the City, which will be used to pay the scoreboard vendor, and \$15,000 in-kind (FOF will directly pay various vendors for technical equipment that is needed to operate the scoreboard).

The Midway Speedskating Club is one of the core users of the John Rose MN OVAL and offers a fun, all-inclusive speedskating program for Twin Cities area youth to develop life-long skills on and off the ice, from pond to podium. The larger board will be a significant benefit to their operations, for both daily events and larger, regional events. They are proposing to donate \$56,000 to the project (which will be used to pay the scoreboard vendor).

Donors have been informed that no conditions or promises of future favorable city action on their behalf may be attached to the gift. However, although not required or a condition of the donation, in recognition of these generous contributions, staff intend to display a small

35 sign at the base of the scoreboard recognizing both groups.

36
37

38 **Policy Objectives**

39 The following is the City of Roseville's policy regarding the acceptance of donations:

- 40 • Minnesota Statute requires all donations to be officially accepted by the City Council.
- 41 • The staff will not solicit donations.

42 Donors will be informed that no conditions or promises of future favorable city action on

43 their behalf may be attached to the gift.

44

45 **Equity Impact Summary**

46 NA

47

48 **Budget Implications**

49 Acceptance of these gifts totaling \$96,000, will enable the City to purchase a larger, higher-

50 quality scoreboard, without impacting the City's planned expenditure on the project.

51

52 **Staff Recommendations**

53 Staff recommends acceptance and recognition of these donations.

54

55 **Requested Council Action**

56 Motion adopting the resolution accepting the donation from the Friends of the OVAL

57 Foundation (Attachment #1).

58

59 Motion adopting the resolution accepting the donation from Midway Speedskating

60 (Attachment #2).

61

62

Prepared by: Matthew Johnson, Parks and Recreation Director

- Attachments:**
1. Resolution Accepting Donation from Friends of the OVAL Foundation
 2. Resolution Accepting Donation from Midway Speedskating Club

63

1 **EXTRACT OF MINUTES OF MEETING**
2 **OF THE**
3 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

4
5 * * * * *

6
7 Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of
8 Roseville, County of Ramsey, Minnesota was duly held on the 17th day of March 2025, at 6:00
9 p.m.

10
11 The following members were present: , , , and Mayor , and the
12 following were absent: .

13
14 Member introduced the following resolution and moved its adoption:
15

16
17 **RESOLUTION No.**

18
19 Resolution Accepting Donations
20

21 WHEREAS, the City of Roseville is generally authorized to accept donations of real and
22 personal property for the benefit of its residents pursuant to Minnesota Statutes Section
23 465.03 and is specifically authorized to accept gifts for the benefit of its public
24 recreational services pursuant to Minnesota Statutes Section 471.17;; and
25

26 WHEREAS, the Friends of the OVAL Foundation has offered to donate funds in the
27 amount of \$40,000 (\$25,000 directly to the City, which will be used to pay the scoreboard
28 vendor, and \$15,000 in-kind as payment directly to vendors for technical equipment needed to
29 operate the scoreboard) to enable the City to purchase a larger, higher-quality scoreboard for the
30 John Rose MN OVAL; and
31

32 WHEREAS, the above-referenced donation has no further conditions on their
33 acceptance; and
34

35 WHEREAS, the donation is contributed to the City for the benefit of its residents and
36 public recreational services; and
37

38 WHEREAS, the Roseville City Council finds that it is appropriate to accept the donations
39 offered
40

41 NOW, THEREFORE, BE IT RESOLVED; that the Roseville City Council, on behalf of the
42 City of Roseville, Minnesota, hereby accepts the gift of the donations described herein.
43

44 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
45 and upon a vote being taken thereon, the following voted in favor thereof: , ,
46 , and Mayor .

47 and the following voted against the same: .

48
49 WHEREUPON said resolution was declared duly passed and adopted.
50
51
52

53 STATE OF MINNESOTA)
54) SS
55 COUNTY OF RAMSEY)
56
57

58 I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of
59 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
60 foregoing extract of minutes of a regular meeting of said City Council held on the Seventeenth
61 day of March, 2025 with the original thereof on file in my office.
62

63 WITNESS MY HAND officially as such Manager this Seventeenth day of March, 2025.
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67 SEAL
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Patrick J. Trudgeon, City Manager

1 **EXTRACT OF MINUTES OF MEETING**
2 **OF THE**
3 **CITY COUNCIL OF THE CITY OF ROSEVILLE**

4
5 * * * * *

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22 personal property for the benefit of its residents pursuant to Minnesota Statutes Section
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24 recreational services pursuant to Minnesota Statutes Section 471.17;; and
25

26 WHEREAS, Midway Speedskating Club has offered to donate funds in the amount of
27 \$56,000 to the City (which will be used to pay the scoreboard vendor) to enable the City to
28 purchase a larger, higher-quality scoreboard for the John Rose MN OVAL; and
29

30 WHEREAS, the above-referenced donation has no further conditions on their
31 acceptance; and
32

33 WHEREAS, the donation is contributed to the City for the benefit of its residents and
34 public recreational services; and
35

36 WHEREAS, the Roseville City Council finds that it is appropriate to accept the donations
37 offered
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40 City of Roseville, Minnesota, hereby accepts the gift of the donations described herein.
41

42 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
43 and upon a vote being taken thereon, the following voted in favor thereof: , , ,
44 , and Mayor .

45 and the following voted against the same: .

46
47 WHEREUPON said resolution was declared duly passed and adopted.
48
49

50
51 STATE OF MINNESOTA)
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57 Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and
58 foregoing extract of minutes of a regular meeting of said City Council held on the Seventeenth
59 day of March, 2025 with the original thereof on file in my office.
60

61 WITNESS MY HAND officially as such Manager this Seventeenth day of March, 2025.
62
63

64
65 SEAL
66

67
68 _____
Patrick J. Trudgeon, City Manager

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 5.b.

Department Approval



City Manager Approval



Item Description: Proclaim April 25, 2025 Roseville Arbor Day

Background

As a part of our Tree City USA membership, each year the City of Roseville proclaims a specific day as Arbor Day to recognize the importance of trees, to promote their proper care, and to promote the planting of many additional appropriate tree species to replace the thousands that have been lost over the years.

Policy Objectives

This is consistent with the policy adopted many years ago of annually proclaiming Arbor Day and the Community Aspiration of being "a community that treasures and preserves natural areas and open space and prioritizes environmental conservation and sustainability."

Equity Impact Summary

Research shows that nationwide many neighborhoods of color have significantly less tree cover than more white neighborhoods. Met Council data shows that these trends occur on a regional level as well. Roseville's ongoing commitment to its urban forest, including the Accelerated Emerald Ash Borer program and volunteer tree planting events, reflects the city's commitment to ensuring that all residents, regardless of race or economic means, experience the benefits of a robust urban forest, including climate resilience, health benefits, emotional benefits, and more.

Budget Implications

None

Staff Recommendations

Staff recommends that April 25, 2025, be named Roseville Arbor Day.

Requested Council Action

Motion adopting the proclamation.

Prepared by: Matthew L. Johnson, Parks and Recreation Director

Attachments: 1. Arbor Day Proclamation 2025



Arbor Day

April 25, 2025

Whereas: Roseville's trees have been a significant element of our community because of their beauty and importance to our environment; and

Whereas: Trees are an increasingly vital resource for Roseville, enriching our lives by purifying air and water, helping to conserve soil and energy, in serving as recreational settings and wildlife habitat of all kinds; and

Whereas: Activities such as construction damage and pollution as well as drought and disease have damaged and destroyed many trees which are therefore in need of replacement; and

Whereas: The City of Roseville seeks to positively impact our environment by planting trees and insuring that these trees are nurtured and protected; and

Whereas: Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

Whereas: Trees, wherever they are planted, are a source of joy and spiritual renewal; and

Whereas: Trees assist with drainage and flood mitigation and reduce city costs for sewer and water treatment; and

Whereas: Everyone is encouraged to care for our trees and plant as many trees as possible.

Now, Therefore Be It Resolved that the City Council hereby declare April 25, 2025 as Arbor Day in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Roseville to be affixed this seventeenth day of March 2025.

Mayor Daniel J. Roe

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 7.a.

Department Approval

City Manager Approval



Item Description: Receive Information from Congresswoman McCollum regarding
Community Project Funding

Background

Each year, members of the United States House and Senate can sponsor a limited number of one-time funding requests for local community projects that do not fit easily within existing grant programs or appropriations requests. Unlike a regular federal grant application, which are submitted to federal agencies, cities submit a project proposal directly to their federal legislators.

Community Project Funding (CPFs) grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

At this time there is no official guidance from the House majority on whether Community Project Funding will be available in Fiscal Year 2026 or what the eligibility requirements will be if community project requests are allowed. However, in the interest of preparing potential partners to apply for CPFs before those decisions are announced, staff from Congresswoman McCollum's office will be in attendance to provide further information regarding Community Project Funding.

Policy Objectives

The presentation is informational only.

Equity Impact Summary

Informational only.

Budget Implications

Informational only.

Staff Recommendations

N/A

Requested Council Action

Receive information.

35

Prepared by: Rebecca Olson, Assistant City Manager

Attachments: None

36

REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 7.b.

Department Approval

City Manager Approval



Item Description: Consider Adopting Ordinance Implementing the Roseville Local Sales Tax

Background

On November 5, 2024, two referendum questions were on the general election ballot asking Roseville voters to approve a local sales tax to fund two City projects. One question asked to create a 0.5% local sales tax to fund the construction of a Maintenance Operations Center (MOC). The second question asked to create a 0.5% local sales tax to fund the construction of a new License and Passport Center (LPC). While separate questions, the approval of either one or both questions would create a 0.5% local sales tax in Roseville.

The results from the election were as follows:

City Question 1 -Maintenance Operations Center 0.5% Sales Tax

Yes 11,263

No 9,171

City Question 2 - License and Passport Center 0.5% Sales Tax

Yes 9,465

No 10,831

With the results, the City can implement a 0.5% local sales tax to fund the construction of the MOC up to an amount of \$64 million.

Based on City Council direction from the February 24 meeting, staff is bringing forward the ordinance to implement the Roseville local sales tax to fund the MOC.

As a reminder, below is what the City needs to do to implement the sales tax.

Implementation of Local Sales Tax for the Maintenance Operations Center

The [Minnesota Department of Revenue](#) requires local governments to notify them in writing at least 90 days before the anticipated begin date of the collection of the local sales tax.

The notice must include:

- Authorizing session law or Minnesota Statute
- Date the City plans to begin the tax (must begin on the first day of a calendar quarter)

- Approved tax rate
- Formal request for the Minnesota Department of Revenue to administer the new tax

As part of the notice, the City must provide a copy of the following information:

- Resolution imposing the local tax
- Board meeting minutes approving the resolution
- Our ordinance for sales and use tax regulations
- The certificate of approval and the ordinance sent to the Minnesota Secretary of State
- Referendum questions and results
- Documentation of public informational meetings held prior to the referendum
- Meeting minutes approving the project plan or capital improvement designated for the use of revenues collected

Staff is requesting the City Council approve the attached ordinance to implement the Roseville Local Sales Tax. If passed, the State of Minnesota will start collecting the local sales tax starting on July 1, 2025.

Policy Objectives

The construction of a new Maintenance Operations Center will allow the City to continue to provide needed and valuable services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming are available to community residents.

Equity Impact Summary

The new maintenance operations center will provide a benefit to the residents, businesses, and visitors to Roseville. The new facilities will allow for more efficient services to be provided for residents, customers, and users of city parks and infrastructure. With perhaps the exception of adjacent neighborhoods, it does not appear that the construction and operation of the new facilities will disproportionately impact any segment of the population. It should be noted that adjacent neighborhoods to the maintenance operations center will experience a change in how the land is used, with the parkland being converted to a maintenance operations center. Dedicated conversations between the City and adjacent neighborhoods are crucial to ensure any negative impacts from the new facility are mitigated as much as possible.

The size and scope of the project gives the city a great opportunity to ensure that small socially and economically disadvantaged businesses are included as part of the overall design and construction of the facilities. The City of Roseville should commit to ensuring that smaller disadvantaged businesses are part of the final contracts awarded for the design and construction of the facilities.

While the imposition of a sales tax has already been decided by the voters, it should be acknowledged that sales tax is a regressive tax, meaning that persons of lower income will be paying more taxes as a percentage of income than others who have higher income. In Minnesota, necessities such as grocery food, clothing, over-the-counter drugs, feminine hygiene and baby products are not subject to sales tax. With the local sales tax approved

for Roseville for the next 20 years or until the project is paid off, it behooves the City to move forward with the project in the most time- and cost-efficient way possible in order to have the sales tax removed as early as possible.

Budget Implications

Based on a study by the University of Minnesota Extension completed in 2021, a 0.5% sales tax was projected to generate \$5.6 million annually if it was in place in 2021.

Staff Recommendations

Motion to adopt the ordinance to implement the local sales tax for Roseville.

-and-

Motion to adopt ordinance summary implementing the local sales tax for Roseville.

Requested Council Action

Motion to adopt the ordinance to implement the local sales tax for Roseville.

-and-

Motion to adopt ordinance summary implementing the local sales tax for Roseville.

Prepared by: Patrick Trudgeon, City Manager

Attachments:

1. Draft Ordinance Implementing Roseville Local Sales Tax
2. Ordinance Summary

1 **City of Roseville**
2 **ORDINANCE NO. ____**
3

4 **AN ORDINANCE ESTABLISHING**
5 **TITLE 3, CHAPTER 317**

6 **AN ORDINANCE CREATING TITLE 3, CHAPTER 317 OF THE CITY OF**
7 **ROSEVILLE, MINNESOTA, IMPOSING A LOCAL SALES AND USE TAX**
8

9 **THE CITY OF ROSEVILLE ORDAINS:**
10

11 SECTION 1: Title 3, Chapter 317 of the Roseville City Code, entitled “Local Sales and Use
12 Tax” is hereby established to read as follows:
13

14 **CHAPTER 317**
15 **LOCAL SALES AND USE TAX**

16 SECTION:
17

- | | | |
|----|--------|---|
| 18 | 317.01 | Authority |
| 19 | 317.02 | Definitions |
| 20 | 317.03 | Local sales and use tax imposed; amount of tax; coordination with state sales and |
| 21 | | use tax laws and rules. |
| 22 | 317.04 | Effective date of tax; transitional sales |
| 23 | 317.05 | Tax Clearance; Issuance of Licenses |
| 24 | 317.06 | Deposit of revenues; costs of administration; termination of tax |
| 25 | 317.07 | Agreement with the commissioner |
| 26 | 317.08 | Effective Date |

27
28 **317.01 AUTHORITY.**

29 Pursuant to Minnesota Laws 2023, Chapter 64, Article 12, Section 45, the Minnesota Legislature
30 has authorized the City of Roseville to impose a local sales and use tax to provide revenues to pay
31 the costs of collecting and administering the tax to the commissioner of revenue of the state of
32 Minnesota and to finance the capital and administrative costs related to the funding of designated
33 projects as defined in 2023, Chapter 64, Article 12, Section 45, and approved by the voters at the
34 November 5, 2024, referendum.

35 **317.02 DEFINITIONS.**

36 For purposes of this Ordinance, the following words, terms, and phrases have the meanings given
37 them in this section unless the language or context clearly indicates a different meaning is intended.

- 38 A. City. “City” means the City of Roseville, Minnesota.

- 39
- 40 B. Commissioner. “Commissioner” means the commissioner of revenue of the state of
- 41 Minnesota or a person to whom the commissioner has delegated functions.
- 42
- 43 C. Designated projects. “Designated projects” means the planning, construction and any other
- 44 capital costs plus the costs of collecting and administering the tax and the costs of issuing
- 45 any bonds including interest is collected for construction of a new maintenance facility as
- 46 authorized by the 2023, Chapter 64, Article 12, Section 45, and approved by the voters at
- 47 the November 5, 2024, referendum.
- 48
- 49 D. State sales and use tax laws and rules. “State sales and use tax laws and rules” means those
- 50 provisions of the state revenue laws applicable to state sales and use tax imposition,
- 51 administration, collection, and enforcement, including Minnesota Statutes, chapters 270C,
- 52 289A, 297A, and Minnesota Rules, chapter 8130, as amended from time to time.
- 53

54 **317.03 LOCAL SALES AND USE TAX IMPOSED; AMOUNT OF TAX;**

55 **COORDINATION WITH STATE SALES AND USE TAX LAWS AND**

56 **RULES.**

57 A local sales tax is imposed in the amount of one-half of one (0.5) percent on the gross receipts

58 from sales at retail sourced within city limits which are taxable under the state sales and use tax

59 laws and rules. A local use tax is imposed in the amount of one-half of one (0.5) percent on the

60 storage, use, distribution or consumption of goods or services sourced within city limits which are

61 taxable under the state sales and use tax laws and rules. All of the provisions of the state sales and

62 tax laws and rules apply to the local sales and use tax imposed by this Ordinance. The local sales

63 and use tax imposed by this Ordinance shall be collected and remitted to the commissioner on any

64 sale or purchase when the state sales tax must be collected and remitted to the commissioner under

65 the state sales and use tax laws and rules and is in addition to the state sales and use tax.

66 **317.04 EFFECTIVE DATE OF TAX; TRANSITIONAL SALES.**

67 Except as otherwise provided herein, the local sales and use tax imposed by this Ordinance shall

68 apply to sales and purchases made on or after July 1, 2025. The local sales and use tax imposed by

69 this Ordinance shall not apply to:

- 70 A. The gross receipts from retail sales or leases of tangible personal property made pursuant
- 71 to a bona fide written contract, which unconditionally vests the rights and obligations of
- 72 the parties thereto, provided that such contract was enforceable prior to July 1, 2025, and
- 73 that delivery of the tangible personal property subject thereto is made on or before July 1,
- 74 2025.
- 75
- 76 B. The gross receipts from retail sales made pursuant to a bona fide lump sum or fixed price
- 77 construction contract, which unconditionally vests the rights and obligations of the parties
- 78 thereto and which does not make provision or allocation of future taxes, provided that such
- 79 contract was enforceable prior to July 1, 2025, and that delivery of the tangible personal
- 80 property used in performing such construction contract is made before January 1, 2026.
- 81
- 82 C. The purchase of taxable services, including utility services, if the billing period includes
- 83 charges for services furnished before and after July 1, 2025, but the local sales and use tax

imposed by this Ordinance shall apply on the first billing period not including charges for services furnished

- D. Lease payments for tangible personal property and motor vehicles that includes a period before and after July 1, 2025, but the local sales and use tax imposed by this Ordinance shall apply on a prorated basis to lease payment amounts attributable to that portion of the lease payment period on or after July 1, 2025, and on the entire lease payment for all lease payment periods thereafter.

317.05 TAX CLEARANCE; ISSUANCE OF LICENSES.

- A. The city may not issue or renew a license for the conduct of a trade or business within the city if the commissioner notified the licensing division of the city that the applicant owes delinquent city taxes as provided in this Ordinance, or penalties or interest due on such taxes. City taxes include sales and use taxes provided in this article. Penalties and interest are penalties and interest due on taxes included in this definition.

- B. Delinquent taxes does not include a tax liability if: (i) an administrative or court action which contests the amount or validity of the liability has been filed or served, (ii) the appeal period to contest the tax liability has not expired, or (iii) the applicant has entered into a payment agreement and is current with the payments.

- C. Applicant means an individual if the license is issued to or in the name of an individual or the corporation or partnership if the license is issued to or in the name of a corporation or partnership.

- D. A copy of the notice of delinquent taxes given to the licensing division of the city shall also be sent to the applicant taxpayer. In the case of renewal of a license, if the applicant requests in writing, within 30 days of receipt of the notice of hearing, then, a contested hearing shall be held under the same procedures as provided in Minnesota Statutes, chapter 270A for the state sales and use tax imposed under Minnesota Statutes, chapter 297A; provided further that if a hearing must be held on the state sales and use tax, hearings must be combined.

317.06 DEPOSIT OF REVENUES; COSTS OF ADMINISTRATION; TERMINATION OF TAX.

- A. All of the revenues, interest, and penalties derived from the local sales and use tax imposed by this Ordinance collected by the commissioner and remitted to the city shall be deposited by the city finance director in the city treasury and shall be credited to the fund established to pay the costs of collecting the local sales and use tax imposed by this Ordinance and to finance the capital and administrative costs directly related to completing the designated projects.

- B. The local sales and use tax imposed by this Ordinance shall terminate at the earlier of: (1) 16.25 years after it is first imposed; or (2) when the City Council determines that \$64,200,000, plus an amount sufficient to pay the costs related to issuing bonds and interest on the bonds has been received from the local sales and use tax imposed by this Ordinance to pay for all the capital and administrative costs directly related to completing the designated projects. Any funds remaining after payment of all such costs and retirement or

redemption of the bonds shall be placed in the general fund of the city. The local sales and use tax imposed by this Ordinance may terminate at an earlier time if the City Council so determines by ordinance. In any event, the local sales and use tax imposed by this Ordinance may terminate earlier if so directed by the Commissioner.

317.07 AGREEMENT WITH THE COMMISSIONER.

The city may enter into an agreement with the commissioner regarding each party's respective roles and responsibilities related to the imposition, administration, collection, enforcement, and termination of the local sales and use tax imposed by this Ordinance. Any such agreement shall not abrogate, alter, or otherwise conflict with the state sales and use tax laws and rules, this ordinance, or 2023, Chapter 64, Article 12, Section 45.

317.08 EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its passage and publication, and shall apply to transactions occurring on or after July 1, 2025.

Passed by the City Council of the City of Roseville, Minnesota, this 17th day of March, 2025.

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(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick Trudgeon, City Manager

* * * * *

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PUBLICATION OF AN ORDINANCE SUMMARY
OF ORDINANCE NO. _____ CREATING TITLE 3, CHAPTER 317 OF THE CITY OF
ROSEVILLE, MINNESOTA, IMPOSING A LOCAL SALES AND USE TAX**

City of Roseville
SUMMARY PUBLICATION
Ordinance No.

Pursuant to a voter-approved referendum, the city is authorized to and will impose a local sales and use tax of one-half of one (0.5) percent on retail sales made after July 1, 2025, to be used to fund certain designated projects related to the construction of a new Public Works facility.

BE IT FURTHER RESOLVED by the Roseville City Council that the City Clerk keep a copy of the ordinance at City Hall, 2660 Civic Center Drive, Roseville, MN for public inspection during regular office hours. A copy of the ordinance and summary shall also be posted on the City's website. (www.cityofroseville.com)

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote being taken thereon, the following voted in favor thereof: _____; and the following voted against the same: _____.

WHEREUPON, said resolution was declared duly passed and adopted.

State of Minnesota)
) SS
County of Ramsey)

I, undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 17th day of March 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 17th day of March, 2025.

Patrick Trudgeon, City Manager

Seal

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 7.c.

Department Approval



City Manager Approval



Item Description: Approve Proposals Agreement for Architectural Services

Background

At the February 10, 2025 City Council meeting, Council discussed and approved a Request for Proposal (RFP) for a Civic Campus Master Plan Update – License/Passport Center & Dance Studio (LPCDS) Options (Attachment 1). The overall goal of this study is to provide updated cost estimates and options for Council, to determine if there is a less costly option for the LPCDS than the current plan identified in the Civic Campus Pre-Design Study (CCPDS).

Major tasks in the RFP include the following:

- Phase 1

- Provide an updated cost estimate for the proposed LPCDS which is proposed in the CCPDS.
- Provide an updated cost estimate for the Maintenance Operations Center (MOC) as proposed in the CCPDS.
- Provide a cost estimate for a single story LPCDS instead of the two-story plan.
- Provide feasibility options to reuse portions of the existing Maintenance Facility for LPCDS use.
 - Provide layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
- Provide feasibility options to reuse portions of the existing Maintenance Facility for other uses such as office space, restaurant, or event venue use.
 - Provide layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
- Provide report and presentation to Council.

- Phase 2 – Only if authorized after Phase 1, if needed

- Provide two alternative options for LPCDS to be located on City Campus that would result in a cost savings for the City.

- Provide alternative designs to consider for all aspects of the CCPDS.
- Provide report and presentation to Council.

The final product would be a report and a presentation to Council. Based on the schedule in the RFP, the report would be finalized and presented by May 19, 2025.

Staff reached out directly to five architecture firms as well as posted the RFP on the City website. Four consultants submitted proposals. Based on the criteria identified in the RFP, staff, consisting of the City Manager, Parks and Recreation Director and Public Works Director, reviewed and scored the proposals as follows:

Average Scores				
Consultant	Bloom Hay Dobbs	BKV	HCM	Wold
Firm Experience (20)	12.00	17.33	16.00	18.00
Project Manager (15)	10.00	11.00	10.50	11.50
References (5)	3.00	3.83	3.83	4.00
Narrative (20)	13.33	18.00	10.67	12.00
Cost (40)	25.08	40.00	23.38	38.36
Total Score (100)	63.41	90.17	64.38	83.86
Phase 1 Base Fee	\$27,910	\$17,500	\$29,945	\$18,250
Optional Service (Facility Condition Assessment)	N/A	\$7,500	N/A	\$9,400

Based on the Phase 1 scope and proposed fee, staff determined that BKV Group, Inc. (BKV) had the best overall score. The BKV proposal includes the same team as the CCPDS. Oertel Architects and Kraus-Anderson Construction are part of the team providing architectural and construction estimating services, respectively. The key criteria that set BKV above the other consultants was the project narrative and the design fees.

The narrative for the BKV proposal meets all of the RFP requirements and best described how they would meet the City's Phase 1 scoping to provide alternatives for the LPCDS. Additionally, they laid out a detailed proposed schedule that is thoughtful and meets the project schedule. Overall, staff felt the BKV team had the best project understanding, consultant team, experience and scope.

Staff believes that BKV's familiarity with the project will be an overall benefit to the project to keep it going forward in a timely manner. Although the City is reviewing alternatives to the CCPDS that BKV initially completed, this current scope is different from what BKV was tasked with during their initial pre-design study. Staff discussed this item with BKV and the consultant indicated it is common for them to complete studies similar to this request when the scope or parameters change. They will look at this study with a different lens than before, due to the changed parameters.

If Phase 2 work is authorized, the schedule will likely need to be extended. Based on BKV's proposal, Phase 2 would add another month of work. Staff is only recommending Phase 1 be authorized at this time.

BKV's proposal, as well as Wold's proposal, includes an optional service to complete a Facility Condition Assessment. Both firms have Kraus-Anderson Construction as a sub-consultant who is proposed to complete this optional service. This service would provide insight on the conditions present, and the cost of repairs and deferred maintenance that would be required if parts of the existing Maintenance Facility is used. For example, it will help determine costs related to a future roof, exterior and HVAC maintenance. Staff would recommend approval of this optional service.

This RFP and resulting proposal is only for pre-design purposes. If a project scope is later approved, a separate RFP will be issued for final design services and construction management.

Policy Objectives

The construction of a new Maintenance Operations Center and License and Passport Center (along with the City Dance Studio) will allow the City to continue to provide needed and valuable services to the residents and businesses of the community in a more efficient manner. The new facilities will ensure that the City's roads, utilities, vehicles, and equipment are maintained at the desired level and that valuable services such as recreational programming and driver license and passport processing are conveniently available to community residents.

Equity Impact Summary

There should be no equity impacts associated with this request for proposal.

Budget Implications

The estimated base cost on the recommended BKV proposal is \$17,500 for Phase 1. If the optional service of a Facility Condition Assessment is approved, it would add an additional cost of \$7,500, making the total Phase 1 cost \$25,000.

If a professional service agreement is approved, in the short term the costs for the proposed work will be funded by the General Fund or Cash Reserve Fund. The portion of the consultant's work on the MOC will be eligible for reimbursement from sales tax proceeds. Staff will work with the selected consultant to determine how much of the cost of their work is attributable to the MOC. The remainder of the costs cannot be covered by the sales tax revenue. Assuming the LPCDS moves forward, and the debt is issued to finance the LPCDS construction, the City will be able to reimburse the costs for the work related to the LPCDS from the bond proceeds.

Staff Recommendations

Staff recommends the Council approve entering into a professional service agreement with BKV for Phase 1 services, including the optional Facility Condition Assessment.

Requested Council Action

Motion to approve the Professional Services Agreement for Architectural Services with BKV Architects.

Prepared by: Jesse Freihammer, Public Works Director

Attachments:

1. RFP
2. BKV Group Proposal
3. Professional Services Agreement
4. WOLDAE Proposal
5. Bloom Hay Dobbs Proposal
6. HCM Architects Proposal

REQUEST FOR PROPOSAL

CITY OF ROSEVILLE CIVIC CAMPUS MASTER PLAN UPDATE LICENSE/PASSPORT CENTER & DANCE STUDIO OPTIONS

I. BACKGROUND INFORMATION

In April 2021, the City Council adopted the City's Civic Campus Master Plan (CCMP). This plan recommended constructing a new Maintenance Operations Center (MOC) north of Woodhill Drive and relocating the License Passport Center and Dance Studio (LPCDS) and the VFW south of Woodhill drive where the existing Maintenance Facility (MF) is located.

In October 2022, the City Council received the Civic Campus Pre-Design Study (CCPDS). This report further refined the layout of the site. It also provided cost estimates for the various improvements and provided a proposed phased schedule.

During the Legislative Session in 2023, the City received authority to hold a sales tax referendum to fund the MOC and LPCDC. During the 2024 general election, the voters of Roseville approved the sales tax for the MOC but the sales tax for the LPCDS was rejected.

Included as background information in the appendix are the following:

- A. Maintenance Facility Space Needs Analysis (2017)
- B. License Center Space Needs Analysis (2017)
- C. Current floor plans for City Hall and the Maintenance Facility
- D. City Campus Master Plan (2021)
- E. City Campus Pre-Design Study (2022)
- F. City of Roseville standard Professional Services Agreement

II. PURPOSE OF STUDY

Since the funding for the LPCDS was not approved, the City Council has directed staff to seek a consultant/architect to conduct a limited update to the CCMP and CCPDS. The overall goal is to provide updated cost estimates for the MOC and LPCDS as depicted in the Pre-Design Study as well as to investigate additional options for replacing the LPCDS. The City is interested in finding out if there are alternative options that are cheaper than the current plan, such as using part of the existing campus footprint. A possible second phase of work includes looking at additional options.

III. SCOPE OF WORK

The scope of work for this study is proposed to be as follows:

1. Review Background Material

- Maintenance Facility Space Needs Study
- License Center Space Needs Study
- Floor Plans for current facilities
- Civic Campus Master Plan
- Civic Campus Pre-Design Study

2. Data Collection

- Department interviews
- Site survey/walk through

3. Concept Development

- Phase 1
 - Provide an updated cost estimate of the proposed LPCDS which is proposed in the CCPDS.
 - Provide an updated cost estimate of Maintenance Operations Center as proposed in the CCPDS.
 - Provide cost estimate for a single story LPCDC instead of the two-story plan.
 - Provide feasibility options to reuse portions of existing MF for LPCDS use.
 - Provide building and site plan layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
 - Provide feasibility options to reuse portions of existing MF for other uses such as office space, restaurant, or event venue use.
 - Provide building and site plan layouts and cost estimates. The report should include pros and cons of this option compared to the CCPDS option. The report should also provide information on how this option would affect the overall phasing of the overall project.
 - Provide report and presentation to council.
- Phase 2 – Only if authorized after Phase 1, if needed.
 - Provide two alternative options for LPC on City Campus that would result in a cost savings for the City.
 - Provide alternative designs to consider for all aspects of the CCPDS.
 - Provide report and presentation to Council.

4. Council/Commission Presentations

- Provide one presentation to the City Council once the final report is completed for each phase.

5. Public Engagement

No public engagement work from the consultant is anticipated for this phase of the project.

6. Final Report

- Final written report identifying process, background, concept development/evolution, potential costs and final recommendations.
- Delivery of final report shall include electronic (PDF and editable CAD) file formats of all concepts/building configurations.

7. Schedule

- Release RFP – February 11, 2025
- Proposal Due – March 3, 2025, 4:00 PM CDT
- Award Contract – March 17, 2025
- Present Phase 1 Final Report to Council – May 19, 2025

IV. SUBMISSION REQUIREMENTS

Please provide the following information as part of your proposal submission:

- A narrative relating to your general approach to this study.
- Timeframe for delivery of each component of the study.
- Company history.
- Examples of work in the past seven years in government building planning or analysis (call out actual municipal experience specifically).
- Examples of work in the past seven years in government construction or remodel (call out actual municipal experience specifically).
- Resumes, including responsibilities, background, and relevant experience, of key personnel that will be working directly on this project.
- The names of three to five individuals that can be contacted as references concerning the professional capabilities and resources of your firm.
- Any additional information or materials that you believe communicate the capabilities of your firm to perform on this project.
- Any value-added components you feel the firm can add to this study.

V. FEES

Please submit the fee for your service for Phase 1 only of the study. The quoted fee should be a maximum fee, or not to exceed fee, for the service provided. If phase 2 needed and is authorized, the city and the consultant chosen will work to negotiate a scope and fee.

VALUE ADDED COMPONENTS: If you feel that this RFP has not identified a critical component to the planning process and you feel that your firm could add value to this study with additional scope, please identify that component and the additional cost to provide that change of scope.

VI. SUBMISSION TIMEFRAME AND PROCESS

A. Submission Deadline and Requirements

Please submit three (3) bound copies and one (1) digital copy of your response to this Request for Proposal. They are to be received at the offices of the City of Roseville no later than **4:00 p.m. Monday, March 3, 2025**. Proposals should be directed and delivered to:

Jesse Freihammer
Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

B. Selection Process

Following review of the submitted proposals by City staff, firms will be contacted for additional information or to participate in an interview process.

Proposals will be scored on the following criteria using the scoring indicated below:

Criteria	Points (percentage)
Experience/Performance of the firm with similar studies	20
Experience of the assigned project manager	15
References	5
Proposal Narrative/Value Added Proposals	20
Cost (Phase 1 Only)	40

The City reserves the right to reject any and all proposals, waive any irregularities, and award a contract based on the best interests of the City.

Any questions regarding this Request for Proposal should be directed to Jesse Freihammer, Public Works Director, at 651-792-7041 or jesse.freihammer@cityofroseville.com.

APPENDIX

(For full Appendix material, please download from city website cityofroseville.com/ccmpu)



CIVIC CAMPUS MASTER PLAN UPDATE LICENSE/PASSPORT CENTER & DANCE STUDIO OPTIONS

REQUEST FOR PROPOSAL | CITY OF ROSEVILLE, MN

MARCH 3, 2025



Our process is founded
on the principle of discovering
the true potential of your project.

We seek to achieve your project
goals and mission, and create public
facilities that bring people together,
solve problems collectively, and
define and influence the images
of our communities.▲

REQUEST FOR PROPOSAL

ROSEVILLE CIVIC CAMPUS MASTER PLAN UPDATE LICENSE/PASSPORT CENTER & DANCE STUDIO OPTIONS

Boarman Kroos Vogel Group, Inc., dba BKV Group
222 North 2nd Street, Suite 101
Minneapolis, MN 55401

Paul Michell, AIA
Partner-in-Charge
c: 816.405.7585
pmichell@bkvgroup.com

MARCH 3, 2025



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Jesse Freihammer
Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

March 3, 2025

RE: REQUEST FOR PROPOSAL FOR CIVIC CAMPUS MASTER PLAN UPDATES

Dear Mr. Freihammer and Selection Committee:

On behalf of the BKV Group team, we appreciate this opportunity to submit our proposal to lead Master Plan update services for your Civic facilities. BKV Group was founded in 1978 under the principle that government architects should put the best interests of the citizens above their own. Our core belief is that architecture has a profound responsibility to the community – regardless of the project type, our duty is to always enhance the economic, aesthetic, social, and environmental context of the communities we work in.

Forty-five years later, this vision has not changed. Today, we provide our government clients with superior customer service by adopting the client's goals and values as our own, enabling transparent decision making, committing to responsible spending of public dollars, and being passionate about the success of the communities for whom we work. We take pride in our history of public projects - from assessments and planning through design and construction. These important projects have been a core part of BKV Group's holistic architecture and engineering practice for decades. We understand and value the role civic services play in supporting a high quality of life for residents, and we bring a deep knowledge of how thoughtful planning and design facilitates effective and efficient operations.

We bring a team designed to respond to the many facets of this project, and to provide Roseville with an informed, feasible, and fiscally responsible updated master plan for investment in your facilities. The study and master planning portion of the project will be rooted in standards for your project types but also in what makes Roseville a unique community with unique needs. One of the strengths of our team is our depth beyond just public works and civic facilities. We bring specific expertise in workplace and hospitality that will inform the reuse of the current facility for uses such as office space, restaurant, or event venue use.

BKV Group brings architectural planning and design, we also offer interior design, mechanical/electrical and structural engineering, landscape architecture, and building code compliance expertise in-house. We have once again brought trusted partner Oertel Architects to our team. No firm has more public works experience in the region, and they will work closely with our team once again to consider any updates to the public works planning. As reuse of the existing facility is considered we felt a Facility Condition Assessment may be a worthwhile optional service. To ascertain the current condition of the existing facility, we have brought long-time collaborator Kraus Anderson Construction back to our team. Their detailed and vetted process will provide a clear understanding of the current conditions of your facility and the deferred maintenance and costs for correcting current deficiencies. Once again, they will also collaborate on the development of probable costs for new or improved facilities.

Our team has worked together on many projects and understand current national standards and planning requirements associated with these operations. Our team leaders have focused their careers on aspects dealing with design and operations of government facilities and have presented at national conferences and seminars on the issues and requirements associated with public project planning for these project types. As the partner in charge, I will provide overall guidance and leadership for the project and will assist in all aspects of planning and design and will bring decades of experience in facilities across the nation to lead planning efforts.

In addition to our successful history together, our team is confident that we are the best team to deliver this project because we exceed the competition in five essential ways:

A Collaborative Stakeholder-Focused Process. Our team's approach to public projects is to actively engage City, department, and facility leadership and staff as we develop our project understanding. Our process includes listening sessions which allow us to leverage distinct perspectives on a facility's strengths and limitations, and on the opportunities to increase the effectiveness of your services and operations. We will explore every option as the project evolves and the City will be an active participant.

Innovative Industry-Leading Expertise. The BKV Group team includes focused expertise, which means our recommendations are informed by industry thought leadership and experience in specific project types, an awareness of evolutions and trends in operations and service delivery, decades of experience tailoring planning recommendations to your needs and your community, and facility-specific up-to-date construction and project cost knowledge. Our team and its members have completed hundreds studies and designs for each of your project types, and we are dedicated to learning, research, and instruction that will allow our experts to help you implement cutting-edge facilities that help you provide superior service to the public.

Holistic Design. We have developed an integrated design approach that capitalizes on our wide array of in-house design and engineering disciplines. Diversity in project type expertise will also benefit the City. Blending expertise in civic, public works, hospitality, and workplace means that every aspect of your project will have focused attention by industry veterans. This strategy stretches our thinking outside the traditional silos and enables a more holistic vision, a broader approach, and ultimately planning more perfectly optimized to the site and to the occupants.

Responsive Project Management. Managing a multi-faceted project that addresses stakeholder engagement, space program development, exploration of planning options, informed cost development, holistic design, and construction phase engagement requires focused project management. We will utilize BKV Group's vetted project management process and tools to provide communication and accountability, timely responsiveness, and unified coordination of the entire project team.

Creativity. The planning for your public facilities not only need to reflect the values of Roseville but should also reflect an investment that the public and department staff is proud of. BKV Group has a 45-year history of planning and design excellence, winning both regional and national awards for the functionality and beauty of our projects. We think harder, earlier, to make sure we find the best solution for our clients.

We believe in a friendly, upbeat, and fun approach to our work. We look forward to sharing our passion with Roseville, working towards a common goal of a functional, durable, cost-effective, and beautiful facilities that serves the community for decades to come.

We are energized at the prospect of a collaboration between the BKV Group team and the City. At the heart of successful, robust planning efforts is a strong partnership. We look forward to "Enriching Lives and Strengthening Communities" - our mission across every project. If you have any additional questions, please do not hesitate to contact me.

Sincerely,

BKV Group



Paul Michell, AIA

Partner in Charge

816.405.7585

pmichell@bkgvgroup.com

Finance&Commerce

ARCHITECT OF THE YEAR 2023

5

PRACTICE SITES

45

YEARS OF OPERATION

200+

EMPLOYEES

50+

LICENSED ARCHITECTS

15+

LICENSED ENGINEERS

500+

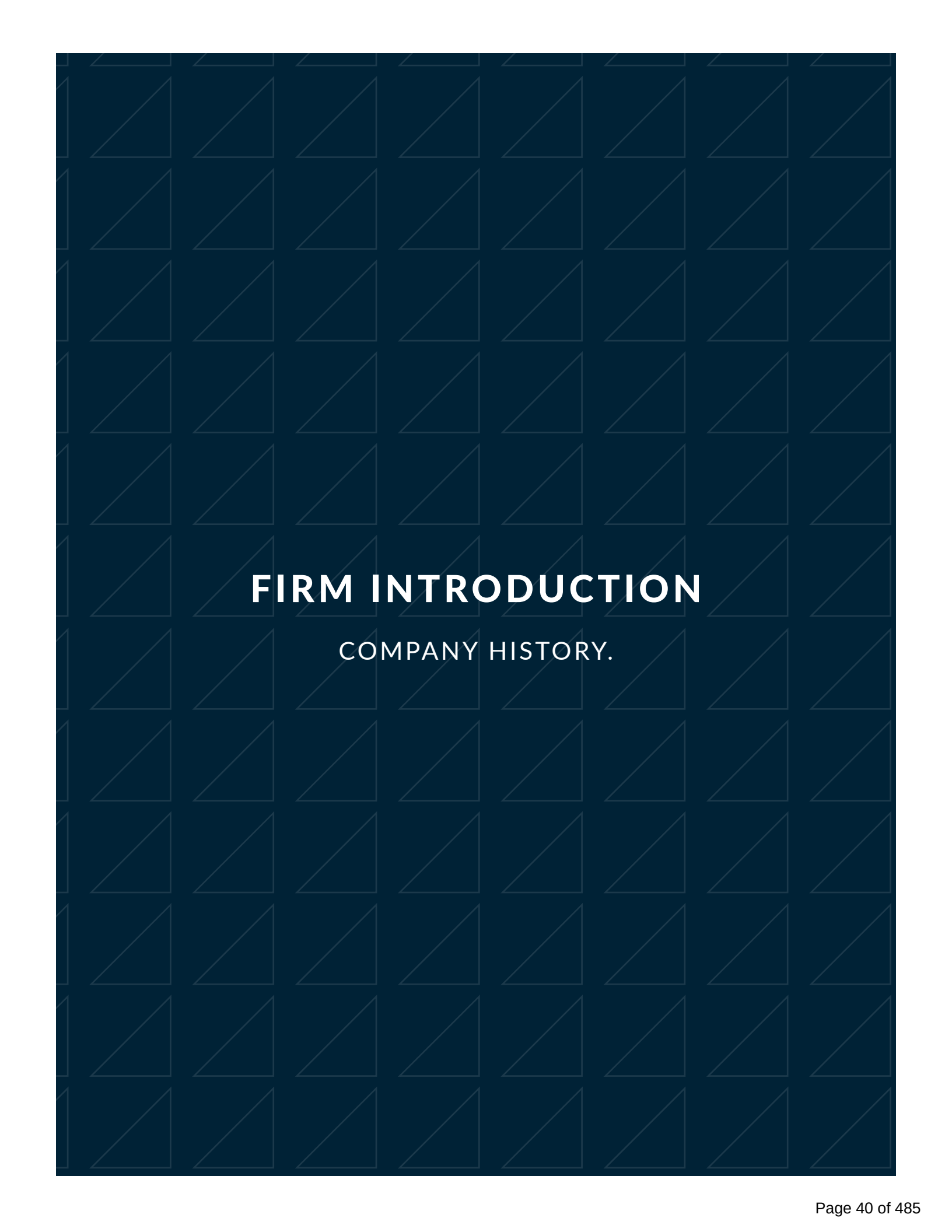
LOCAL GOVERNMENT PROJECTS

60+

SUSTAINABLE PROJECTS

225+

AWARDS



FIRM INTRODUCTION

COMPANY HISTORY.



FRIDLEY CIVIC CENTER | Fridley, Minnesota

FIRM INTRODUCTION

Enriching Lives and Strengthening Communities

ADDRESS

Boarman Kroos Vogel Group, Inc.,
dba BKV Group
222 North 2nd Street, Suite 101
Minneapolis, MN 55401

CONTACT

Paul Michell, AIA
Partner-in-Charge
c: 816.405.7585
pmichell@bkgvgroup.com

COMPANY HISTORY

BKV Group is a full-service architecture, engineering, interior design, landscape architecture and construction administration firm. Over the last 45 years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Chicago, Washington DC, Dallas, and Minneapolis, serving clients locally and nationwide.

Jack Boarman established Boarman Architects in 1978 with offices at 15 S. 5th St. under the principle that architects should put the interests of society above their own. Our core belief is that architecture has a profound responsibility to the community – regardless of the project type, our duty is to always enhance the economic, aesthetic, social, and environmental context of the communities we work in.

In 1986 the company was renamed Boarman and Associates and moved to 206 N. 1st Street. In August 1989 the office relocated to its current Minneapolis location at 222 N 2nd St. In 1992 David Kroos, Peter Pfister and Jeff Rudin became partners to create Boarman, Kroos, Pfister, Rudin & Associates, the first of several iterations that eventually became BKV Group in 2001. The Chicago location launched in 2007, followed shortly by Washington, DC in 2010, and Dallas in 2017.

OUR NATIONAL REACH

Collectively, we represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through our full-service structure, we offer our clients a single source for all aspects of design and construction administration services.

BKV Group is one of the leading national firms providing architectural / engineering services with expertise in Governmental Facilities. As a full-service, multi-disciplinary firm of more than 200 professional staff, BKV Group has architects, landscape architects, interior designers, construction administrators, structural, mechanical/plumbing, and electrical engineers, certified code officials, and specification writers all in-house. We provide facility evaluations and space needs analysis, facility options, and full design services from schematic design through construction and close-out.

Collaborating regionally, BKV Group operates as a cohesive firm delivering a wide range of project types for a diverse set of national and local clients. We leverage industry-leading communication and technology tools with best-in-class design processes to seamlessly work across practice sites to meet our clients' needs, and continually expand our presence into existing and new markets.

PROJECT TYPES

- + MASTER PLANS
- + NEW CONSTRUCTION
- + RENOVATIONS
- + EXPANSIONS
- + ADAPTIVE REUSE
- + STUDIES & ASSESSMENTS

PROJECT SECTORS

- + GOVERNMENT
 - Public Works
 - City Halls / Government Centers
 - Community Centers
 - Parks & Recreation Facilities
 - Emergency Operations Centers
 - Law Enforcement Centers
- + LIBRARY
- + EDUCATION
- Justice Centers
- Detention Facilities
- Fire Stations
- Public Safety Training Centers
- E911 Dispatch / PSAP Centers
- + HOSPITALITY
- + WORKPLACE

CAPABILITIES & SERVICES



BKV Group, through rigorous continuing education, provides design solutions at the leading edge of innovative technologies. A commitment to integrated design necessitates constant collaboration among all professional disciplines who share a common vision. Our multi-disciplinary approach allows us to serve the unique and diverse needs of each client through a fully-coordinated, single-source team.

PROJECT MANAGEMENT

- + Goals and Objectives
- + Communication Protocols
- + Project Budget Management
- + Project Schedule Management
- + Quality Assurance

PLANNING AND FEASIBILITY

- + Existing Condition Assessment
- + Functional Workflow Assessment
- + Health and Safety Assessment
- + Capital Improvement Planning
- + Phased Property Planning
- + Space Needs Analysis
- + Space Standard Diagrams
- + GIS Drive-time Analysis
- + Land Use and Zoning Analysis
- + Site Selection Study
- + Site Feasibility and Planning
- + Building Planning and Stacking
- + Project Master Planning
- + Total Project Cost Estimating
- + Total Cost of Ownership Analysis

ARCHITECTURE

- + Visioning and Conceptual Design
- + Construction Documentation
- + CSI-format Specifications
- + Building Science/ Forensics
- + Cost Estimating and Value Engineering
- + Critical Path Scheduling
- + Building Information Modeling
- + Computer Rendering
- + Immersive 3D Visioning

INTERIOR DESIGN

- + Space Planning
- + Interior Concept Renderings
- + Material Finish Selection
- + Durability Analysis
- + Infection Control Analysis
- + Furniture and Equipment Selection
- + Art & Accessories Staging
- + FF&E Budgeting and Procurement

BRANDED ENVIRONMENTS

- + Project Discovery
- + Project Messaging, Positioning & Strategy
- + Naming
- + Visual Identity/Logo
- + Brand Guidelines & Programming Standards
- + Digital & Print Collateral
- + Marketing Floor Plans
- + Promotional Merchandise Design
- + Environmental Design/Graphics
- + Visual Identity Systems (Wayfinding Signage)
- + Social Media Templates
- + Website Design Concepts

STRUCTURAL ENGINEERING

- + Structural Analysis and Design
- + Structural System Comparisons
- + Existing Structure Evaluations
- + Dynamic Vibration Analysis

MECHANICAL ENGINEERING

- + Energy Use/Conservation Analysis
- + HVAC System Lifecycle Analysis
- + Building Commissioning
- + System Operations and Training
- + Building Automation Controls Sequencing
- + Fire Protection Systems
- + Plumbing & Piping System Design

ELECTRICAL ENGINEERING

- + Photometric Lighting Design
- + Power Distribution Design
- + Generator Load Analysis
- + Photovoltaic Integration
- + Data and A/V System Design
- + Security Hardware and Cameras
- + Fire Alarm System Specification
- + Alert Notification Design
- + Power and Systems Commissioning

SUSTAINABLE DESIGN

- + Owners Project Requirements
- + Simple Box Analysis
- + Comprehensive Energy Modeling
- + Basic Commissioning
- + Daylight Modeling and Calculations
- + Custom Systems Analysis
- + Typical Meteorological Year Analysis
- + ASHRAE Calculations
- + LEED Project Tracking and Submissions

- + LEED Construction Phase Oversight
- + Green Communities Submissions
- + National Green Building Standard

LANDSCAPE ARCHITECTURE

- + Land-Use and Zoning Analysis
- + Planting and Hardscape Design
- + Boundary/Screening Yard Design
- + Rainwater Collection and Irrigation
- + Tree Inventory and Analysis
- + Streetscape Design

CONSTRUCTION ADMINISTRATION

- + Contractor Selection Assistance
- + Cost Control and Evaluation
- + Scheduling Oversight
- + Construction Observation
- + Quality Control Management
- + Move-in Coordination
- + Photography Coordination
- + Grand Opening Coordination
- + Eleven-Month Warranty Walk-Through

HISTORIC PRESERVATION

- + Historic Structures Report
- + Adaptive Reuse Options
- + Measuring and Documentation

SUBCONSULTANTS



OERTEL ARCHITECTS



CONTACT

Andrew Cooper, AIA

President

p: 651.696.5186 x 313

e: acooper@oertelarchitects.com

Founded in 1996, Oertel Architects provides a full range of consulting services, including condition assessments, planning, architectural and interior design, and construction-related support. With nearly three decades of experience, we have collaborated with 69 cities, 18 counties, and numerous state agencies, earning a reputation for thoughtful design, problem-solving, and strong client relationships. While our portfolio is extensive, we have deliberately remained a small, nimble firm, allowing us to take a direct and personal approach to every project.

We are committed to solving design and construction challenges in a way that ensures each project achieves its full potential at the most efficient cost. Regardless of project size or complexity, we prioritize attention to detail, an understandable design process, and a hands-on approach. By engaging with user groups, closely examining building conditions, and working through design challenges collaboratively, we create practical and effective solutions tailored to our clients' needs.

Our firm specializes in the planning and design of public works facilities—a primary focus for over 29 years. We have an in-depth understanding of the operational intricacies of these facilities, including equipment needs, workflow efficiencies, and seasonal demands. This expertise allows us to create spaces that enhance functionality and support staff needs throughout the year.

Beyond our in-house capabilities, we excel at managing and participating in large, multidisciplinary teams, ensuring seamless coordination between specialty consultants, contractors, and stakeholders. Our well-established industry relationships enable us to deliver comprehensive and innovative solutions that serve municipalities and public agencies effectively.

Relevant Experience:

Rochester Public Works & Public Transit Facility Study
Mankato Transit Maintenance Facility Expansion
North Mankato Public Works Study
Delano Public Works & Municipal Utilities Joint Facility
MnDOT Clearwater Truck Station
White Earth Reservation Fleet Storage Facility
MnDOT Plymouth Truck Station Remodel
Anoka Public Services Facility
Apple Valley Central Maintenance Facility
Orono Public Works Facility
Becker County, MN Public Works



KRAUS ANDERSON



KRAUS-ANDERSON®

— Since 2001 —

400 Completed Facility Assessments

2,000 Facilities Assessed

300m Square Feet Assessed



Click the QR code or scan with your phone's camera to learn more about KA's Facility Assessment Services

Kraus-Anderson's public sector team collaborates with county, city, and municipal clients to provide facility assessments, construction feasibility, logistical planning, cost estimating, and construction management services.

Our in-house expertise brings a comprehensive understanding of a building and potential issues that arise as buildings require maintenance. Bringing our construction and engineering expertise to a facility review allows us to find answers and solutions. It translates to understanding the potential construction options, scheduling, and phasing required to resolve said issues. Our preconstruction/project estimating capabilities allow us to tap into the latest and greatest information on market data and real-time materials and equipment costs.

Relevant Experience:

Washington County: Stillwater, MN | Cost Consulting and Facilities Study
 Steele County: Owatonna, MN | Facilities Assessment of County's flood damaged buildings
 St. Croix County: Baldwin, WI | Highway Department Facility Assessment
 Scott County: Shakopee, MN | Government Center
 Scott County: Jordan, MN | Public Works
 Dunn County: Menomonie, WI | Community Services Building Renovation
 St. Croix County: Baldwin, MN | Highway Department Facility Assessment
 City of Minnetonka, MN | The Marsh Building Facility Assessment
 City of Roseville, MN | Campus Master Plan
 City of Golden Valley, MN | Master Plan Study
 MSP Airport: Long-Term Comprehensive Plan, Minneapolis, MN | Budget Estimating for Environmental Assessment
 City of Hopkins, MN | City Hall Facility Assessment
 Fairfax County DPWES (2009 through 2018)
 City of Fairfax General Civil Engineering and Construction Management Services (2019-Present)

CONTACT

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 Facility Assessment Manager
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 m: 952.378.5089

Additional current county contracts (As a Subcontractor) include:

- Fairfax County - Resident Engineering
- Fairfax County - Stormwater Management Facilities
- Fairfax County - General Civil and Ancillary Services BOA (3 teams)
- Fairfax County - Wastewater & Stream Restoration Projects
- Fairfax County - Architecture & Engineering BOA

OUR APPROACH

A NARRATIVE RELATING TO YOUR GENERAL APPROACH
TO THIS STUDY.



WRIGHT COUNTY GOVERNMENT CENTER | Buffalo, Minnesota

OUR APPROACH



PROJECT UNDERSTANDING

We understand that while previous Civic Campus Master Plan and Civic Campus Pre-design Study remain valid in some components since being completed in 2022, there are critical path components that need to be reevaluated given funding mechanisms for the execution of any building projects associated with those plans. This is due to the fact while Roseville residents approved funding for the Maintenance Operations Center (MOC), the License-Passport Center and Dance Studio (LPCDS) did not receive that same mandate from voters. The LPCDS and VFW being relocated south of Woodhill, were critical path projects to allow the full execution of the planned MOC campus north of Woodhill.

The previous campus plans illustrated the LPCDS and VFW occupying a portion of the campus where the current Public Works Maintenance Facility is located. Given funding availability and opportunities, this project needs to review space demand from a ideal and pragmatic space programming perspective, to right-size the project to be able to take advantage of any opportunities within the existing Public Works facility, in either a remodel / renovation situation, or with specific removal and reconstruction of building elements to allow the city to execute the vision for the MOC, still create a cohesive civic campus project and realize those visions for a potentially less expensive approach.

This project's process and results will need to review how a revised program and campus layout south of Woodhill meets the goals and imperatives of the previous campus studies and any current developments or changes necessary to those plans. This will include a review and confirmation of the Maintenance Operations Center north of Woodhill, to confirm assumptions and decisions made in those previous studies for that facility, to find any potential synergies with new project parameters.

Finally, this project will reevaluate the associated project costs with any revisions made to a component of the Civic Campus Master Plan. These costs will include updating market conditions, as well as any scope augmentations determined as feasible alternatives to the results of the most recently executed studies.

The goal of this process is to identify feasible, fundable options for the portion of the master plan that was not funded by voters. It would be possible that additional study and design phases would be necessary as additional services to look at other options, depending on the findings of the results of this restudy of the existing Public Works facility.

PROJECT APPROACH

Our approach will be to look at the site and existing facilities through a new lens, as the project goals have evolved since our teams last collaborated on the 2021 Civic Campus Master Plan and subsequent Pre-design study. Our team's prior knowledge of the site and existing facilities will allow us to proceed efficiently to meet your schedule goals. As we begin the study with you, our first step will be to make sure we fully understand all of the objectives and goals of the City, looking at both current and future needs. We strongly believe that a collaborative team approach is the best way to develop a master plan that suites your long-term needs. We will work with you through each step of the planning process to ensure all pertinent items are identified, reviewed, and a consensus reached on the appropriate direction to proceed.

Concept planning at a high-level allows exploration of different design directions quickly and can reveal potential challenges early on, such as site constraints, access issues, or operational requirements. The design team will explore several options to establish a clear understanding of the desired outcomes, functional, and spatial requirements for the License Passport Center and Dance Studio (LPCDS).

The conclusion of this study will be a comprehensive report that details our process, findings, planning options, and associated cost estimates. Our team will be available to prepare and present the findings and recommendations to the City Council.

BKV Group offers the unique and meaningful value of a holistic architect and engineering firm – a firm where most needed services are handled under one roof and are rooted with a deeply experienced professional design team. In addition to being a holistic firm, BKV's team expertise with a wide range of project types such as adaptive-reuse, multifamily and hospitality ventures – many of which share common program elements - afford an ample range of unique backgrounds that enrich all BKV public-sector projects. This range of project type experience means BKV Group approaches projects through the novel lens of guest and user experience where environments are designed to embody the values and stories of their clients and communities. This rich cross-pollination of both professional services and project expertise inherently give projects more comprehensive, creative, and compelling outcomes.

As part of our team, we have included Kraus-Anderson Construction, a local Construction Management team that will be providing their expertise in the local construction market to deliver accurate cost estimates. The BKV Group and Oertel Architects team has a long working relationship working with Kraus-Anderson on civic and public works projects. Their involvement in the process will benefit the City and project team allowing us to explore design options quickly and efficiently, identifying potential construction related challenges and real-time cost estimating.



TIMEFRAME

TIMEFRAME FOR DELIVERY OF EACH COMPONENT OF
THE STUDY.



ROCHESTER NORTH SERVICE CENTER & POLICE STATION | Rochester, Minnesota

TIMEFRAME



Allowing sufficient time in a design project schedule is crucial for developing quality documents that clearly communicate intent and meet the study's goals. The BKV Group team will work closely with the City of Roseville and the stakeholder groups to review and refine the work plan at the start of the project to ensure that critical milestones are defined within the project timeframe. Additionally, this effort will establish all goals and objectives that are to be understood and met within the project schedule. Below is a summary of our proposed schedule:

PROJECT KICK-OFF	
Review of Background and Information Gathering	March 24, 2025
Department Interviews	March 24-31, 2025
Programming Revisions	Complete by April 4, 2025
Concept Development	Complete by April 14, 2025

PHASE 1	
Update LPCDS Estimate [CCPDS Study]	Complete by April 4, 2025
Updated MOC [CCPDS Study]	Complete by April 4, 2025
SINGLE STORY LPCDC	
Concept Development	Complete by April 14, 2025
Program Revision	Complete by April 4, 2025
Design Iteration	Complete by April 11, 2025

PHASE 1 CONT'D

REUSE OF EXISTING MAINTENANCE FACILITY [LPCDS]

Building and Site Plan layouts	March 31 – April 25, 2025
Pro – Con Analysis	April 18 – 25, 2025
Cost Estimate	April 21 – May 2, 2025
Phasing Analysis [Overall Project]	April 21 – May 2, 2025

REUSE OF EXISTING MAINTENANCE FACILITY [OFFICE / RESTAURANT / EVENT VENUE]

Programming / Space Need Definition	March 31 – April 4, 2025
Building and Site Plan layouts	March 31 – April 25, 2025
Pro – Con Analysis	April 18 – 25, 2025
Cost Estimate	April 21 – May 2, 2025
Phasing Analysis [Overall Project]	April 21 – May 2, 2025
Phase 1 Final Report Development	April 28 – May 14, 2025
Phase 1 Council Presentation	May 19, 2025

PHASE 2

Phase 2 would require an extension of the overall schedule to accommodate study after completion of Phase 1

Design Alternatives for LPC on City Campus	May 2 – 23, 2025
Cost Analysis of Design Alternatives	May 26 – June 6, 2025
Design Alternatives for all aspects of CCPDS 2	March 31 – May 2, 2025

Design Alternatives for all aspects of the CCPDS will be reviewed as part of the department interview / staff engagement and programming evaluation process.

Phase 2 Final Report Development	June 2 – 11, 2025
Phase 2 Council Presentation	June 16, 2025

EXAMPLES OF WORK

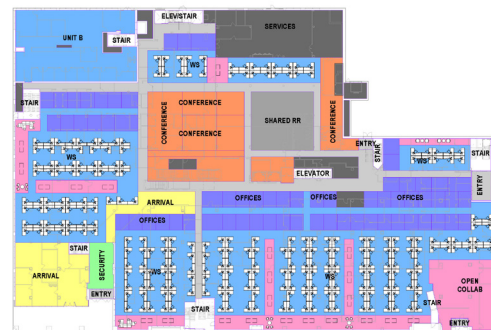
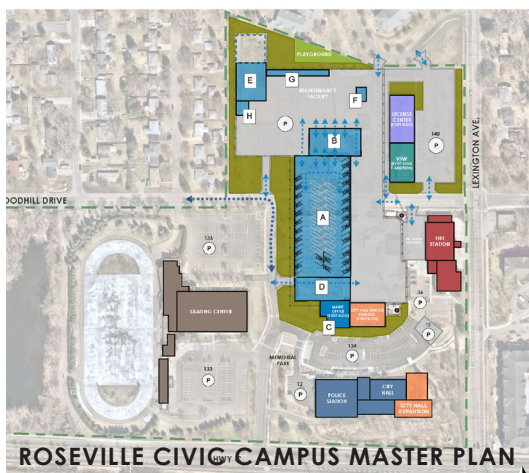
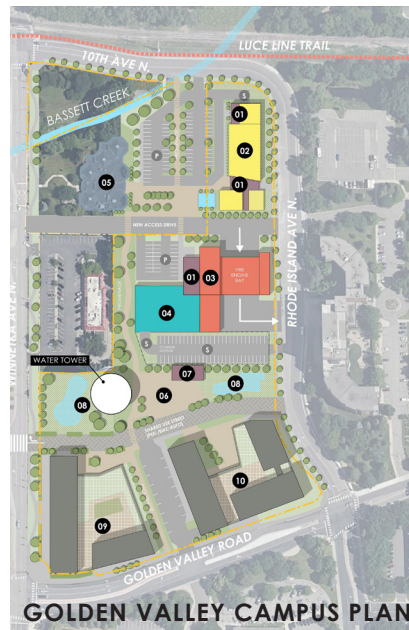
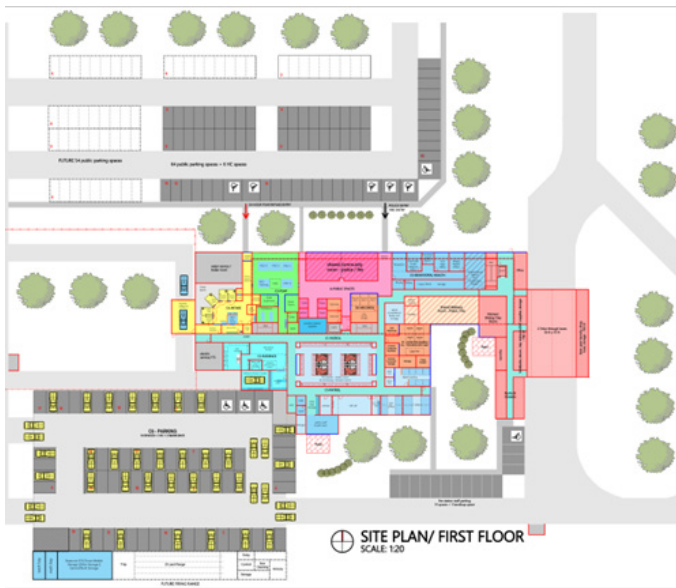
EXAMPLES OF WORK IN THE PAST SEVEN YEARS IN GOVERNMENT BUILDING PLANNING OR ANALYSIS (CALL OUT ACTUAL MUNICIPAL EXPERIENCE SPECIFICALLY).

EXAMPLES OF WORK IN THE PAST SEVEN YEARS IN GOVERNMENT CONSTRUCTION OR REMODEL (CALL OUT ACTUAL MUNICIPAL EXPERIENCE SPECIFICALLY).

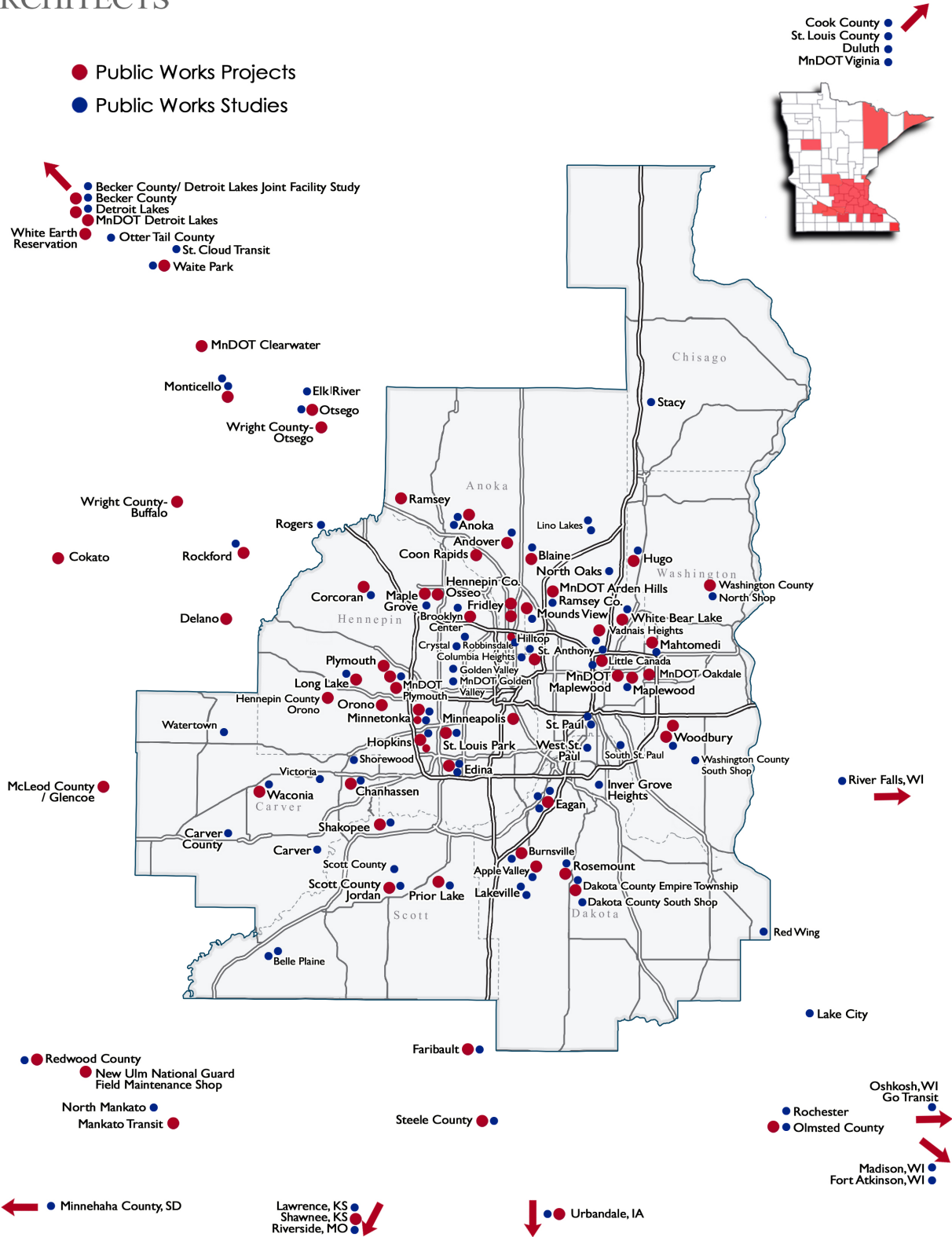


DETROIT LAKES POLICE DEPARTMENT | Detroit Lakes, Minnesota

200+ needs assessments, studies, master plans



- Aitkin County, MN
- Albert Lea, MN
- Alpena County, MI
- Andover, MN
- Baton Rouge, LA
- Bayfield County, WI
- Becker, MN
- Bedford, OH
- Bemidji State University, MN
- Bloomington, MN
- Bloomington, IL
- Brookings Co, SD
- Buffalo, MN
- Bureau County, IL
- Burnsville, IL
- Carlton Co, MN
- Carlton County School, MN
- Carrollton, TX
- Chanhassen, MN
- Champlin, MN
- Circle Pines, MN
- Clinton County, MI
- Cloquet, MN
- Codington Co, SD
- Coon Rapids, MN
- Coppell, TX
- Credit River, MN
- Custer, SD
- Dakota Co, MN
- Dayton, MN
- Detroit Lakes, MN
- Dilworth, MN
- Duluth, MN
- Eden Prairie, MN
- Elko New Market, MN
- Emily, MN
- Excelsior, MN
- Fairfax County, VA
- Fauquier Co, VA
- Fergus Falls, MN
- Forest Lake, MN
- Forest Lodge Library, WI
- Fridley, MN
- Front Royal, VA
- Fulda, MN
- Golden Valley, MN
- Goshen, IN
- Grafton VFD, ND
- Great River School, MN
- Hampstead VFD, MD
- Hays, KS
- Hennepin Co, MN
- Henrico Co, VA
- Howard Lake, MN
- Highland Park, MN
- Hudson, WI
- Independence, OH
- Ingham Co, MI
- International Falls, MN
- Island Lake, IL
- Lake Elmo, MN
- Lakes Area, MN
- Lake Zurich, IL
- Le Sueur Co, MN
- Little Canada, MN
- Mahnomen Co, MN
- Mahtomedi, MN
- Mahomet, IL
- Maple Grove, MN
- Melrose, MN
- Minnetrista, MN
- Minneapolis, MN
- Minnetonka, MN
- Montgomery County, MD
- New Town, ND
- Northville Tnsp, MI
- Orono, MN
- Owatonna, MN
- Park Ridge, IL
- Parma, OH
- Pennington County, MN
- Pine City, MN
- Prior Lake, MN
- Ramsey, MN
- Ramsey Co, MN
- Richfield, MN
- Rochester, MN
- Rockford, MN
- Roscommon MI
- Rosemount, MN
- Roseville, MN
- Spotsylvania Co, VA
- Springfield, OH
- St. Anthony Village, MN
- St. Croix Co, WI
- St. Louis Co, MN
- St. Paul, MN
- St. Paul Park, MN
- St. Michael, MN
- Savage, MN
- Shakopee, MN
- Stafford Co, VA
- Sterling, IL
- Stearns Co, MN
- Streamwood, IL
- Steger, IL
- TAT White Shield, ND
- Tinley Park, IL
- Vadnais Heights, MN
- Wadena, MN
- Waite Park, MN
- Washburn Co, WI
- Watertown, MN
- West Fargo, ND
- West St. Paul, MN
- Woodbury, MN
- Wyoming, MN



EXAMPLES OF WORK



ROSEVILLE CIVIC CAMPUS MASTER PLAN & PRE-DESIGN

ROSEVILLE, MINNESOTA

CLIENT

City of Roseville, MN

SIZE

241,338 GSF

SERVICES

Project Management, Master Planning, Existing Conditions, Programming, Planning, Site Feasibility, Site Selection Pre-Design

TEAM INVOLVEMENT

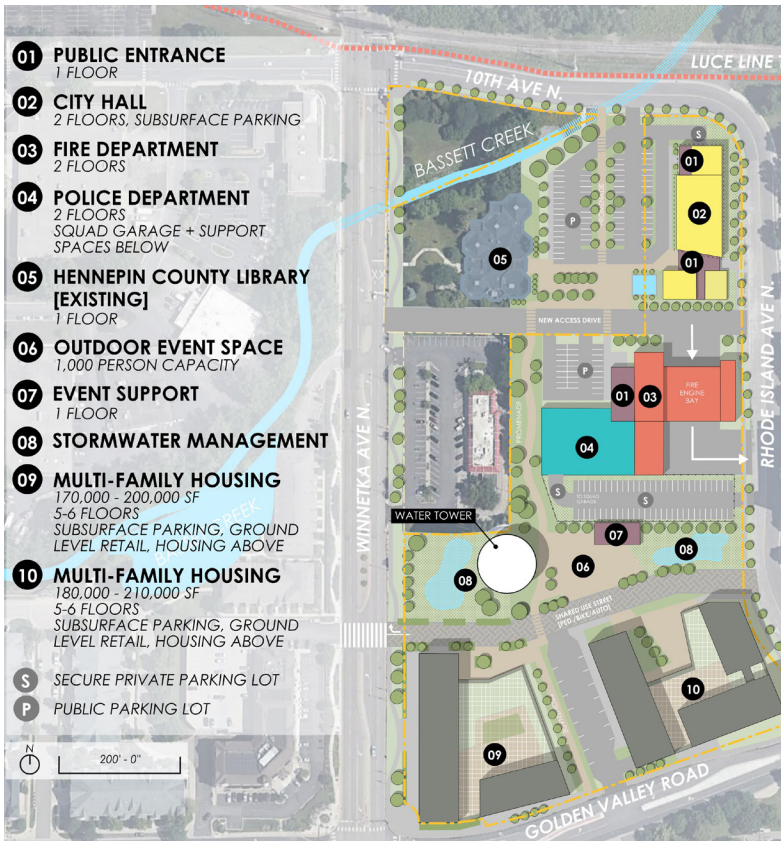
BKV Group - Prime Architect
Oertel Architects - Architect - Public Works
Kraus-Anderson - Cost Estimating

Development of a Civic Campus Master Plan for the City of Roseville, MN following the City's purchase of land adjacent to the existing campus, home to City Hall, Police Department, Maintenance Facility, and Central Fire Station. Concurrent with the growth of City services, and building on earlier studies regarding the Maintenance Facility and License Facility, this project aims to provide a planning and growth framework for phased redevelopment.

The project's core goals are to: increase operational efficiency, establish a cohesive civic campus, address current and long-term needs of stakeholders, increase community access, enhance civic identity, and balance fiscal responsibility and value. The Master Plan process includes a multi-phase community engagement strategy, detailed programming with City departments to understand operations and develop detailed space program requirements, and creation of a set of planning options offering distinct opportunities for the future of the civic campus.

The Maintenance Facility housed the Public Works Operations as well as Parks Maintenance work groups. Each department had operations and current space demands evaluated for operational efficiency and future needs to meet city demands. Oertel Architects developed ideal operational conceptual scenarios to fit the large space demand within the existing Civic Campus area and worked with BKV to further integrate the largest programmatic space need the city has within a larger campus master plan context. The resulting options illustrated concepts on how Public Works and Parks Maintenance can be more than just a back-of-house operational facility, by becoming part of a larger municipal complex that houses all city services, while providing amenity for the city and its residents.

BKV has been hired to conduct a station location study for Fire Station 2 and to do a Pre-design Report for the Public Safety Facility in preparation to seek State funding.



MUNICIPAL FACILITY NEEDS ASSESSMENT & PRE-DESIGNS

GOLDEN VALLEY, MINNESOTA

CLIENT

City of Golden Valley, MN
w/ Kraus Anderson

SIZE

10 acres
340,858 existing GSF
565,546 GSF projected

SERVICES

Existing Conditions Analysis,
Site Feasibility, Master
Planning, Programming, Project
Management, Pre-Design

TEAM INVOLVEMENT

BKV Group - Prime Architect
Oertel Architects -
Maintenance Specialist
Kraus-Anderson - Cost
Estimating

The City of Golden Valley Civic Campus Master Plan is a campus planning effort with BKV Group, Oertel Architects, and HKGI in collaboration with Kraus Anderson. This comprehensive facility needs assessment included detailed physical facility reviews, development of space needs programs and future projections, and preparation of proposed design and planning strategies.

Currently, all city municipal services (Police, Fire, City Hall and Public Works) are all located at a central location in what is considered downtown Golden Valley. Significant space demands can not be met by the constrained site and still house all municipal services. The site location is at a critical area for planned mixed use municipal and private commercial development. The study evaluated existing functional and operational needs; studied inefficiencies and limitations of facilities, provided a space needs analysis and building program; and illustrated concepts for building footprints that meet service demands for municipal services within the downtown core; establish projected costs for various scales of potential projects; and fostered community buy-in and consensus building by integrating a robust community outreach process using multiple modalities and multiple touchpoints throughout the process.

Following completion of the project, the team has continued into ongoing pre-design efforts for the first phases of implementation, including ongoing pre-design efforts for the new Fire Station, downtown Public Safety Building, and the new Maintenance campus. This work includes revisiting, refining, and enriching facility space programs, detailed review and consideration of project siting and phasing, and focused community engagement efforts in service of continued public awareness and support of these large-scale investments.



RED WING POLICE & PUBLIC WORKS STUDY & MASTER PLAN

RED WING, MINNESOTA

CLIENT

City of Roseville, MN

SIZE

42,000 SF

SERVICES

Existing Conditions, Response
Time, Site Feasibility,
Programming, Planning

TEAM INVOLVEMENT

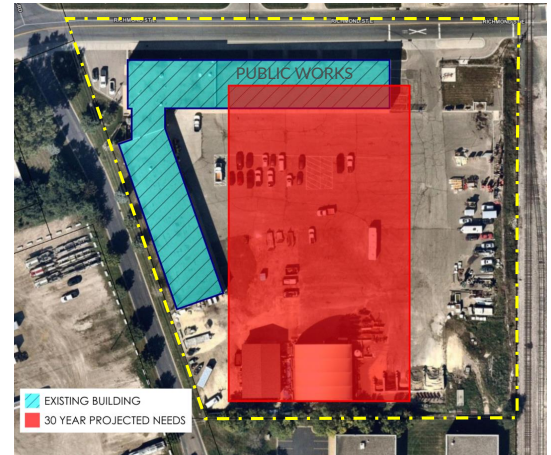
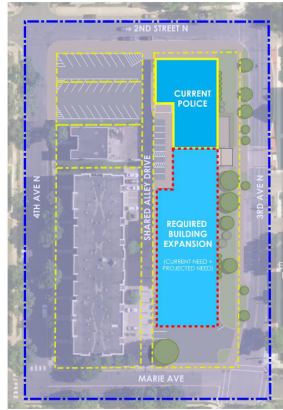
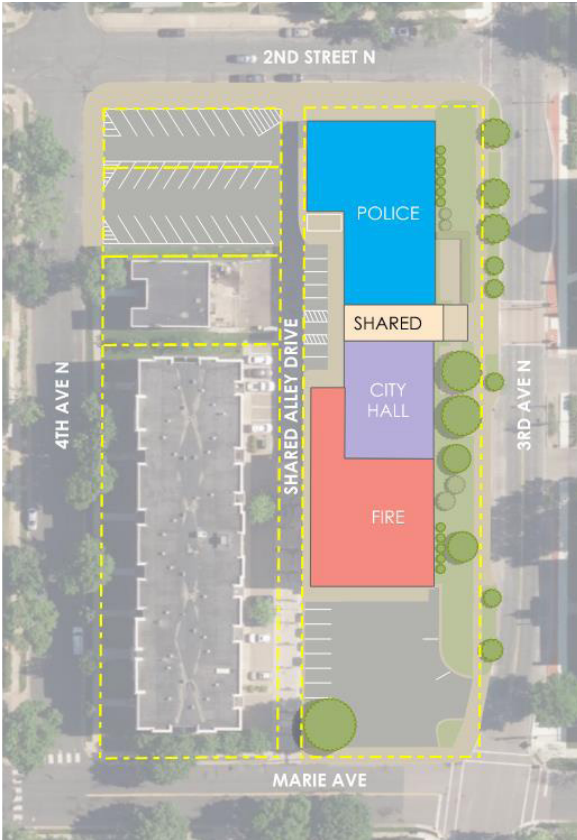
BKV Group - Prime Architect
Oertel Architects -
Maintenance Specialist
Kraus-Anderson - Cost
Estimating & FCA Lead

The Red Wing Police Department currently shares a building with the Goodhue County Sheriff and is in need of additional operational space as well as wellness functions and training opportunities. Looking to potentially move into their own facility, the BKV team completed an operational space needs analysis to determine the department's immediate space needs and projected needs in 20 years. The projected space needs for the Red Wing Police Department was identified around 42,000 SF.

A feasibility study was completed to review the potential for repurposing an existing city-owned facility currently occupied by the public works department for the police department. BKV developed several planning options exploring ways to reuse the existing city-owned facility as well as planning for an entirely new facility on the same site. Additionally, an alternate concept was explored for a new build adjacent to the city's fire station.

During the course of the initial police study, the city determined it would be beneficial to explore an option for a combined police and public works facility. Oertel Architects was brought on as a project partner to perform the public works programming and master planning. Master planning concepts for a combined facility were studied to confirm site feasibility and costs.

With each planning option, cost estimates were completed to identify the associated overall project costs and the pros/cons of each option were reviewed to assist the city in making an informed decision on how best to address the needs of the police department.



SOUTH ST. PAUL FACILITIES MASTER PLAN/NEEDS ANALYSIS

SOUTH ST. PAUL, MINNESOTA

CLIENT

City of South Saint Paul

SIZE

52,847 SF

SERVICES

Facility Conditions Assessment,
Space Needs Assessment,
Programming, Planning

TEAM INVOLVEMENT

BKV Group - Prime Architect
Oertel Architects -
Maintenance Specialist
Kraus-Anderson - Cost
Estimating & FCA Lead

Development of capital improvement recommendations for the City of South Saint Paul's Central Maintenance Facility, City Hall (including City Hall and Police Department), their two Outdoor Public Aquatic Facilities, a historic Library building available for adaptive reuse, and a leasable suite within their Ice Arena. BKV Group, in collaboration with Oertel Architects and Kraus Anderson, provided a Facilities Condition Review of all facilities, evaluation of existing space utilization and operational efficiency, leading to development of space needs projections for each facility. Work included site visits to review exterior and interior conditions, current operational layouts and workflows, and evaluation against current codes, regulations, and relevant industry best-practices.

The project included consideration of maintaining or changing the City's existing co-location of Police, City Hall, and Fire Department (an operation explored under a separate parallel study) with impact to collaboration and efficiency versus the constraints presented by the existing landlocked building and site, which do not have the capacity to accommodate all three projected space needs. Project outputs include: detailed existing and projected space programs, conceptual block plan layouts, conceptual exterior renderings, implementation phasing schedule, and estimate of construction and project costs.



COMPREHENSIVE EVALUATIONS:

1. CITY CENTER (CITY HALL, POLICE, COMMUNITY CENTER)
2. WINE & SPIRITS (HWY 55)
3. UTILITIES SERVICES CAMPUS
4. STREETS & PARK MAINTENANCE
5. CIVIC CENTER
6. WATER RECLAMATION

FOCUSED EVALUATIONS

- A. DOWNTOWN WATER TREATMENT PLAN (OFFICE SPACE/GARAGE ONLY)
- B. CENTENNIAL FIRE STATION
- C. AIRPORT (ARRIVALS & DEPARTURES OFFICE SPACE ONLY)
- D. WINE & SPIRITS (DOWNTOWN)

BUFFALO FACILITIES NEEDS ASSESSMENT

BUFFALO, MINNESOTA

CLIENT

City of Buffalo, MN

SERVICES

Existing Facilities Assessment,
Space Needs Programming,
and Conceptual Design
Recommendations

TEAM INVOLVEMENT

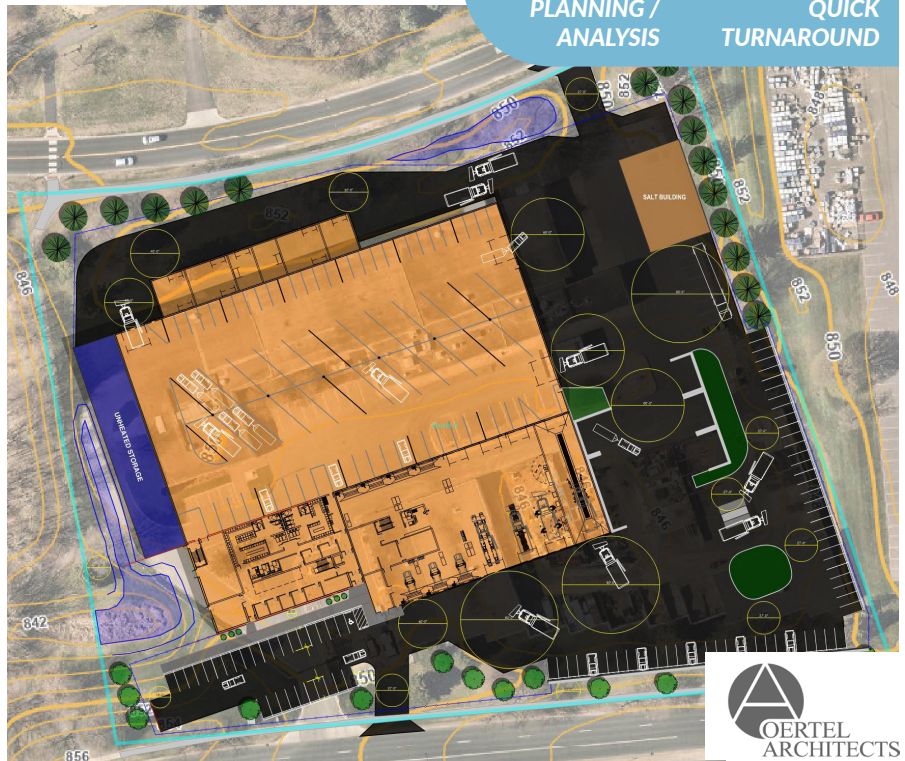
BKV Group - Prime Architect
Oertel Architects -
Maintenance Specialist
Kraus-Anderson - Cost
Estimating

Existing facilities assessment, space needs programming, and conceptual design recommendations for twelve of the City of Buffalo's core municipal facilities, ranging from a standalone community center to public safety facilities and multi-building maintenance and utility sites. Work included benchmarking facilities and operations against current industry codes, regulations, and best practices, and development of detailed space program matrices itemizing existing versus projected space needs for personnel, vehicle and equipment, support and storage, and public areas for each facility. For each facility, BKV Group deployed specialists with each facility type to connect with department heads, staff, and facilities personnel to document critical issues impacting safe, efficient, and effective operations, collaborating with these core stakeholders on development of recommended space programs and conceptual block plans. Work also included a multi-part community engagement effort, to guide and inform recommendations about public-facing facilities included in this study.

BKV Group worked with the City's Task Force to develop project guiding principles, through the project to review and refine progress work, and to establish a feasible strategy for project phasing and prioritization. Project deliverables included space programs, conceptual block plans, a final report, and project cost estimates. For each facility, the team developed multiple options for review and consideration, facilitating dialogue within City leadership about discrete investments per department versus facilities and sites where investments could support greater operational efficiency through strategic co-location.



2023 MULTI-SITE STUDY



2024 MASTER PLAN

PLANNING / ANALYSIS

QUICK TURNAROUND

BROOKLYN CENTER PUBLIC WORKS PROGRAMMING & PLANNING

BROOKLYN CENTER, MINNESOTA

CLIENT

City of Brooklyn Center, MN

SIZE

15-acre opportunity zone site

SERVICES

Existing Facilities Assessment, Space Needs Program, Master Plan, Facility Condition Assessment, Programming, Planning

TEAM INVOLVEMENT

Oertel Architects - Architect - Public Works

Oertel Architects was engaged by Brooklyn Center in 2018 review their existing facility and provide a space needs program for their current operations to gauge the building's ability to meet developing industry trends and best practices. Oertel was engaged again in 2023 to update the space needs, look at other site opportunities and develop a master plan for how a new facility can meet programmatic needs. Oertel also engaged in a concurrent Facility Condition Assessment project with the city to review all municipal facilities, to evaluate the ability to meet functional and operational needs.

Since 2018 Brooklyn Center as a community has seen significant change within the community and aging infrastructure has translated into a demand for space that meets the departments unwavering ability to continue and deliver a high level of service to its community.

The study process test fit the programmatic needs on multiple site opportunities to help the city public works leadership determine if any potential sites were worth investigating further. Five potential sites were reviewed, in addition to generalized site arrangements and a phased approach to the existing site. Each design scenario received a full cost estimate for the building with site work and any relocation, demolition and site acquisition costs. The process identified that the existing site, with a phased approach and temporary relocation would be the most ideal scenario for the city. That design has advanced into a more advanced schematic design to assist the city with securing funding for construction.



CONSTRUCTION



ROSEMOUNT PUBLIC WORKS & POLICE DEPARTMENT

ROSEMOUNT, MINNESOTA

CLIENT

City of Rosemount, MN

SIZE

160,000 GSF

50,000 SF police station

35 stall squad garage

5 lane gun range

SERVICES

Programming, Planning,
Design, Project Management,
Architecture, Interior Design,
Mechanical, Plumbing/FP,
Electrical, and Structural
Engineering, Construction
Administration, Peer Review

TEAM INVOLVEMENT

BKV Group - Prime Architect
Oertel Architects -
Maintenance Specialist
Kraus-Anderson - CM

BKV Group & Oertel Architects were engaged to provide architectural and engineering services to the City of Rosemount, MN for a new combined police and public works facility. The previous project plan developed didn't have the level of detail needed to execute the final project; therefore, the BKV & Oertel team were brought in to plan the new facility development. The 160,000 GSF facility was planned on a 20-acre site at a highly visible location within the city providing a new civic identity for the police and public works departments.

The facility has a strong presence along Biscayne Avenue and was designed to be a welcoming community asset, including a generous public lobby and community training rooms. The public space is shared between the police and public works departments, located to maintain and provide a secure facility while providing easy wayfinding to city services. The facility was carefully designed to maximize daylighting to the occupied spaces to support staff health and wellness. A landscaped courtyard space was created for staff use within the secure area of the site, with the fitness area and staff break spaces located around the perimeter.

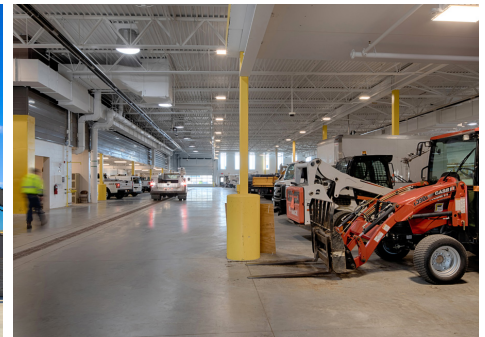
The facility provides centralized public works operations, providing space for public works offices, and staff support space as well as vehicle storage, vehicle maintenance and wash facilities. The police includes staff workspace, interview rooms, temporary holding, evidence processing/storage, indoor gun range, tactical training, and K9 area.



PLANNING



CONSTRUCTION



FRIDLEY CIVIC CAMPUS

FRIDLEY, MINNESOTA

CLIENT

City of Fridley, MN

SIZE

184,300 SF total project
40-vehicle garage

SERVICES

Space Needs Assessment,
Master Planning, Site Feasibility,
Programming, Planning, Design,
Project Management, Architecture,
Interior Design, Mechanical,
Plumbing/FP, Electrical, and
Structural Engineering, Construction
Administration

TEAM INVOLVEMENT

BKV Group - Prime Architect
Oertel Architects - Maintenance
Specialist

AWARD

APWA-MN Project of the Year: Fridley
Public Works and Civic Campus

The new City of Fridley Public Works facility was an integral part of a larger municipal improvement and redevelopment project known as the City of Fridley Civic Campus. The project included a new Public Works facility, City Hall, and Public Safety facility, all organized around a central water feature and outdoor plaza connecting to nearby walking trails. In addition, part of master planning for the civic campus site was identifying land area for future housing development that could share the newly created community amenities.

The public engagement process had been ongoing long before BKV Group and Oertel Architects were brought into the project, with a previously approved building program and a site master plan developed through a series of public design charrettes. The previous project plan developed didn't have the level of detail needed to execute the final project. Acting in a very transparent and data-driven way, our team documented the actual space needs for each department now and in the future and compared them to the spaces of similar communities in the immediate area to give the public reassurance that the space requests were appropriate and in line with local standards. This careful process was scrutinized and questioned by the citizens who were rightly concerned by the increases proposed, but accepted when no holes in the logic could be found. The team worked with the owner to distill the master plan to its essential elements and reconstructed it with proper site flows.

Planning the new City of Fridley Public Works facility presented several challenges. The unique location challenged the design team to balance staff access vs. public access and public works operations. Construction was phased to maintain the existing public works facility operations during the construction of the new facility on the same site.

The public works facility included staff office and support space along with conditioned vehicle storage, cold storage, salt storage, a fueling facility, and fleet maintenance space.



PLANNING



CONSTRUCTION



ORONO PUBLIC WORKS

ORONO, MINNESOTA

CLIENT

City of Orono, MN

SIZE

60,000 SF

SERVICES

Architecture, Specifications,
Construction Administration

TEAM INVOLVEMENT

Oertel Architects - Architect -
Public Works

The City of Orono hired Oertel Architects to provide design services for its new Public Works campus. The project includes a 60,000-square-foot full-service public works building (vehicle storage, vehicle maintenance, office, shop, and support), exterior covered storage bins, exterior open storage bins, a salt building, a brine building, and a fuel island. The new facility is designed to improve operational efficiency, streamline maintenance processes, and enhance long-term service capabilities for the city.

The site was formerly owned by MnDOT and is located off Old Crystal Bay Road, immediately adjacent to Highway 12. Steeply sloped, long and linear, and adjacent to residential properties, the site poses several challenges. The design team worked closely with city staff, council members, easement holders, and neighboring residents to develop a campus that balances functional needs with community concerns. The final design minimizes visual impact, incorporates thoughtful site grading, and strategically positions buildings and storage areas to maximize space while maintaining accessibility and efficiency. Sustainable design strategies and durable materials ensure that the facility will serve the city well for years to come.



PLANNING



CONSTRUCTION



RAMSEY PUBLIC WORKS

RAMSEY, MINNESOTA

CLIENT

City of Ramsey, MN

SIZE

92,800 SF

58,000 SF vehicle storage,
8,900 SF office/admin space
26,000 SF vehicle maintenance
and workshops

SERVICES

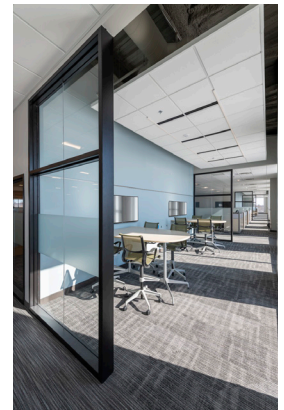
Architecture, Specifications,
Construction Administration

TEAM INVOLVEMENT

Oertel Architects - Architect -
Public Works

The City of Ramsey had been operating out of what was supposed to be a temporary trailer for over 15 years. A new 92,800 square foot facility was designed and constructed to meet the city's current and future needs. Included in this facility is 58,000 square feet of vehicle storage, 8,900 square feet of office/admin space, and 26,000 square feet of vehicle maintenance and workshops.

The initial design process needed to be mindful of a critical city budget number. As such, as initial designs were developed and tested for fit and operational function, even at that conceptual level, initial project cost opinions were developed to help city staff make critical design and sequencing decisions. These efforts allowed City staff to really defend certain aspects of the design to City Council and build the understanding and consensus of need, not just want. This project took place during the early days of the Covid-19 pandemic. Our team's integration, collaborative approach, and familiarity allowed us to program and design this project with our client in a relatively short amount of time for a project of this size and scope.



WRIGHT COUNTY GOVERNMENT CENTER

BUFFALO, MINNESOTA

CLIENT

Wright County, MN

SIZE

255,000 SF
4-story

SERVICES

Space Needs Assessment,
Architecture, Interior Design,
Landscape Architecture,
Mechanical, Plumbing/FP,
Electrical, and Structural
Engineering, Code Analysis,
Specifications

TEAM INVOLVEMENT

BKV Group - Prime Architect

After an extensive study of how to best reuse their existing Government Center including relocating their very large Human Services Department from a remote site, the County decided to proceed ahead with a new Government Center to be co-located with their Law Enforcement and Justice Centers. The new, four-story, 222,538 SF facility provides a single point of service for citizens for fourteen County departments as well as the County Board Room and a Department of Motor Vehicles service center. Having already planned for this building to be located jointly with the LEC and Justice Center, the resulting overall site will provide a cohesive and convenient Government Service Campus for this growing and forward-thinking County.

BKV Group designed the Government Center's interior with an intuitive layout based on foot traffic of the citizens, with the highest-volume departments located on the main level, including Assessor, Taxpayer Services, Planning and Zoning, Veterans Services and License Center. In addition, the open concept lobby allows for visibility to the second-level Human Services Department, which fills the entire floor. The building's large front windows provide ample flow of natural light throughout the lobby area, which also includes an information desk, grand staircase and elevator banks. The third floor houses the IT Department and other administrative offices, internal staff meeting rooms and break room.

Citizens can also access the 2,200 SF County Board Room, where community meetings take place, from the main level. A focal point on the building's eastern end, the board room is glass-enclosed, with 16-foot ceilings and three adjoining public conference rooms to increase capacity as needed.

To acclimate increased traffic volume coming in and out of the three-building campus, BKV Group reconfigured parking to be closer to each property and expanded the total number of spaces from 275 to 1,600. The Government Center also features a drive-through window connected to the License Center for residents to conveniently pick up renewal stickers and other documents.



PLANNING /
ANALYSIS



REMODEL



CONSTRUCTION



INDEPENDENCE CITY HALL

INDEPENDENCE, MINNESOTA

CLIENT

City of Buffalo, MN

SIZE

14,719 SF

SERVICES

Planning, Programming, Design, Documentation, Architecture, Interior Design, Landscape Architecture, Mechanical, Electrical, & Structural Engineering, Specifications, Code Review, Construction Administration

TEAM INVOLVEMENT

BKV Group - Prime Architect

The City of Independence, MN lies 25 miles west of Minneapolis, a mix of rural residential and active agricultural development in an area rich with lakes and wetlands. Independence City Hall, originally constructed in 1991, was expanded in 2000 to provide co-location of the West Hennepin Public Safety Department.

BKV Group was originally engaged to provide a feasibility and space needs study to determine how the existing facility might be adapted to more fully accommodate operational needs while also better representing the community with renewed interior and exterior finishes. Two key opportunities were identified: the existing windowless community room was identified as oversized, with missed opportunities for direct views to the wetlands, and the building's entrance and lobby currently opened to another solid wall, also blocking views and daylight.

The final renovation included inserting a formal city council dais, storage, and a meeting room into the community room, where three large windows now connect the space with the landscape beyond. The lobby was dramatically reconfigured with a new vaulted wood roof, with doors that provide prefunction space and a more direct entry into the community room. Wayfinding to both the Public Safety and City Hall service desks was improved by design adjustments, and finishes, furnishings, and lighting were upgraded in the City Hall administrative area and in portions of Public Safety.

To address existing building and site infrastructure issues, the project included focused replacement and upgrades to mechanical and electrical equipment, and site and landscape improvements to address drainage at the north side, alongside new public plazas at both the front and rear. The building's exterior was transformed



PLANNING /
ANALYSIS



CONSTRUCTION



HOWARD LAKE LIBRARY

HOWARD LAKE, MINNESOTA

CLIENT

City of Howard Lake & Howard Lake Library

SIZE

6,977

SERVICES

Space Needs Assessment & Planning, Programming, Design, Documentation, Architecture, Interior Design, Mechanical / Electrical/Structural Engineering, Landscape Architecture, Specification, Code Review, Construction Administration

TEAM INVOLVEMENT

BKV Group - Prime Architect

Following a 2018 municipal space needs assessment, which included the library, BKV Group executed a detailed pre-design study for Howard Lake's 1979, two-story facility. Work included detailed collection, program, and furnishings analysis, an evaluation of the cast-in-place concrete structure's capacity for expansion, code compliance upgrades, and energy efficiency.

The final evaluation included assessments of reconfiguring and transforming the existing building to varying degrees, and also relocation of the library to a new site closer to downtown. The greatest long-term value and operational efficiency was found in relocation to the new Central Park in downtown Howard Lake, where the facility can be a single story, provide a multi-use community room available when the library is closed, and also incorporate public restrooms to serve the park.

The project's goals and objectives include: ensuring equitable and universal access to all library resources; providing a safe, welcoming, and inviting resource for users of all ages, providing spaces with near-term flexibility and long-term adaptability; accommodating the continuing evolution of library services; and the development of staff support spaces that respond to existing operational staffing (1 FTE). The modest facility provides dedicated spaces for each age range of reader, a storytime room connected to a secure outdoor reading area, multiple study rooms including one for use by the City as a "soft interview" room (available after library hours), a fireplace reading area, and the integration of a number of book art pieces that establish a strong sense of identity and character.

The project fulfills the State of Minnesota's Pre-Design requirements, compliance with the Minnesota B3 program and SB2030 Energy Efficiency program, is projected to be the State's first Net Zero Energy facility, and included community engagement with the broader community, the Great River Regional Library, and the adjacent special education district school.



INDEPENDENCE CITY HALL RENOVATION | Independence, Minnesota

RESUMES OF PERSONNEL

RESUMES, INCLUDING RESPONSIBILITIES, BACKGROUND, AND RELEVANT EXPERIENCE, OF KEY PERSONNEL THAT WILL BE WORKING DIRECTLY ON THIS PROJECT.



FRIDLEY CIVIC CENTER | Fridley, Minnesota

ORGANIZATIONAL CHART



CLIENT CONTACT



MICHAEL HEALY
Project Manager



PAUL MICHELL
Partner-in-Charge

PLANNING & DESIGN



TRACE JACQUES
Senior Designer &
Hospitality Planner /Specialist



ANDREW COOPER
Maintenance
Planner / Specialist



COLLIN KOONCE
Urban Planner

COST ESTIMATION

FACILITY CONDITION ASSESSMENT (OPTIONAL)



DUSTIN PHILLIPS
Preconstruction



MAURI SOLOMON
Facility Assessment
Manager

RESUMES OF PERSONNEL



Paul Michell, AIA
PARTNER-IN-CHARGE

Paul brings 25 years in planning and delivering complex public facilities. He demonstrates an unparalleled level of commitment to high-quality design, a team-oriented approach, and influential leadership which contributes to functional, enduring, and purposeful facilities that enrich the community while meeting the client's operational, budgetary, and schedule goals. Paul is passionate about community and local government projects and understands the sensitive nature of local government decision making and delivering value for tax-dollars spent.

EDUCATION

University of Kansas, Bachelor of Architecture, School of Architecture and Urban Design // University of Missouri – Kansas City, School of Architecture and Environmental Design // Marquette University, College of Engineering, Emphasis in Electrical & Mechanical Engineering

REGISTRATIONS

Registered Architect: MN # 61543 MO #A-2009021701, KS #A6081 // NCARB

YEARS OF EXPERIENCE

25+

PROFESSIONAL AFFILIATIONS

IACP, International Association of Chiefs of Police Associate Membership // MCPA, Minnesota Chief of Police Association, Supporting Member // AIA, Minnesota Government Affairs Committee Member // AIA, Minneapolis Advocacy Committee Member // American Institute of Architects

RELEVANT EXPERIENCE

South St. Paul Facilities Master Plan/Needs Analysis, South St. Paul, MN – 52,847 SF, capital improvement recommendation for Central Maintenance Facility, City Hall, and Police Department, two Outdoor Public Aquatic Facilities, a historic Library building, Ice Arena.

Red Wing Police Needs Assessment & Feasibility Study, Red Wing, MN – The projected space needs for the Red Wing Police Department was identified around 42,000 SF including a garage for squad parking.

Red Wing Police & PW Study/Master Plan, Red Wing, MN

Rosemount Police Station & Public Works, Rosemount, MN – planning, design, construction, new construction, 160,000 GSF, 50,000 SF police station, 35 stall squad garage, \$53M, November 2024

St. Paul Park Public Works Needs Assessment, St. Paul Park, MN – Public Works 8,424 SF, Adjacent Yard @ PW 27,745 SF, Heritage Park 1,500 SF, BKV Group is analyzing current public works for the city. The focus of the assessment should be on the continued use and renovation, expansion of current facilities or building of a new facility.

Vassar Municipal Facilities Space Needs Assessment & Master Plan, Vassar, MI – study future needs and site feasibility for the police department, fire department, emergency operations center, and city offices

International Falls Municipal Facilities Needs Assessment, International Falls, MN – existing conditions, programming, site feasibility, and master planning for Police Station, Public Works, and Fire Station

Credit River Civic Campus & Public Works Credit River, MN – master plan of first municipal facilities. Public Works and City Hall programming, site needs, and the determination of long-range equipment and vehicle needs to support their growing Public Works department.

Bloomington Public Works & Parks Study, Bloomington, IL – programming and site feasibility study for new 248,200 sf public works facility, parks & rec, and water utility

Eden Prairie Maintenance Facility Study, Eden Prairie, MN – master plan

Golden Valley Fire Station Location Analysis and Public Safety Pre-design, Golden Valley, MN

Maple Grove PUPS Facility Study & Master Plan, Maple Grove, MN

Chanhassen Civic Campus, Chanhassen, MN – complete a/e services for improvements will provide a new City Hall & Senior Center building, supporting parking, streetscape, and plaza improvements, \$33 – \$35 M, Ongoing

Ramsey City Hall Security Study, Ramsey, MN

Shoreview City Council Chambers Remodeling, Shoreview, MN

Wayzata City Hall Study, Wayzata, MN



Michael Healy, AIA

PROJECT MANAGER

Michael is a skilled technical design professional with more than 16 years of experience on a variety of projects including police, city hall, fire and public works facilities. Michael has a thorough understanding of the operational needs and spatial requirements for law enforcement facilities and their building assemblies. Michael works closely with the entire project team and stakeholders to ensure the project is functional, on budget, and ultimately responds to the client's goals and operational needs.

EDUCATION

Masters of Architecture;
University of Minnesota,
Bachelor of Science,
Architecture, Minor,
Construction Management

REGISTRATIONS

Licensed Architect: MN #55378

YEARS OF EXPERIENCE

14

PROFESSIONAL AFFILIATIONS

American Institute of Architects
(AIA)

AWARDS

Detroit Lakes Police Station:
2021 Officer Magazine Law
Enforcement Design Awards -
Facilities III, Silver

Rochester Government Service
Center & North Police Station,
MN: 2020 Finance & Commerce
Top Project of 2020

Fridley Civic Campus, MN:
2020 APWA-MN Project of the
Year; 2019 Firehouse Magazine
Station Design Awards - Mixed
Use Bronze Award

SPEAKING SESSIONS:

"Top Trends in Police Station
Design," Firehouse/ Officer
Station Design Conference
2024

"Case Study: Fridley Public
Safety Facility, a co-located
Station," Firehouse / Officer
Station Design Conference

RELEVANT EXPERIENCE

**Roseville Civic Campus Master Plan,
Roseville, MN** – existing conditions, master
planning, site feasibility, programing,
design, construction for city hall, police
department, maintenance facility, and
central fire station, phase 1 (ongoing)

**Golden Valley Civic Campus Master Plan,
Golden Valley, MN** – Existing conditions,
programming and site feasibility for Police,
Fire, City Hall, and Public Works

**Golden Valley Fire Station Location
Analysis and Public Safety Pre-design,
Golden Valley, MN**

**Red Wing Police Needs Assessment &
Feasibility Study, Red Wing, MN** – The
projected space needs for the Red Wing
Police Department was identified around
42,000 SF including a garage for squad
parking.

**Red Wing Police & PW Study/Master Plan,
Red Wing, MN**

**South St. Paul Facilities Master Plan/Needs
Analysis, South St. Paul, MN** – 52,847 SF,
capital improvement recommendation for
Central Maintenance Facility, City Hall, and
Police Department, two Outdoor Public
Aquatic Facilities, a historic Library building,
Ice Arena.

**Buffalo Municipal Facilities Assessment &
Needs Analysis, Buffalo, MN**

**Rosemount Police Station & Public Works,
Rosemount, MN** – planning, design,
construction, new construction, 160,000
GSF, 50,000 SF police station, 35 stall
squad garage, \$53M, November 2024

Fridley Civic Campus, Fridley, MN

– Programming, planning, design,
documentation, and CA for new 24,770
SF fire station (6 bays, 8 bunks, volunteer),
police station (1 sworn, 1 civilian), city hall,
and public works facility, 184,300 GSF,
\$48.8M

**Wright County Government Center,
Buffalo, MN** – study, pre – design,

programming, planning, design,
construction, new, 4 – story, 250,000 SF,
\$42.3M, April 2022

Ramsey Public Works Study, Ramsey, MN

– existing conditions assessment, 15.5
acres

**Dakota County Empire Campus Public
Works Addition and Renovation, Dakota
County, MN** – planning, remodel &
addition, 165,026 SF, \$14.9M, October
2020

St. Paul Park Public Works Needs

Assessment, St. Paul Park, MN – Public
Works 8,424 SF, Adjacent Yard @ PW
27,745 SF, Heritage Park 1,500 SF, BKV
Group is analyzing current public works
for the city. The focus of the assessment
should be on the continued use and
renovation, expansion of current facilities
or building of a new facility.

**International Falls Municipal Facilities
Needs Assessment, International Falls, MN**

– existing conditions, programming, site
feasibility, and master planning for Police
Station, Public Works, and Fire Station



Andrew Cooper, AIA

MAINTENANCE PLANNER / SPECIALIST

Andrew has spent his career working with various municipalities and agencies all across the Upper Midwest on a variety of project typologies. He has extensive experience in project design, project management and contract administration. Andrew also has extensive experience in performing Oertel's internal cost opinions and internal quality control over all of Oertel's work products. Andrew uses his communication skills and knowledge of design and construction issues to make sure each project is a success.



EDUCATION

Bachelor of Architecture, North Dakota State University (NDSU)

REGISTRATIONS

Licensed Architect: MN
#46485; WI # 13019-5; MI #
1301067837

YEARS OF EXPERIENCE

23

PROFESSIONAL AFFILIATIONS

APWA- American Public Works Association

MPWA- Minnesota Public Works Association

AIA- American Institute of Architects

AWARDS

Fridley Civic Campus, MN: 2020
APWA-MN Project of the Year

APWA Project of the Year -
National Award - Robbinsdale
Water Treatment Plan

SPEAKING SESSIONS:

"Demystifying the Municipal
RFP/RFQ" – 2023 APWA-PWX

RELEVANT EXPERIENCE

City of Roseville, MN Campus Study w/
BKV Group (Oertel responsible for public
works portion of the project)

South St. Paul Facilities Master Plan/Needs
Analysis, South St. Paul, MN

Buffalo Municipal Facilities Assessment &
Needs Analysis, Buffalo, MN

Red Wing Police & PW Study/Master Plan,
Red Wing, MN

City of Andover Vehicle Maintenance
Facility

City of Golden Valley Civic Campus
Planning (w/BKV)

City of Rosemount, MN Public Works

City of Fridley, MN Public Works Facility
(w/BKV Group)

City of Saint Paul Citywide Operations &
Training Master Plan

City of Monticello, MN Public Works
Facility

MnDOT Jordan Truck Station (w/ Alliance)

MnDOT Clearwater Truck Station

City of Delano, MN Public Works

City of Burnsville, MN Facilities Study (w/
BKV Group)

City of Shawnee, KS Parks Maintenance
Facility

White Earth Nation Fleet Storage Facility

City of Ramsey, MN Public Works Facility

City of Lawrence, KS Municipal Services &
Operations Study (specialty consultant)

National Guard Vehicle Maint. Facility-
New Ulm, MN

City of Monticello, MN Public Works Study
(multiple)

City of Mounds View, MN Public Works
Facility

MnDOT Golden Valley Truck Station
Campus Master Plan

City of Plymouth, MN Public Works
Expansion

MnDOT Maplewood Truck Station Building

Carver, MN Facilities Master Planning
(multiple facilities)

City of Corcoran, MN Public Works Facility

City of Maple Grove, MN Public Works
Facility

City of Ham Lake, MN Public Works Study

City of Crystal, MN Public Works Study

City of West St. Paul Public Works Study

City of Blaine Public Works Facility

City of Hilltop, MN Public Works Facility

City of Elk River, MN Public Works Study

City of Faribault, MN Public Works Facility

City of Minnetonka, MN Salt/ Sand
Building

Hennepin Co. Maintenance Facility
Expansion- Osseo, MN

Olmsted County Public Works Facility
Master Planning- Rochester, MN

City of Blaine, MN Public Works
Mechanical & Electrical Upgrades



Trace Jacques, APPELLATION

SENIOR DESIGNER &
HOSPITALITY PLANNER /SPECIALIST

Trace Jacques has over 35 years of design experience. He designs consequential buildings with inspired identity to invigorate and transform environments nationwide to serve the public realm. He works closely with his team to ensure an exacting design execution that aligns with client, brand, city and community expectations. Trace actively engages clients and communities in collaborative and empowering creative processes. This powerful collaboration fosters trust, engages, empowers, and compresses the design process.

EDUCATION

University of Minnesota, Bachelor of Architecture with Honors, Architecture Thesis Award; Normandale Community College, Pre-Architecture course requirements and Fine Arts

REGISTRATIONS

MN #24227; CID #C02232; LEED AP ND

YEARS OF EXPERIENCE

+35

Relevant experience

Rosemount Police & Public Works, Rosemount, MN

Roseville Civic Campus Master Plan, Roseville, MN

Golden Valley Civic Campus, Golden Valley, MN

Chanhassen Bluffs Recreation Center Concepting, Chanhassen, MN

Chanhassen City Hall, Senior Center & Civic Campus, Chanhassen, MN

Andrews Recreation Center, Andrews, TX

Edina Community Health & Fire Station #2 Facility, Edina, MN

Vadnais Heights Fire Station Concept Study, Vadnais Heights, MN

**Experience prior to BKV Group*



Collin Koonce, PLA, LEED AP, ULI

URBAN PLANNER

Collin is an urban planner and landscape architect with 13 years of experience transforming spaces globally. He has led projects ranging from mixed-use developments and urban parks to civic plazas and ecological restorations. Known for his collaboration and communication, he creates equitable public spaces while actively engaging in community initiatives. His leadership, research, and writings strengthen both his profession and firm.

EDUCATION

Texas Tech University, Bachelor of Landscape Architecture; University of Georgia, Master of Environmental Planning and Design

REGISTRATIONS

Professional Landscape Architect: TX #2939, among others
LEED AP #0010405461

YEARS OF EXPERIENCE

+15

Relevant experience

Andrews Recreation Center, Andrews, TX

Danville Masterplan Study, Danville, IL

Broken Arrow New City Hall, Broken Arrow, OK

Stafford Musselman Park Task Order, Stafford, VA

Citywide Park Master Plan, Chickasha, OK

Cedar Run Park, Dallas, TX

Dove Pool & Playground, Grapevine, TX

Downtown Streetscape Enhancement, Denison, TX

Greenville Ave Streetscape, Dallas, TX

Katy Trail Extension Study, Dallas, TX

Kiestwood Trail Amenities, Dallas, TX

MCoombs Creek Trail Connection, Dallas, TX



Mauri Solomon, CFM

FACILITY ASSESSMENT MANAGER

Mauri will identify and verify program needs and assist in generating a master plan that addresses the facility options and the risks that exist for each of the options presented. She will observe, review, and document the facility conditions, including - but not limited to - site conditions, exterior envelope, interior finishes, mechanical and electrical systems, ADA requirements, and safety and security. She will identify all viable options and costs associated as a part of a comprehensive plan.

EDUCATION

Masters, Project Management, Saint Mary's University of Minnesota, Minneapolis, MN

B.S., Interior Design + Architecture, The Art Institutes International Minnesota, Minneapolis, MN

YEARS OF EXPERIENCE
19

RELEVANT EXPERIENCE

North Branch Facility Assessment and Master Planning –
Four-building facility assessment and master planning

Eden Prairie City Center Facility Condition Assessment and Master Planning, MN – 230,000 SF facility assessment and master planning

Waite Park Facility Condition Assessment, MN – 137,062 SF facility assessment of City buildings

Rochester Facility Assessment, MN

Sisters of St. Joseph of Carondelet Facility Assessment, St. Paul, MN – 167,801 SF, 6-building facility assessment



Dustin Phillips

PRECONSTRUCTION

As a PreConstruction Lead, Dustin plays a vital role in setting projects up for success. He supports the team during the preconstruction phase by monitoring and refining both long-range and short-term plans to ensure seamless project execution. With a keen eye for detail, Dustin develops accurate project cost estimates while incorporating the latest subcontractor pricing trends. His expertise in budgeting, planning, and forecasting helps clients and stakeholders make informed decisions, ensuring efficiency and cost-effectiveness. By staying ahead of industry trends and market fluctuations, Dustin contributes to the strategic planning and financial viability of each project. His dedication and analytical approach make him a valuable asset in delivering well-planned and competitively priced construction solutions.

EDUCATION

Masters, Construction Management and B.S., Construction with a Minor in Business Administration, University of Wisconsin-Stout, Menomonie, WI

YEARS OF EXPERIENCE
19

RELEVANT EXPERIENCE

North Branch Facility Assessment and Master Planning, MN

Washington County Master Planning Public Works Facility, MN

City of Burnsville | Water Treatment Plant Facility Assessment and Municipal Space Needs Assessment, MN

Robbinsdale Facility Condition Review and Preconstruction Services, MN

Inver Grove Heights Facility Condition Assessment and Preconstruction Estimating Services, MN

REFERENCES

THE NAMES OF THREE TO FIVE INDIVIDUALS THAT CAN BE CONTACTED AS REFERENCES CONCERNING THE PROFESSIONAL CAPABILITIES AND RESOURCES OF YOUR FIRM.



ROCHESTER NORTH SERVICE CENTER & POLICE STATION | Rochester, Minnesota

REFERENCES



Fridley Civic Campus: Police Station, Fire Station, Public Works Building, City Hall

REFERENCE

Scott J. Hickok
Community Development Director
p: 763.572.3590
e: Scott.Hickok@fridleymn.gov



Howard Lake New Public Library

REFERENCE

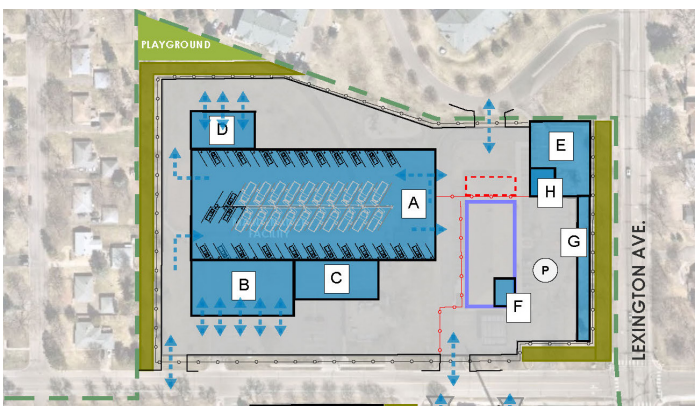
Nick Haggemiller
City Administrator City of Howard Lake & Howard Lake Library
p: 320.543.3670 Ext. 2
e: cityadmin@howard-lake.mn.us



Rosemount Police Station & Public Works

REFERENCE

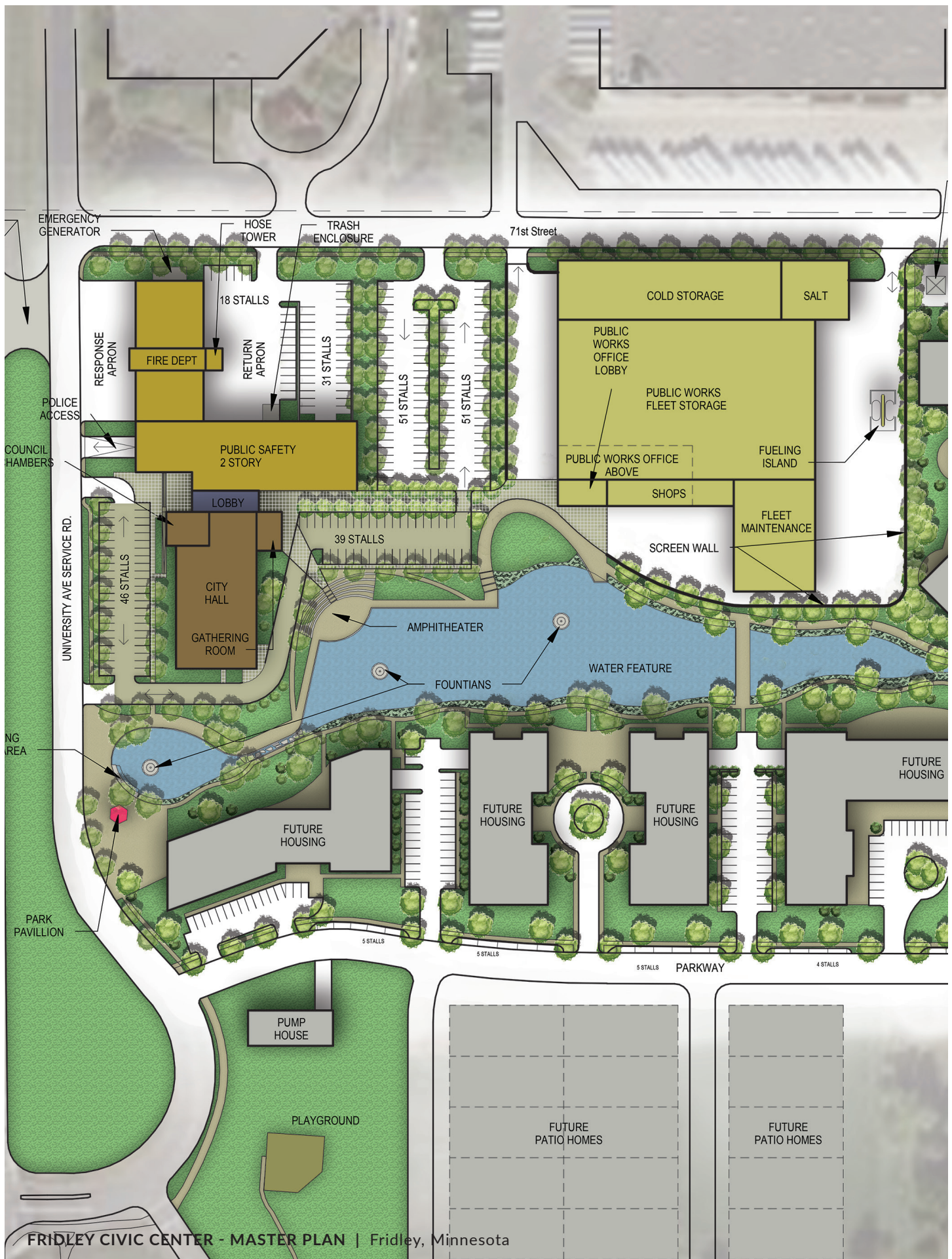
Mikael Dahlstrom
Police Chief, City of Rosemount, MN
p: 651.423.4491
e: mikael.dahlstrom@ci.rosemount.mn.us



Roseville Civic Campus Master Plan & Pre-Design

REFERENCE

Marc Culver, Brooklyn Park City Engineer (Former Roseville Public Works Director, City Engineer)
p: 763.493.8114
e: marc.culver@brooklynpark.org



FRIDLEY CIVIC CENTER - MASTER PLAN | Fridley, Minnesota

ADDITIONAL INFORMATION & VALUE ADDED COMPONENTS

ANY ADDITIONAL INFORMATION OR MATERIALS THAT
YOU BELIEVE COMMUNICATE THE CAPABILITIES OF
YOUR FIRM TO PERFORM ON THIS PROJECT.

ANY VALUE-ADDED COMPONENTS YOU FEEL THE FIRM
CAN ADD TO THIS STUDY.



EDINA PUBLIC WORKS FACILITY | Edina, Minnesota



MITIGATING RISKS THROUGH LESSONS LEARNED

For nearly 50 years, BKV Group has successfully delivered projects both across Minnesota and Nationally. We offer a refined process for effective disruption planning and risk mitigation, starting early in the discovery phase and continuing throughout the duration of the project. We have found the most effective tool to mitigate risk is identifying them early and clear communication between all stakeholders.

STAKEHOLDER INVOLVEMENT. Active involvement of stakeholders throughout planning and design is key to building consensus and minimizing costly changes later. Engaging user groups and City officials early ensures smoother decision-making.

APPLICATION OF EXPERTISE. We know that we are hired to bring expertise and apply our experience. Our team features deep experience on projects just like yours. Involving a team with design expertise and a successful track record allows the City to explore innovative solutions and bring credibility to the process.

UNDERSTANDING. We will assess all existing factors—such as the existing facility’s condition, mechanical and electrical systems, and site conditions—early on to identify and resolve potential issues.

Ultimately, we have learned that due diligence and an open, transparent, and collaborative process will discern the ultimate project requirements and guide the concepts developed. We thrive on communication and collaboration to help our clients achieve their goals and minimize risk.



Sustainability is a core value at BKV Group and we strive to align our expertise with each client's goals for performance, value, resilience, and well-being. We recognize sustainability at all scales, from planning and infrastructure decisions to building reuse, adaptation, and construction, as well as the human-scale impact of indoor environmental factors like air quality, daylight, acoustics, and materials. ▲

At the outset, we will lead a workshop with your core team to discuss sustainability commitments, opportunities, and define your project's core sustainable values. Sustainable initiatives have the potential to impact how facilities are planned and project costs, including these specific goals as part of the early planning process is vital to accurate planning and cost estimating.

FIRMWIDE SUSTAINABILITY CERTIFICATIONS



USGBC LEED



FITWEL



WELL



GREEN COMMUNITIES



B3



Value-Added Components

SHORT DURATION PROJECTS

Our team has experience working on projects that have a need for quick turnaround from start date to finished product. Many of our clients need updates to previous studies, or quick feasibility studies to understand project scopes and demonstrate to critical stakeholders and decision makers.

The key to completing short duration projects is the knowledge of the building typologies and relationships built with city staff and stakeholders. We have several project examples, where both previous clients and new clients who are aware of our collective team's ability to complete design tasks quickly and with a high degree of reliability, engaged our team members to execute projects. Knowledge of these building typologies allows our team to assess options and develop final deliverables side-by-side, shortening the timeline from start to finish. To complete on time, some assumptions must be made by the design team, and the trade-off is user group feedback loops are much shorter, if they are engaged at all. That is where the previous relationships with clients are so critical to the short duration project timeline. The assumptions made by the design team aren't made without knowledge of how our clients want to operate in their facility because of our previous work with them, and with new clients, early engagement and establishing project imperatives at the onset of the project help us measure decisions with the goals of the work.

FACILITY CONDITION ASSESSMENT

As part of our proposal we have included an option to complete a Facility Condition Assessment (FCA) of the existing Maintenance Facility. Gaining a deeper understanding of the existing conditions and building systems may prove useful for the City as you consider the potential reuse of the facility. The FCA would be completed by Kraus-Anderson's team and perform a deeper review the existing conditions than included in master planning scope. This would include budget and priority planning for necessary repairs, replacements, and upgrades to existing infrastructure. Identifying these items and associated costs can be helpful when considering the long-term investment to maintain aging infrastructure compared to full-replacement.



WRIGHT COUNTY GOVERNMENT CENTER | Buffalo, Minnesota

PROPOSED FEE



MAPLE GROVE PUBLIC WORKS FACILITY | Maple Grove, Minnesota

PROPOSED FEE

The BKV Group team's compensation goals are to establish fees that are fair and reasonable for the required services. Our priority is to achieve our client's goals while assuring that both our client and our firm are treated fairly for the services and expertise best suited for the project. To meet this goal, we strive to establish a well-defined project understanding and scope of services. While we will meet with the City's core team to review verify the scope of services needed, we believe that the initial scope presented in the RFP to be thorough and appropriate for the Project's needs.

PHASE ONE SERVICES

We propose a total fee of **Seventeen Thousand Five Hundred Dollars (\$17,500)** for Phase 1 Services identified in the RFP. Estimated reimbursable expenses for local travel and printing is \$500. However, we only invoice for actual expenses incurred with no administrative mark ups. We invoice monthly for work performed the prior month on a percentage completion basis.

OPTIONAL SERVICE – FACILITY CONDITION ASSESSMENT

When an existing facility is being considered for reuse, it is frequently valuable to conduct a facility condition assessment. We have included Kraus Anderson's FCA professionals as part of our team because their investigations of the existing facility will provide insight on the conditions present, and the costs of repairs and deferred maintenance that would be required as part of a renovation project. By including FCA services, the City can have a comprehensive understanding of both planning and a detailed budget to help avoid surprises during a future design project. The cost for FCA services on this project is proposed as **Seven Thousand Five Hundred Dollars (\$7,500)**.

APPROACH TO FEES

Our approach to a fee structure is to provide a complete and comprehensive total fee without surprises during the project. If during the course of the project the City requests a change that requires a significant number of modifications to the documents that were previously approved, we would work with the City to identify a reasonable amount of time required to make the changes requested and only proceed once the City has given authorization.

We would urge the selection committee to select your team based on experience and qualifications. This fee analysis is based on the project scope as we understand it from the RFP as well as our experience with the level of service our team provides, and the time involved in these types of projects. However, our first task in working with the City will be to meet to make sure our assumptions for the project, meetings, and scope aligns with the City's expectations and goals. The objective is to find a balance of fee and scope that best supports the project, the project teams, and the City's fiscal objectives.



“

The new office space is awesome! We have a comfortable, modern space now available for our Veterans and their families to sit down and not feel cramped into a small office setting. We've had many positive comments about how welcoming and comfortable the office and facility at-large is from our customers. The plan and layout is exactly what we asked for and the finishes are well done and fit our business needs. The employees are happier and that leads to better customer satisfaction.

GREG PICKARD

Director Veteran Services

Wright County Government Center

“

The BKV Group got to know us as their client very well, they listened well and sought an abundance of input to make certain that every aspect of the design would match our needs. Clever details like the plaza area with dyed concrete stripes that could double as overflow parking stalls or the place for an art fair or farmer's market, an amphitheater for outdoor classes or entertainment, a fireside room that would serve as a great meeting space or the resident's civic campus living room. Each space inside the building was designed to be open, bright, airy and efficient...the City of Fridley is thrilled with its new, beautifully designed complex and our choice of the BKV Group.

SCOTT J. HICKOK AICP

*Community Development Director
Fridley Civic Campus*

“

I will say that BKV and their team did an amazing job in designing multiple facilities that meet citizens needs and created efficiency in workspace utilization and utility demands. The expert work done by BKV Group will service the citizens of Wright County for many decades to come thanks to their expertise.

DAREK VETSCH

*Wright County Commissioner, District 2
Wright County Government Center*

CHICAGO

209 South LaSalle Street
The Rookery, Suite 920
Chicago, IL 60604
P 312.279.0470

DALLAS

1412 Main Street
Adolphus Tower, Suite 700
Dallas, TX 75202
P 469.405.1196

MINNEAPOLIS

222 North Second Street
Long & Kees Building, Suite 101
Minneapolis, MN 55401
P 612.339.3752

WASHINGTON, DC

1054 31st Street NW
Canal Square, Suite 410
Washington, DC 20007
P 202.595.3173

CITY OF ROSEVILLE PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is made on the 17th day of 2025, between the City of Roseville, a Minnesota municipal corporation (the “City”), and BKV Group, a corporation (the “Consultant”, each a “Party” and together the “Parties”).

1. **Scope of Work.** The Consultant agrees to provide the professional services described in **Exhibit A** (“Work”) which is attached to this Agreement and incorporated by this reference. All Work provided by Consultant under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professional consultants currently providing similar services.

2. **Term and Termination.** The term of this Agreement will commence on March 17, 2025. Unless extended by written agreement of the Parties, this Agreement will terminate no later than March 17, 2026, or upon completion of the Work, whichever occurs first. Such extension may be approved by the Public Works Director, or their designee. This Agreement may be terminated earlier by the City with or without cause, by delivering, a written notice at least thirty (30) days prior to the date of such termination to Consultant. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered and eligible reimbursable expenses incurred by the Consultant through and until the date of termination. If the City terminates this Agreement for cause, the notice shall so-state, and no further payment shall be due to the Consultant following the delivery of the termination notice.

3. **Compensation for Work.** The City agrees to compensate Consultant the in accordance with **Exhibit B** attached hereto for the Work. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City.

4. **Method of Payment.** Following the conclusion of each calendar month, Consultant must submit an itemized invoice detailing actual hours worked and actual expenses incurred for Work performed under this Agreement during the previous month. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:
 - a. For compensation based on hours worked by various individuals, for each individual, their name, job title, the number of hours worked, rate of pay and description of the Work performed. For reimbursable expenses an itemized listing including, as applicable, receipts for such expenses.

 - b. Upon request of the City, Consultant must also provide the City’s project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement.

5. **Representatives and Notices:** The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
Attn: Jesse Freihammer
2660 Civic Center Drive
Roseville, MN 55113

To Consultant:

BKV Group
Attn: Paul Michell
222 North 2nd Street, Suite 101
Minneapolis, MN 55401

6. Assignment or Subcontracting. Unless noted otherwise in Exhibit A, the Consultant shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City. If subcontracts are approved and entered into, the Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by, and the Contractor shall otherwise comply with, the State Prompt Payment Act.

7. Independent Contractor. All Work provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of the Work pursuant to this Agreement, shall not be considered employees of the City. Contractor, its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

8. Annual Review. Following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Contractor under this Agreement. The Contractor agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the Parties shall, if requested by the City, meet and discuss the performance of the Contractor relative to the remaining Work to be performed by the Contractor under this Agreement.

9. Compliance with Laws and Regulations. The Contractor shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work.

10. Non-Discrimination. During the performance of this Agreement, the Contractor shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements in all of its subcontracts for Work done under this Agreement and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Contractor further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.

11. Data Practices Act Compliance. Contractor acknowledges that all data provided, produced, or obtained under this Agreement shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the “Act”), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Agreement.

12. Audit Disclosure. Under Minn. Stat. § 16C.05, subd. 5, Contractor’s books, records, documents, and accounting procedures and practices relevant to this Agreement, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Agreement.

13. Indemnification. The Contractor agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney’s fees, arising out of or resulting from any negligent or wrongful act or omission of the Contractor, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Work. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

14. Insurance. Prior to starting the Work and during the full term of this Agreement, the Contractor shall procure and maintain, at Contractor's expense, as follows:

- a. Workers Compensation insurance for all employees performing Work under this agreement in accordance with Minnesota law. The Contractor shall also provide Employer’s Liability Insurance with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

If Minnesota Statutes, Section 176.041 exempts the Contractor from Workers’ Compensation insurance, the Contractor must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes the Contractor from the Minnesota Workers’ Compensation requirements.

- b. Professional/Technical (Errors and Omissions) Liability Insurance

For contractors providing professional services as determined by the City, the Contractor is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims the Contractor may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Contractor’s professional services required under the contract.

The Contractor is required to carry the following minimum limits:

- \$2,000,000 – per occurrence
- \$2,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and the Contractor shall maintain such insurance for a period of at least two (2) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by the Contractor to fulfill this requirement.

- c. Commercial General Liability Insurance: The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. This policy shall have no coverages removed by endorsement. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability

The City, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

- d. Business Automobile Liability Insurance.

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,000,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

e. Additional Insurance conditions:

- The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under the contract.
- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- All insurance shall be provided on an occurrence basis and not on a claims-made basis, except professional liability insurance or other coverage not reasonably available on an occurrence basis; provided that all such claims-made coverage is subject to the approval of the City Attorney.
- Any insurance limits in excess of the minimum limits shall be available to the City.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of the City, including its elected and appointed officials, employees, and agents for losses arising from activities under the contract.
- Deductibles and self-insured retentions must be declared to and approved by the City. The City may require the Contractor to provide proof of ability to pay losses and related expenses within the deductible and retention.
- The Contractor is required to submit a Certificates of Insurance acceptable to the City as evidence of the required insurance coverage requirements.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible to review and ensure all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- If the City authorizes the Contractor to be self-insured, a Certificate of Self-Insurance must be attached.
- The Contractor shall obtain insurance policies from insurance companies having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by the City.
- The City reserves the right to immediately terminate the contract if the Contractor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the Contractor.
- All insurance policies must be open to inspection by the City, and copies of policies must be submitted to the City's authorized representative upon written request.

- The City's failure to approve or disapprove the Contractor's policies or certificates shall not relieve the Contractor of full responsibility to maintain the required insurance.
- If the coverage period shown on the Contractor's current certificate of insurance ends during the duration of the project, the Contractor must, prior to the end of the coverage period, obtain a new certificate of insurance showing that coverage has been extended.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.
- Contractor must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Contractor's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Contractor's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Contractor has complied with all insurance requirements.

15. Ownership of Documents. All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement (the "Information") shall become the property of the City, but the Contractor may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Contractor for such use. The Contractor shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.

16. Conflicts. No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.

17. Waiver. Any waiver by either Party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either Parties' ability to enforce a subsequent breach.

18. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the Parties waive any objections to jurisdiction.

19. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

20. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

21. Entire Agreement. Unless stated otherwise in this, the entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein. Any modification of this agreement may be approved in writing by the Public Works Director, or their designee.

(The remainder of this page has intentionally been left blank.)

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

BKV GROUP

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____

EXHIBIT A

WORK

The Contractor shall perform the following Work at the following locations:

EXHIBIT B

COMPENSATION

** Must include list of reimbursable expenses or statement that no expenses are eligible for reimbursement.



CITY OF ROSEVILLE
Request for Proposal -
Architectural Services for Civic Campus Master Plan Update
License/Passport Center & Dance Studio Options

March 3, 2025



WOLD ARCHITECTS & ENGINEERS



March 3, 2025

City of Roseville
Jesse Freihammer, Public Works Director
2660 Civic Center Drive, Roseville MN 55113

RE: Request for Proposal - Architectural Services for Civic Campus Master Plan Update License/Passport Center & Dance Studio Options

Dear Members of the Selection Committee,

From the RFP and review of previous work completed, we have a firm understanding of your Civic Campus and the efforts that have already been put in to look at the future of your campus. We understand that one of the biggest challenges of this project will be quickly investigating alternative options for the LPCDS to allow financing the project without the benefit of the sales tax proceeds you had hoped for. In addition, the results of the CCPDS are fairly clear on the phasing and project progression that Roseville could move forward on in very short order. You are looking for a firm to quickly investigate any potential alternatives that support the goals of the city and community at large without running the risk of taking too long and allowing inflation to catch up with the initial projected costs. Our firm is excited about the potential opportunity to help your City quickly develop an overall strategy for the Civic Campus and help you reexamine your priorities with an implementation plan that aligns with your financial goals.

The core belief of our firm is to be a high-service oriented architectural and engineering integrated design firm, which, via an engaging and collaborative process, provides our public sector clients with well planned and designed facilities that support their operations - today and long into the future. Our method to achieve this objective is to strive to understand our clients' vital concerns and anxieties at the start of the planning of a project and throughout the design process. Starting a process with a complete understanding of our client's concerns and goals, allows our team to focus on these and execute a solution that meets these objectives. With the benefit of conversations and review of the materials already in place, we've caught up to where you are today, and will jump at the chance to get in stride with you as we move into the future.

As you will see in our proposal, we have recent relevant experience in studies as well as design of all the different facility types you are hoping to achieve as the CCMP begins to take shape. We know municipal facilities and planning. Nearly all the projects we have been involved with start with a planning effort just like this and many of our clients continue with our team in implementing the work we planned together.

We are excited to work with you on this important project, and also believe that partnering with Kraus-Anderson gives us additional background and horsepower to hit the ground running and quickly develop an understanding of the true culture and decision-making process of Roseville. Our purpose is "to make a difference in the communities we serve" and our team is passionate about making a real difference in the City of Roseville.

Sincerely,

Jonathan Loose, PE, LEED AP
Partner-in-Charge
jloose@woldae.com

Wold Architects and Engineers
332 Minnesota Street, Suite W 2000
St. Paul, MN 55101
woldae.com | 651 227 7773

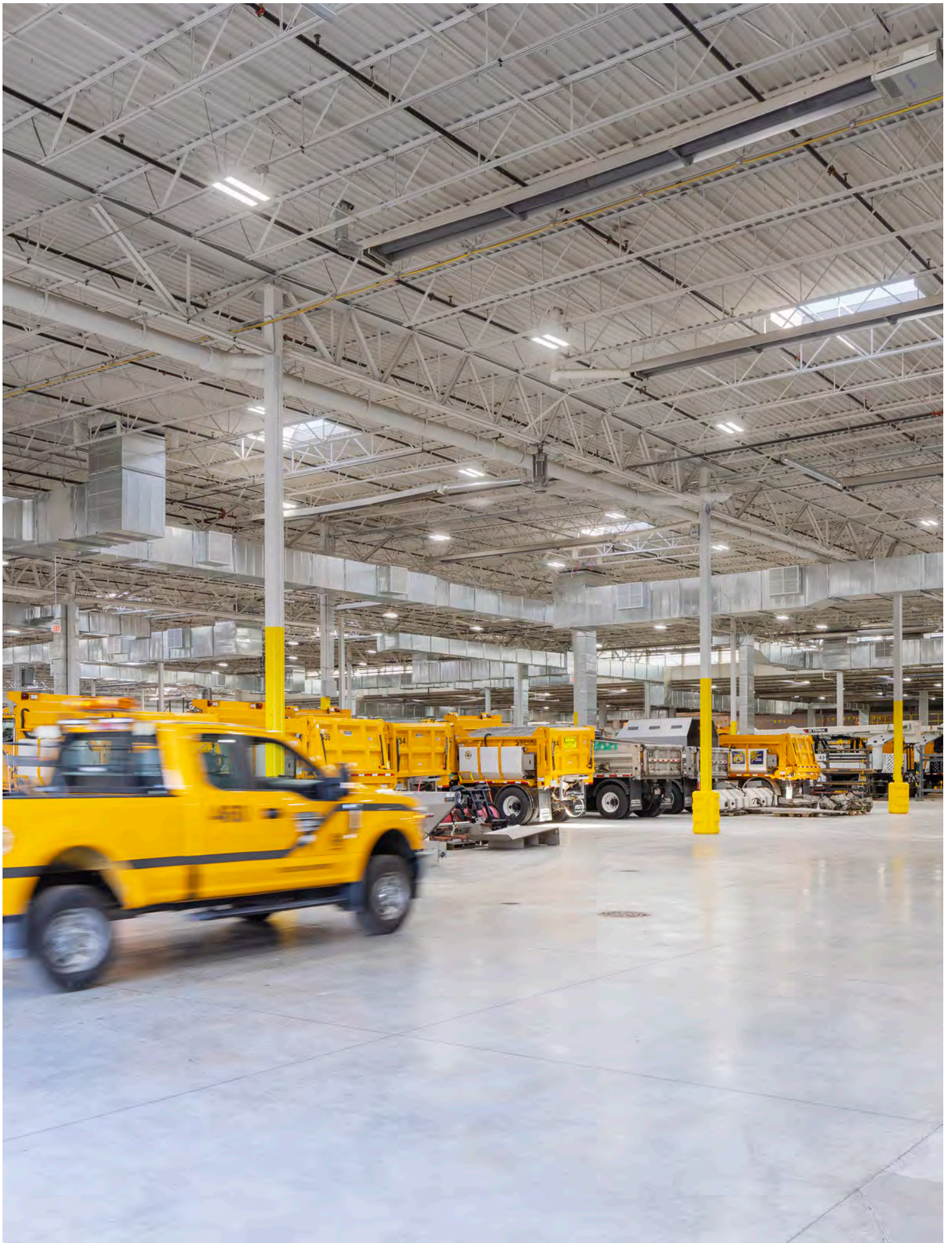
**PLANNERS
ARCHITECTS
ENGINEERS**



TOC

COVER LETTER

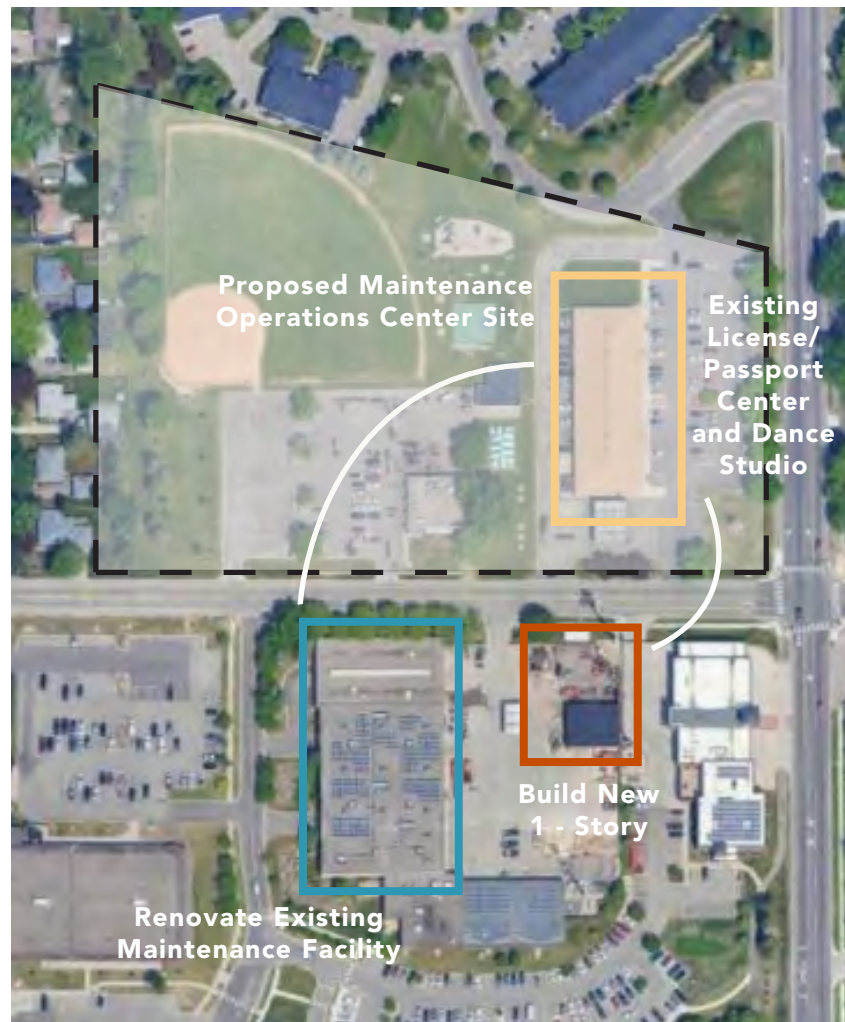
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3	COMPANY HISTORY	20
4	GOVERNMENT BUILDING PLANNING/ ANALYSIS EXPERIENCE	24
5	GOVERNMENT CONSTRUCTION/ REMODEL EXPERIENCE	30
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GENERAL APPROACH

UNDERSTANDING YOUR PROJECT

THE CITY OF ROSEVILLE



understanding your project & your city

The City is looking for a qualified team to help with developing solutions and cost estimates for the LCPDS as a single-story structure, and the feasibility of it utilizing the vacated existing Maintenance Facility. In addition, there may be a desire to move into a Phase II portion of that endeavor, which would contemplate a couple of alternative options that may be less costly than those suggested in the CCPDS. The team will work collaboratively with the City, relevant departments, and key stakeholders to develop these options that range from additions and renovations to new construction, and ensure the City can establish strong criteria to evaluate all scenarios.

Our team will approach this study with an unbiased perspective and incorporate current best practices for the myriad operational goals that the City Council is attempting to accomplish, while also respecting the previous body of work that the City has invested resources into.

We are excited to quickly delve into Phase I to help the City make decisions moving forward, and potentially even dig deeper into the issues and help achieve the best outcomes. As the study begins to coalesce, we would embark on a process that is structured to prioritize the City of Roseville. We believe that each client and each project is unique, and while we want to be sure to learn from others, we will never force a solution or apply a “cookie-cutter” design to your projects. Our detailed processes will result in a successful study that provides the analysis needed to make decisions moving forward.

WORK PLAN

FACILITY SPACE NEEDS ASSESSMENT

We know that studies can only be successful if they reflect the values of your community. We will provide the experience and leadership you need to guide your community through the complexities of facility needs, prioritization, and development of future facility solutions. This road map will help the City of Roseville make better decisions about facilities, now and for years into the future.

set goals and objectives | Begin collaboration discussion with city project leaders regarding expectations, goals, past findings, political issues, etc. to establish clear understanding and open, clear lines of communication.

gather data | Assemble pre-existing data on building floor plans, building usage, and utility data. Augment data with site visits and documentation of existing conditions as part of our interview process. Review Comprehensive Plan, demographics, and projections.

facility condition and deficiencies | Evaluate the physical condition of each building, and evaluation of MEP systems performance. Interviews with facility staff, photos of existing conditions.

Value-Added Option

confirm data | Re-check and confirm data, and establish baseline facts. Review and evaluate building conditions and information.

develop facts / agreed upon needs | Identify service delivery trends, facility opportunities, departmental needs, technological innovation, and financial or political scenarios that will require a facility response. Develop agreement on potential size and scope of need.

options development | Collaborate with city staff in the analysis of each facility's response to related issues:

- Operational costs
- Transportation costs
- Neighborhood impact
- Stakeholder investments
- Municipal impact
- Facility condition
- Technology
- Others
- Staff/Population projection

estimate costs | Leverage KA's expertise, and work collaboratively to estimate costs for options.

analyze options and evaluation | Wold team and City collaboration on possible real and perceived advantages and disadvantages to each facility response. Outreach to site-based and/or community with an open forum to seek additional advantages/disadvantages input.

summarize findings | Summarize and simplify findings into concise, legible reports to allow for an easy understanding of facts. Review with Space Committee for suitability and context.

presentations | Prepare presentation material(s) for various report needs including City Council, Space Committee Administration, Web Site, etc. Interaction with City Council to further gather input and reaction to findings and options.

revisions based upon further input | Upon further input and confirmation, the final report would be drafted to reflect discussions and conclusions. Publish and document the final long-range plan as desired by The City of Roseville.

The above tasks encompass the scope of work the City outlines in the RFP. During our assessment we will provide current facility conditions and deficiencies, city population and growth projection, future facility needs, space needs, preliminary cost estimates, preliminary site design layout, potential funding sources, potential improvements to existing buildings, and timeline.

SET GOALS
AND OBJECTIVES

GATHER DATA

FACILITY CONDITION
& DEFICIENCIES

CONFIRM DATA

DEVELOP FACTS /
AGREED UPON NEEDS

OPTIONS
DEVELOPMENT

a b c d

ESTIMATE COSTS

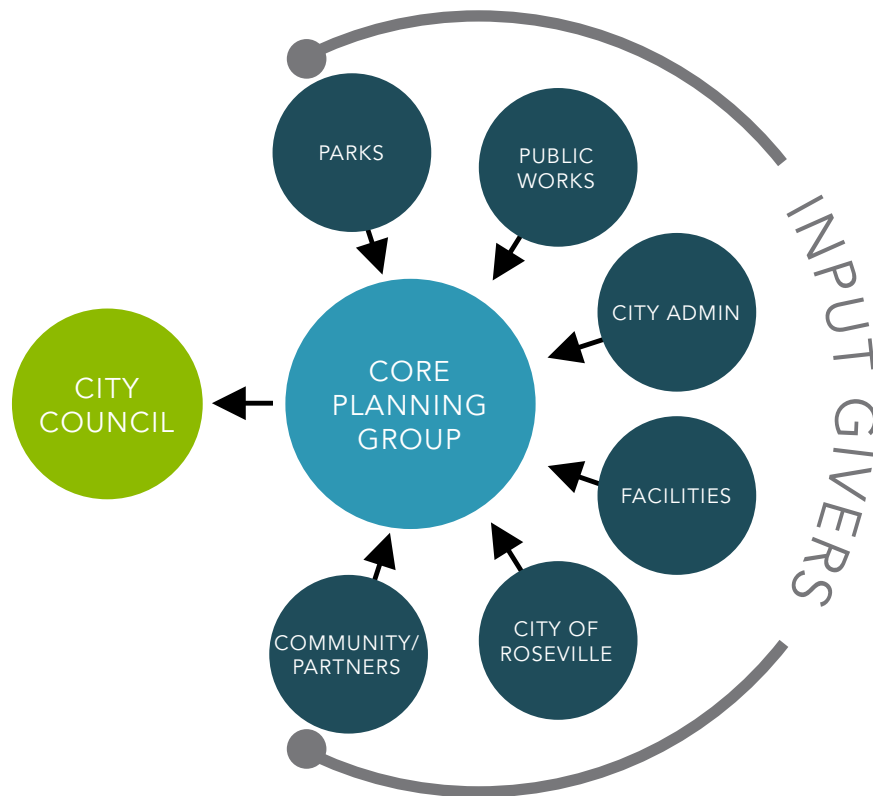
ANALYZE OPTIONS
AND EVALUATION

SUMMARIZE
FINDINGS

PRESENTATIONS

DETAILED WORK PLAN

SET GOALS AND OBJECTIVES



The Wold team believes that successful facilities are those that include a great deal of participation that engages building users, staff, and the community. Wold has developed a “Participatory Planning Process” to make this planning and design effort come to life.

Facility planning is an interactive process. Each participant’s specific needs and objectives must be understood and every attempt must be made to meet those needs and objectives. Wold specializes in facilitating projects with an ongoing site-based team process. We understand how to bring groups together and gain consensus.

core planning group

The Core Planning Group consists of key decision makers who would work to evaluate design options using criteria established by the group, prior to recommendation to the City Council for approval.

Among the issues that the Core Planning Group will decide when presented recommendations by the Wold team:

- Project objectives
- Needs list
- Functional options

guidelines for a successful participatory planning process

- Core Planning Group requests information from input givers; input givers’ role is for input, not consensus decision
- The more efficient the Core Planning Group, the faster the project can develop
- We understand the importance of giving your departmental staff a voice in solutions while still maintaining the overall objectives and budget of the project.

our unified planning & design approach ensures input from all stakeholders

We meet with your stakeholders, on their schedules, to determine needs and desires for each individual space being planned, from room organization, adjacency, and orientation, down to the smallest details, like storage types, electrical outlet placement, and door hardware. This input is clearly documented and distributed to all participants, then directly transmitted to the Core Planning Group’s review.

We will continue to ask questions to understand the functional and operational relationships for the municipal facilities. Working with the Core Planning Group, we will use this information to create the best department layout.

DETAILED WORK PLAN

DATA GATHERING



program analysis - ensuring staff engagement

The goal of the Wold team is to make the entire process of master planning facilities predictable and enjoyable. Engagement in an interactive process that produces a high level of ownership in the final solution. Our data gathering process maximizes the input and understanding for all participants. Preliminary programming and validation meetings assure that all needs are accurately defined and that any policy issues are identified early in the process. The final outcome of these meetings will be an agreement on the space projections. This agreement is paramount to the success of the master plan.

Programming interviews conducted by Wold will focus on the following subjects:

- ***How do you operate today and what space is needed to support it?***
This will create the basic building blocks of the program by replicating what exists today in the current facility.
- ***How does changing the operational method or organization affect the space needs?***
This is the most critical aspect of master planning. By exploring new organizational, operational, and service delivery models, not only can space needs be reduced, but staff efficiency can be improved.

Wold will assimilate the space projection information into a draft document and present to the client and its staff for review, which the client provides feedback on the document. Based on the comments received, final documentation of the space projection will be prepared, as well as supporting design and programming information.

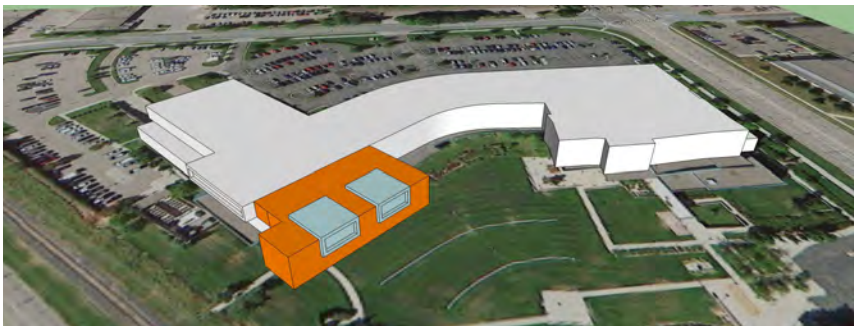
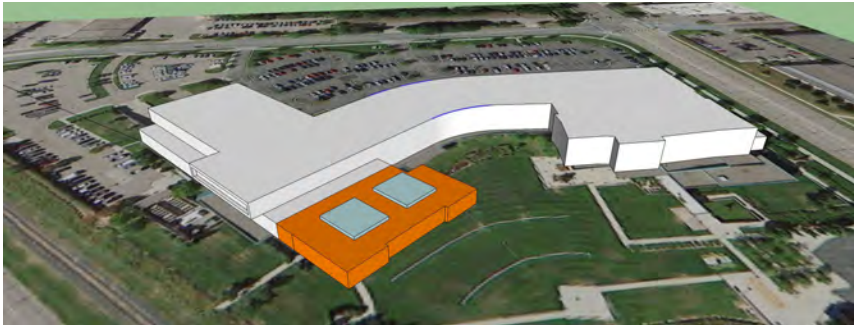
Significant on-site work by Wold will facilitate users' response with access to their work environment. The responses of the staff can be comprehensive and being on-site allows our team to identify true needs versus wants. This also allows Wold to gain quick responses for preliminary findings that are identified after the initial round of interviews. The on-site work is very interactive. A workshop approach is employed and interaction between the presenter and the group is encouraged. This tends to create additional enthusiasm for the effort and support from key staff.

The analysis of current and future requirements is intended to develop the space projections through interviews, dialogue, and analysis of existing information while exploring functional groupings and adjacencies to enhance the city's mission.

- Identify and/or create policy related to space standards by position for offices, work stations, meeting room standards, break room spaces, etc.
- Conduct space needs review
- Determine current space and operational efficiencies and organizational requirements through interviews with users
- Create a space needs summary (tabulated list) indicating space quantity and type
- Determine facility organizational concepts and create functional adjacencies and diagrams

DETAILED WORK PLAN

OPTIONS DEVELOPMENT



options development

Our projection of your facility space needs will drive the development of options. When these options are judged with the values and priorities of the Core Planning Group and the community, the right option will present itself.

We know that it is important to fully develop all viable solutions, but it is also imperative to develop any other options to prove to decision makers that ALL options have been vetted. It is also important to document why certain solutions are deemed failures and are abandoned. Our team is committed to fully investigate all possible solutions.

This task is where Wold's team will embellish the mathematical projections of space and expand beyond adjacency diagrams and massing models to harness the inspiration that imagery and aesthetic can effect upon people.

DETAILED WORK PLAN

EVALUATE OPTIONS



Our reputation relies upon accurate cost estimation and budget management.

We believe that the first 20% of the decisions made affect 80% of overall cost. With public funding involved, we understand the importance of quality estimating from the beginning of the planning and programming phase in assuring cost control and project success when design and construction phases begin.

Consulting cost estimators, trend analysis, and internal cost estimators ensure an effective cost benefit analysis starting at the study/pre-planning stage. Our public sector clients we serve require this level of attention in order to effectively manage the public funds involved in the process. Wold has a long and successful relationship with Kraus-Anderson in delivering projects that are budgeted accurately and then are built on budget. Kraus-Anderson's knowledge of local costs, labor base, and other economic trends, will be used as a tool to make decisions, and to ensure your project is budgeted appropriately to accomplish the building you need.

KEEPING IN CLOSE CONTACT WITH THE CONSTRUCTION COMMUNITY HELPS US RESPOND TO ADJUSTING PROJECT ESTIMATES. IT IS OUR GOAL TO DESIGN PROJECTS TO MATCH THE BUDGET, GETTING THE CITY THE LARGEST WORK SCOPE THE BUDGET ALLOWS.

trends

We maintain a file of regional building projects that gets updated quarterly. We have the ability to average gross costs for each specification and relate that cost to a particular building type in the public sector market.

staff

Our staff will complete detailed material take-offs and cost estimates at intermittent phases. These estimates are checked against the regional trends.

experts

In addition to the estimates done by Kraus-Anderson, we call on contractors and regional partners to check our numbers and verify costs. This final check assures us that the project is planned to meet the current market and adhere to budgets. We always strive to improve and learn from our bidding experiences. Factors include the often volatile nature of purchasing materials; for example, when the price of copper goes up, so too does electrical wiring and plumbing piping; as steel prices increase, structural steel, sprinkler and heating pipe, and sheet metal ductwork are all affected. Fluctuations in crude oil prices change pricing for construction heating, bituminous, and roofing. As a result of these moving parts, we are continually reviewing these trends, talking with contractors, and adjusting our numbers based on our most recently bid projects.

Options Analysis Matrix

OPTION	Meets long-term program need	Flexible with opportunity to expand	Long-term need fits within existing site	Continuity of operations during construction	Consolidates staff to single location	No service disruptions to community	Effective re-use of existing facility	Allows PD-related improvements	COMMENTS
Option A New Public Works Campus							N/A		PD scope limited to site and parking-related improvements
Option B New Public Works Campus with CMF Reuse									Boneyard relocated across Babcock Trail Temporary cold storage required during construction
Option C Phased New Public Works Campus with Addition									Some disruption possible to staff and community during Phase 1B and Phase 2 PD scope limited to site and parking-related improvements
Option F Addition & renovation of Exist CMF									Requires temporary relocation of full department for period of construction Re-use of existing office area could be limited in proposed renovation



DETAILED WORK PLAN

SUMMARIZE FINDINGS

Wold is proud to have collaborated with dozens of other Upper Midwest cities on Master Planning. Through these experiences, our team has learned the city's expectations for a thorough, high quality final report supported by presentation materials that have professional quality graphics but are simple and intuitive.

In addition, developing a clear document that illustrates—to the Council and to the taxpayers—the straightforward rationale for a facility decision is of utmost importance to the development of this facility needs plan moving forward.

community & council engagement

Community engagement is an important part of any large-scale project. It is based on the idea that everyone that may be affected by decisions that impact their community should have a say in the decision-making around the solution. Community engagement requires intentional interactions between the community and public decision makers. Moreover, it holds the promise that the public can and should have a say in decisions that influence the delivery of services and the sustainability of the community.

Individuals and governments should work collaboratively to create sustainable goals for their community. It is about working with and listening, which will build consensus and trust around solutions for complex issues. In acknowledging the needs of all participants, engagement should embrace the idea that through intentional interactions with community members and policy makers, real change can and will occur. In demonstrating that community contribution in the process of determining an outcome matters, the organization will continue to build trust. It will build and sustain relationships between individuals and government leadership into the future. Community members are engaged when they play a meaningful role in both the decision-making process and the implementation of projects that affect them.

engagement strategies

We believe meaningful collaboration and relationships with people should be face-to-face. These can take on the traditional form of public meetings, presentations, open house meetings, etc. These types of meetings allow for a more intimate connection with community members and are important in building relationships in a less formal environment where they have access to information that is necessary for them to understand the issue. Having multiple interactions allows for processing of information and the ability to build trust as they see how they can and have influenced change. Documenting and reporting the outcomes is important so they see how they have influenced the outcome.

Digital engagement is also important as it can include supporting information and can include things such as on-line forums, blogs, polls, and answers to frequently asked questions, as well as project information and digital presentations. This can allow for a deeper discussion on questions than can be achieved at a public meeting. Often people do not feel comfortable or prepared for a longer engagement at a public meeting and an on-line forum can allow for more engagement and participation. Digital engagement also allows for a broader reach in the community, especially for those individuals that could not make the face-to-face meetings.

TIME FRAME FOR DELIVERY



SCHEDULE

TIME FRAME FOR DELIVERY

although the inspiration may come quickly, the proof takes time

Through our experience in the public sector, we have developed a firm understanding of the sequencing of the investigation and the required time for building occupant input and ownership, and believe that successful schedule planning and management is achieved only through whole-hearted partnering of the entire project team. Below is a work plan which identifies the critical path needed to achieve the targeted deadline. It aligns very well with your published projected timeline. The flow chart demonstrates that it is critical to develop the space projections while considering current trends, evaluate sites while establishing a strategic plan, and develop options while constantly monitoring impacts. We anticipate attending and leading multiple meetings, as needed, especially towards the end of the effort, to gain consensus from the City Council and staff and develop a clear path forward.

tasks	week									
	1 3/10/25- 3/16/25	2 3/17/25- 3/23/25	3 3/24/25- 3/30/25	4 3/31/25- 4/6/25	5 4/7/25- 4/13/25	6 4/14/25- 4/20/25	7 4/21/25- 4/27/25	8 4/28/25- 5/4/25	9 5/5/25- 5/11/25	10 5/12/25- 5/18/25
1 set goals & objectives - Administrative project kick-off meeting - Core Group Meeting #1 - Agree upon objectives and assumptions; set vision										
2 gather data - City to assemble / forward building plans - Request any analytic data, including vehicle list(s)										
3 facility condition and deficiencies - Augment data with site visits and documentation of existing conditions - Identify trends, opportunities, needs, innovation which will require a response - Tour potential facilities as best practice										
4 confirm data - Core Group Meeting #2 - Review data analytics, develop consensus on growth models - Discuss interview findings, review work place strategies										
5 agreed upon need - Wold to develop space projections. - Follow-up interviews to confirm projections - Core Group Meeting #3 - Develop agreement on potential size and scope of need - Achieve consensus on spaces, adjacencies, geographies, and amenities - City Council Presentation on Needs										
6 options development - Development of facility response options, site development - Core Group Meeting #4 - Review initial conceptual solutions - Adjust options based on feedback, develop preliminary sequencing of phases										
7 estimate costs - Establish probable cost of construction for each option - Final cost evaluation										
8 analyze options & evaluation - Core Group Meeting #5, 6, 7 ... - Summarize and simplify findings - Work with City to plan potential funding methods - Use previously established criteria to evaluate all options. - Compare and contrast each option's advantages and disadvantages on a matrix										
9 summarize findings - Final report would be drafted to reflect discussions and conclusions - Publish and document final LPCDS and MOC Solutions										



COMPANY HISTORY



COMPANY HISTORY

WOLD ARCHITECTS AND ENGINEERS

services wold offers | Long-Range Planning, Strategic Facility Planning, Pre-Design Program & Verification, Space Adequacy Evaluation, Site & Facility Analysis, Interior Design & Space Planning, Architectural Design, Contract Documents, Security Analysis, Color & Material Selection, Sustainable Design, Mechanical & Electrical Engineering, Cost Estimating & Management, Quality Review, Bidding & Contract Review, Best Value Procurement, Comprehensive Construction Administration, Project Close Out & Archiving, Continuous Post-Occupancy Follow-Through, Utility Tracking & Analysis

firm location information

332 Minnesota Street, Suite W2000
St. Paul, MN 55101
t 651 227 7773 | f 651 223 5646
www.woldae.com

main contact

Jonathan Loose, *PE, LEED AP*
Partner-in-Charge
c 612 382 5870
jloose@woldae.com

date founded | 1968

legal status | Corporation

ownership | Privately Owned

office locations | Minnesota,
Illinois, Colorado, Tennessee

about us

Since our incorporation in 1968, Wold Architects and Engineers brings a strong commitment to client services. Wold brings a significant depth of experience in the public safety, public works, village hall, and courts building types, we believe our role is much more than just a facility designer. We take a long-term posture of keeping our clients’ interests as our goal. Our commitment to our clients results in successful projects and long-term relationships. Because facility issues are ongoing, we offer a continuum of support from initial design through construction and continuing through post-occupancy to be an ongoing resource.

staff counts	NAT’L	MN
Registered Architects	62	24
Graduate Architects	139	85
Registered Engineers	19	10
Graduate Engineers	62	40
Interior Designers	17	13
Survey Technicians	6	0
Administrative Support	48	41
Total	354	213

WOLD VALUES AND BELIEFS

OUR PURPOSE IS TO MAKE A DIFFERENCE IN THE COMMUNITIES WE SERVE



our values

empower people

- We collaborate with our clients to bring their vision forward
- We nurture the next generation to become leaders through meaningful experiences each day



create together

- We believe in the power of collaboration
- We listen to all voices to develop the best outcome



learn everyday

- We are lifelong learners and mentors
- We lead with our expertise in an ever evolving world



inspire unique results

- We embrace diverse perspectives and talents to make us a strong team
- We deliver a personalized experience

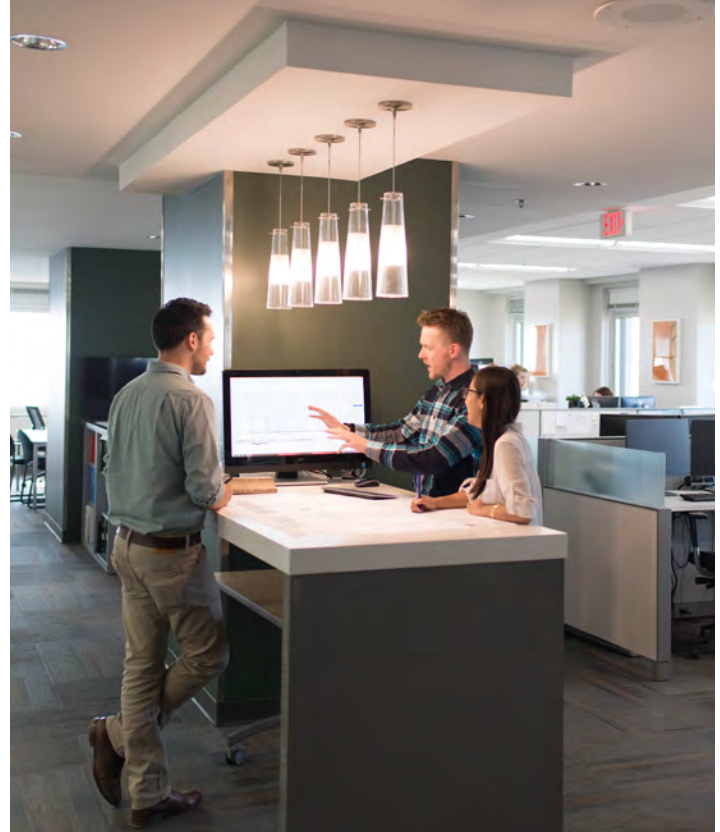


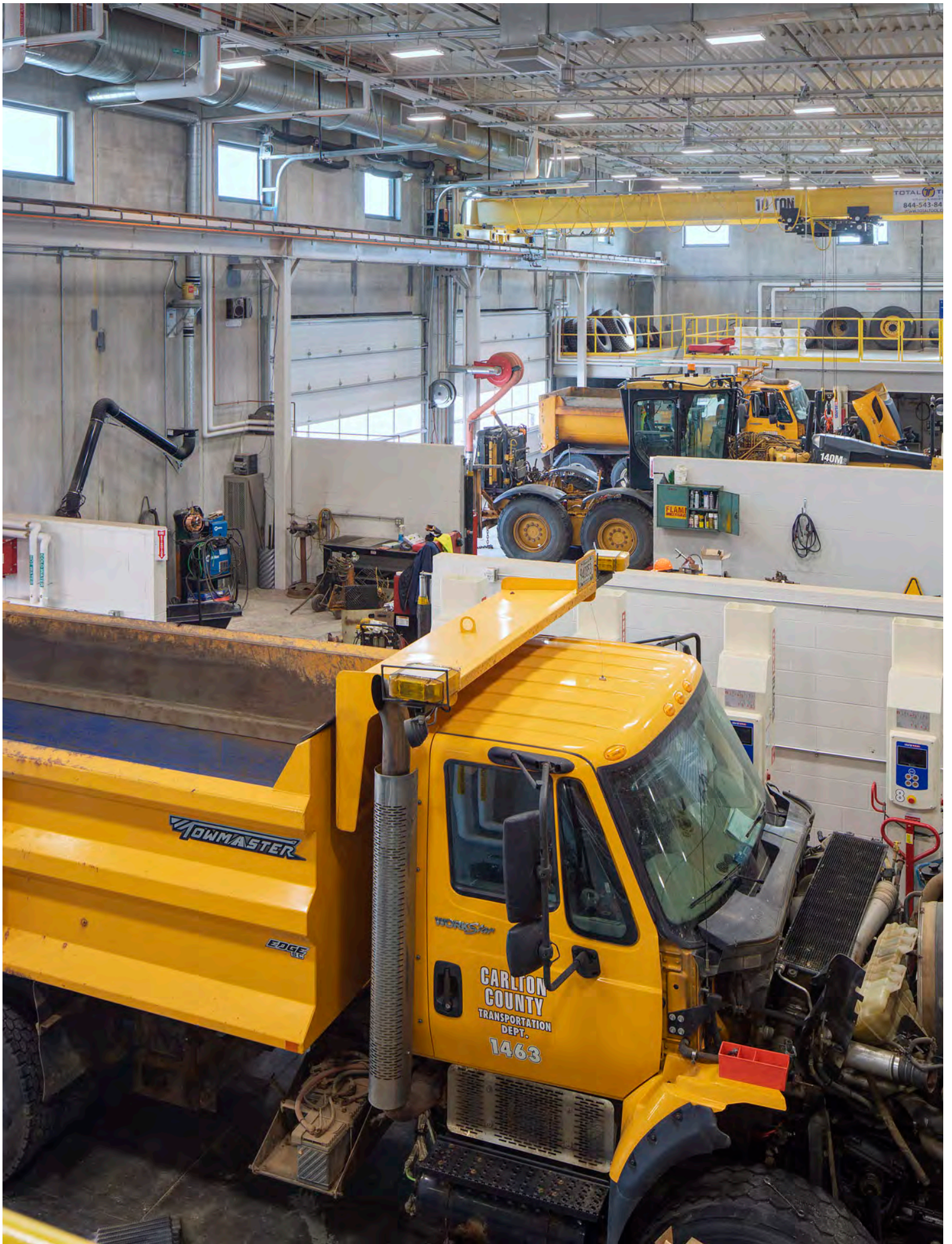
go above & beyond

- We are accountable and responsive to each other so we all succeed
- We differentiate ourselves by providing superior service to exceed expectations

our philosophy

- We recognize that successful facilities begin and end with people, the policies, and the operational practices which define their work and lives
- We establish a clear linkage in planning between policy, operations, staffing, growth design and transition in the development of all projects
- We seek innovations that improve the operational environment (efficiency, security, morale)
- We involve facility users and owners in an incremental, participatory and reciprocal process which generates understanding, consensus support, and client ownership of the project
- We provide comprehensive, coordinated, and detailed information that serves as full documentation of the process and its results
- We facilitate projects that result in economically viable and politically and publicly supportable solutions





GOVERNMENT BUILDING PLANNING/ ANALYSIS EXPERIENCE



CITY OF ROSEMOUNT PUBLIC WORKS, POLICE & CITY HALL

ROSEMOUNT, MINNESOTA

completed | 2019
project type | Study

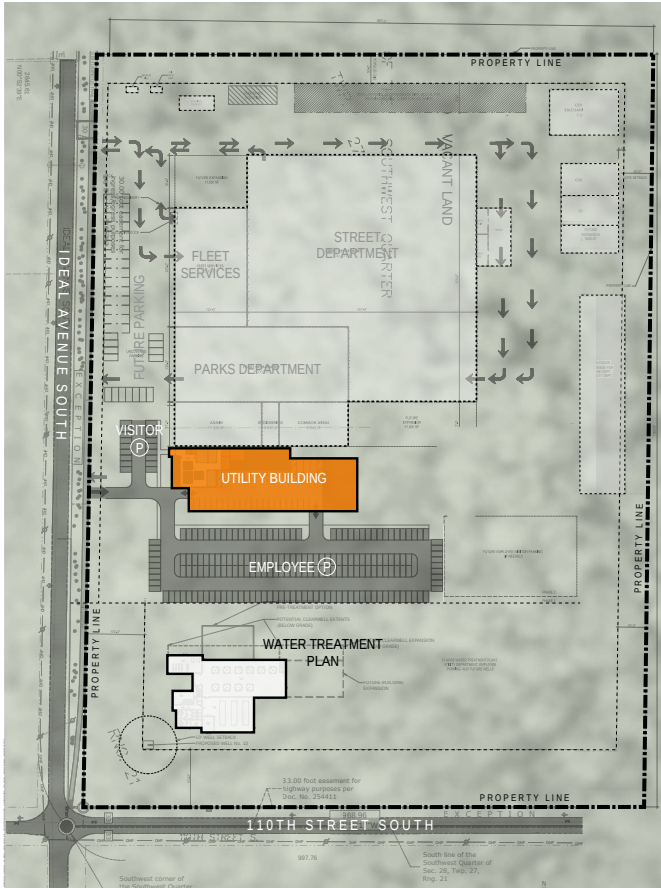
reference

Logan Martin, City Administrator
logan.martin@rosemountmn.gov
651 423 4411

Wold Architects and Engineers was hired in 2018 to perform a Space Needs Study for their Public Works, Police and City Hall facilities.

Facing a future of growing population and existing space shortages within the city's facilities, the City of Rosemount met with Wold to determine deficiencies in current facilities, projected space needs to accommodate citizen's growing expectations for municipal services, and to develop options for the City Council to consider which address those space needs and operational objectives.

The study proved that minimal space was needed to provide for future growth, but existing facilities were significantly inadequate to meet today's demands for service. The study also identified that space was not available on the campus of the existing municipal campus to accommodate all projected space needs. Staff's recommendation to City Council includes construction of new Public Works and Police facilities on one of several potential greenfield sites, the remodeling of the existing first level police spaces to accommodate city hall space needs.



CITY OF COTTAGE GROVE PUBLIC WORKS MASTER PLAN

COTTAGE GROVE, MINNESOTA

Wold Architects and Engineers has a long-standing relationship with the City of Cottage Grove helping them plan and implement projects that meet the long-term goals for the city that align with the needs of a growing community.

In 2022, we assisted the Public Works Department study the development of a new Utilities Garage and office building to relieve space pressures at their existing Public Works Facility. As part of an overall site master plan that includes a water treatment plant, this facility is intended to be the first of a multi-phased project to relocate all Public Works operations to this new location.

Our team was initially tasked with developing an overall design theme for this facility that will be the template for all future work on this site.

completed | Study - 2022, Phase 1 - January 2025

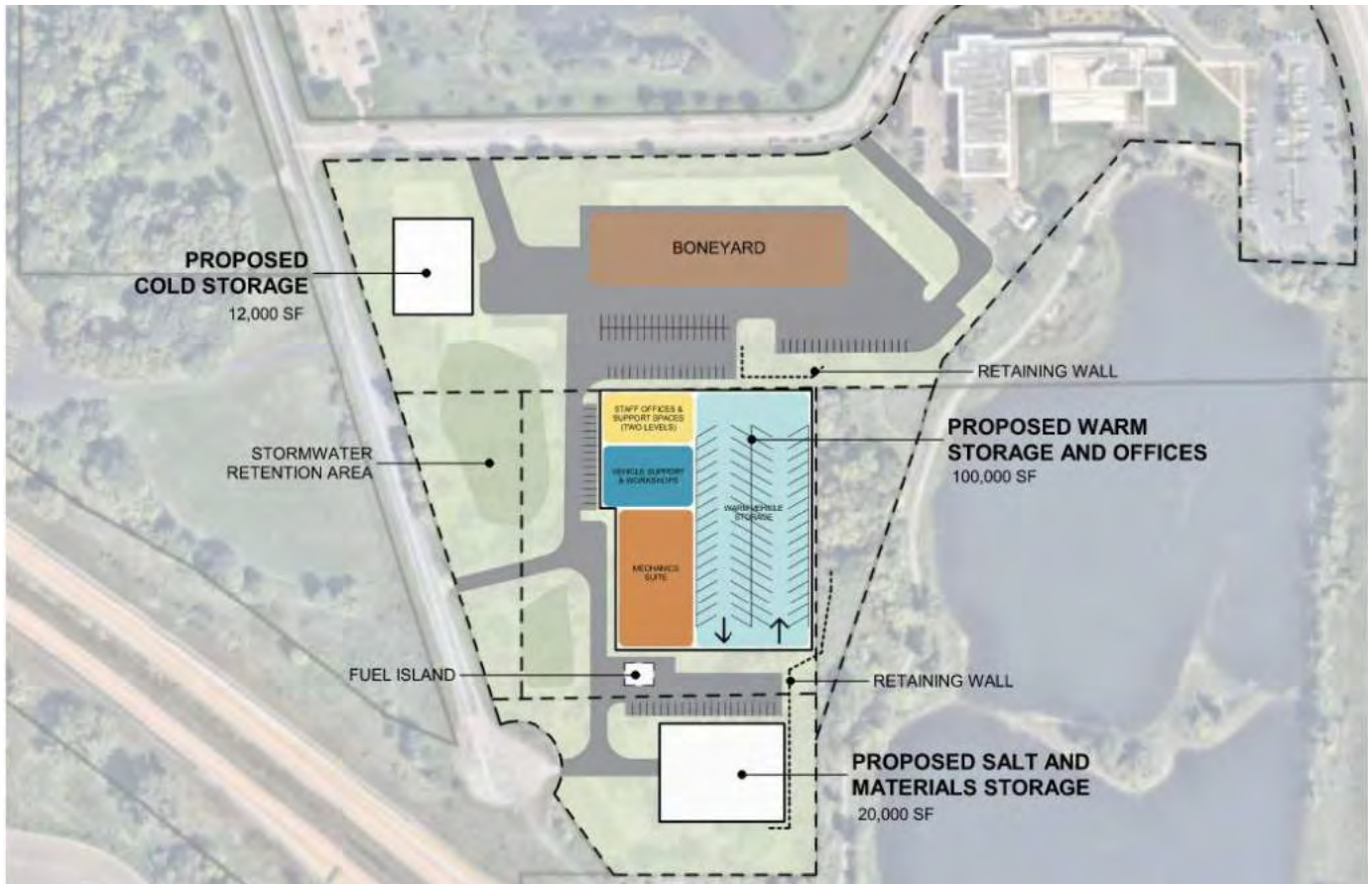
project type | Study, Phase 1 - Utility Building

reference

Jennifer Levitt, City Administrator

jlevitt@cottagegrovemn.gov

651 458 2890



CITY OF INVER GROVE HEIGHTS CENTRAL MAINTENANCE FACILITY

INVER GROVE HEIGHTS, MN

completed | Spring 2025 (est.)

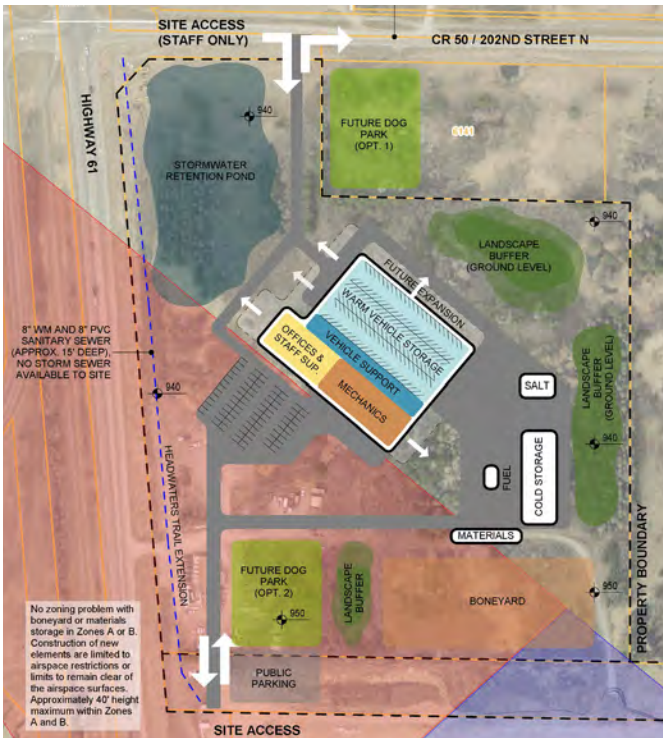
project type | Needs Study and FCA (with KA), including surveys, borings, and site grading plans

reference

Brian Connolly, Public Works Director
 bconnolly@ighmn.gov
 651 450 2571

The City of Inver Grove Heights hired Wold Architects and Engineers to help plan the future of their central maintenance facility.

As the City continues to grow, their Public Works divisions and services have also expanded. The current predesign efforts include evaluation of sites (with BMI) for effective operations, development of an ideal structure of their whole Public Works organization to determine the best way to serve their community and maintain cost effective operations, and provide multiple facility response options and estimates to help the City plan for the future. It is anticipated that design of a new 131,000 sf Central Maintenance Facility campus could begin in 2025.



CITY OF FOREST LAKE PUBLIC WORKS CAMPUS

FOREST LAKE, MINNESOTA

The City of Forest Lake hired Wold Architects and Engineers in 2024 after several years of contemplating what approach to take with their Public Works Campus.

After purchasing a site and extending utilities, they have prepared themselves for the future. Our study focused on the right approach for their long-term needs and made sure to accommodate the support facilities and site circulation that is critical when developing a consolidated and efficient Public Works Operation Center.

completed | Summer 2025 (est.)
project type | Needs Study and FCA (with KA)

reference

Dave Adams, Public Works Director
 dave.adams@ci.forest-lake.mn.us
 651 209 9736



CITY OF WYOMING CITY-WIDE MASTER PLANNING

WYOMING, MN

In 2019 Wold Architects and Engineers was hired to complete a small modification/addition project at the City Hall. Prior to completing that process we suggested that a more broad look at their needs may be necessary.

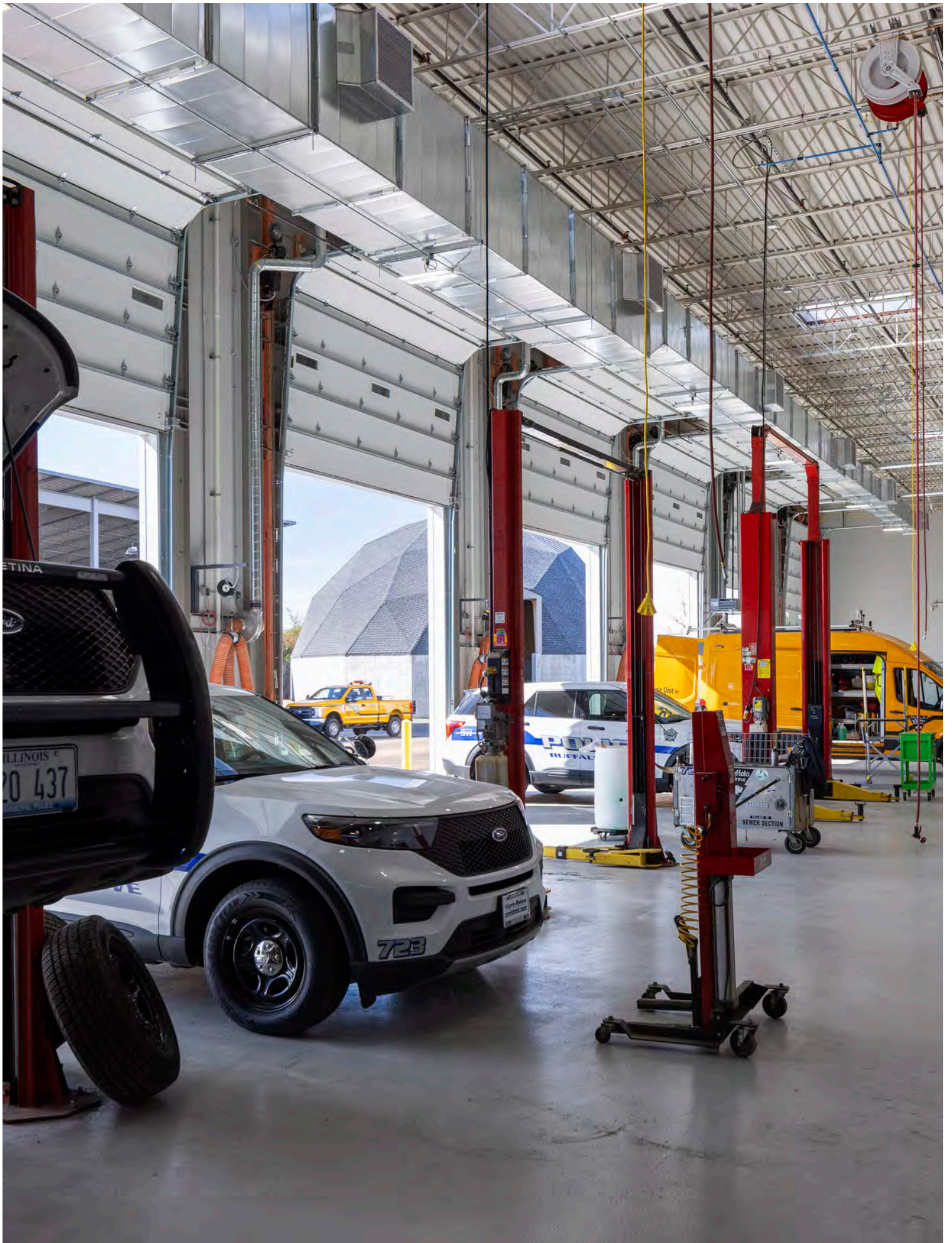
In early 2020 we began a more comprehensive Master Planning effort to study needs at the City Hall, Public Works, and Public Safety (Police & Fire). The study concluded in 2021 and lead to commencement of design on a New Public Safety Facility, New Public Works Center, and safety and ADA upgrades at the City Hall.

After nearly 30 years of only minimal investments in City facilities, Wyoming is working to position themselves to provide spaces that will serve the community for another 30 years, and beyond.

completed | 2021
project type | Master Plan

reference

Robb Linwood, City Administrator
 rlinwood@wyomingmn.org
 651 462 0575



GOVERNMENT CONSTRUCTION/ REMODEL EXPERIENCE



CITY OF NEW HOPE NEEDS ASSESSMENT

NEW HOPE, MINNESOTA

completed | 2019

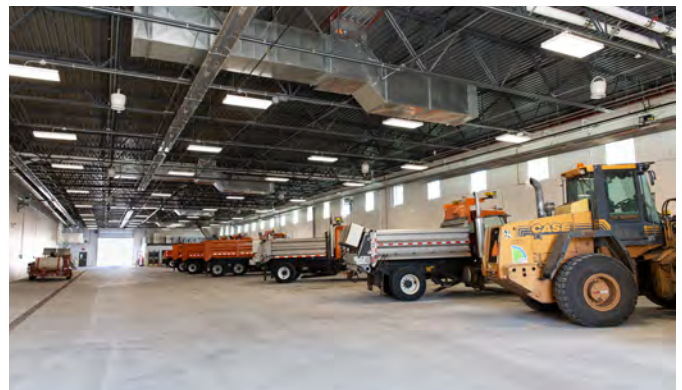
project type | Needs Assessment, New Facility

reference

John Elder, Mayor
cityhall@newhopemn.gov
763 537 7990

The City of New Hope commissioned an analysis of their existing buildings that determined space deficiencies at their existing police and city hall facilities. The analysis provided multiple options for renovating or building new at their existing civic center site that would best accommodate city government operations.

Moving forward with building new on their current pool site, the City of New Hope assembled a citizen's task force to incorporate community voices into a facility that functions as a beacon of pride for the residents. The city hall and police facility is the focal point of the civic center while respecting both the surrounding park and neighborhood and the existing buildings on site. The design stresses the need for safety and security resulting from an active shooter event at the existing city hall, and ensures that staff, officials, and the public alike feel secure while remaining an accessible resource to the City of New Hope.



CITY OF BROOKLYN PARK O&M CAMPUS

BROOKLYN PARK, MINNESOTA

completed | 2018

project type | Addition/Renovation, Replacement Facility

reference

Greg Hoag, Park & Building Maintenance Manager
greg.hoag@brooklynpark.org
763 493 8350

Wold Architects and Engineers was hired by the City of Brooklyn Park to be the architectural and engineering team on a master contract for their Operations and Maintenance campus.

renovating buildings a & b

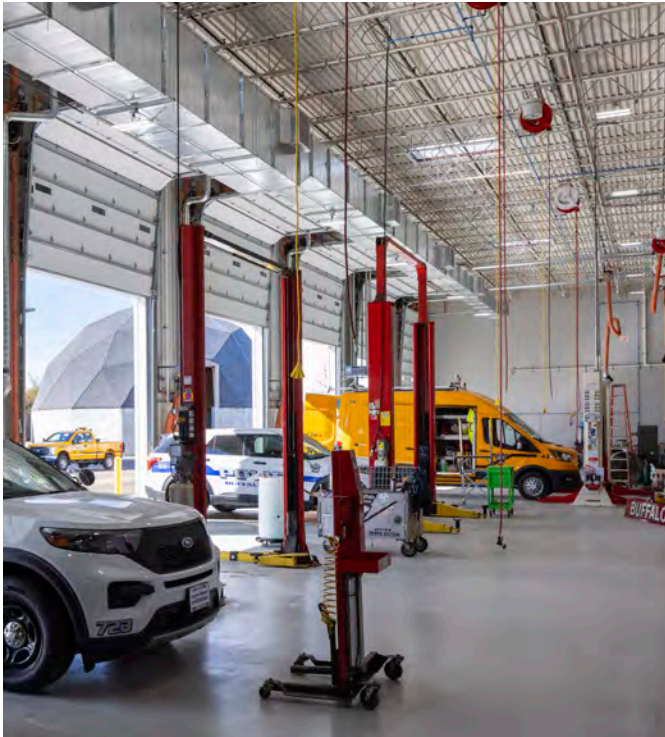
Wold completed/implemented a master plan for modernizations to their buildings A&B. Improvements include renovated office space, lockers, storage spaces, and training spaces.

modernizing building c

Building C was in dire need of modernization. This project included adding 5,000 sf of new administrative space to Building C as well as renovating office, locker and training spaces.

replacing building d

Wold designed a replacement building to store axle plow trucks and to create fabrication/storage space for their sign shop. The design includes a drive-through to minimize damage to walls and doors.



VILLAGE OF BUFFALO GROVE PUBLIC WORKS FACILITY

BUFFALO GROVE, ILLINOIS

In 2017, Wold Architects and Engineers was hired by the Village of Buffalo Grove on a multi-year retainer contract for professional AE services. One of the first projects undertaken was a Village-wide assessment and space needs analysis for all facilities.

The facility study identified the need for a new Public Works facility as the Village's top priority, and Wold worked with the Village to evaluate multiple existing warehouse facilities for adaptive re-use. Design began upon closing on the property in 2022. The fully renovated facility includes new division/section rooms, a drive-through vehicle storage garage, nine (9) feet maintenance bay, central supply storage, and two (2) wash bays. A multi-purpose training room will also serve as the Village's Emergency Operations Center. A new salt dome and material storage bins will be constructed on the site.

completed | 2024

project type | Pre-Design, Programming, Adaptive Re-Use, New Construction

reference

James Warnstedt, Deputy Public Works Director
jwarnstedt@vbg.org
847 459 2545



SCOTT COUNTY NEW PUBLIC WORKS STORAGE BUILDING

JORDAN, MINNESOTA

Following the successful completion of a county-wide facilities master plan for Scott County in 2017, Wold Architects and Engineers was hired to implement all of the identified facility improvements to provide space for the county until 2040.

At the county's public works campus in Jordan, MN, office space will free up as most engineering staff move to new facilities in Shakopee. However, the major need of additional truck storage space needed to be resolved.

It was decided that a new vehicle storage building dedicated to the county's fleet of tandem axle plows with attached tow plows would alleviate the space problem and allow for better operations. A pre-engineered, insulated steel building was utilized to minimize costs for the county and expedite construction to allow the building to be used in the winter of 2019.

completed | 2020

project type | New Facility

reference

Joe Wiita, Facilities & Highway Operations Manager
jwiita@co.scott.mn.us
952 496 8063

RESUMES OF KEY PERSONNEL

ORGANIZATION CHART

CITY OF ROSEVILLE

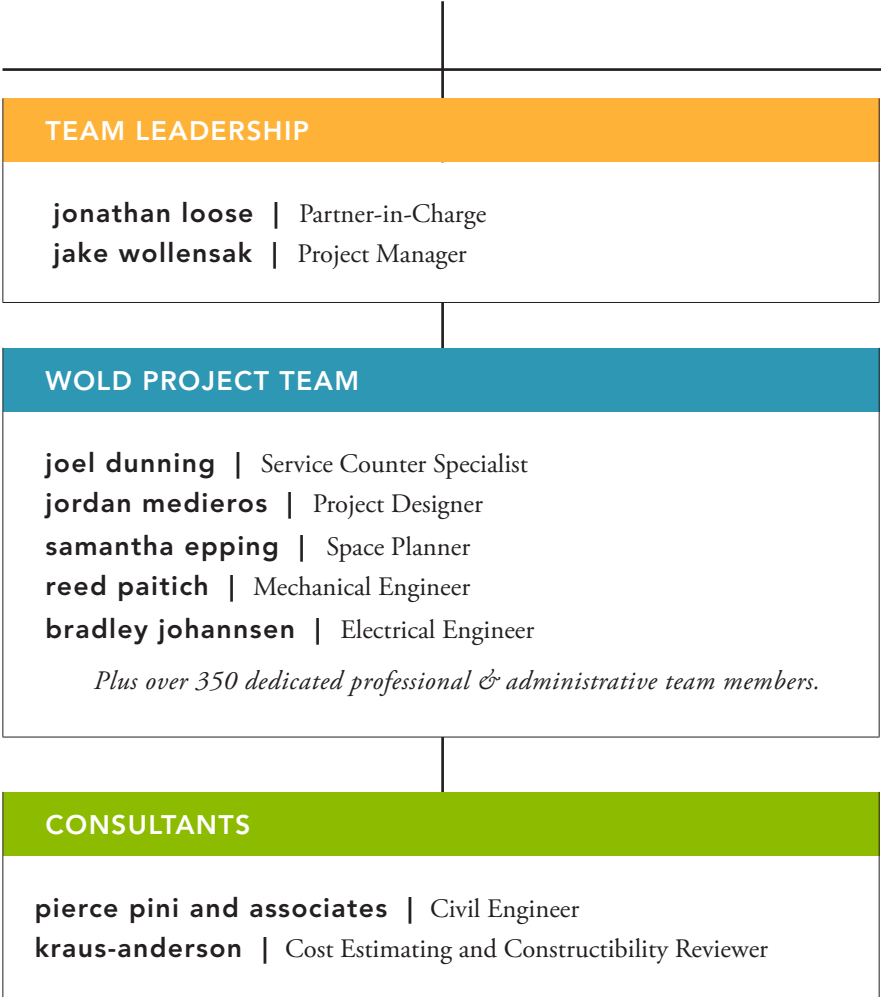


about this team

The proposed team that would work on implementing your project is the same team that has worked on implementing many similar public works projects. Because of their recent relevant experience on similar projects, this team is well-aligned with your key objects to help you be successful. Our mechanical and electrical engineers are in-house to provide additional benefits to you during the study process. All of our consultants have long-standing relationships with Wold and would be included in our design fee, as well as any additional consultants we may find necessary to assist with key project issues. We have assembled a unique team and approach to assist in defining and seizing on all of the potential opportunities available.

availability statement

All team members are available to begin work upon notification of our selection. Wold works diligently to manage our workload to the number of staff employed at any time. We understand that our workload needs to match our availability in order to provide our clients with exceptional service, quality, and experience.





PARTNER-IN-CHARGE

JONATHAN LOOSE, *PE, LEED AP*

valparaiso university | BS, Mechanical Engineering

With his mechanical engineering background, Jonathan works closely with his clients to understand their needs and expectations. Jonathan is an associate of the firm, and with more than 22 years of experience working with municipal clients has gained a unique set of skills that pair an understanding of building infrastructure needs with the organizational and operational relationships that exist between different city departments. He will make sure that you have a solid plan for maintaining your buildings while looking long-term at the most effective approaches to using them to best serve your community.

city of otsego | Public Works Cold Storage Facility, City Hall & Public Works Space Needs

city of orono | New Public Works Master Planning

city of saint paul | Public Safety Training Facility

city of white bear lake | Facility Analysis & Master Plan

city of wyoming | City Wide Facilities Study & Master Plan, New Public Safety Facility



PROJECT MANAGER

JAKE WOLLENSAK, *AIA*

university of minnesota | BA, Architecture

university of minnesota | Master of Architecture

Jake will be responsible for translating and implementing the project goals. He will coordinate with the Design Team to ensure relevant details are being included throughout, and facilitate the Construction Administration process. Jake has special expertise working with teams to accomplish technical, functional, and aesthetic objectives for new facilities.

city of otsego | City Hall & Public Works Space Needs

city of rosemount | Police & Public Works Needs Study

carlton county | Barnum Trans/Maintenance Facility

meeker county | Cosmos Shop Renovation, County Master Plan

rice county | Highway Build Addition & Renovation, County Master Planning



SERVICE COUNTER SPECIALIST

JOEL DUNNING, PE, LEED AP

ball state university | Bachelor of Architecture
ball state university | BS, Environmental Design

In his role as Service Counter Specialist, Joel will actively lead the planning process and will utilize his expertise to translate the goals and objectives into a highly functional and operational-based public works facilities. He brings more than 29 years of government facility design experience to the table and will leverage that knowledge to bring Roseville the most current trends in public works facilities.

city of carver | Public Works Space Needs Study

city of orono | Public Works Study

city of rockville | New Public Works Facility

city of rosemount | Police & Public Works Needs Study

dakota county | Burnhaven License Center Remodel, Public Safety Service Center Study

martin county | Recorder Office Service Counter

ramsey county | Service Center Predesign

washington county | Valley Ridge License Center Remodeling, License Center Relocation Study



PROJECT DESIGNER

JORDAN MEDEIROS

university of minnesota | BS, Architecture

As Project Designer, Jordan will utilize her broad range of experience with public sector facilities to ensure needs are communicated and met between all project stakeholders. Her intuitive, solution-based design approach and collaboration-based workflow are strengths she brings to a team navigating a crucial study like yours.

city of cottage grove | New Police/City Hall, New Central Fire Station, Utility Building Study/New Construction

city of otsego | City Hall & Public Works Space Needs, Public Works Expansion & Renovation

city of rosemount | Police & Public Works Needs Study

anoka county | Public Safety & Corrections Study

carlton county | Barnum Transportation/Maintenance Facility

rice county | Highway Building Addition & Renovation

**SPACE PLANNER**SAMANTHA EPPING, *CID, RID***university of minnesota** | BS,
Interior Design

As a Resident of Roseville, Sam is truly excited to work on this project and make a difference in her community. Sam works with clients to define their needs, keeping functional relationships and future-readiness integral to the process. Her interior design background provides a strong basis for developing program needs and analyzing space utilization and functionality. Sam is experienced in documenting and communicating needs throughout the project.

city of minneapolis | ECC (911)
Relocation, City Office Improvements**city of white bear lake** | Public
Safety Addition & Renovation**scott county** | Government Center
East Renovation, Government Center
West**washington county** | Building
Services Space Planning**state of minnesota** | Department
of Transportation Central Office Building
Space Needs Study**ELECTRICAL ENGINEER**BRADLEY JOHANNSEN, *PE,*
*LEED AP***university of iowa** | BS, Electrical
Engineering

Bradley will work with the City of Roseville throughout the process. He ensures quality through all phases of planning and design, and guarantees uninterrupted service delivery for the life of the facility through efficient and reliable power systems. Bradley's experience in the public sector gives him a deep understanding of the high level expectations of sustainable and seamless electrical systems.

city of brooklyn park | Police &
City Hall Master Plan, O&M Campus
Improvements, Police Station Addition/
Renovation**carlton county** | Barnum Shop
Expansion & Renovation**meeker county** | Public Works
Facility, Cosmos Shop Renovation,
Courthouse Renovation, LEC**rice county** | Highway Building
Expansion, Government Services
Building Addition**scott county** | New Vehicle Storage
Facility**MECHANICAL ENGINEER**REED PAITICH, *PE***university of minnesota** | BS,
Mechanical Engineering

As the Mechanical Engineer, Reed's role is to bring a forward-thinking perspectives on infrastructure needs through the planning process. He works collaboratively with each client to develop engineering solutions that balance the cost of the system with long-term maintenance and operations. Reed will work directly with the Owner to ensure all aspects of the study are reviewed and discussed.

city of crystal lake | AHU-PB &
Boiler Replacement, West Cooling Plant,
City Hall BAS Replacement**city of richfield** | Ice Arena -
Toilet-room Upgrades**city of st paul** | Dunning Flood
Storage & Concessions**village of buffalo grove** | New
Public Works Facility**washington county** | Campus
2025 Improvements**scott county** | Government
Center Renovations, Government Center
Campus Addition

PIERCE PINI &
ASSOCIATES, INC.
Consulting Civil Engineers



CIVIL ENGINEER

RHONDA PIERCE, PE

**university of minnesota
institutue of technology** | BS,
Civil Engineering

Rhonda has been working in the civil engineering field since 1991 and brings over 30 years of experience to her profession. She is responsible for all aspects of civil engineering design for grading and drainage, utilities and stormwater management, roadway and pavement design, preparation of studies, master plans, construction documents, specifications and cost estimates on a variety of sites.

city of brooklyn park | Law
Enforcement Training Facility

city of golden valley | Hennepin
County Sheriff Building Site Assessment

city of minneapolis | Fire Station
No 4 Expansion/Renovation, Fire Station
No 21 Utility Renovation

city of saint paul | Fire Station No
7, Fire Station No 3 Renovation

dakota county | SMART Center,
Western Service Center

hennepin county | Sheriff
Building Site Assessment, Coroner Office
Site Assessment



FACILITY ASSESSMENT MANAGER

MAURI SOLOMON, CFM

**the art institutes international
minnesota** | BS, Interior Design +
Architecture

st. mary's university minnesota |
MS, Project Management

Mauri will be the main interface with the City and will lead and manage the facility assessment team. She will collaborate with stakeholders to gather information regarding facility performance and challenges. Mauri will generate comprehensive assessment reports, documenting findings, recommendations, and cost estimates.

city of north branch | Facility
Assessment and Master Planning

city of eden prairie | Facility
Assessment

city of rochester | Facility
Assessment

city of waite park | Facility
Assessment



PRECONSTRUCTION

DUSTIN PHILLIPS

university of wisconsin - stout |
BS, Construction

university of wisconsin - stout |
MS, Construction Management

Dustin will support the team during the preconstruction phase. He will monitor and refine the long-range and short-term plans for success. Dustin will develop the project cost estimate and confirm that the most current subcontractor pricing trends are reflected in our estimates.

city of north branch | Facility
Assessment and Master Planning

washington county | Master
Planning Public Works Facility

city of burnsville | Water
Treatment Plant Facility Assessment and
Municipal Space Needs Assessment

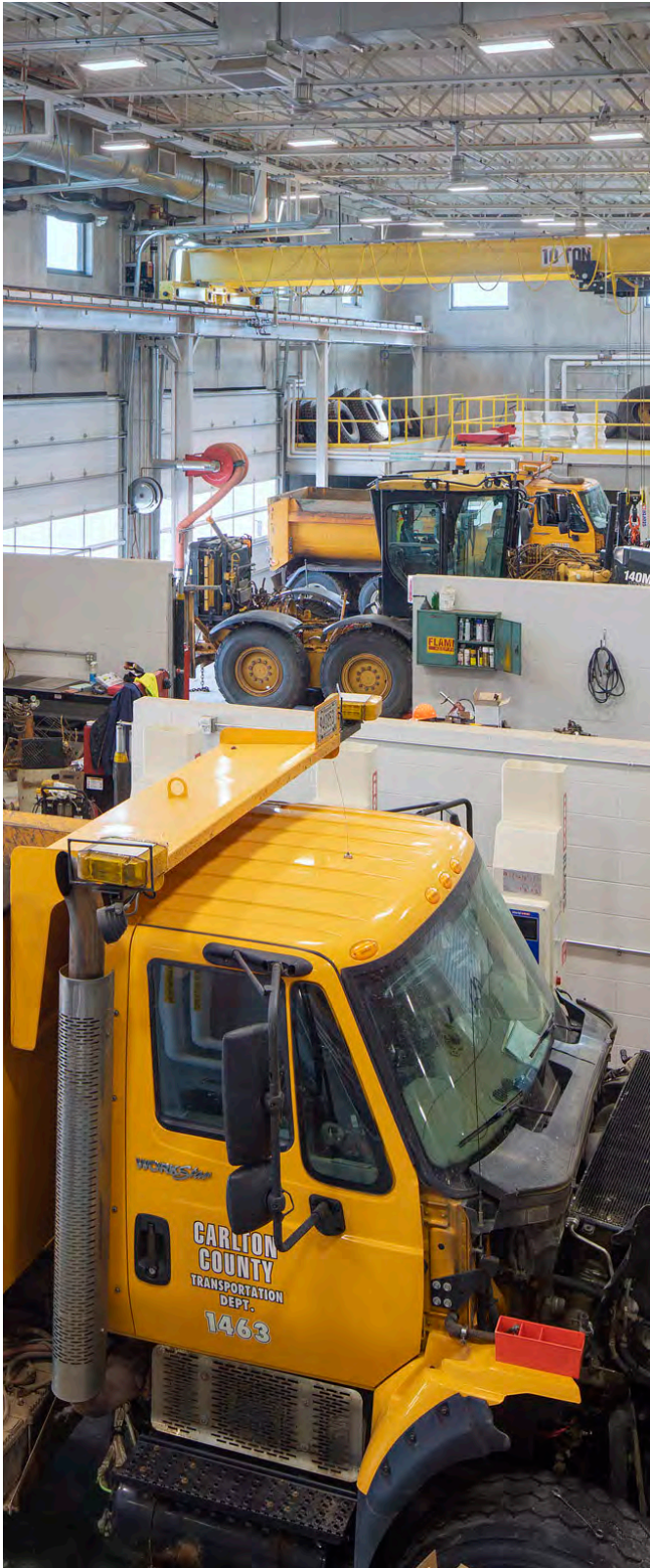
city of robbinsdale | Facility
Condition Review and Preconstruction
Services

city of inver grove heights |
Facility Condition Assessment and
Preconstruction Estimating Services

REFERENCES

REFERENCES

RECENT RELEVANT EXPERIENCE



city of cottage grove

Jennifer Levitt, City Administrator
jlevitt@cottagegrovemn.gov
651 458 2890

city of forest lake

Dave Adams, Public Works Director
dave.adams@ci.forest-lake.mn.us
651 209 9736

city of inver grove heights

Brian Connolly, Public Works Director
bconnolly@ighmn.gov
651 450 2571

city of otsego

Adam Flaherty, City Administrator/Finance Director
aflaherty@ci.otsego.mn.us
763 441 4414

city of white bear lake

Greg Peterson, Fire Chief
gpeterson@whitebearlake.org
651 429 8567

ADDITIONAL INFORMATION

STUDIO EXPERIENCE

LITTLE FALLS COMMUNITY CENTER PLANNING

LITTLE FALLS, MINNESOTA

The Little Falls community worked with the City of Little Falls and determined that there would be support in the community for a new Community/Recreational Facility.

Wold Architects and Engineers was hired to help the City determine the facility needs, estimated costs, and to help facilitate a community engagement process that ultimately helped with gaining community approval for the referendum that occurred in 2022.

As part of this planning process, we assisted the City in developing solutions for various sites in the community. The 56,800 square foot facility incorporated a public lobby, day care facility, recreation and athletic facilities, locker rooms, fitness, a walking track, and gathering and meeting space.

LITCHFIELD COMMUNITY CENTER PLANNING

LITCHFIELD, MINNESOTA

The City of Litchfield determined that there would be support in the community for a new Community/Recreational facility.

Wold Architects and Engineers was hired to help the City determine the facility needs, estimated cost, and helped facilitate a community engagement process that aided in gaining community approval.

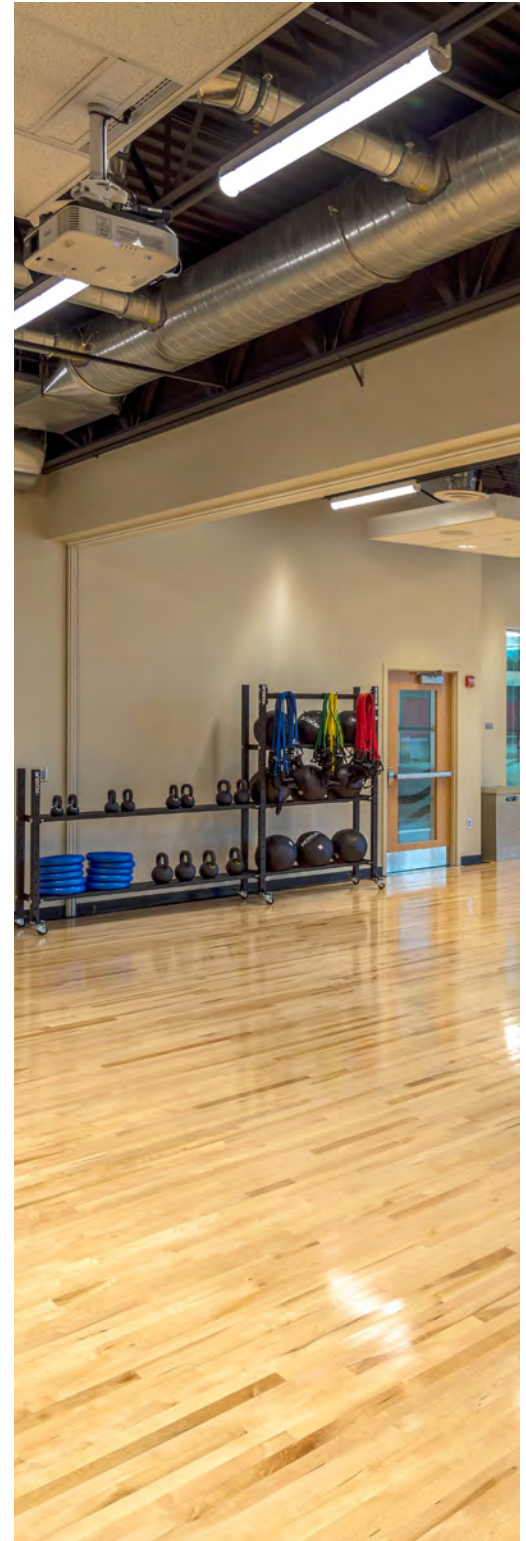
As part of this planning process, we assisted the City in developing solutions for various sites adjacent to the Middle School/ High School. The 52,000 square foot facility incorporated a public lobby, recreation and athletic facilities, locker rooms, fitness, a walking track, and gathering and meeting space for the community.

REDWOOD FALLS COMMUNITY CENTER

NEW FACILITY

Our relationship with the City of Redwood Falls and the greater Redwood area spans the entire community, from their local school district to their county and municipal governments. This collaboration has allowed a variety of opportunities for the community to integrate services, share resources, and build facilities that are flexible across the needs of the Redwood area residents.

In 1991, the City was in need of a multipurpose recreational facility to serve the City and surrounding community. The School District also wished to expand their current physical education spaces. The new 110,000 square foot Community Center serves as a Sports Complex (4-station field house, track, ice arena, locker rooms, fitness rooms) and a Community Services Center (4 multi-use meeting rooms, drop-in child care, teen center).



SERVICE COUNTER EXPERIENCE

DAKOTA COUNTY BURNHAVEN LICENSE CENTER REMODEL

APPLE VALLEY, MN

Wold Architects and Engineers was hired by Dakota County to study improvements to their Burnhaven License Center in 2020. After a few years of delay due to the pandemic, the design was restarted in 2022 with a fresh perspective on post-pandemic operations.

Because the license center's existing space was insufficient, Wold's consensus-driven design process helped develop solutions to not only meet the needs of safety, service delivery, adequate waiting space, and customer friendliness but also helped address issues of the adjacent Burnhaven Library by improving the book pick-up, book return, and self-help areas of the library within less space.



CITY OF BROOKLYN PARK CITY HALL

BROOKLYN PARK, MINNESOTA

Wold Architects and Engineers has a long relationship with the City of Brooklyn Park and has helped implement projects across many of their facilities including, police, public works, Zanewood Recreation Center, and City Hall.

The City hired Wold in 2016 to conduct a space needs study for City Hall to understand operational flow and efficiency, safety, and security. In 2018 this study was turned into a project that consisted of a reorganization of departments throughout the building, more open and flexible work environments for all staff, a single customer service counter for City Hall functions, and a centralized help desk to greet members of the community when they come in and help with wayfinding. Additionally, a small addition was constructed for DMV services along with a suite of public facing meeting rooms.



WASHINGTON COUNTY VALLEY RIDGE LICENSE CENTER

STILLWATER, MINNESOTA

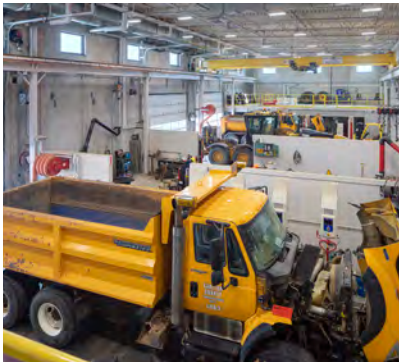
Our relationship with Washington County has been ongoing since the 1960's. Wold has worked to create multiple facility master plans and implement three major courts projects on the county campus, as well as countless improvements, upgrades, and studies that ultimately improve Washington County's mission.

Facing a future of growth, Wold developed a 20-year master plan for Washington County, with implementation plans for courts, law enforcement, and government offices. The master plan focused on expansion and renovation of their existing campus in Stillwater, as well as the development of two service centers.



PUBLIC WORKS EXPERIENCE

Public Works maintenance and operations facilities are multi-functional and diverse workplaces. Public Works facilities and their crews often support multiple public services and therefore must have flexible work environments that can effectively adapt for new or modified tasks. Wold understands this from our vast experience working on highway facilities across the country.



MINNESOTA

city of brooklyn park

Operations & Campus Improvements
Renovation/Addition to buildings A, B, & C -
New Building D

city of cottage grove

New Public Works Utility Facility

city of farmington

Public Works

city of forest lake

Public Works Space Needs Study

city of inver grove heights

Central Maintenance Facility Space Needs Study

city of otsego

Public Works Expansion & Renovation
Public Works Cold Storage Facility

city of virginia

Public Works Master Planning

city of wyoming

Public Works Master Planning

carlton county

Barnum Transportation/Maintenance Facility

la qui parle county

New Highway Operations Center

meeker county

New Public Works Facility & Cosmos

rice county

Highway Facility

scott county

Highway Facility

swift county

New Highway Maintenance Facility

yellow medicine county

New Highway Department Facility

ILLINOIS

city of woodstock

Public Works Facility

comed

Vehicle Storage Building

idot

Eisenhower Maintenance Facility

lake in the hills

Public Works Facility Addition

village of buffalo grove

Public Works Building

village of palatine

Public Works Facility

PUBLIC WORKS FACILITY DESIGN FACTORS

Wold will supplement the discussions with the Project Management Team and the facility's users with insights from our 56+ year history of designing public buildings. Specifically, relevant to the design and construction of Public Works Facilities, Wold will offer insights as to how Operations-Based Design will help the City of Roseville to realize the benefits of increased operational efficiency while also maximizing the construction budget through efficient construction.

efficiency of operations

Every decision about the building's design and layout has a related cost implication. Finding the right balance of space allocation, functional capabilities, building construction, and systems, and operational expenses will allow Roseville to realize a maximum return on investment. Some of the key areas of your program that the Wold team is prepared to address include:

vehicle storage

Providing adequate, functional garage space for parking of your fleet and equipment is of critical importance - this is by far the largest allocation of program space, so you want to be assured that you are recognizing every efficiency available while at the same time creating a highly functional environment. Well planned vehicle circulation, parking, storage, and workflow will result in a reduction of lost time at the beginning and end of each day. Wold will address the following items during design of your vehicle garage:

- Clarity of circulation/traffic patterns
- Adequate door sizes and efficient locations
- Environmental controls, zoned/variable exhaust
- Natural light
- Infra-red heating
- Fume-actuated controls
- Loop detection
- High-durability for 24/7 use

maintenance, parts, & small equipment

The ability to perform maintenance on all of your vehicles in-house will result in reduced costs and increased longevity. Wold's experience in planning and designing Public Works facilities affords us the ability to bring ideas and suggestions for planning your maintenance facilities to the forefront. We also maintain close working relationships with vendors who will assist in laying out an efficient and effective maintenance garage reflective of your unique operational objectives. Among the elements Wold has designed are the following:

- Bridge cranes
- Above-ground lifts
- Fuel island (diesel and unleaded)
- Fluid management system (storage/distribution)
- Distributed pressure wash/hot water systems
- Salt brine mixing system
- Workbench exhaust
- Welding exhaust
- Vehicle exhaust extraction
- Material Testing Lab
- Sign Shop
- In-floor Heat

truck wash bays

Inclusion of vehicle wash bays also supports extending the life and increasing the resale value of your vehicles. Clean vehicles also enhance employee pride and public image of the department. Wold will help you to work through considerations for the following:

- Manual vs. automated wash
- Rainwater collection
- Underbody flush spray
- In-ground loop sensors
- Mezzanines/catwalks

staff areas/shops

Staff areas need to be designed to have efficient workflow between the garage, maintenance, and office areas. Ideally, division shops (streets, forestry, signs, sewer, etc.) are typically designed to have direct access to the garage floor. Well planned locker rooms and break rooms are also key to ensuring staff efficiency and well being. Wold will work with your team to address the following:

- Anticipated needs/changing demands for division shops
- Adequate facilities for painting, welding, caged storage
- Appropriate planning for clean and dirty activities
- Efficient workflow
- Workplace safety and security
- Adequate lunch room/break room areas

office / public service areas

The design of office environments for your staff must provide appropriate workspace for all users, while at the same time being flexible to accommodate future growth and changes. Proper work environments also promote staff health, employee retention, and reduction of sick days. Important design considerations include:

- Security of staff/public interactions (including access control)
- Functional, customer-friendly service counters and reception
- Natural lighting and lighting controls
- Appropriate finishes (warm and inviting, but also durable)
- Flexible, ergonomic furniture systems
- Environmental controls



VALUE-ADDED COMPONENTS

VALUE-ADDED COMPONENTS

FACILITY CONDITIONS REVIEW

We are partnering with Kraus-Anderson (KA) for the Facility Conditions Review. We have worked on many successful projects together and will bring our team together to create a study that will serve you and your community.

facilities condition review

Kraus-Anderson's Facility Condition Review will provide the City of Roseville with a high-level review of the key systems and building structure viability.

- Complete an abbreviated site interview (as feasible pending confidentiality of site visit)
- Complete on-site visit: Complete a non-destructive visual inspection, a high-level site visit to review the property and existing building systems conditions inclusive of the following divisions:
 - » 02- Site Work: Site lighting, transformer, parking lots/ structures, stormwater, curb, green space, etc.
 - » 03- Building Structure: Non-engineering review of structure- identify points of concern
 - » 04- Foundation/Slab-on-Grade: Basements, loading docks, slabs, etc.
 - » 05- Exterior Enclosure: Façades, exterior walls, exterior doors, windows, building penetrations
 - » 06- Roofs: Roof review, roof drainage, flashing, coping, etc.
 - » 07- Interior Construction: Phased replacement budgeting only
 - » 08- FF&E: Phase replacement budgeting only
 - » 09- Special Construction: Wash Bay, etc.
 - » 10- Conveyance: Elevators, escalators, chair lifts, etc.
 - » 11- Fire Protection: Protection, detection, panels
 - » 12- Plumbing Systems: Water Heaters, softeners, sumps, sewer, med gas, etc.
 - » 13- HVAC: Heating, Ventilation, cooling, boilers, AHUs, etc.
 - » 14- Controls: DDC, Pneumatic, Lighting
 - » 15- Electrical: Switchgear, Generators, ATS, lighting
 - » 16- A/V: Provided by Roseville Lake
 - » 17- Technology, Electronic Safety/Security: Provided by Roseville
- Document findings of history of property, phasing, and identified deferred maintenance needs
- Provide rough-order of magnitude for costs associated with documented concerns
- Provide a report/executive summary of findings

project deliverables

At the conclusion of the project, the City of Roseville will be presented with access to KA's portal, inclusive of the following:

FACILITY CONDITION REVIEW

NAME	DESCRIPTION
Executive Report	Review of property concerns, current deferred maintenance needs and provide information regarding investments for longterm facility preservation needs
Digitized Site Report	Report of facility information, site walk-through, and deferred maintenance findings and site photography
KA FCA Dashboard: Review only	High-Level estimate costs for identified deferred maintenance needs - short and long term
Preconstruction Estimation	KA will provide a detailed breakdown of the conceptual designs

*Facility Condition Review Cost \$9,400

*Deliverables will be provided via Kraus-Anderson's online portal and accessible and downloadable for up to one year from date of initiation of project.

10

FEE

PROPOSED FEE

FIXED FEE

Wold believes in establishing trusted, long-term relationships with our clients. We understand that building trust takes time and shared experiences together. As a professional service provider we also believe in no surprises. In proposing fees, we attempt to determine the challenge ahead and present a fair fixed fee that we believe will provide the required service. We avoid hourly fees that can eventually go beyond your comfort level and we resist charging additional fees that create surprises for our clients.

study

We will work with the City of Roseville to study long-term facility planning with options for future configuration. This includes meetings, collaboration, and identification of advantages and disadvantages of each option and estimated costs of implementing each of the various options.

We do not limit the number of meetings in our fixed fee, we are committed to a successful project outcome and believe limiting the number of meetings we attend is too restrictive. We will be there for you when and as often as you need.

reimbursable expenses

Reimbursable expenses for minor out-of-pocket expenses such as document printing, mileage, etc. are proposed to be actual costs as submitted. Printing of the intermediate and final reports will be part of the reimbursable costs.

**As a firm that dedicates itself long-term to each and every client, we would welcome a further discussion regarding our fee should it be out of alignment with the City's budget. There is certainly an opportunity to offset some of these costs should a full design effort move forward based on the results of the feasibility study.*

PHASE 1

Fixed Fee	\$17,250
Reimbursable	\$1,000
NOT TO EXCEED FIXED FEE	\$18,250

VALUE-ADDED SERVICES

FACILITY CONDITION REVIEW COST	\$9,400
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PHASE 2

Negotiated Amount



minnesota | colorado | illinois | tennessee



Professional Service Proposal for:



Civic Center Campus Master Plan Update LPCDS Options

03 MARCH, 2025

25101.006



PROPOSER:

BLOOM HAY DOBBS

2324 University Avenue W., Ste 200
Saint Paul, MN 55114
Phone: 612.298.0519

CERTIFIED DBE

Contact: Thomas Dobbs, Principal
Email: tdobbs@bloomcos.com

SUBCONSULTANT:

ROCKWISE STRATEGIES
Cost & Construction Consulting

March 03, 2025

Jesse Freihammer
Public Works Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Dear Jesse and Members of the Selection Committee,

Bloom Hay Dobbs are experts in Civic Facility Planning and Design. I am writing on behalf of Bloom Hay Dobbs to express our enthusiasm in responding to the Request for Proposals (RFP) regarding the Master Plan Update LPCDS Options as outlined in the RFP. Our firm brings a wealth of experience in urban design and architectural planning, and we are eager to contribute our expertise to the City of Roseville in this effort. Our proposed approach will begin with data collection and listening to ensure we gather the necessary insights and data from stakeholders and the physical environment. This foundational work will guide our analysis, enabling us to provide updated cost estimates for both the License Passport Center and Dance Studio (LPCDS) and the Maintenance Facility (MF) as proposed in the Civic Campus Pre-Design Study (CCPDS). We understand the importance of exploring alternative designs, including the feasibility of a single-story LPCDS as opposed to the initial two-story plan. Our team is adept at conducting detailed analyses, including building and site plan layouts, to assess the potential reuse of existing facilities for both LPCDS and other community-oriented purposes. We will provide a thorough report that evaluates the pros and cons of these options, including their impact on the overall phasing of the project. Additionally, we are prepared to deliver clear and engaging presentations to the City Council, ensuring that our findings and recommendations are communicated effectively. We recognize the significance of transparency and collaboration in this process, and our commitment to quality and detail will be evident in the final report, which will encompass all aspects of the project, from concept development to cost assessments.

The proposed schedule for this project is as follows:

Release RFP – February 11, 2025
Proposal Due – March 3, 2025, 4:00 PM CDT
Award Contract – March 17, 2025
Present Phase 1 Final Report to Council – May 19, 2025

We are excited about the opportunity to partner with the City of Roseville on this important project. Bloom Hay Dobbs is committed to delivering thoughtful, sustainable design solutions that enhance community spaces. We look forward to the possibility of discussing our proposal in more detail and contributing to the future of Roseville. Thank you for considering our proposal.

Respectfully Submitted,
Bloom Hay Dobbs



Thomas Dobbs, Vice President

Primary Contact:
Thomas Dobbs, Vice President

Bloom Hay Dobbs, P.A.
2324 University Avenue W., Ste 200
Saint Paul, MN 55114
Phone: 612.396.3843

tdobbs@bloomcos.com

The information provided in this proposal is accurate to the best of our knowledge.



Task 1: Orientation and Startup (Late March 2025):

5% staff time will be spent on this Task

Upon Notice to Proceed, Bloom Hay Dobbs will request any additional data not already provided in the RFP. We have already extensively reviewed the master plan and past predesign studies. We will conduct a kick-off meeting with the Owner to confirm that all aspects of that effort are still valid. The agenda will include confirming the work plan, desired deliverables and major milestones.

Key Outcomes:

- Confirm validity of work done prior to our involvement
- Collect any key data not already available to us
- Confirm desired outcomes and rationale for the study
- Review all collected Background Material
- Align scope, budget, schedule and deliverables



Task 2: Additional Data Collection (March/April 2025) *10% staff time will be spent on this Task*

This phase of work will seek additional information and insights not conveyed through written reports, drawings or prior studies.

Key action items will include:

- Selected Department Interviews
- Site Survey/Walk through

We will conduct up to 6 meetings during this phase over an approximately 2 week period.

Key Outcomes:

- Better understand the key rationale for the study
- Better understand the physical opportunities and constraints
- Document findings for use in subsequent phases of work

Continued,



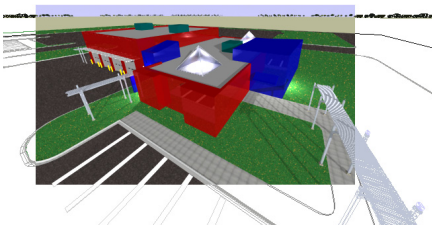
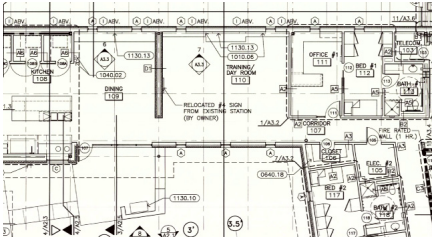


Task 3: Concept Development (April 2025) *60% staff time will be spent on this Task*

Task 3 will focus on updating cost estimates for proposed projects done in earlier predesign efforts. We will also explore some creative alternatives for reuse of the existing Maintenance Facility and different options for the LPCDS.

Specifically, this will include:

- 1) Undertake **new cost estimating of the proposed LPCDS** based on current and projected material, labor and other market forces. Provide an updated cost estimate of the proposed LPCDS.
- 2) Undertake **new cost estimating of the Maintenance Operations Center** based on current and projected material, labor and other market forces. Provide an updated cost estimate of the proposed MOC.
- 3) Develop a new plan for a **single story LPCDS**. Undertake **new cost estimating** of the LPCDS based on current and projected material, labor and other market forces. Provide an updated cost estimate of the proposed MOC.
- 4) Provide **options to reuse portions of the existing Maintenance Facility** for **LPCDS use**. Work with City staff to explore options and costs and provide information on how these option(s) compare to the CCPDS option. We will explain how this option would affect the overall project phasing.
- 5) Provide **options to reuse portions of the existing Maintenance Facility** for possible **OTHER uses** such as office, restaurant or event space. Work with City staff to explore options and costs and provide information on how these option(s) compare to the CCPDS option. We will explain how this option would affect the overall project phasing.



Task 4 Final Report: (Early May 2025)

15% staff time will be spent on this Task

Author a report that summarizes the processes, analysis, exploration and findings from Tasks 1-3.

Task 5 Council Presentation: (May 19, 2025)

10% staff time will be spent on this Task

Prepare a presentation summarizing the processes, analysis, exploration and findings of the study.

Present the presentation to Roseville City Council.

Deliver final report in PDF format per the RFP requirements.





BLOOM HAY DOBBS LEAD FIRM

2324 University Avenue W., Ste 200
Saint Paul, MN 55114-1854
612 . 338 . 4590
www.haydobbs.com

Est. 1993, incorporated as Bloom Hay Dobbs in 1996, Acquired by Bloom Companies, LLC in 2024.

DBE with the CERT Central Certification Program

81 Employees

Employees by Discipline:

7 Administrative
9 Registered Architects
5 Architectural Designers
3 Interior Designers
5 Structural Engineers
2 Structural Technicians/Designers
3 Civil Engineers
4 Civil Technicians/Designers
21 Transportation Engineers
7 Bridge Engineers
15 Construction Inspectors

Bloom Hay Dobbs has contacted all the Sub-Consultant firms identified within the proposal. All the Sub-Consultant Firms have agreed to be part of the Team.



Over the past thirty-two years, Bloom Hay Dobbs has become a recognized leader in the design of civic, institutional, corporate and public safety facilities.

Unlike many firms, over 70% of our projects are renovations or expansions. With this experience comes specialized expertise and insights that will reduce risk and save the City of Roseville time and money.

Bloom Hay Dobbs has completed similar civic and community projects for clients throughout the region. We understand the importance of clearly communicating objectives to all stakeholders involved in utilizing, designing, and operating civic facilities. We bring bold and creative thinking to the often complex set of challenges that municipalities face when planning for the future.

Bloom Hay Dobbs' design process is research based utilizing best and emerging practices in the design of public facility environments. This process is further reinforced by both our facility design experience and our team's extensive knowledge of civic campus masterplanning and design.

We work as a team to engage stakeholders in the design process and to clearly align user/project needs with the most appropriate solutions for the project.

It is the design philosophy and approach of Bloom Hay Dobbs to maintain strong and active Firm Principal involvement through-out all phases of the design, documentation, construction and project close out.

AREAS OF SPECIALIZATION:

- Civic Facility Design
- Predesign and Programming
- Mixed Use Building Design
- Urban Design and Landscape Design
- Facility Condition and Utilization Assessments
- Right Sizing and Space Utilization

REPRESENTATIVE CLIENTS INCLUDE:

- City of Becker
- City of Big Lake
- City of Edina
- City of Inver Grove Heights
- City of Marshall
- City of Minneapolis
- City of Northfield
- City of Pipestone
- City of Saint Paul
- City of Sartell
- City of Willmar
- City of Winthrop
- Hennepin County
- Metropolitan Council
- Minnesota Department of Revenue
- Minnesota Valley Transit Authority
- North Dakota State University
- Ramsey County
- Saint Cloud State University
- SouthWest Transit
- Southwest Minnesota State University
- University of Minnesota
- University of North Dakota
- Washington County

COST CONSULTING

When you work with an external cost consulting partner, you need someone you can trust to uphold your vision, reputation and client relationships. Design partners we work with have entrusted the Rockwise Strategies team to do exactly this across thousands of estimates— 350+ in the past year alone. Leveraging historical data from our entire portfolio, the experience of our people and expertise borrowed from our colleagues at Loeffler Construction, we help you account for every decision that could impact your project.

A project doesn't go from design to build overnight. We factor in schedules, procurement challenges and market trends to predict where costs will be the moment you break ground and beyond.

When working through the design process, no one wants to be kept waiting. We move quickly to get you the numbers you need to finalize budgets and keep your project on track.

Working with your team, we help define the parameters of your project before estimating every last brick, light fixture and coat of paint. Need options to further enrich the project's path? We'll tailor cost estimates to accommodate the decision making process, so you can weigh all the options.

With a reputation for painstakingly accurate estimates—no matter the design stage—our track record speaks for itself. A review of past projects shows our estimates fall within 5% of final costs.

We pride ourselves on being ethical and trustworthy, but for our clients to believe it, we have to live it every day through our core values.

Recent Relevant Cost Estimating Experience Includes:

Hiawatha Campus Development, Minneapolis. Project Cost: \$77 Million.
Rockwise provided SD-CD cost estimating services for the development and rein-vigoration of the Hiawatha Public Works Campus.

3000 Minnehaha (Former Police Precinct) Renovation, Minneapolis. \$14 Million

SouthWest Transit Garage and Operations, Eden Prairie, MN. \$11 Million



ROCKWISE STRATEGIES

Cost Consulting

9202 202nd Street West
Suite 101
Lakeville, MN 55044

20 Minnesota Employees
Employees by Discipline:

2	Executive Leadership
4	Project Managers
3	Estimators
2	Administrative
9	Field Staff

Est. 2010, Privately Owned, LLC
Rockwise Strategies provides Owners, Architects, Engineers, Developers, and Tenants with detailed cost estimates from the pre-design phase through the construction document phase. Each project estimate is carefully developed by using state of the art technology for quantity take-offs and an in-house database of current unit cost pricing.

In partnership with, Loeffler Construction, Rockwise is able to collaborate with subcontractors as needed to provide up to date market pricing on large and complex projects.

With over \$500 million worth of construction cost consulting provided on an annual basis, Loeffler Construction & Consulting has the experience, vision and expertise to contribute to our clients project success.

Bloom Hay Dobbs and Rockwise have collaborated on multiple projects throughout the State of Minnesota.

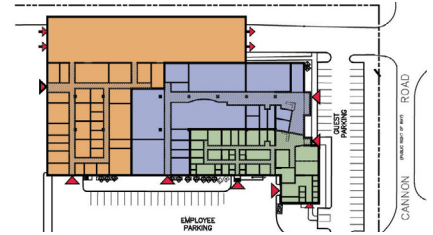
NORTHFIELD MUNICIPAL FACILITIES SPACE NEEDS ANALYSIS AND PREDESIGN

LOCATION: NORTHFIELD, MN
 KEY STAFF: TOM DOBBS, GARY HAY
 REFERENCE: JOEL WOLINSKI FORMER ADMINISTRATOR

The City of Northfield hired Bloom Hay Dobbs to prepare and to deliver a set of site-specific, facility-specific cost-inclusive options, illustrations, programs and charts that explore and develop the different possibilities for the **City Hall, Police Department, Fire Department, and Library**. Based on this predesign study, the City was able to make informed and solid decisions about future expansions, moves, or new facilities that are fiscally responsible, and met the needs of the municipal departments in Northfield.

Issues considered in the report included: facility conditions and expansion limitations, population increase, budget demands, department adjacencies, site limitations, technology changes, security, parking, community use, staff health and safety, and best practices for customer service. Space needs were projected for the next 20 years.

Architectural Programs were established, concept plans were developed, site plans were generated and cost estimates were conducted.



Plan diagrams illustrated how various municipal facilities could be grouped together in a new facility

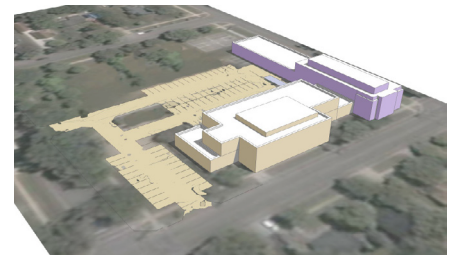


Renovated and expanded Library

Existing City Hall



The study resulted in the construction of a new Police Facility, renovations of the Library and existing Public Safety bldg. solely for Fire Department use.

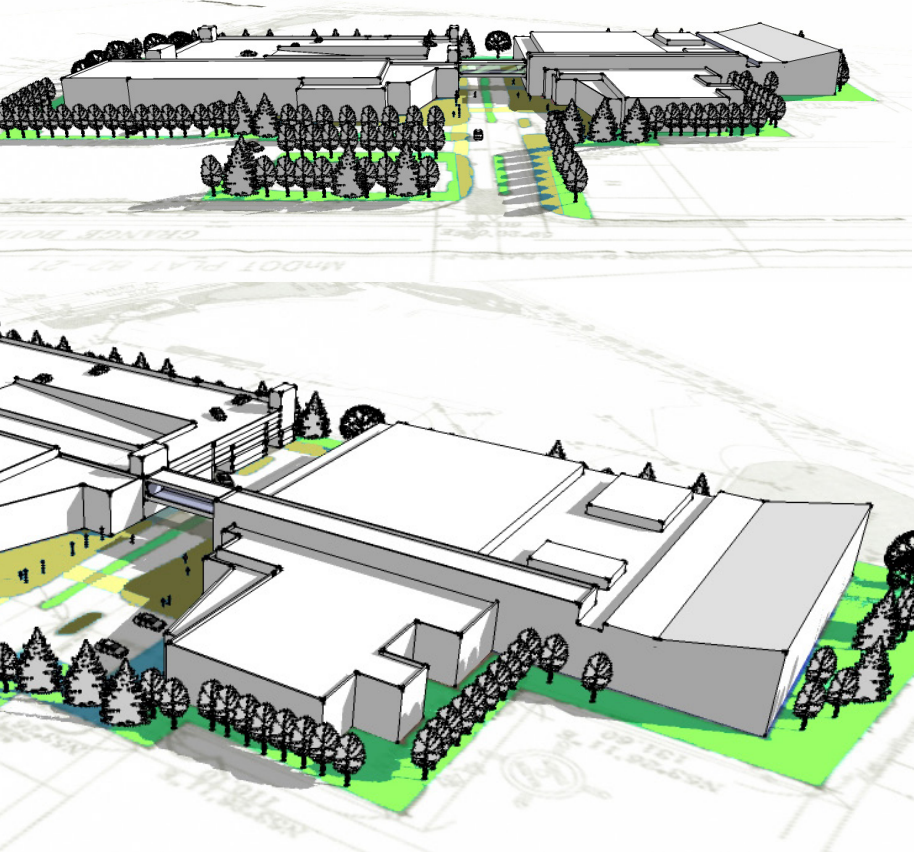


Computer Massing Models were used to explain how a new Police Facility could be added to the existing City Hall or City Hall Site

**COTTAGE GROVE MUNICIPAL
FACILITY SPACE NEEDS
ANALYSIS AND PREDESIGN**

LOCATION:	COTTAGE GROVE, MN
ROLE:	ARCHITECTS, PLANNERS
KEY STAFF:	TOM DOBBS, GARY HAY
CLIENT:	CITY OF COTTAGE GROVE
REFERENCE:	RYAN SCHROEDER FORMER CITY ADMIN

Three years after successful completion of a municipal needs study by Bloom Hay Dobbs, the City of Cottage Grove again hired Bloom Hay Dobbs to complete a pre-design that looked to consolidate and co-locate Police, Fire, **City Administration** and a possible YMCA. Four options were developed that evaluated building siting, public and emergency access, stormwater management, parking, open space and expansion options for the next 35 years. A cost benefit analysis was conducted as well. The project successfully resulted in the undertaking of design and construction of a new facility.



Aerial View of Predesign preferred option



CITY OF COTTAGE GROVE MUNICIPAL CAMPUS MASTER PLAN

LOCATION: COTTAGE GROVE, MN

ROLE: ARCHITECTS, PLANNERS

KEY STAFF: TOM DOBBS

CITY OF NORTHFIELD POLICE AND MUNICIPAL FACILITIES MASTER PLAN

KEY STAFF: TOM DOBBS, GARY HAY

REFERENCE: JOEL WOLINSKI (FORMER ADMINISTRATOR)

CITY OF HOWARD LAKE CITY HALL

LOCATION: HOWARD LAKE, MN

ROLE: ARCHITECTS, PLANNERS

KEY STAFF: GARY HAY, CHENG HUI LEE, TOM DOBBS

CITY OF PIPESTONE MUNICIPAL FACILITIES CONDITIONS ASSESSMENT

LOCATION: PIPESTONE, MN

KEY STAFF: TOM DOBBS

REFERENCE: JEFF JONES, CITY ADMINISTRATOR

CITY OF WACONIA CITY HALL AND COMMUNITY SPACE

LOCATION: WACONIA, MN

ROLE: ARCHITECTS AND INTERIOR DESIGNERS

KEY STAFF: GARY HAY, CHENG HUI LEE

RAMSEY COUNTY GOVERNMENT CENTER PHASED RENOVATION

LOCATION: ST. PAUL, MN

SIZE: 720,500 SF

KEY STAFF: THOMAS DOBBS, GARY HAY, LIANNE PERRYMAN

HENNEPIN COUNTY SAINT ANTHONY LIBRARY

LOCATION: SAINT ANTHONY, MN

SIZE: 5,500 SF

KEY STAFF: THOMAS DOBBS, GARY HAY, LIANNE PERRYMAN

CITY OF WACONIA FIRE STATION

LOCATION: WACONIA, MN

SIZE: 41,100 SF

KEY STAFF: GARY HAY, ADAM AALGAARD

CITY OF WILLMAR CITY HALL AND MUNICIPAL FACILITIES MASTER PLAN

LOCATION: WILLMAR, MN

SIZE: SIX FACILITIES, +/- 72,000 SF

KEY STAFF: THOMAS DOBBS

CITY OF BIG LAKE POLICE DEPARTMENT AND MUNICIPAL FACILITIES MP

LOCATION: BIG LAKE, MN

KEY STAFF: THOMAS DOBBS



RIDGEWATER COLLEGE, HUTCHINSON AND WILLMAR

LOCATION: HUTCHINSON AND WILLMAR, MINNESOTA
PROJECT TYPE: MASTER FACILITIES PLAN
STAFF: GARY HAY, TOM DOBBS

SARTELL POLICE DEPARTMENT AND CITY OFFICES

LOCATION: SARTELL, MINNESOTA
PROJECT TYPE: FEASIBILITY STUDY
STAFF: GARY HAY, TOM DOBBS

RAMSEY COUNTY RECORDS & REVENUE SERVICE CENTER

LOCATION: ST. PAUL, MINNESOTA
PROJECT TYPE: SPACE NEEDS ANALYSIS, PREDESIGN, DESIGN
STAFF: GARY HAY, LIANNE PERRYMAN

RAMSEY CTY SHERIFF/CITY OF ST. PAUL POLICE DEPT.

LOCATION: ST. PAUL, MINNESOTA
PROJECT TYPE: EXISTING CONDITIONS ASSESSMENT
STAFF: TOM DOBBS, MICHAEL NOONAN

WACONIA CITY HALL

LOCATION: WACONIA, MINNESOTA
PROJECT TYPE: INTERIOR ARCHITECTURE
STAFF: GARY HAY, CHENG HUI LEE
CONTACT: SUSAN ARNTZ, 952.442.2184

MINNEAPOLIS FIRE STATION #1 PREDESIGN AND DESIGN

LOCATION: HUTCHINSON, MN
PROJECT TYPE: PREDESIGN AND INTERIOR DESIGN
STAFF: TOM DOBBS, ADAM AALGAARD

HISTORIC HOWARD LAKE CITY HALL,

LOCATION: HOWARD LAKE, MINNESOTA
PROJECT TYPE: ADA UPGRADES, PRESERVATION
STAFF: GARY HAY, TOM DOBBS
CONTACT: JERRY SMITH, FORMER MAYOR 320.267.3601

MN DEPARTMENT OF REVENUE

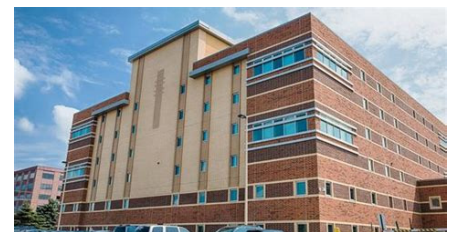
LOCATION: ST. PAUL, MN
PROJECT TYPE: SPACE NEEDS STUDY AND INTERIOR DESGN
STAFF: TOM DOBBS, LIANNE PERRYMAN, WENDY OLSON

MN DEPARTMENT OF HUMAN SERVICES

LOCATION: ST. PAUL, MN
PROJECT TYPE: SPACE NEEDS STUDY AND INTERIOR DESGN
STAFF: TOM DOBBS, LIANNE PERRYMAN, WENDY OLSON

MINNESOTA STATE COLLEGES AND UNIVERSITIES

LOCATION: STATE WIDE, MULTIPLE CAMPUSES
PROJECT TYPE: CAMPUS MASTER PLANNING, NEEDS STUDIES, INTERIOR DESIGN
STAFF: TOM DOBBS, GARY HAY



Tom will be the Principal-in-Charge for the Project. Bloom Hay Dobbs key staff bios are included in this proposal. We will have 6 total staff involved in the project.



Thomas E. Dobbs, RA, CID, NCARB, SCUP, LEED-AP
PRINCIPAL-IN-CHARGE
 BLOOM HAY DOBBS

Over his career, Tom has developed a keen ability to link economically sound solutions with the vision and needs of the public and private sector. He has worked on projects locally, regionally, nationally and internationally and he understands the critical role that civic architecture plays in supporting livable communities. Tom has directed and been involved with dozens of large scale, complex civic projects and understands the needs and requirements of city leadership, city staff, elected officials, neighborhoods and regional partners and agencies. Prior to Bloom Hay Dobbs, Tom worked for the City of St. Paul as an architect and he understands working in the public sector first hand.

EDUCATION

Harvard University, Cambridge, MA
 Professional Development Coursework

North Dakota State University,
 Bachelor of Architecture w/Honors

North Dakota State University, Bachelor
 of Science in Environmental Design, w/
 Honors

Ecole d'Art Americaines,
 Fontainebleau, France;
 Awarded Mention Bien

Minneapolis College of Art & Design,
 Furniture Design Series

REGISTRATION

Registered Architect, MN

Addt. Registrations: AZ, CO, IA, ND, SD, WI

Certified Interior Designer, MN

YEARS OF EXPERIENCE 32

MEMBERSHIPS / CERTIFICATIONS

Society for College and University Plan-
 ning (SCUP)

NCARB Certified

USGBC LEED®-AP

Economic Development Association of
 Minnesota (EDAM)

IMPACT Certified USAV Coach

A licensed architect, certified interior designer and urban designer, Tom brings a three-dimensional understanding of how multiple technical systems must be integrated into the design and planning of civic facilities. Tom also has extensive "outside of the box" experience, skills and knowledge in development preplanning, economics, development guidelines, capital and operating cost proforma development, lease negotiations, real estate finance, branding, identity development and placemaking.

His management and communication skills encourage collaborative team building that result in client-focused projects that meet technical, operational and institutional goals. Tom has taught, guest lectured or presented at North Dakota State University, Art Institutes International, Twin Cities Interior Design Expo, Cretin - Derham Hall HS, NTI Commencement, EDAM Winter Conference, APA Convention, ARCC Convocation and at hundreds of public and agency meetings.

SELECTED RELEVANT EXPERIENCE:

- ARCC Coon Rapids Library Renovation
- ARCC Cambridge Library Renovation
- City of Becker City Hall and Police Department
- City of Big Lake City Hall Predesign
- City of Chanhassen Fire Station Predesign
- City of Cottage Grove Civic Facilities Space Needs Assessment
- City of Edina Fire Station #1 Design
- City of Howard Lake City Hall
- City of Minneapolis Police Station Precinct #1
- City of Minneapolis Police Station Relocation-Talmadge Building
- City of Minneapolis Fire Station #1
- City of Northfield City Hall Predesign
- City of Northfield City Civic Facilities Assessment
- City of Northfield Library Predesign
- City of Sartell Police Department
- City of Waconia City Hall
- City of Waconia Fire Station Predesign
- City of Willmar Municipal Needs Assessment
- Girl Scouts River Valleys Headquarters Renovation and Expansion
- Hennepin County St. Anthony Library Design
- Marshall Bistro Block Event Center
- Marshall Community Center
- MnWest Pipestone Rightsizing and Renovation
- Ojiketa Event and Conference Center
- Saint Mary's University Various Projects
- Schwan Food Company Corporate Headquarters
- Southwest Minnesota State University Library



Julia Roessler, LEED AP, CDT

SENIOR PROJECT MANAGER/DESIGNER

DAY-TO-DAY PROJECT CONTACT/PM/QA-QC/CA

BLOOM HAY DOBBS - SAINT PAUL, MN

Julia has over 18 years of experience in developing, producing, and reviewing architectural and engineering drawings for public bids. She has expertise in local government project management, design, stakeholder engagement, due diligence studies, and project permitting for various project types, including architecture and landscape architecture, utilities, and civil projects. She has successfully managed projects with a value of up to approximately 75 million dollars.

Her experience includes overseeing and/or designing site projects, building additions, new commercial buildings, renovations, updates to interiors, HVAC projects, building infrastructure improvements, elevator projects, security/surveillance systems, network systems, electrical, solar, life-safety, and mechanical systems. She is skilled in defining project requirements to meet municipal, state, and federal regulations. Her experience spans the sectors of Commercial Architecture/Interiors, Residential Contractor/Development, and Local Government, prior to her time at Bloom Companies.

YEARS OF EXPERIENCE: 19

EDUCATION

Metropolitan State University
Continuing Education Coursework

Minneapolis Community and Technical
College, Architectural Technology
Diploma

AFFILIATIONS

USGBC LEED® BD+C AP
Construction Documents Technologist
(CDT) through Construction
Specifications Institute

Julia enjoys bringing together a project team and collaborating to gain a complete understanding of projects to ensure their optimal and successful completion. She values listening to project workgroups to get their input and gain consensus. She looks for opportunities to benefit our clients and keeps the lines of communication open with them. She is diligent, reliable, trustworthy, has great attention to detail, and excels at keeping projects on schedule and on budget. She sees each project through to completion while meeting, or exceeding, our clients' expectations.

A strong advocate for sustainability, Julia has extensive LEED and B3 experience throughout her professional career, demonstrating a strong commitment to sustainability and environmentally responsible design. She has played a key role in helping organizations meet green building standards and energy efficiency goals.

SELECTED RELEVANT EXPERIENCE:

- City of Minneapolis 3000 Minnehaha Ave. Building Improvement Project
- South Minnesota State University (SMSU) Predesigns
- University of Minnesota Duluth new research lab building site assessment
- Anoka Ramsey Community College Cambridge Dental Program Area Renovation
- Ramsey County Elevator Modernization Projects at two detention centers
- Lundstrum Performing Arts, Feasibility Study, Minneapolis (Project Manager)
- Anoka Technical College Plumbing Program Area Renovation
- Minneapolis Parks East Phillips Cultural and Community Center
- Minneapolis Park & Recreation Board Headquarters - multiple projects
- Minneapolis Park & Recreation Board Operations Center - multiple projects
- Holmes Park Shelter/Pool Building, Minneapolis, Major Renovation
- Minneapolis Wabun Park Maintenance Facility, Designer/Project Coordinator
- Kenwood Park Accessibility and Restroom Improvements, Minneapolis
- Minneapolis Phelps and Folwell Parks Front Desk Replacement Projects - Designer/Project Coordinator
- Minneapolis Hiawatha Park Community Center Building Renovation - Designer/Project Coordinator
- Site Signage Projects at Multiple Minneapolis Parks



Adam Aalgaard, RA, CID, NCARB

SENIOR ARCHITECT/PROJECT MANAGER
 PROJECT ARCHITECT

BLOOM HAY DOBBS - SAINT PAUL, MN

Adam provides valuable experience from working on a wide variety of project scales and types. His recent experience includes Minneapolis Police Precinct #1 initial concepts and parcel testing, City of Pipestone Municipal Facility Assessment, City of Minneapolis Fire Station #1 parcel testing and design, along with numerous tactical renovations, rehabilitation and remodeling projects.

Adam brings experience in campus and facility planning, existing condition assessments and feasibility studies. Throughout the process, his depth of knowledge is a key asset for complex technical considerations, code compliance, project management, and construction administration. He translates complex programmatic requirements into practical design solutions that can be effectively implemented. Adam's related experience includes Minneapolis Police Precinct #1 Design, City of Minneapolis Fire Station #1, City of Pipestone Municipal Facility Assessment, Ramsey County LEC – 2nd Floor Field Verification for As-Builts, and Ramsey County Elevator Modernization Projects at the LEC/JFJC.

Adam will provide architectural design and documentation, and project guidance. Key areas of focus include analysis of site and building planning alternatives, implementation of accessibility improvements, code analysis, development and documentation of building tectonics and material assemblies, and project research and documentation. Adam also brings a high level of skill in several CAD/REVIT & BIM software programs, construction management platforms, and a variety of project management software systems. Adam excels at communicating clearly and in a timely manner to ensure progress of projects, and to facilitate their successful completion.

YEARS OF EXPERIENCE: 13

EDUCATION

Bachelor of Architecture
 Iowa State University, Ames, IA

Minor:
 Critical Studies in Design

REGISTRATION

Registered Architect (RA), MN, #59912

AFFILIATIONS

Best Value Approach (BVA)
 Certificate Holder

SELECTED RELEVANT EXPERIENCE:

- ARCC Cambridge Library Renovation
- Anoka Technical College Electric Vehicle Lab Renovation
- Anoka Technical College Machine Trades and Manufacturing Lab
- Southwest Transit Garage and Corporate Office Expansion
- City of Minneapolis Police Station Precinct #1
- City of Minneapolis Police Station Relocation-Talmadge Building
- City of Minneapolis Fire Station #1 Parcel Testing
- City of Minneapolis Fire Station #1 Design and Construction
- Alexandria Technical and Community College Campus Master Plan Update
- Alexandria Technical and Community College Transportation Center Predesign
- Lundstrum Performing Arts Dance Studio & Theatre Expansion Feasibility Study
- University of North Dakota Master Plan & Space Utilization Study
- Southwest Minnesota State University Space Utilization Study
- City of Pipestone Municipal Needs Assessment



JONATHAN MURRAY, LEED AP

SENIOR COST CONSULTANT

Jonathan is an experienced senior cost consultant who has completed hundreds of projects from the estimating phase through job completion. He has experience working in multiple market segments including multifamily, K-12, higher education, data centers, historic renovations, commercial and industrial. His strengths include strong leadership, team orientated, and a commitment to delivering projects that exceed client expectations.

EDUCATION

- University of Wisconsin - Stout
- BS - Construction

TRAINING

- LEED AP
- Associate Constructor



RELEVANT EXPERIENCE

HIAWATHA CAMPUS DEVELOPMENT / MINNEAPOLIS, MN

PROJECT COST: \$77 MILLION ARCHITECT: RSP ARCHITECTS

Rockwise provided SD-CD cost estimating services for RSP Architects for the development and reinvigoration of the Hiawatha Public Works Campus. The scope included new maintenance buildings, parking ramps, fuel stations, and renovations/additions to multiple site structures.

OAKDALE PUBLIC WORKS / OAKDALE, MN

PROJECT COST: \$24.9 MILLION ARCHITECT: HCM ARCHITECTS

Rockwise provided cost estimating services for HCM Architects for a new site development and building structure for the Oakdale Public Works facility. The precast structure comprised of new office space, apparatus bays, mezzanine space, and maintenance related spaces. Additional site structures for storage were crucial for site flow.

NATIONAL GAURD MAINTENANCE FACILITY / NEW ULM, MN

PROJECT COST: \$9.5 MILLION ARCHITECT: OERTEL ARCHITECTS

Rockwise provided cost estimating services for the National Guard and Oertel Architects for a new fleet maintenance facility for vehicles and equipment. The precast structure comprised of new office space, apparatus bays, storage, and mezzanines. Full site development of utilities and parking lot included.

ADDITIONAL PROJECTS

- Dakota County Maintenance Buildings - Feasibility
- Barnum Transportation & Maintenance Facility
- Dakota County Jail Addition - Hastings, MN
- Dakota County Crisis and Recovery Center
- Dakota County SMART Center
- MnDOT Northfield Truck Station
- MnDOT Clearwater Truck Station
- MVTA Burnsville Garage



TALON DEWITZ

SENIOR COST CONSULTANT

Talon has over 8 years of industry experience working in a variety of roles as a project estimator and cost consultant. He has an in-depth knowledge of pre-construction planning and technical skills to accurately price real market construction costs. Talon has completed hundreds of estimates throughout various stages of design.

EDUCATION

- University of Minnesota
- BS - Construction Management

TRAINING

- CPR
- OSHA 30
- Silicia Awareness



RELEVANT EXPERIENCE

HC SHERIFF'S OFFICE PUBLIC SAFETY SERVICES HQ / PLYMOUTH, MN

COMPLETION STATUS: UNDER CONSTRUCTION | ARCHITECT: LEO A DALY

Rockwise Strategies provided SD-CD cost estimating services for the new ground up building and associated site improvements. The facility is 100,000 GSF with office and garage portions of the building. Building systems were designed to be carbon neutral with DARCY Geothermal, PV Array, and Green Roofs.

MARTIN COUNTY PUBLIC SAFETY CENTER / FAIRMONT, MN

COMPLETION STATUS: AWAITING FUNDING | ARCHITECT: WOLD ARCHITECTS AND ENGINEERS

Rockwise Strategies provided DD-CD cost estimating services for the Justice Center which composed of jail space, courts, and police space. The facility is 65,000 GSF and will replace the existing buildings for Martin County. There is a large storm shelter and parking garage component for the Police to operate out of the facility.

NORTH END COMMUNITY CENTER / ST. PAUL, MN

COMPLETION STATUS: COMPLETE | ARCHITECT: SNOW KREILICH

Rockwise provided cost consulting services from Pre-Design throughout Construction Documents in a partnership with Snow Kreilich and St. Paul Parks & Recreation Board. This 25,000 SF recreation facility composed of office spaces, multi-purpose rooms, dance/yoga studio, full-sized gymnasium, fitness center, kitchen, and a large-scale town hall feature.

ADDITIONAL PROJECTS

- | | |
|--|---|
| ■ Burnsville City Hall & Police Department – Additions & Renovations | Safety Building Addition and Renovation |
| ■ East Metro Public Safety Training Facility | ■ Dakota County Crisis and Recovery Center |
| ■ New Prague Police Facility Addition and Renovation | ■ Stillwater City Hall & Police – Renovations |
| ■ White Bear Lake Public | ■ River Falls Police – Addition & Renovations |

REFERENCES

City of Minneapolis – Finance & Property Services

Chris Backes, Facility Manager

Office: 612-673-3774

Cell: 612-508-2026

chris.backes@minneapolismn.gov

350 South 5th Street – Room 108

Minneapolis, MN 55415

City of Minneapolis – Finance & Property Services

Nick Weitz, Construction Management Coordinator

Cell: 612-283-5906

Office: 612-673-5064

Nick.Weitz@minneapolismn.gov

350 South 5th Street – Room 108

Minneapolis, MN 55415

Ramsey County Property Management

Mehrshad Parsakalleh, MPA, RPA, Project Manager

Cell: 651-485-6702

mehrshad.parsakalleh@co.ramsey.mn.us

121 7th Place East

Suite 2200

St. Paul, MN 55101

SouthWest Transit

Len Simich, Former Chief Executive Officer and General Manager

952-486-1898

leonard.simich@gmail.com

14405 W. 62nd Street

Eden Prairie, MN 55346

Minneapolis Public Schools (MPS)

Don Bielinski, Project Manager, Capital Planning

(612) 668.0700

Donald.BielinskiJr@mpls.k12.mn.us

1250 W Broadway Avenue

Minneapolis, MN 55411

Client: City of Roseville

Bloom Hay Dobbs

Project: Civic Campus Master Plan Upd: Estimated Person-Hours

Number	Work Task Description	Dobbs BloomHD	Roessler BloomHD	Aalgaard BloomHD	Staff BloomHD	Rockwise Estimating	Totals	Total Fee
1.00	Review Background Materials	2	4	4	0	2	12	\$1,260
2.00	Data Collection	6	6	6	0	2	20	\$2,190
3.00	Concept Options	12	28	24	14	2	80	\$8,230
4.00	Cost Estimating	2	4	2	2	64	74	\$6,790
5.00	Report Production	8	16	12	24	4	64	\$6,280
6.00	Council Presentation/Prep	6	12	8	0	4	30	\$3,160
TOTAL ESTIMATED HOURS		36	70	56	40	78	280	
AVG. HOURLY BILLING RATE		\$130	\$95	\$110	\$85	\$90		
LABOR, OVERHEAD & PROFIT		\$4,680	\$6,650	\$6,160	\$3,400	\$7,020		\$27,910
TOTAL ESTIMATED FEE, inclusive of reimbursables								\$27,910

Estimated Reimbursable Expenses: \$500



When looking at *adding value-added components* that Bloom Hay Dobbs and Rockwise Cost Estimating could contribute to the Civic Center Master Plan Update, it's important to consider aspects that enhance the design, usability, sustainability, and cost-efficiency of the project. Here are several suggestions for both firms to provide value:

For Bloom Hay Dobbs:

1) Real Estate Advisory Services:

Bloom Hay Dobbs works with an extensive network of commercial real estate consultants. We could engage these real estate experts to better define potential users/tenants for reuse of the repurposed Maintenance Facility or the 1 or 2 Story LPCDS.

2) Flexible, Multi-Use Spaces:

Design adaptable spaces that can be used for a variety of functions, such as community meetings, civic events, conferences, or art exhibitions. This will enhance the versatility of the civic center, making it a year-round hub for the community.

3) Improved Pedestrian Connectivity and Public Spaces:

Enhance connectivity between the civic center and surrounding areas through improved pedestrian walkways, green spaces, and outdoor amenities. This could include well-designed plazas, parks, or green roofs that create welcoming environments for residents.

4) Smart Technology Integration:

Integrate smart building technology that can optimize energy use, enhance security, and improve user experience.

5) Enhanced Visualization:

Develop additional visualization of potential solutions. This can include additional drawings, renderings, models, animations and/or real-time virtual reality walkthroughs.

Continued next page

For Rockwise Cost Estimating:

1) Comprehensive Lifecycle Cost Analysis:

Provide detailed cost estimations that factor in long-term operational and maintenance costs. This could include the cost of sustainable materials and energy-saving technologies to help the city plan for the future expenses of maintaining the civic center.

2) Value Engineering:

Offer value engineering solutions to balance cost and quality. By identifying cost-effective alternatives without compromising on the project's vision or quality, Rockwise can help ensure the project stays within budget while maximizing value for the community.

3) Phasing and Budget Control:

Develop a phased implementation strategy that ensures the project can be completed in stages, keeping within budget while still achieving the long-term vision. This approach helps to spread costs over time and allows for adjustments as funding becomes available.

4) Risk Management and Contingency Planning:

Provide in-depth risk assessments and cost forecasting that anticipate potential issues during the project's development, including fluctuations in material prices, supply chain issues, or changes in regulations. Rockwise can ensure that the project stays on track financially, even with unforeseen circumstances.

5) Detailed Reporting and Transparency:

Ensure that the city and stakeholders receive clear, transparent, and detailed reporting on all aspects of the project's budget. This builds trust and helps decision-makers understand where costs are allocated and where savings can be achieved.

Joint Contributions for the Master Plan Update:

1) Integrated Design-Build Approach:

Both firms will work together to create an integrated design-build solution, which streamlines the process of designing and estimating construction costs simultaneously, thus reducing potential delays and cost overruns.

2) Public Space Design and Programming:

Collaboratively design flexible, inclusive public spaces for the community, creating areas that foster social interaction, cultural activities, and civic pride.

By adding these value-driven components, Bloom Hay Dobbs and Rockwise Cost Estimating will be able to enhance the functionality, sustainability, and cost-effectiveness of the Civic Center Master Plan, ensuring it serves the community for generations to come.



PROPOSAL FOR ARCHITECTURAL/ENGINEERING SERVICES
CITY OF ROSEVILLE CIVIC CAMPUS MASTER PLAN UPDATE, LICENSE/PASSPORT
CENTER & DANCE STUDIO OPTIONS



4201 CEDAR AVENUE SOUTH
 MINNEAPOLIS, MN 55407
 MARCH 3RD, 2025

MATT LYSNE
 LYSNE@HCMARCHITECTS.COM
 612.904.1332



March 3rd, 2025
City of Roseville
Attn: Jesse Freihammer, Public Works Director

Address: 2660 Civic Center Drive
Roseville, MN 55113

City of Roseville RFP: Proposal For ARCHITECTURAL/ENGINEERING SERVICES

ROSEVILLE CIVIC CAMPUS MASTER PLAN UPDATE, LICENSE/PASSPORT CENTER & DANCE STUDIO OPTIONS

Hello Jesse,

We are pleased to submit this proposal for professional design services for the City of Roseville Civic Master Plan Updates effort. HCM has extensive experience in all aspects of design as it relates to master planning and civic facilities. We sincerely appreciate this opportunity.

The Design Team we have assembled includes key Principals and Senior Architects from HCM, as well as committed partners like Rockwise Strategies. Together we have a long history of executing successful projects of similar program and scope. As the project proceeds, our partnership will be important in helping us ensure the City of Roseville Civic Campus Master Plan requirements are met.

All our team members will be key to meeting the City of Roseville's goals around deciding the proper site solution that improves operational and financial efficiency, as well as increasing safety for users and service to the city. Space programming is critical for facilities like this and unique due to the large amount of building functions present on the campus. Site solution will also be critical to flow, operational efficiency, and future planning.

Matt Lysne will lead the Design Team. His experience with master planning and civic projects dates back to 1997 on scales ranging from a few hundred thousand dollars to over \$100M in construction cost. Matt's experience equates to a quick understanding of operations and a client's unique needs, as well as the background to inquire about often overlooked items that are vital to programming and design.

HCM is committed to an in-person approach to this project.

Again, we appreciate this opportunity to provide our design services. If you have questions regarding this proposal, please call us.

Sincerely,

Matthew D Lysne, AIA, NCARB

Dan Porwoll

Christina Theis

Three handwritten signatures are displayed in black ink. The first signature on the left is for Matthew D Lysne, the middle one is for Dan Porwoll, and the one on the right is for Christina Theis.



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Project Approach

Understanding

HCM Architects and our Team have an understanding of the project at hand and a long resume of working together on similar project types. We are excited to help further develop this civic campus master planning effort for the City.

The City of Roseville has gone through a few initial rounds of programming and master planning in 2022, culminating in 2024 with approval of the “Maintenance Operations Center (MOC)” but rejection of the “License/Passport Center & Dance Studio (LPCDS)”. Therefore, HCM will work with the City to understand potential reorganization of spaces in the initial master planning exercise, utilizing existing building squarefootages and providing cost estimates to determine viability of design options. Following the results of this Phase 1 concept development, the City Council will determine if the Phase 2 investigation of additional options will be necessary.

In HCM’s approach to developing master plans, programming is critical for these facilities and spending the necessary time to learn about Roseville’s unique needs are foremost in our process, all while bringing experience and a new perspective. Reviewing the previous studies, we believe that efficiencies in existing and potentially multipurpose spaces are key for this civic campus to overcome site and budgetary constraints. Additionally, maximizing the density on the site will allow for the highest utilization of the property and is an exciting prospect for a project of this type. This utilization of the site may also allow for exploration of trail connection(s), public art, native landscaping and possible future needs if chosen sites allow for it.



Timeframe for Delivery





Project Approach

HCM will lead and guide the project process from start to finish: however, the most successful projects are a product of direct and consistent communication with ownership stakeholders. We will work with you, as integral members of the project team, to understand key issues that will shape project goals and outcomes. The following summarizes our work plan.

Concept Development

9 weeks

Scope of Work:

- Organize and lead the initial kick-off meeting to establish project goals and objectives.
- Introduce Project Team and consultants that will be involved continuously through the duration of the project.
- Conduct a site survey and walkthrough to understand the existing condition and organization of facilities.
- Develop and distribute a programming questionnaire to Department Team Leaders.
- Schedule and lead concept development interviews with each department.
- Identify current and future needs of the departments.
- Investigate all pertinent codes, zoning requirements, safety regulations, environmental permitting that will be considered by this project.
- Develop feasibility options, including building and site plan layouts, that reuse portions of the existing “Maintenance Facility (MF)” for either the “License/Passport Center & Dance Studio (LPCDS)” or other functions. These options are to be analyzed for viability against the original “Civic Campus Pre-Design Study (CCPDS)”.
- Present the final written report to City Council.

Deliverables:

- Agendas and meeting minutes for all meetings will be provided by the Design Team.
- Cost estimates based on the existing concepts in the “Civic Campus Pre-Design Study (CCPDS)” and the newly developed feasibility options.
- Final written report identifying process, background, concept development/evolution, potential costs and final recommendations for the City of Roseville Civic Campus.





Firm Overview

Philosophy

HCM Architects is a Minnesota-based corporation, founded in 1998, that provides professional architectural planning and design services for corporate, institutional, and commercial projects. The firm stands on a foundation of common values, friendship, and a singular vision on how we want to practice architecture.

Provide creative ideas and exemplary service; treat people well and good things will happen.

With this simple philosophy, we have maintained a large volume of work— averaging 80–100 commissions per year—and have steady growth in staffing.

Work Focus

Institutional facilities for city, county, and state agencies are a focus of our professional practice. We have worked on projects with the State of Minnesota; counties including Hennepin, Washington, Anoka, Wright, Dakota, Ramsey, Chisago, and McLeod; and the cities of Minneapolis, St. Paul, Plymouth, Woodbury, Arden Hills, Oakdale, and White Bear Township.

Capabilities

HCM Architects has experience delivering projects with BIM design software. We also have our own file transfer site, which allows our design team to provide information via secure internet access for all project team members.

Business Organization

We are a registered Small Business Enterprise (SBE) and are recognized as a preferred consultant with the State of Minnesota, Hennepin County, and the cities of Minneapolis and St. Paul. HCM Architects maintains the highest credit rating from Dun and Bradstreet. Our contact information:

HCM Architects
4201 Cedar Avenue South | Minneapolis, MN 55407 | 612.904.1332 (P)



The team at HCM Architects



Team Leadership

The principals of HCM Architects will lead the design team and be your day-to-day contact. As your partner in the project, we will be fully hands-on. We will coordinate, lead, and manage the design process from start to finish. This highly successful approach will ensure strong leadership and responsiveness throughout all phases of the project.

The following principals are core team leaders at HCM Architects:

- Matt Lysne, AIA, NCARB
- Dan Lind, AIA, NCARB, LEED AP
- Liz Gutzman, AIA

Principal Involvement

The direct, continuous involvement of firm principals in all aspects of a project is key to our service. This involvement leverages a collective knowledge base—technical expertise, creative design capabilities, and project management skills—gained from nearly a century of combined practice. This approach provides our clients with the level of service they deserve. Our firm has gained a unique and highly regarded reputation within the community of building owners, consultants, and contractors.

The commitment to principal involvement was one of the major factors for starting our firm in 1998. We left the large, layered, architectural office environment—where projects are handed down to junior managers—to create HCM Architects, a firm where senior staff will be with you from project conception to close out.

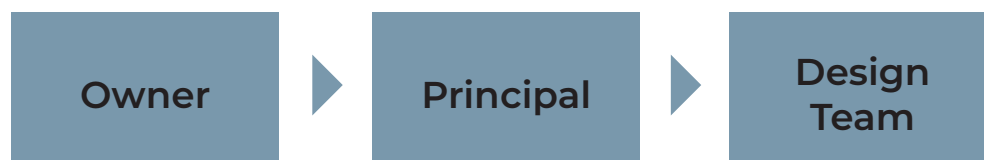
Project Management

An active, engaged, firm principal Matt Lysne, will be the point person for all project communication and coordination between you, your staff, and all design team members. Strong management is critical to the success of every project.

Change of Scope

Matt Lysne will work open book with the City of Roseville on any scope changes that arise during the design effort. The most straightforward approach is often simply invoicing for time spent at hourly rates listed, but if a formal proposal is needed or scope change is significant HCM will work directly with the City Team lead to work through the process.

We understand that managing the design process is critical; it can not be abbreviated.





Project Experience

Our design team has extensive experience with the programming and design of civic facilities that include compelling visual identities, that respond to site characteristics, and that address sustainable design.

Building and site opportunities cannot be overlooked.

In our practice, building design is derived from a strong understanding of a site and its history. This begins with engaging stakeholders to gather their collective memories that make the site unique and unlike any other.

Each building, or family of buildings, should have as little impact on the environment as possible. We have found that a design approach based on life-cycle costing and cradle-to-grave analysis will direct the project in the “green” direction. This approach helps the team (owners and architects) design a structure that will provide a superior environment and reduce the overall project impact on that same environment.

Master Planning and Relevant Project Experience

- 2021-Present: St. Croix County Government Center
- 2023-2025: Washington County Law Enforcement Center S3 Renovation
- 2021-2025: Washington County Northern Environmental Center Master Planning and Facility Design
- 2021: City of Monticello DMV Relocation
- 2020-Present: City of Oakdale Public Works Master Plan and Facility Design
- 2019-Present: City of Bloomington Public Works, Fleet Services Master Planning Study
- 2019-2021: City of Woodbury City Hall Master Planning and Renovation
- 2016-2021: City of Minneapolis East Side Storage and Maintenance Facility
- 2016-2019: City of Woodbury Public Works and Master Planning Study
- 2019: Anoka County Public Works - Phase 2, Master Planning Study
- 2018-2019: Ramsey County Public Works Feasibility Study
- 2013-2016: Wright County Highway Department and Master Planning and Facility Design
- 2015-2016: City of Andover Municipal Campus and Public Works Facility Master Planning
- 2013-2015: Washington County Public Works – North Shop and Master Planning Study
- 2013-2014: City of Fridley City Hall and Public Works Master Planning Study
- 2011-2013: Anoka County Public Works – Phase 1 and Master Planning Study





St. Croix County Government Center Renovation & Expansion

Dates of Work:
2021-Current

Location:
Hudson, WI

Client:
St. Croix County

Project Area:
160,000 GSF—Addition
90,000 GSF—Renovation

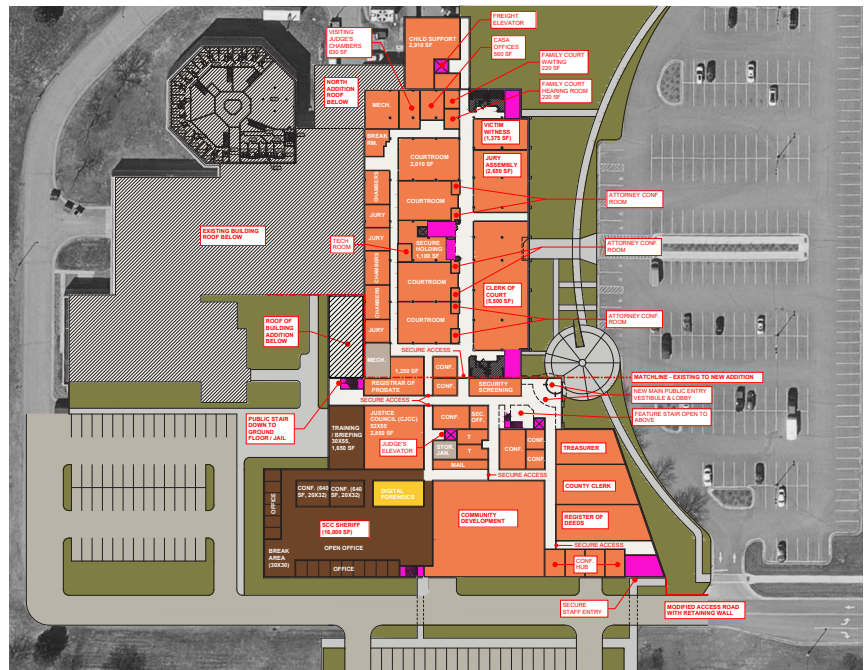
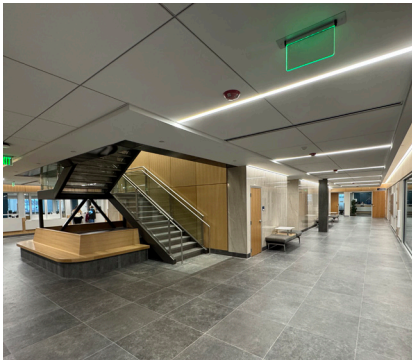
Construction Budget:
\$67 MM

Project Contact:
Kris Bos
Facilities Project Manager
St. Croix County
715-245-4229

HCM Architects completed a master planning study that focused on a phased approach for long-term growth (30 years). The project included needs analysis for multiple government divisions resulting in a full renovation and building expansion design that provides more space for current and new services at one centralized facility. The St. Croix County Sheriff and City of Hudson Police Department, for example,

have been brought together into this facility; the design of their departments use a significant amount of shared spaces between the two agencies including state of the art evidence labs and training rooms.

HCM is currently in the construction administration phase of the government center renovation and expansion.





City of Woodbury City Hall Master Planning Study & City Hall Renovation

Dates of Work:
2019-2021

Location:
Woodbury, MN

Client:
City of Woodbury

Project Area:
43,000 GSF

Construction Budget:
\$2.5 MM

Project Contact:
Teresa Keller
Senior Engineering Project
Coordinator
City of Woodbury

HCM Architects developed a city hall master planning study and provided subsequent design services to address three primary concerns at the existing city hall: security enhancement, customer service, and spatial efficiency.

The master plan—which proposed a reorganized lobby, front desk, and internal staff spaces—was prepared in the midst of the Covid-19 pandemic. The city received federal CARES Act funding to complete subsequent construction.

The project included a new, secure, centralized, service counter. Three secure access doors were added at the first and second floor lobby to control building circulation. Public conference rooms were relocated

and accessed from the lobby only. This allowed for a flexible reorganization of staff-only spaces during the pandemic.

Project construction was delivered via construction manager services that implemented a method of pre-negotiated materials and labor through Sourcewell Cooperative Purchasing. This enabled the project to meet a very tight schedule.





City of Monticello City Hall and Office Assessment and Planning

Dates of Work:
2024-Current

Location:
Monticello, MN

Client:
City of Monticello

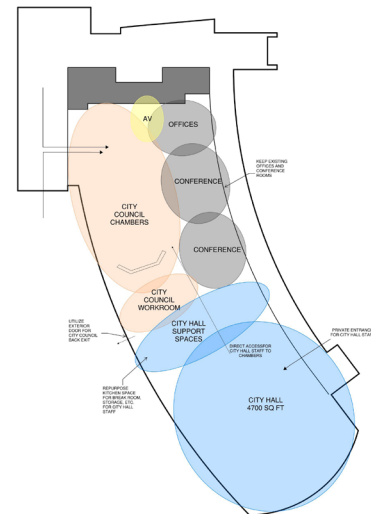
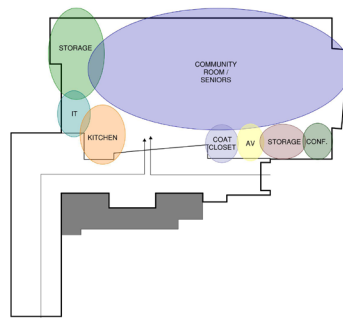
Square Footage:
6,750 SF

Project Contact:
Dan Halverson
Facilities Maintenance Manager
City of Monticello
763-271-7114

HCM Architects provided master planning and concept design services for the city council chambers and city hall office space within the Monticello Community Center facility. The master plan, which proposed a reorganized lobby and front desk, and modernized city hall office space, was prepared to better meet the city's current workflow and projected growth. The city hall chambers were assessed for

acoustic improvements, updated finishes, and overall safety and flow of the space. Additionally, the exterior and interior of the community center were evaluated for accessibility and security to ensure access control.

HCM is currently in the schematic design phase of this project.





City of Oakdale Public Works Master Planning & Project Design

Year Completed:
Ground Breaking - Fall 2024

Location:
Oakdale, MN

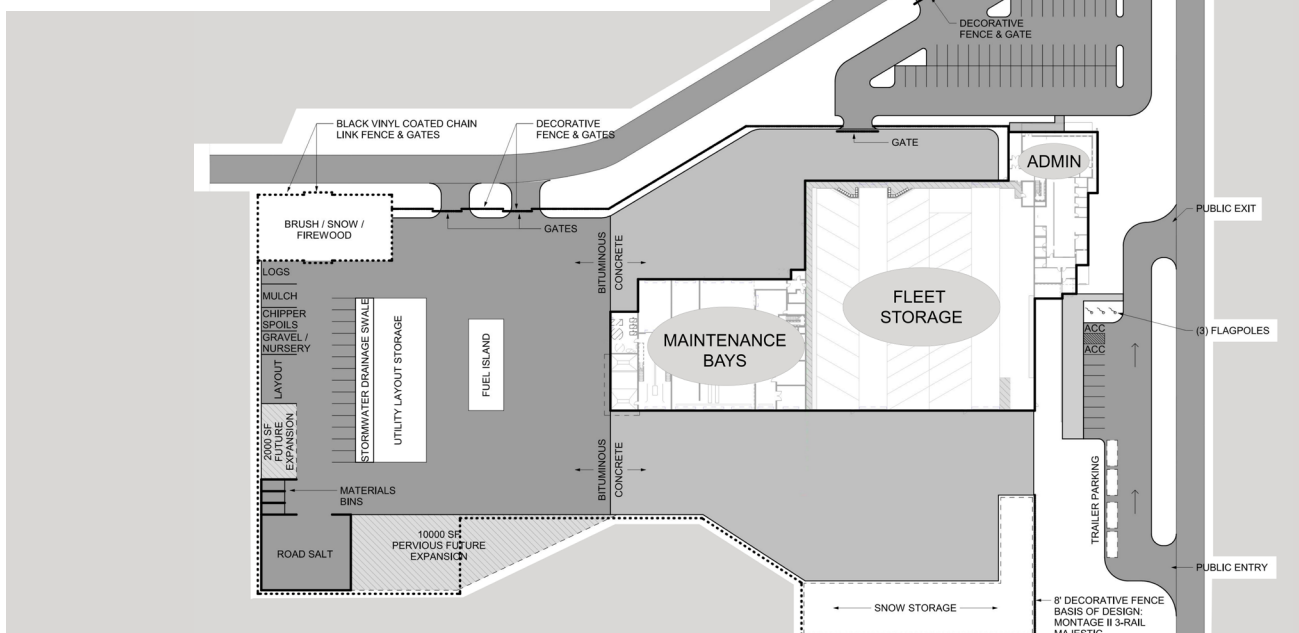
Client:
City of Oakdale

Square Footage:
72,500 SF | \$32M

Project Contact:
Christina Volkers
City Administrator
City of Oakdale
612-889-9655

HCM Architects provided needs assessment, program verification, site master planning, and schematic design services for the city's existing public works facilities. The facility program was used to guide planning at a new site which had been identified during a previous needs assessment. That assessment determined that the existing public works site would not allow for the necessary expansion over time. Thus, a key focus early on was to make sure that the new site would fit current and future needs.

The subsequent schematic design concept provides efficient site circulation while improving overall site safety. Separate entries and creative approaches to massing help increase security while improving the public service experience for over-the-counter interactions. The facility has been designed to maximize flexibility—both in day-to-day operations and long-term additions.





City of Minneapolis East Side Maintenance Facility

Year Completed:
2020

Location:
Minneapolis, MN

Client:
City of Minneapolis

Square Footage:
205,000 SF | \$34 MM

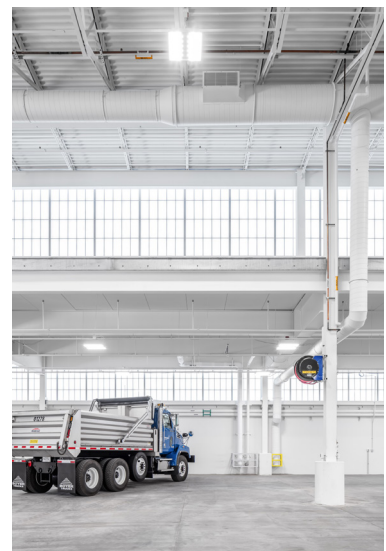
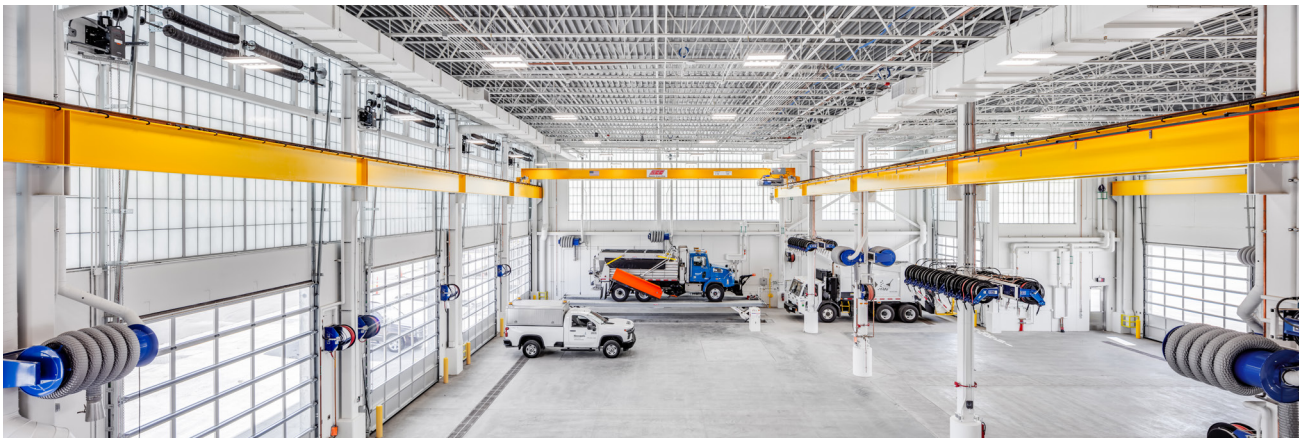
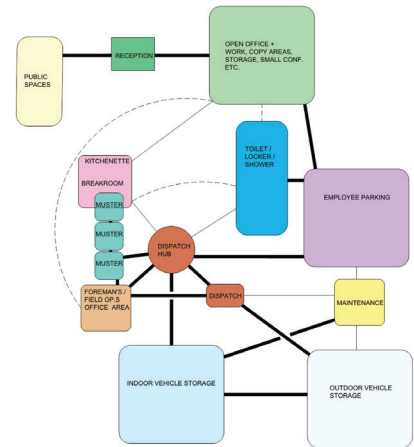
Project Contact:
Chris Backes
Project Manager
City of Minneapolis Finance &
Property Services
612-673-3774



HCM Architects provided master planning, programming, facility modeling, and full design services for the new East Side Maintenance Facility in Minneapolis.

In addition to goals already put in place by the city, the project team set the goal of qualifying for LEED Gold. This was achieved through a variety of measures, from building on an existing brownfield site to providing ample daylight in occupied areas. Other sustainable features include using the site to connect existing bicycle routes, a creative and educational approach to stormwater management with the help of a local watershed grant, and a passive solar wall to reduce loads on equipment. Altogether, the combination of passive and active

systems resulted in a highly efficient facility that has had a positive impact on the neighborhood and will serve the city for many years to come.





Washington County Law Enforcement Center (LEC) Renovation

Dates of Work:
2023-2025

Location:
Stillwater, MN

Client:
Washington County

Project Area:
10,771 SF

Construction Budget:
\$1.5 MM (Phase 1)

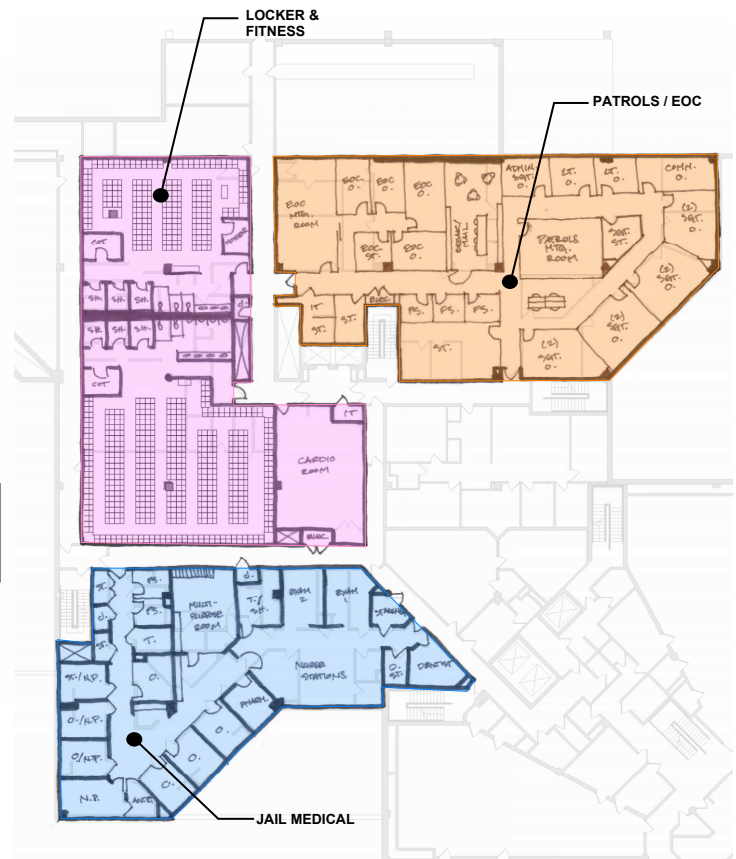
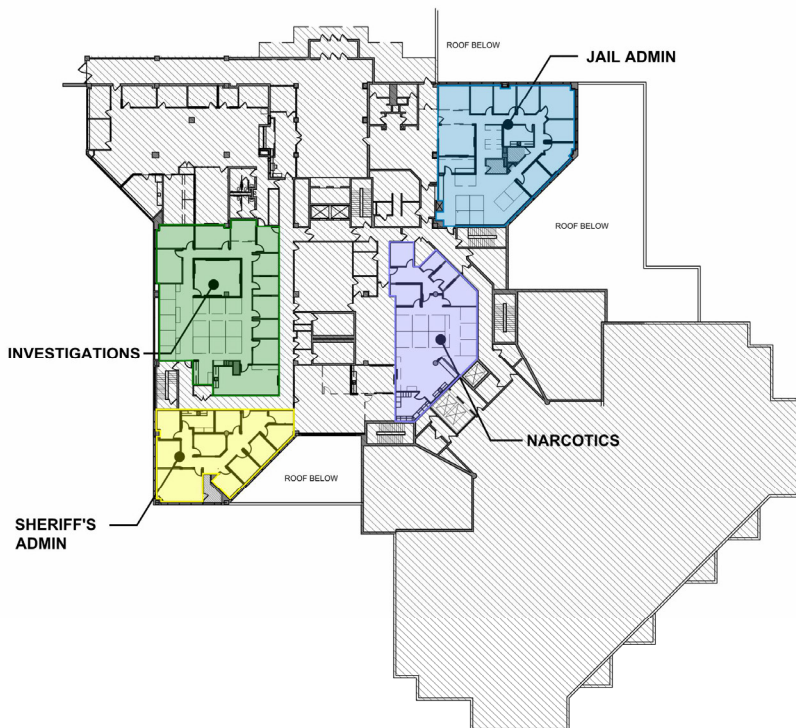
Project Contact:
Erik Jalowitz
Capital Project Manager
Washington County
651-430-6227

HCM Architects provided needs assessment, programming and full design services for the Investigations, Jail Administration, Narcotics, and Sheriff's Administration divisions on Level 3 of the existing Washington County LEC in Stillwater, MN.

The interior renovation required layouts to meet hybrid work model goals and flexibility for anticipated growth while maintaining the overall footprint. Throughout the design process, it was crucial working with the division leaders to determine and understand specific needs for their respective areas. Each division required a range of spaces along with unique functions that ranged from interview rooms, booking

stations, inmate property storage, evidence storage and secure service counters.

Following the completion of the Level 3 renovation, HCM Architects was approached to continue the next phase of the LEC Remodel on Levels 1 and 2. This effort is currently in the conceptual design phase. Divisions being remodeled in this phase include Patrols, Emergency Operations Center, and Jail Medical including auxiliary spaces such as surveillance workstations, locker rooms, exercise/mats rooms, and roll call rooms.





City of Woodbury Public Works Master Planning Study & Renovation/Expansion

Dates of Work:
2016–2019

Location:
Woodbury, MN

Client:
City of Woodbury

Square Footage:
180,000 GSF

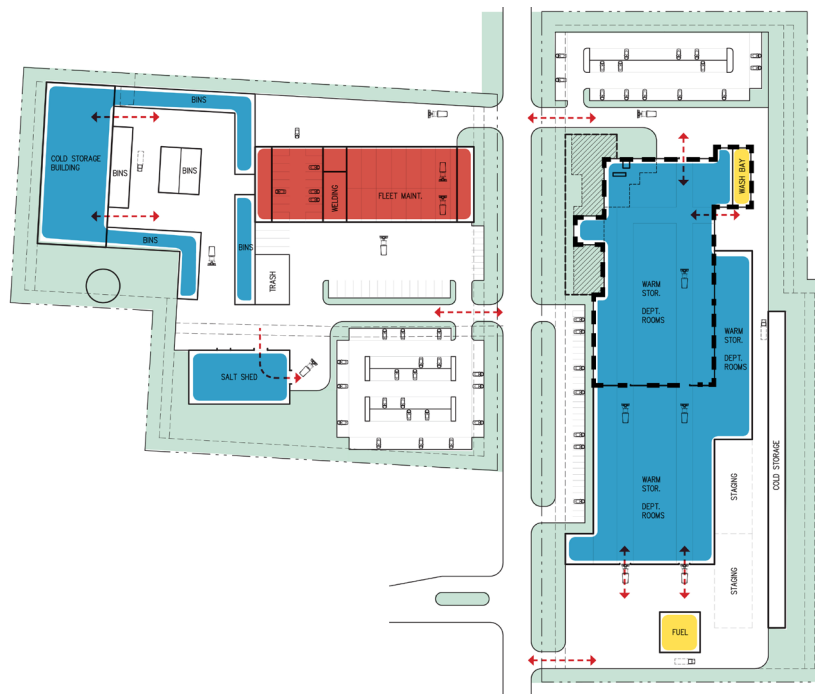
Project Budget:
\$21 MM

Project Contact:
Teresa Keller
Sr. Engineering Project Coordinator
651-414-3492

HCM Architects completed a master planning study of the existing public works facility and campus. The study, which included building(s) audit/assessment and programmatic analysis with staff, determined that the long-term facility needs could be met on the existing site. The master planning design options proposed extensive reorganization of the two parts of the campus: the west side for service and the east side for operations. Creative reuse of

building areas provided more square footage without increased exterior additions.

The proposed reorganization, which was realized in the subsequent renovation/expansion project, improved the operational efficiencies of the site via the simplified coordination of work activities with a focus on safety, flexibility, and communication.





City of Roseville Parks & Recreation Renewal Program | Community Buildings

Dates of Work:
2014–2018

Location:
Roseville, MN

Client:
City of Roseville

Square Footage:
Varies (1,400–5,500 SF)

Project Contact:
Lonnie Brokke
Director of Parks and Recreation (Retired)
City of Roseville

HCM Architects provided programming, master planning, and building design services for the City of Roseville Parks & Recreation Renewal Program. In all, seven community buildings on seven distinct sites were designed to meet the growing needs of Roseville citizens. Each building was located on its site to maximize unique characteristics and the scope of services being provided by the city. The largest structure in the program, the Cedarholm Community Building, functions as a community center, pro shop, and lounge complete with full food and beverage service.

All seven structures in the Renewal Program demonstrate HCM's ability to provide flexible, durable facilities without sacrificing appearance, and HCM's ability to develop a comprehensive program that pertains to the city's identity and the quality of services they provide.





Washington County Northern Environmental Center

Dates of Work:
2021–2025

Location:
Forest Lake, MN

Client:
Washington County

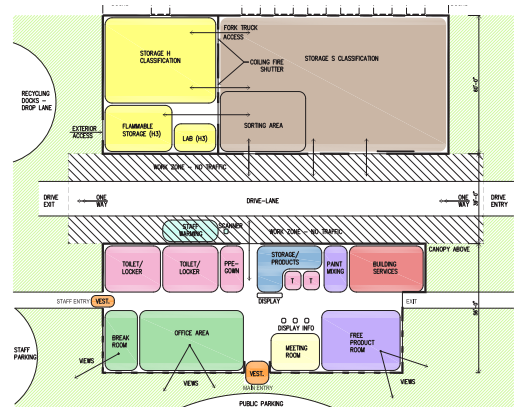
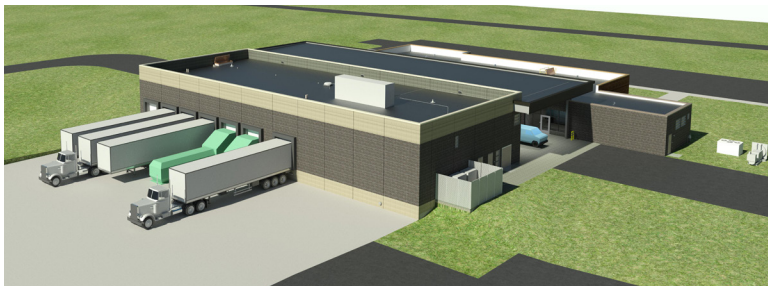
Square Footage:
15,000 SF

Project Contact:
Erik Jalowitz
Capital Project Manager
Washington County
651-430-6227

HCM worked with Washington County to design and construct the County's second environmental center. The new environmental center brings Household Hazardous Waste services closer to northern residents saving them almost an hour of travel time. The new facility mimics the operations at the southern environmental center in Woodbury including a drive lane for quick drop offs of electronics, oil, gas, paint and more, a free product room, yard waste, and self-service dumpsters to recycle cardboard, metals, and scrap.

Half of the Operations storage building needed to be classified as a Hazardous space to allow the storage of Aerosols, Corrosives, and Gas/Oils. This required special fire rated assemblies, Mechanical equipment, and a containment system for the fire protection to avoid spilled material from entering the City Sanitary sewer system.

HCM also focused on specifying materials with a low carbon footprint were used throughout the project to show good environmental stewardship.





Resumes & Qualifications



HCM Architects

Registration(s)

- Architect MN License #44878

Education

- Masters of Architecture & Urban Design / Syracuse University
- Bachelor of Architecture North / Dakota State University
- Bachelor of Environmental Design / North Dakota State University

Matt Lysne, AIA—Principal & Managing Partner

Matt has over 30 years of professional experience working in many facets of architecture—from assessments, to programming and design, to construction administration. Matt's attention to detail and in-depth knowledge help him lead teams through programming and detailed design with a focus on coordinating consultants and complex teams.

Relevant Experience:

- City of Minneapolis
 - East Side Maintenance Facility | Minneapolis, MN
 - 1809 Washington Maintenance Facility Safety Upgrades | Minneapolis, MN
 - Public Works Hiawatha Campus Master Planning | Minneapolis, MN
 - South Side Service Center Maintenance Facility Safety Upgrades | Minneapolis, MN
 - Traffic Management Facility | Minneapolis, MN
- Anoka County Highway Dept. Facility & Master Planning Study | Andover, MN
- City of Providence, Rhode Island, Consolidated PW Facility | Providence, RI
- Lac Qui Parle County - Highway Maintenance Building | Minnesota
- Ramsey County Public Works Feasibility & Planning Study | Arden Hills, MN
- Duluth Consolidated Maintenance Facility Predesign | Duluth, MN
- Oakdale Public Works | Oakdale, MN



HCM Architects

Registration(s)

- Architect MN License #63508

Education

- Bachelor of Architecture / North Dakota State University
- Masters of Architecture / North Dakota State University

Dan Porwoll—Architect & Job Captain

Through his role at HCM, Dan has gained experience in many facets of the profession ranging from programming and design to construction documentation and administration. He will be the lead Revit Coordinator for the Design Team and has experience managing B.I.M. software along with coordinating models between MEP, Structural, and Civil Teams. Dan's dedication to providing organized documentation and concise communication promotes efficiency while upholding the creative vision.

Relevant Experience:

- Washington County Public Works South Shop Study | Woodbury, MN
- Washington County Northern Environmental Center | Forest Lake, MN
- Washington County Law Enforcement Center S3 Remodel | Stillwater, MN
- Washington County Law Enforcement Center S2 Remodel | Stillwater, MN
- Stillwater Public Works Reroof | Stillwater, MN
- Wright Hennepin Electric Pole Yard Expansion | Rockford, MN
- Xcel Energy Service Center | Chanhassen, MN
- Xcel Energy Service Center | Onalaska, WI



HCM Architects

Christina Theis—Architectural Staff

Christina has been a valuable member of the HCM team for nearly a year, contributing to a diverse portfolio of projects, including civic buildings, office spaces, and high-tech manufacturing facilities. Specializing in both 2D and 3D development, she excels in using Revit software to bring designs to life. Christina's strong communication skills, both verbal and visual, enable her to effectively collaborate with clients, ensuring their vision is not only understood but successfully realized.

Relevant Experience:

- City of Monticello Community Center and Office Assessment | Monticello, MN
- Xcel Energy Skypark Master Planning | Eau Claire, WI
- City of Fridley Commons Park Building | Fridley, MN

Education

- Bachelor of Architecture / University of Minnesota



Rockwise Strategies

Johnathan Murray, LEED AP—Senior Cost Consultant

Johnathan is an experienced senior cost consultant who has completed hundreds of projects from the estimating phase through job completion. He has experience working in multiple market segments including multifamily, K-12, higher education, data centers, historic renovations, commercial and industrial. His strengths include strong leadership, team orientated, and a commitment to delivering projects that exceed client expectations.

Relevant Experience:

- Scott County Government Center | Minneapolis, MN
- Hennepin County MBC Building Office Upgrades | Minneapolis, MN
- Metro Transit Heywood Offices Renovation | Minneapolis, MN
- Hennepin County C12 HR Office Remodel | Minneapolis, MN
- Hennepin County C3 Courtroom Remodel | Minneapolis, MN
- MN Department of Safety HQ Remodel | St. Paul, MN
- State of MN Emergency Operations Center | Blaine, MN
- State of MN Retirement Services Building Floors 1 & 4 | St. Paul, MN
- State of MN Fern and Walnut Building | Minneapolis, MN

Education

- Bachelor of Science in Construction / University of Wisconsin-Stout



References

Dan Halverson

Facilities Maintenance Manager
City of Monticello
763-271-7114
Dan.Halverson@MonticelloMN.gov

Teresa Keller

Senior Engineering Project Coordinator
City of Woodbury, MN
651-714-3593
teresa.keller@woodburymn.gov

Don Theisen

Owner's Rep
City of Oakdale, MN
(Retired Director, Washington County PW)
651-315-4860
dontconsult@gmail.com

Christina Volkers

City Administrator
City of Oakdale, MN
612-889-9655
chris.volkers@oakdalemn.gov

Chris Backes

Senior Project Manager
City of Minneapolis, MN
612-673-3774
Chris.Back@minneapolismn.gov

Kris Bos

Facilities Project Manager
St. Croix County
715-245-4229
Kris.Bos@sccwi.gov



Wright County Highway Department, Buffalo, MN



City of Roseville Civic Campus Master Plan Update

03.03.25

Team of HCM Architects

Fee Worksheet

Task 1A - Review Background Material

Firm	Role	Lump Sum Total
HCM Architects	Architectural	\$2,800.00
Rockwise Strategies	Cost Estimating	\$400.00
Subtotal - Concept Design		\$3,200.00

Task 2 - Data Collection

Firm	Role	Lump Sum Total
HCM Architects	Architectural	\$4,800.00
Subtotal - DD's		\$4,800.00

Task 3 - Concept Development (Phase 1 only)

Firm	Role	Lump Sum Total
HCM Architects	Architectural	\$9,850.00
Rockwise Strategies	Cost Estimating	\$7,850.00
Subtotal - CD's		\$17,700.00

Task 4 - City Council Presentation / Final Report

Firm	Role	Lump Sum Total
HCM Architects	Architectural	\$2,200.00
Rockwise Strategies	Cost Estimating	\$1,500.00
Subtotal - CA		\$3,700.00

Design Team Fee Total **\$29,400.00**

Reimbursable Expenses (mostly travel invoiced at 1x cost, no markup) **\$545.00**

TOTAL **\$29,945.00**



Historic Fire Station #13—Home of HCM Architects

Our partnership stands on a foundation of common values,
friendship, and a singular vision on how we want to
practice architecture:

*Provide creative ideas and exemplary service; treat people
well and good things will happen.*



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 7.d.

Department Approval



City Manager Approval



Item Description: Consider Meter Purchase

Background

At the April 26, 2010 City Council meeting, the Council approved an implementation plan for a Neptune fixed-base, two-way Automatic Meter Read (AMR) system for water meter reading. This R-450 system consists of a radio at each meter that transmits to a collector on a tower. The City owns four collectors. The system allows for meter reads to be done automatically instead of in person or via a drive-by system. It also allows meters to be read daily so leak detection can be found earlier or readings can be made when properties are sold. Between 2010 and 2015, most of the City's 10,711 water meters in Roseville were replaced and AMR radios were installed. The original estimate was that this system would have a 20-year life cycle.

Although the AMR meter system has generally been an improvement over the old drive-by system, the current vendor's radio system has flaws. The failure-to-communicate rate of the R-450's was significantly higher than anticipated and many radios had to be replaced. To help resolve the issue with the flawed radios, the vendor provided and installed four R-900 radio collectors for the City to use. This is a newer version radio collector that provides the same service on a different frequency. To date, the City has upgraded only about 30% of the radios from R-450's to the R-900 when the R-450 radios have failed. This has currently been done at a lower cost per radio due to the 10-year warranty plus staff time.

Two years ago, the vendor for the R-450 had indicated the collectors are outdated and parts are no longer available. If an R-450 collector fails, the City would need to go back to drive-by reads. They are recommending cities fully upgrade to the R-900 system or go with another system. All current equipment is now out of warranty, so the City now needs to pay the full cost to upgrade each radio to the R-900. Since that time, staff reached out to other vendors to inquire what other options for systems were available. Staff received one proposal from Mueller to upgrade radios and replace meters.

The Mueller proposal includes both radios and meters. The Mueller radio system would operate similar to the current system. One key difference is their system operates on two-way radio technology. This allows firmware upgrades to be pushed out to the radios as well as receive radio reads which are used to measure flow, temp and battery life. Additionally,

the radios can operate on two systems. It can operate on a collector system similar to our current system or it can operate using network-as-a-service to provide the wireless coverage. The current proposal is to operate the system using collectors since the network-as-a-service is not fully established in Roseville to date. In the future, the City could migrate to this system and eliminate the collectors, if we so choose. There would be no need for new equipment as this would be a software change that could be pushed out to the radios. The City of Mounds View is currently operating on the network-as-a-service with no issues.

Operating costs to maintain the collectors would be similar to current costs. If we choose to go to network-as-a-service in the future the cost would be approximately \$44,000 annually, but this would eliminate collector maintenance costs.

The proposal also includes new meters. The proposed meters would be ultrasonic meters instead of our current positive displacement meters. One key advantage of this is more accurate meter reads since they can measure a wider range of flows, including rates as low as 0.05 gallons per minute. This will be more accurate and result in better accounting of water. Another key advantage of the Mueller meters is that they all include temperature readings. This would assist the City with the freeze account list we have, which affects over 200 properties. We would have real time data to notify residents when they need to start running water to prevent frozen pipes, instead of relying on manually checking the frost line which is not always reliable since the frost line can vary throughout the city.

The meters and radios have a 20-year warranty, 10-year full warranty with the remaining 10-year prorated. Locally, this system is currently in use at Champlin, Cottage Grove, Vadnais Heights, Mounds View, and Apple Valley.

The proposal from Mueller (Attachment 1) locks in the pricing below for six years. It gives the City flexibility to modify the number of units upgraded annually, if needed.

Based on the proposal from Mueller, staff looked at the following options to look at replacing the current meter system:

- Option 1A – Current Neptune System - Upgrade just radios from R450-R900
 - \$1,230,000 plus staff time
 - Meter would be replaced 3-5 years later
- Option 1B – Current Neptune System - Upgrade radios to R-900 and meters at same time
 - \$1,940,000 plus staff time
- Option 2A – New Mueller System - Upgrade just radios
 - \$1,290,000 plus staff time
 - Meter would be replaced 3-5 years later
- Option 2B – New Mueller System - Upgrade radios and meters at same time
 - ~\$2,920,000 plus staff time

Option	Description	Units	Avg Cost	Total Cost	Total Option Cost	Notes
1A	Radio Only	7671	\$ 160.28	\$ 1,229,507.88	\$ 1,229,507.88	Only replaces old radios
1B	Radio Meter	7671 9780	\$ 160.28 \$ 174.85	\$ 1,229,507.88 \$ 1,710,033.00	\$ 2,939,540.88	Only replaces old radios
2A	Radio Misc	10711 1	\$ 109.88 \$ 110,878.00	\$ 1,176,924.68 \$ 110,878.00	\$ 1,287,802.68	Project Management, Gateways
2B	Radio Meter Misc	10711 9780 1	\$ 109.88 \$ 166.55 \$ 110,878.00	\$ 1,176,924.68 \$ 1,628,859.00 \$ 110,878.00	\$ 2,916,661.68	Project Management, Gateways

All options would have Roseville staff completing the work.

Based on the impact to residents to swap out a radio and/or a meter, staff is recommending the meters and radios be done at the same time. Additionally, it takes a lot of staff time and effort to get appointments scheduled for each swap out. Significant staff time would be saved by doing one appointment for both changes instead of doing a radio and then a few years later doing the meter. It would also make future replacement in 20 years easier to manage.

Overall, staff is recommending Option 2B, upgrade to Mueller radios and meters at the same time. Based on review of other systems in other cities, this system is the best set up to meet the City's needs into the future than the current system. With other cities, such as Mounds View, using this system and using the same utility billing software as the City of Roseville, staff has no concerns on the transition between vendors. The cost to upgrade is the best overall value, especially if you add in staff time to perform the meter and radio changes at the same time.

Staff presented the options to the Public Works Environment and Transportation Commission at the February 25, 2025 meeting. The Commission discussed the pros and cons of each option. The commission members all agreed that if radios are upgraded, the meters should be upgraded at the same time to lessen the impact on residents and to save staff time. The Commission recommended, on a 5-1 vote with 1 abstention, that the City go with Option 2B, upgrade to the Mueller meters and radios at the same time.

Policy Objectives

To provide efficient, accurate metering and billing for water use and to provide excellent customer service to all utility customers.

Equity Impact Summary

There should be no equity impacts associated with upgrading meters and radios.

Budget Implications

Currently, the budget includes funding for meters in both the water and sewer funds. The funds are both in the capital improvement plan (CIP) budget and within the operating

113 budget. The operating budget annually has \$60,000 for radio and meter
114 replacements. Total funding per year is as follows:

- 115 • 2025 - \$360,000
- 116 • 2026 - \$360,000
- 117 • 2027 - \$847,500
- 118 • 2028 - \$847,500
- 119 • 2029 - \$60,000
- 120 • **Total - \$2,475,000**

121 Based on the recommended option, the total costs are estimated at \$2,952,869 over 5
122 years. The 2029 CIP would need to be amended to add approximately \$480,000. This
123 could be added to the budget, or the water and sewer replacements line items could be
124 reduced to accommodate meter upgrades to keep the budget the same. Additionally, this
125 cost could be split over the 2029 and 2030 budgets to spread out the impacts, if needed.
126

127 **Staff Recommendations**

128 Staff recommends the Council consider the 6-year proposal to implement the Mueller meter
129 system. Approving the purchase order will lock in pricing over the next 6 years and will
130 begin the transition to the Mueller system. It does not require the City to purchase any
131 specific number of radios and/or meters each year. Staff would adjust the purchases
132 annually to meet the budgeted amount and to meet the meter upgrade needs.
133

134 **Requested Council Action**

135 Consider the purchase order with Mueller for purchase of radios and meters.
136
137

Prepared by: Jesse Freihammer, Public Works Director

Attachments: 1. Mueller Proposal Quote
2. Presentation

138

Mueller Proposal

Unit Prices are locked

Quantities can vary by
year. Quantities shown best
fit current CIP

Item	2025			2026			2027		
	QTY	Unit Cost	Total Cost	QTY	Unit Cost	Total Cost	QTY	Unit Cost	Total Cost
Interface	1	\$ 13,333.34	\$ 13,333.34						
Training	2	\$ 1,666.67	\$ 3,333.34						
Install Radio App	1	\$ 3,646.59	\$ 3,646.59	2	\$ 3,646.59	\$ 7,293.18			
5/8 Meter	1140	\$ 153.34	\$ 174,807.60	1285	\$ 159.94	\$ 205,522.90	3035	\$ 166.80	\$ 506,238.00
MIU	1140	\$ 98.67	\$ 112,483.80	1285	\$ 102.91	\$ 132,239.35	3035	\$ 107.34	\$ 325,776.90
Project Management	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96
Install 3 Gateways	1	\$ 37,698.67	\$ 37,698.67						
Total Capital Costs	\$		359,939.30	\$		359,691.39	\$		846,650.86

Item	2028			2029			2030		
	QTY	Unit Cost	Total Cost	QTY	Unit Cost	Total Cost	QTY	Unit Cost	Total Cost
Interface									
Training									
Install Radio App									
5/8 Meter	2910	\$ 173.98	\$ 506,281.80	1410	\$ 178.67	\$ 251,924.70	0	\$ 186.17	\$ -
MIU	2910	\$ 111.95	\$ 325,774.50	2341	\$ 116.76	\$ 273,335.16	0	\$ 121.66	\$ -
Project Management	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96
Install 3 Gateways									
Total Capital Costs	\$		846,692.26	\$		539,895.82	\$		14,635.96

Water Meter Purchase

Public Works Department

Council

March 17, 2025



Existing Meter System

- City has over 10,711 water meters
 - 9,780 Residential
- Used to bill for water consumed and sanitary sewer used
- Currently use a Neptune Automatic Meter Reading (AMR) System
 - Radio installed on meter sends data to a collector
- Current system installed in 2010
- System Fully implemented 2015

Total # of meters - 5/8"	9694
Total # of meters - 3/4"	86
Total # of meters - 1"	354
Total # of meters - 1.5"	317
Total # of meters - 2"	189
Total # of meters - 3"	63
Total # of meters - 4"	6
Total # of meters - 6"	2
TOTAL	10711

Water Meters

Current issues

Radio Issues

- Current R-450 system has had larger radio failures than expected
 - Originally signal issue so many radios were moved outside
- Vendor provided R-900 collectors to upgrade units to R-900 radio
 - In 2020 started converting failed radios to the R-900 radio system
 - ~30% converted to date
- R-450 system is no longer supported
 - Collector parts no longer available
 - Vendor recommends we convert to the updated R-900 system
 - If collectors failed, meter reading would need to be done more manually
 - Current 10 - year warranty on existing has expired so costs increasing for replacement

Meters

- Majority of the water meters were replaced during radio installation but many of the larger ones were not
 - Decreased flow measurements over time
 - Leads to loss of revenue

Options

- Staff looked into options to address the long-term radio issue
- Met with numerous vendors including current vendor to look at various options for upgrades or replacements

Option #1 – Upgrade radios to R-900

- Use current vendor and upgrade radios to R-900
 - Need to replace 70% of radios
 - City Maintained Collectors – Likely need to add 2 more for better coverage
 - A – Replace meters later closer to 20 year life cycle
 - B - Replace meters at this time
 - Less impact to residents

Option #2 – Upgrade radios using Mueller System

- New Vendor
 - Two Collector Systems
 - Local Collector System
 - City Maintained
 - Network-as-a-service
 - Vendor Maintained
 - Two-way communication
 - Upgradeable technology
 - A – Replace meters later closer to 20-year life cycle
 - B - Replace meters at this time
 - Less impact to residents
 - Mueller meter have some advantages over existing meters

Water Meters

Pros & Cons

Option #1 – Upgrade radios to R-900

- Pros
 - Cheapest option
 - Solves the short-term radio problem
 - Already integrated with current billing software
- Cons
 - If meters are not replaced at this time, likely two customer impacts over next 5 years
 - Additional staff time
 - If meter are upgraded at the same time, meters are more expensive with less

Option #2 – Upgrade radios using Mueller System

- Pros
 - More reliable – two systems available
 - Two way communication
 - Upgradeable
 - Go with collector system to start
 - B - Replace meters at this time
 - Less impact to residents, saves staff time
 - New Meters are more accurate
 - Meters measure temperature
- Cons
 - Largest upfront cost to do both meters and radios
 - If meters are not replaced at this time, likely two customer impacts over next 5 years
 - Additional staff time

Water Meters

Costs

Option #1 – Upgrade radios to R-900

- 2025
 - Radio - \$154
 - 5/8 Meter - \$168
 - Total Cost - \$322

Option #2 – Upgrade radios using Mueller System

- 2025
 - Radio - \$98.67
 - 5/8 Meter – \$153.34
 - Total Cost - \$252.01

Water Meters

Cost Comparison – Residential Only

Option	Description	Units	Avg Cost	Total Cost	Total Option Cost	Notes
1-A	Radio Only	7671	\$ 160.28	\$ 1,229,507.88	\$ 1,229,507.88	Only replaces old radios
1-B	Radio	7671	\$ 160.28	\$ 1,229,507.88		Only replaces old radios
	Meter	9780	\$ 174.85	\$ 1,710,033.00	\$ 2,939,540.88	
2-A	Radio	10711	\$ 109.88	\$ 1,176,924.68		
	Misc	1	\$ 110,878.00	\$ 110,878.00	\$ 1,287,802.68	Project Management, Gateways
2-B	Radio	10711	\$ 109.88	\$ 1,176,924.68		
	Meter	9780	\$ 166.55	\$ 1,628,859.00		
	Misc	1	\$ 110,878.00	\$ 110,878.00	\$ 2,916,661.68	Project Management, Gateways

Current 2025-2029 Budget

- Water & Sewer Budgets for Meters
 - 2025 - \$360,000
 - 2026 - \$360,000
 - 2027 - \$847,500
 - 2028 - \$847,500
 - 2029 - \$60,000
- Total - \$2,475,000
- Likely need to add \$48,000 CIP into 2029 for Mueller Option
 - Could reduce Watermain/Sanitary CIP that year or split over 2029/203
- If we go to network as a service in the future, Mueller system would have additional operating costs of ~\$44,000 annually Partially offset by City not needing to maintain and budget for collectors.

Go with Mueller System & Replace Radios and Meters at the same time

- Approve Entering into Purchase Order with Mueller for purchase of radios and meters
 - Locks in pricing for at least 6 years
- Complete radio and meter replacement over the next 6-7 years
 - Allows staff to spread-out workload since this would be done in house
 - Only one impact to residents
 - Saves staff time for coordinating and installing meters
 - By end of replacement schedule most of the meters will be at the end of their life cycle

Item	2025			2026			2027			2028			2029			2030		
	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost
Interface	1	\$ 13,333.34	\$ 13,333.34															
Training	2	\$ 1,666.67	\$ 3,333.34															
Install Radio App	1	\$ 3,646.59	\$ 3,646.59	2	\$ 3,646.59	\$ 7,293.18												
5/8 Meter	1140	\$ 153.34	\$ 174,807.60	1285	\$ 159.94	\$ 205,522.90	3035	\$ 166.80	\$ 506,238.00	2910	\$ 173.98	\$ 506,281.80	1410	\$ 178.67	\$ 251,924.70	0	\$ 186.17	\$ -
MIU	1140	\$ 98.67	\$ 112,483.80	1285	\$ 102.91	\$ 132,239.35	3035	\$ 107.34	\$ 325,776.90	2910	\$ 111.95	\$ 325,774.50	2341	\$ 116.76	\$ 273,335.16	0	\$ 121.66	\$ -
Project Management	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96	1	\$ 14,635.96	\$ 14,635.96
Install 3 Gateways	1	\$ 37,698.67	\$ 37,698.67															
Total Capital Costs	\$		359,939.30	\$		359,691.39	\$		846,650.86	\$		846,692.26	\$		539,895.82	\$		14,635.96

Questions?

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 10.a.

Department Approval



City Manager Approval



Item Description: Approval of Payments

Background

State Statute requires the City Council to approve all payment of claims. The following summary of claims has been submitted to the City for payment.

Check Series #	Amount
ACH Payments	\$557,178.73
112096 – 112185	\$232,042.06
Total	\$789,220.79

A detailed report of the claims is attached. The City Staff has reviewed the claims and considers them to be appropriate for the goods and services received.

Policy Objectives

Under MN State Statute, all claims are required to be paid within 35 days of receipt.

Equity Impact Summary

Local governments play an important role in building racially equitable and inclusive regional economies. Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports the broader goals of reducing racial economic disparities as well as Roseville's aspiration to have a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

All expenditures listed above have been funded by the current budget, from donated monies, or from cash reserves.

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INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 00-00 GENERAL					
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	3,212.00	3612
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	146.00	3612
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	657.00	3612
100-00-00-210600	Union Dues Deduction	LELS	Remittance Check	73.00	3612
100-00-00-210600	Union Dues Deduction	Local Union 49	Remittance Check	980.00	112154
100-00-00-210600	Union Dues Deduction	Roseville Firefighters Loc	Remittance Check	2,497.75	3623
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	150.00	3611
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	2,872.00	3611
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	1,650.92	3611
100-00-00-211100	ICMA Def Comp	Mission Square	Remittance Check	5,367.00	3611
100-00-00-211101	Mission SQ Roth	Mission Square	Remittance Check	250.00	3611
100-00-00-211202	HRA Employer	ING ReliaStar	Remittance Check	9,125.00	3617
Total Department 00-00 GENERAL				26,980.67	
Department: 01-00 CITY COUNCIL					
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES CC	293.50	3621
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	229.63	3453
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	172.00	3453
100-01-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	375.50	3453
Total Department 01-00 CITY COUNCIL				1,070.63	
Department: 02-00 ADMINISTRATION					
100-02-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	87.11	3439
100-02-00-430000	Professional Services	Shred-N-Go, Inc.	ADMIN SHREDDING THRU FEB	78.93	112128
100-02-00-430099	Drug Testing	Vault Health	RANDOM DRUG AND ALCOHOL TEST	925.16	112171
100-02-00-439000	CONTRACT MAINTENANCE	NFP Insurance Services, In	BSWIFT AND ACA FEE	702.65	112175
100-02-00-442000	Memberships & Subscription	MINNESOTA CITY/COUNTY MANA	ANNUAL MEMBERSHIP SUBSCRIPTION	289.05	112166
100-02-00-448000	Miscellaneous	NATIONAL COMPUTER TECHNOLO	ONE DRIVE TRAINING	2,550.00	3460
100-02-00-448000	Miscellaneous	RCK CATERING CO	DEPOSIT FOR JUNTEENTH CATERING	6,000.00	3461
Total Department 02-00 ADMINISTRATION				10,632.90	
Department: 04-00 FINANCE					
100-04-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	60.44	3439
100-04-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	212.50	3453
Total Department 04-00 FINANCE				272.94	
Department: 06-00 LEGAL DEPARTMENT					
100-06-00-430000	Professional Services	Kennedy & Graven, Chartere	MONTHLY RETAINER	17,091.60	112107
Total Department 06-00 LEGAL DEPARTMENT				17,091.60	
Department: 08-00 CENTRAL SERVICES					
100-08-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	658.00	3439
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	WATER FILTER	160.94	112103
100-08-00-424000	Operating Supplies	ARAMARK REFRESHMENT SERVIC	COFFEE	539.46	112159
Total Department 08-00 CENTRAL SERVICES				1,358.40	
Department: 10-00 POLICE DEPARTMENT					
100-10-00-420000	Office Supplies	Greenhaven Printing	BUSINESS CARDS (7)	262.29	3445
100-10-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	233.07	3439
100-10-00-420000	Office Supplies	SOS OFFICE FURNITURE	CHIEF'S DESK UPDATE	100.00	112117
100-10-00-422000	Clothing	Galls, LLC	RAVEN VEST RAZOR XT IIAA CHRISTENSEN	2,114.50	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	116.07	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD SHIRT ECKERT	55.27	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD PANTS RESKI	96.75	3441

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF DICKENS	109.48	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ECKERT	109.48	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	109.48	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF TORAN	109.48	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	109.48	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF - RESKI	73.60	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF DICKENS	378.44	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ECKERT	378.44	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	378.44	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF TORAN	378.44	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	378.44	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF RESKI	378.44	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF DICKENS	14.00	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ECKERT	71.76	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ECKERT	14.00	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	14.00	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF TORAN	71.76	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF TORAN	14.00	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	14.00	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF RESKI	71.76	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF	53.55	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF DICKENS	39.55	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ECKERT	39.55	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	39.55	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF TORAN	39.55	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	39.55	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF HICKE	71.76	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF ANDERSON	71.76	3441
100-10-00-422000	Clothing	Galls, LLC	HONOR GUARD UNIF DICKENS	44.00	3441
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - WIETHORN	149.98	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF WIETHORN	174.97	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF - RADIO CASE	58.99	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	157.98	3438
100-10-00-422000	Clothing	STREICHER'S	PATCH SWAP LOPEZ	63.99	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF WIETHORN	164.99	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF DUPAUL	84.00	3438
100-10-00-422000	Clothing	STREICHER'S	VEST NASPO SX (F) LVL 2 WIETHORN	1,533.90	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF WIETHORN	109.98	3438
100-10-00-422000	Clothing	STREICHER'S	UNIF PATCH SWAP	48.00	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	1,708.69	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF CRAIG	728.90	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	204.99	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE SHIRT KROSNOWSKI	69.99	3438
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	144.99	3614
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF VERRILL	597.88	3614
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF ACCESSORY CRAIG	33.99	3614
100-10-00-422000	Clothing	STREICHER'S	NEW HIRE UNIF WIETHORN	87.94	3614
100-10-00-423000	Vehicle Supplies & Mainten	Advanced Graphix, Inc.	SQUAD NUMBERS	48.50	3620
100-10-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	RIFLE LOCK IN CRYSTAL'S FORD FUSION-2	322.50	3415
100-10-00-423000	Vehicle Supplies & Mainten	EMERGENCY AUTOMOTIVE TECH	TRUNK GUN RACK INSTALL #2522 FUSION	316.04	3415
100-10-00-424000	Operating Supplies	Advanced Graphix, Inc.	WINDOW PATCH EMBLEMS	524.00	3620
100-10-00-424000-PD0002	Operating Supplies	SILAS POINTE APARTMENTS	HOMELESS OUTREACH (25500152) FOR APPL	45.00	112147

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 10-00 POLICE DEPARTMENT					
100-10-00-430000	Professional Services	AT&T	INVEST CELL TRACKING (4) - KAHL	145.00	112138
100-10-00-430000	Professional Services	Language Line Services	JAN TRANSLATION SERVICES	724.41	112110
100-10-00-430000	Professional Services	T Mobile USA, Inc.	CELL TRACKING INVESTIGATIONS CN#25001	50.00	112163
100-10-00-430000	Professional Services	T Mobile USA, Inc.	CELL TRACKING INVESTIGATIONS CN#25001	50.00	112164
100-10-00-430000	Professional Services	University of Minnesota Ve	ROOSTER PRESCRIPTION AND \$40 LATE FEE	55.14	112111
100-10-00-431000	Telephone	Verizon	JAN PHONE DATA	4,300.67	112127
100-10-00-437000	Contract Maint. - Vehicles	Caliber Collision	2022 DURANGO REPAIRS #2203	5,722.24	112125
100-10-00-437000	Contract Maint. - Vehicles	Wayne Val Autobody	REPAIRS TO THE BUICK VERANO	2,536.00	112178
100-10-00-439000	CONTRACT MAINTENANCE	POWERDMS, INC.	ANNUAL FTO SOFTWARE SUBSCRIPTION	3,589.90	3458
100-10-00-439000-PD0057	CONTRACT MAINTENANCE	Flock Group, Inc	ANNUAL FLOCK CONTRACT - ROSEDALE (WIL	12,000.00	112137
100-10-00-441000	Training	Blue and Brown Backgrounds	BACKGROUND INVESTIGATION TRAINING TAN	300.00	112123
100-10-00-441000	Training	Christine Marston	REIMB FOR RANGE MEAL/REFRESH - DUXBUR	19.45	3455
100-10-00-441000	Training	JP Nixon Consulting	INTERVIEWS AND INTERROGATIONS - STASK	180.00	112130
100-10-00-441000	Training	JP Nixon Consulting	WARRANTS AND AFFIDAVITS SWANSON	180.00	112130
100-10-00-441000	Training	Ryan Duxbury	REIMB FOR RANGE MEAL (PC OVER LIMIT)	60.36	3456
100-10-00-441000	Training	STREICHER'S	U OF F TRAINING IRRITANT (20)	291.00	3438
100-10-00-443600	Software Operating Charges	Metro-INET	MICROSOFT OFFICE - WIETHORN	232.00	3457
100-10-00-443600	Software Operating Charges	Ramsey County	2025 FIELD OPS (CAD ON PHONES)	10.00	112114
Total Department 10-00 POLICE DEPARTMENT				44,420.05	
Department: 13-00 FIRE DEPARTMENT					
100-13-00-421000	Motor Fuel	WEX BANK	FUEL	1,761.01	112141
100-13-00-422000	Clothing	Aspen Mills Inc.	SABOTTA	404.82	112153
100-13-00-422000	Clothing	Aspen Mills Inc.	SABOTTA NAMETAG	29.70	112153
100-13-00-422000	Clothing	Aspen Mills Inc.	KOPIETZ	61.98	112153
100-13-00-422000	Clothing	Aspen Mills Inc.	KOPIETZ	252.84	112153
100-13-00-422000	Clothing	Aspen Mills Inc.	ERICKSON	64.00	112096
100-13-00-424000	Operating Supplies	Colbert Engraving & Trophi	PAR TAGS	21.25	112176
100-13-00-424000	Operating Supplies	Fikes, Inc.	PAPER TOWELS	409.98	3619
100-13-00-439000	CONTRACT MAINTENANCE	Adam's Pest Control Inc	QUARTERLY INSPECTION	148.19	3447
100-13-00-439000	CONTRACT MAINTENANCE	AT&T Mobility	FEB	804.62	112172
100-13-00-439000	CONTRACT MAINTENANCE	Comcast	FEB TO MAR	156.86	112104
100-13-00-439000	CONTRACT MAINTENANCE	OVERHEAD DOOR COMPANY OF T	DOOR SENSORS	906.95	3451
100-13-00-439000	CONTRACT MAINTENANCE	Ramsey County	JAN	305.76	112114
100-13-00-439000	CONTRACT MAINTENANCE	T Mobile	FEB	42.60	112124
100-13-00-439000	CONTRACT MAINTENANCE	Yale Mechanical	HEAT PUMP	1,158.25	3449
100-13-00-441000	Training	Group Health Non-Patient A	2025 MED DIRECTION FEE	5,626.72	112135
Total Department 13-00 FIRE DEPARTMENT				12,155.53	
Department: 13-13 FIRE DEPARTMENT ADMINISTRATION					
100-13-13-436000	Utilities	Xcel Energy	51-5185464-5	5,076.20	3434
100-13-13-436000-FD2660	Utilities	Anchor Solar Investments,	SOLAR - FIRE	386.71	112173
100-13-13-442000	Memberships & Subscription	MN State Fire Dept Associa	2025 DUES	495.00	112158
Total Department 13-13 FIRE DEPARTMENT ADMINISTRATION				5,957.91	
Department: 13-18 EMERGENCY SERVICES					
100-13-18-436000	Utilities	Xcel Energy	51-5185463-4	86.03	3430
Total Department 13-18 EMERGENCY SERVICES				86.03	
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	193.42	3439
100-20-20-420000	Office Supplies	Premium Waters Inc	MONTHLY FEE	7.47	3421
100-20-20-430000	Professional Services	Braun Intertec Corporation	2025 PMP GEOTECHNICAL	180.70	112097

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 100 General Fund					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
100-20-20-430000	Professional Services	E. G. RUD & SONS, INC.	WAGNER/WESTERN PATH	1,665.50	112106
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				2,047.09	
Department: 20-22 STREET LIGHTING					
100-20-22-436000	Utilities	Xcel Energy	51-5185475-8	2,685.15	3431
100-20-22-436000	Utilities	Xcel Energy	51-5185477-0	15,610.94	3433
Total Department 20-22 STREET LIGHTING				18,296.09	
Department: 20-30 VEHICLE MAINTENANCE					
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	FUEL	2,198.36	112179
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	FUEL	1,686.16	112179
100-20-30-421000	Motor Fuel	BEAUDRY OIL AND SERVICE, I	UNLEADED FUEL	2,295.76	112136
100-20-30-423000	Vehicle Supplies & Mainten	Cintas Corporation	UNIFORM	45.14	112168
100-20-30-423000	Vehicle Supplies & Mainten	Cintas Corporation	GLOVES	185.00	112168
100-20-30-423000	Vehicle Supplies & Mainten	Crysteel Truck Equipment,	CUTTING EDGE	1,956.63	3440
100-20-30-423000	Vehicle Supplies & Mainten	FLEETPRIDE	HYDRAULIC HOSE	68.56	3413
100-20-30-423000	Vehicle Supplies & Mainten	Liberty Tire Services, LLC	TIRE RECYCLING	388.85	112157
100-20-30-423000	Vehicle Supplies & Mainten	MCMASTER-CARR	CHAIN	498.50	112099
100-20-30-423000	Vehicle Supplies & Mainten	MCMASTER-CARR	SWING VALVE	52.47	112099
100-20-30-423000	Vehicle Supplies & Mainten	Napa Auto Parts	ALTERNATOR	293.45	3417
100-20-30-423000	Vehicle Supplies & Mainten	Tri State Bobcat, Inc	COUPLER	388.20	112165
100-20-30-423000	Vehicle Supplies & Mainten	Zahl Petroleum Maintenance	COVER	300.00	112155
Total Department 20-30 VEHICLE MAINTENANCE				10,357.08	
Department: 23-00 BUILDING MAINTENANCE					
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	HD FLATBED SWIVLE WHEELS / FOR PD	119.99	3452
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	HD FLATBED SWIVLE WHEELS	119.99	3452
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	J SERIES TISSUE 2 PLY 1000 SHE/GLOVES	281.97	3452
100-23-00-424000	Op Supplies-City Hall	Staples Advantage, Inc.	GLOVES BK EXM NTRL PF/SOAP,LUX FOAMIN	452.86	3452
100-23-00-436001	Utilities-City Hall	Xcel Energy	51-5185469-0	6,503.18	3428
100-23-00-436001-PW2660	Utilities-City Hall	Anchor Solar Investments,	SOLAR - CITY HALL	386.71	112173
100-23-00-436003	Utilities-City Garage	Xcel Energy	51-5185469-0	4,012.71	3428
100-23-00-436003-PW2660	Utilities-City Garage	Anchor Solar Investments,	SOLAR - MAINT PW	1,354.40	112173
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	24 HR ACCESS TO POLICE DOOR READER	1,723.93	3414
100-23-00-439001	CONTRACT MAINTENANCE - CIT	ELECTRO WATCHMAN	CITY HALL ADD ACCESS CONTROL TO 3 ADD	2,089.91	3414
100-23-00-439010	Contract Maniit. - HVAC	Yale Mechanical	1/28 NORTH GARAGE HEATERS NOT WORKING	342.00	3618
Total Department 23-00 BUILDING MAINTENANCE				17,387.65	
Total Fund 100 General Fund				168,114.57	
Fund: 110 Telecommunications					
Department: 09-00 COMMUNICATIONS					
110-09-00-430000	Professional Services	CivicPlus LLC	CIVICCLERK ANNUAL FEE	5,672.14	112167
110-09-00-430000	Professional Services	CivicPlus LLC	WEBSITE RENEWAL PLUS ADD-ONS	15,979.70	112167
Total Department 09-00 COMMUNICATIONS				21,651.84	
Total Fund 110 Telecommunications				21,651.84	
Fund: 200 Recreation Fund					
Department: 40-40 RECREATION ADMINISTRATION					
200-40-40-434000	Printing	House of Print	SPRING SUMMER BROCHURE PRINTING	8,405.54	112151
Total Department 40-40 RECREATION ADMINISTRATION				8,405.54	
Department: 40-41 RECREATION FEE PROGRAMS					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 200 Recreation Fund					
Department: 40-41 RECREATION FEE PROGRAMS					
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEREE PAYMEN	1,580.00	3622
200-40-41-430000-PR0202	Professional Services	Willie McCray	ADULT MEN'S BASKETBALL REFEE PAYMENT	790.00	3622
200-40-41-430000-PR0218	Professional Services	Norman R. Rolando	SELF DEFENSE - WINTER 24-25	708.40	112152
200-40-41-430000-PR0234	Professional Services	Revolutionary Sports, LLC	REVSPORTS- JANUARY 2025	2,907.80	112121
200-40-41-430000-PR0239	Professional Services	Angel Benes	TAP PAYMENT	398.00	3615
200-40-41-430000-PR0270	Professional Services	Lois Cunningham	THURSDAY YOGA PAYMENT	336.00	3625
200-40-41-430000-PR0273	Professional Services	A. Norman & Company Inc	ADULT TRIP - TWINS TOUR	2,670.00	112177
200-40-41-430000-PR0273	Professional Services	Independent School Distric	ADULT TRIP - GREASE	1,600.00	112139
200-40-41-436000-PR0253	Utilities	Xcel Energy	51-0010626247-6	3,876.34	3424
Total Department 40-41 RECREATION FEE PROGRAMS				14,866.54	
Department: 40-42 RECREATION NON FEE PROGRAMS					
200-40-42-424000-PR0122	Operating Supplies	ANIMALS OF WALTONS HOLLOW	PARTY IN THE PARK PETTING ZOO	1,659.50	112140
Total Department 40-42 RECREATION NON FEE PROGRAMS				1,659.50	
Department: 40-50 NATURE CENTER					
200-40-50-436000-PR0119	Utilities	Xcel Energy	51-5185470-3	1,182.00	3429
Total Department 40-50 NATURE CENTER				1,182.00	
Department: 40-53 SKATING CENTER					
200-40-53-373400	Spectator Admissions	REGION 5AA GIRLS HOCKEY	REGION 5AA GIRLS HOCKEY TICKET REVENU	9,418.50	112148
200-40-53-373400	Spectator Admissions	Roseville Area High School	REVENUE SHARE FOR REGULAR SEASON HIGH	9,720.00	112115
200-40-53-412000	Temporary Employees	Andrew Knutson	SCORE CLOCK SERVICES FOR HIGH SCHOOL	490.00	112133
200-40-53-412000	Temporary Employees	Guilder, Joe Van	ANNOUNCING SERVICES FOR HIGH SCHOOL H	1,125.00	112126
200-40-53-412000	Temporary Employees	Keeley, Lissa	SCORE CLOCK SERVICES FOR HIGH SCHOOL	525.00	112132
200-40-53-424000	Operating Supplies	Fikes, Inc.	BATHROOM SUPPLIES	287.46	3450
200-40-53-425000-PR5512	Merchandise for Sale	Fikes, Inc.	BATHROOM SUPPLIES	41.60	3619
200-40-53-425000-PR5512	Merchandise for Sale	ST. CROIX COFFEE & TEA COM	CONCESSION SUPPLIES	639.70	112131
200-40-53-425000-PR5512	Merchandise for Sale	Watson Company	CONCESSION SUPPLIES	1,508.06	112116
200-40-53-430000-PR5512	Professional Services	BOYS BOOSTER CLUB	CONCESSION SHARE FOR BOYS BOOSTER CLU	3,536.35	112145
200-40-53-430000-PR5512	Professional Services	GIRLS BOOSTER CLUB	CONCESSION SHARE FOR GIRLS BOOSTER CL	2,482.08	112146
200-40-53-436000	Utilities	Xcel Energy	51-5185473-6	35,347.42	3437
200-40-53-439000	CONTRACT MAINTENANCE	Hanson Controls	HVAC CONTROLS SOFTWARE UPDATE	2,200.00	112119
200-40-53-439000	CONTRACT MAINTENANCE	Total Mechanical Services,	WORK ON HEAT PUMP FOR BANQUET ROOMS	1,388.50	112129
Total Department 40-53 SKATING CENTER				68,709.67	
Total Fund 200 Recreation Fund				94,823.25	
Fund: 204 PARK MAINTENANCE					
Department: 40-43 RECREATION MAINTENANCE					
204-40-43-430000	Professional Services	MTI Distributing, Inc.	IRRIG OUTSOURCED LABOR; SHOP SUPPLIES	1,360.01	3420
204-40-43-436000	Utilities	Xcel Energy	51-5185471-4	4,145.84	3435
Total Department 40-43 RECREATION MAINTENANCE				5,505.85	
Total Fund 204 PARK MAINTENANCE				5,505.85	
Fund: 260 Community Development					
Department: 00-00 GENERAL					
260-00-00-230130-CD1235	Development Escrow	Kennedy & Graven, Chartere	ATTORNEY SERVICES	50.00	112162
Total Department 00-00 GENERAL				50.00	
Department: 56-17 BUILDING PERMITS & INSPECTIONS					
260-56-17-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	40.13	3439
Total Department 56-17 BUILDING PERMITS & INSPECTIONS				40.13	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 260 Community Development					
Total Fund 260 Community Development				90.13	
Fund: 265 License Center					
Department: 05-00 DEPUTY REGISTER					
265-05-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	168.90	3439
265-05-00-424000	Operating Supplies	Staples Advantage, Inc.	J SERIES TISSUE 2 PLY 1000 SHE/GLOVES	281.97	3452
265-05-00-431000	Telephone	CenturyLink	PHONE	122.32	112102
265-05-00-431000	Telephone	CenturyLink	SERVICE 2/10/25 - 3/9/25, ACCT 333531	53.73	112101
265-05-00-432000	Transportation	Mary Dracy	MILEAGE REIMBURSEMENT	390.60	3613
265-05-00-436000	Utilities	Xcel Energy	51-5185478-1	1,188.25	3427
265-05-00-448000	Miscellaneous	Shred-N-Go, Inc.	LICENSE CENTER SHREDDING THRU FEB	144.93	112174
Total Department 05-00 DEPUTY REGISTER				2,350.70	
Total Fund 265 License Center				2,350.70	
Fund: 400 Equipment Revolving					
Department: 10-00 POLICE DEPARTMENT					
400-10-00-452000	Vehicles / Equipment	SHERWIN-WILLIAMS COMPANY	PAINT FOR EV CHARGER	239.45	112108
400-10-00-453000	Other Improvements	Kiesler's Police Supply, I	RIFLESCOPES (2)	4,213.70	112122
400-10-00-453000	Other Improvements	Motorola Solutions, Inc.	CHARGERS (8) AND MICS (8) FOR APX6000	1,840.32	112113
400-10-00-453000	Other Improvements	Motorola Solutions, Inc.	CHARGERS (8) AND MICS (8) FOR APX6000	0.00	112113
Total Department 10-00 POLICE DEPARTMENT				6,293.47	
Total Fund 400 Equipment Revolving				6,293.47	
Fund: 401 Fire Equipment					
Department: 13-00 FIRE DEPARTMENT					
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HOLMATRO	10,644.75	3444
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HOLMATRO	10,977.00	3444
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HOLMATRO	8,599.78	3444
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HOLMATRO	4,020.00	3444
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HOLMATRO	465.00	3444
401-13-00-453000	Other Improvements	Jefferson Fire & Safety, I	HOLMATRO	795.60	3444
401-13-00-453000	Other Improvements	MacQueen Equipment	MSA	1,466.45	3418
Total Department 13-00 FIRE DEPARTMENT				36,968.58	
Total Fund 401 Fire Equipment				36,968.58	
Fund: 402 Parks & Recreation Vehicle Rev					
Department: 40-40 RECREATION ADMINISTRATION					
402-40-40-443500	Minor Equipment	DAYSMAST RECREATION	ANNUAL SUBSCRIPTION	15,000.00	112143
Total Department 40-40 RECREATION ADMINISTRATION				15,000.00	
Total Fund 402 Parks & Recreation Vehicle Rev				15,000.00	
Fund: 410 GENERAL FACILITIES REPLACEMENT FUND					
Department: 20-20 PUBLIC WORKS ADMINISTRATION					
410-20-20-453000	Other Improvements	Metro-INET	CAMERAS - MILESTONE LICENSES - 3	6,806.87	3457
410-20-20-453000	Other Improvements	Metro-INET	CAMERAS - MILESTONE LICENSES - 3	5,959.03	3457
Total Department 20-20 PUBLIC WORKS ADMINISTRATION				12,765.90	
Total Fund 410 GENERAL FACILITIES REPLACEMENT FUND				12,765.90	
Fund: 425 2719 Lexington Avenue					
Department: 02-00 ADMINISTRATION					
425-02-00-430000	Professional Services	Kennedy & Graven, Chartere	MAINTENANCE AND LICENSE FACILITY	1,596.00	112107

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 425 2719 Lexington Avenue					
Department: 02-00 ADMINISTRATION					
			Total Department 02-00 ADMINISTRATION	1,596.00	
			Total Fund 425 2719 Lexington Avenue	1,596.00	
Fund: 583 TIF DISTRICT #21 - CPC REDEVELOPMENT					
Department: 57-00 EDA - GENERAL					
583-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	4 YEAR KNOCK DOWN TIF RULE	313.12	112160
			Total Department 57-00 EDA - GENERAL	313.12	
			Total Fund 583 TIF DISTRICT #21 - CPC REDEVELOPMENT	313.12	
Fund: 588 TIF District #20: McGough					
Department: 57-00 EDA - GENERAL					
588-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	TIF 4 YEAR KNOCK DOWN RULE	77.50	112160
			Total Department 57-00 EDA - GENERAL	77.50	
			Total Fund 588 TIF District #20: McGough	77.50	
Fund: 589 TIF District #22 Twin Lakes II					
Department: 57-00 EDA - GENERAL					
589-57-00-448002	Administrative Charge TIF	Ehlers & Associates, Inc.	4 YEAR KNOCK DOWN TIF RULE	939.38	112160
			Total Department 57-00 EDA - GENERAL	939.38	
			Total Fund 589 TIF District #22 Twin Lakes II	939.38	
Fund: 590 Special Assmt. Construction					
Department: 20-23 STREET CONSTRUCTION					
590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	PRECISION LANDSCAPE & TREE COUNTY ROAD B RECONSTRUCTION - OAK \P		900.00	112161
			Total Department 20-23 STREET CONSTRUCTION	900.00	
			Total Fund 590 Special Assmt. Construction	900.00	
Fund: 600 Sanitary Sewer					
Department: 00-00 GENERAL					
600-00-00-202000	Accounts Payable	BETTY M GAUL	UB refund for account: 004830-000	0.63	112149
600-00-00-202000	Accounts Payable	JEROME OCONNOR	UB refund for account: 009702-000	0.29	112182
600-00-00-202000	Accounts Payable	KAY PHILLIPS	UB refund for account: 001305-000	39.43	112184
600-00-00-202000	Accounts Payable	LAURA & ERICK SEIBERLICH	UB refund for account: 017797-000	42.33	112150
600-00-00-202000	Accounts Payable	TOM BLOMBERG	UB refund for account: 026856-000	11.26	112185
			Total Department 00-00 GENERAL	93.94	
Department: 50-00 SANITARY SEWER					
600-50-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	17.50	3439
600-50-00-422000	Clothing	CLASSY THREADS OF MN LLC	CHAD UNIFORM EMBROIDERY	57.28	112144
600-50-00-430050	Sewer Department Claims	911 Restoration of Minneap	SEWAGE BACKUP 2835 MERRILL ST, ROSEVIL	9,386.50	112169
600-50-00-430050	Sewer Department Claims	911 Restoration of Minneap	SEWAGE BACKUP 2844 MERRILL ST, ROSEVI	3,232.51	112169
600-50-00-430050	Sewer Department Claims	911 Restoration of Minneap	SEWAGE BACKUP 2836 MERRILL ST, ROSEVI	2,862.63	112169
600-50-00-436000	Utilities	Xcel Energy	51-0011038709-9	1,858.64	3425
600-50-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3459
600-50-00-439000	CONTRACT MAINTENANCE	Flexible Pipe Tools & Equi	REPAIR OF 600.080 BULLDOG NOZZLE	734.00	3416
600-50-00-445000	Metro Waste Control Board	Metropolitan Council	WASTE WATER SERVICES	307,853.32	3419
			Total Department 50-00 SANITARY SEWER	327,775.47	
			Total Fund 600 Sanitary Sewer	327,869.41	
Fund: 610 Water Fund					

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 610 Water Fund					
Department: 00-00 GENERAL					
610-00-00-202000	Accounts Payable	BETTY M GAUL	UB refund for account: 004830-000	0.58	112149
610-00-00-202000	Accounts Payable	JEROME OCONNOR	UB refund for account: 009702-000	0.14	112182
610-00-00-202000	Accounts Payable	KAY PHILLIPS	UB refund for account: 001305-000	21.11	112184
610-00-00-202000	Accounts Payable	LAURA & ERICK SEIBERLICH	UB refund for account: 017797-000	32.16	112150
610-00-00-202000	Accounts Payable	SUSAN GERGELY	UB refund for account: 000321-000	73.55	112183
610-00-00-202000	Accounts Payable	TOM BLOMBERG	UB refund for account: 026856-000	12.07	112185
Total Department 00-00 GENERAL				139.61	
Department: 51-00 WATER FUND					
610-51-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	17.50	3439
610-51-00-422000	Clothing	CLASSY THREADS OF MN LLC	CHAD UNIFORM EMBROIDERY	106.37	112144
610-51-00-424000	Operating Supplies	FERGUSON WATERWORKS #2518	R900 MIU UPGRADE FEE	4,876.80	3448
610-51-00-424000	Operating Supplies	Fra-Dor Inc.	RAP DISPOSAL	850.00	112100
610-51-00-424000	Operating Supplies	GOODIN CORP.	2X4 RED BRASS NIPPLE/1/4 PINT NR. 5	38.39	112098
610-51-00-424000	Operating Supplies	GOODIN CORP.	2X2-1/2 RED BRASS/2X3 RED BRASS NIPPL	40.63	112098
610-51-00-424000	Operating Supplies	SHARROW LIFTING PRODUCTS	2 X 4FT (WEB LENGTH) 2-PLY 4-LEG PO	153.20	112120
610-51-00-430000	Professional Services	CALIBRATIONS AND CONTROLS	CALIBRATIONS ANNUAL BOOSTER STATION S	610.00	112181
610-51-00-430000	Professional Services	Twin City Water Clinic, In	JANUARY DISTRIBUTION REPORT	680.00	112156
610-51-00-436000	Utilities	Xcel Energy	51-5185476-9	5,101.97	3426
610-51-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3459
610-51-00-439000	CONTRACT MAINTENANCE	Advanced Engineering & Env	TROUBLESHOOTING SERVER ISSUES WITH IT	1,083.50	112118
610-51-00-439000	CONTRACT MAINTENANCE	Valley Rich Co., Inc.	WATER MAIN BREAK 2420 COUNTY ROAD C W	14,759.26	112105
610-51-00-490000-PW2012	Contractor Payments	Advanced Engineering & Env	BOOSTER STATION REHAB PHASE 3	822.00	112118
Total Department 51-00 WATER FUND				30,912.71	
Total Fund 610 Water Fund				31,052.32	
Fund: 620 Golf Course					
Department: 00-00 GENERAL					
620-00-00-209001	Use Tax Payable	Xcel Energy	51-5185467-8	(100.82)	3436
Total Department 00-00 GENERAL				(100.82)	
Department: 52-51 CEDARHOLM GOLF COURSE					
620-52-51-425000	Merchandise for Sale	Capitol Beverage Sales, LP	BEVERAGES FOR RESALE	228.80	3610
620-52-51-436000	Utilities	Xcel Energy	51-5185467-8	1,567.30	3436
620-52-51-439000	CONTRACT MAINTENANCE	CENTRAL MCGOWAN, INC.	REFILLING CO2	131.45	112180
Total Department 52-51 CEDARHOLM GOLF COURSE				1,927.55	
Total Fund 620 Golf Course				1,826.73	
Fund: 640 Storm Drainage					
Department: 00-00 GENERAL					
640-00-00-202000	Accounts Payable	BETTY M GAUL	UB refund for account: 004830-000	0.32	112149
640-00-00-202000	Accounts Payable	JEROME OCONNOR	UB refund for account: 009702-000	0.08	112182
640-00-00-202000	Accounts Payable	KAY PHILLIPS	UB refund for account: 001305-000	11.75	112184
640-00-00-202000	Accounts Payable	LAURA & ERICK SEIBERLICH	UB refund for account: 017797-000	18.45	112150
640-00-00-202000	Accounts Payable	TOM BLOMBERG	UB refund for account: 026856-000	6.71	112185
Total Department 00-00 GENERAL				37.31	
Department: 54-00 STORM WATER					
640-54-00-420000	Office Supplies	Innovative Office Solution	JANUARY OFFICE SUPPLIES	17.50	3439
640-54-00-430000	Professional Services	TimeSaver Off Site Secreta	MINUTES	293.50	3453
640-54-00-436000	Utilities	Xcel Energy	51-0012990252-6	21.33	3432
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	311.53	3422

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 640 Storm Drainage					
Department: 54-00 STORM WATER					
640-54-00-436000	Utilities	Xcel Energy	51-5185472-5	1,079.89	3423
640-54-00-438000	Rental	2277 ROSEVILLE LLC	MONTHLY LEASE PAYMENT	1,773.09	3459
640-54-00-452000	Vehicles / Equipment	Tri State Bobcat, Inc	BOBCAT UV34 GAS UTILITY VEHICLE	23,949.60	112109
640-54-00-490000-PW2509	Payments to Contractors	METRO BLOOMS DESIGN+BUILD,	BMP MAINTENANCE 2025	2,841.00	112142
Total Department 54-00 STORM WATER				30,287.44	
Total Fund 640 Storm Drainage				30,324.75	
Fund: 650 ENVIRONMENTAL					
Department: 00-00 GENERAL					
650-00-00-202000	Accounts Payable	BETTY M GAUL	UB refund for account: 004830-000	0.18	112149
650-00-00-202000	Accounts Payable	JEROME OCONNOR	UB refund for account: 009702-000	0.05	112182
650-00-00-202000	Accounts Payable	KAY PHILLIPS	UB refund for account: 001305-000	6.70	112184
650-00-00-202000	Accounts Payable	LAURA & ERICK SEIBERLICH	UB refund for account: 017797-000	10.28	112150
650-00-00-202000	Accounts Payable	TOM BLOMBERG	UB refund for account: 026856-000	3.83	112185
Total Department 00-00 GENERAL				21.04	
Total Fund 650 ENVIRONMENTAL				21.04	
Fund: 700 Workers Compensation					
Department: 60-00 WORKERS COMPENSATION					
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	JAN 25 ADMIN SERVICES	5,011.00	3446
700-60-00-430000	Professional Services	SFM RISK SOLUTIONS	FEB 25 ADMIN SERVICES	105.00	3616
700-60-00-430011	Police Patrol Claims	SFM RISK SOLUTIONS	JAN 25 ADMIN SERVICES	2,378.00	3446
700-60-00-430015	Fire Department Claims	SFM RISK SOLUTIONS	FEB 25 ADMIN SERVICES	247.00	3616
700-60-00-430021	Street Department Claims	SFM RISK SOLUTIONS	FEB 25 ADMIN SERVICES	494.00	3616
700-60-00-430025	Motor Vehicle Claims	SFM RISK SOLUTIONS	FEB 25 ADMIN SERVICES	1,503.00	3616
700-60-00-430043	Parks & Recreation Claims	SFM RISK SOLUTIONS	FEB 25 ADMIN SERVICES	752.00	3616
Total Department 60-00 WORKERS COMPENSATION				10,490.00	
Total Fund 700 Workers Compensation				10,490.00	
Fund: 710 Risk Management					
Department: 61-00 RISK MANAGEMENT					
710-61-00-441000	Training	OECS - 170064	FEB	600.00	112134
Total Department 61-00 RISK MANAGEMENT				600.00	
Total Fund 710 Risk Management				600.00	
Fund: 722 C.D.B.G. Park Improvements					
Department: 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM					
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	SNOW/ICE ABATEMENT ENF25-050722-57-78	182.00	112170
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	SNOW ABATEMENT ENF25-053	393.75	112170
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	SNOW ABATEMENT	417.50	112170
722-57-78-490000	Contractor Payments	Montgomery Brinkman, LLC	SNOW ABATEMENT ENF25-051	465.00	112170
Total Department 57-78 EDA - NEIGHBORHOOD ENHANCEMENT PROGRAM				1,458.25	
Total Fund 722 C.D.B.G. Park Improvements				1,458.25	
Fund: 723 Housing & Redevelopment Agency					
Department: 00-00 GENERAL					
723-00-00-119119	GMHC Revolving Home Imprv	Center for Energy and Envi	LOAN AND FEES	10,090.00	3624
Total Department 00-00 GENERAL				10,090.00	
Total Fund 723 Housing & Redevelopment Agency				10,090.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 725 EDA Operating Fund					
Department: 57-00 EDA - GENERAL					
725-57-00-430000-ED0006	Professional Services	Kennedy & Graven, Chartere	ATTORNEY SERVICES	230.00	112162
725-57-00-448000	Miscellaneous	Twin Cities North Chamber	BUSINESS COUNCIL PARTNERSHIP	525.00	112112
Total Department 57-00 EDA - GENERAL				755.00	
Department: 57-73 EDA - OWNERSHIP REHAB PROGRAM					
725-57-73-430000	Professional Services	Center for Energy and Envi	LOAN AND FEES	900.00	3624
Total Department 57-73 EDA - OWNERSHIP REHAB PROGRAM				900.00	
Department: 57-82 EDA - HOUSING MARKETING & STUDIES					
725-57-82-430000	Professional Services	Stantec Consulting Service	MARKET STUDY	6,443.00	3454
Total Department 57-82 EDA - HOUSING MARKETING & STUDIES				6,443.00	
Total Fund 725 EDA Operating Fund				8,098.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		100-00-00-210600	Union Dues Deduction	7,565.75	
		100-00-00-211100	ICMA Def Comp	10,039.92	
		100-00-00-211101	Mission SQ Roth	250.00	
		100-00-00-211202	HRA Employer	9,125.00	
		100-01-00-430000	Professional Services	1,070.63	
		100-02-00-420000	Office Supplies	87.11	
		100-02-00-430000	Professional Services	78.93	
		100-02-00-430099	Drug Testing	925.16	
		100-02-00-439000	CONTRACT MAINTENANCE	702.65	
		100-02-00-442000	Memberships & Subscriptions	289.05	
		100-02-00-448000	Miscellaneous	8,550.00	
		100-04-00-420000	Office Supplies	60.44	
		100-04-00-430000	Professional Services	212.50	
		100-06-00-430000	Professional Services	17,091.60	
		100-08-00-420000	Office Supplies	658.00	
		100-08-00-424000	Operating Supplies	700.40	
		100-10-00-420000	Office Supplies	595.36	
		100-10-00-422000	Clothing	12,122.48	
		100-10-00-423000	Vehicle Supplies & Maintenance	687.04	
		100-10-00-424000	Operating Supplies	524.00	
		100-10-00-424000-PD0002	Operating Supplies	45.00	
		100-10-00-430000	Professional Services	1,024.55	
		100-10-00-431000	Telephone	4,300.67	
		100-10-00-437000	Contract Maint. - Vehicles	8,258.24	
		100-10-00-439000	CONTRACT MAINTENANCE	3,589.90	
		100-10-00-439000-PD0057	CONTRACT MAINTENANCE	12,000.00	
		100-10-00-441000	Training	1,030.81	
		100-10-00-443600	Software Operating Charges	242.00	
		100-13-00-421000	Motor Fuel	1,761.01	
		100-13-00-422000	Clothing	813.34	
		100-13-00-424000	Operating Supplies	431.23	
		100-13-00-439000	CONTRACT MAINTENANCE	3,523.23	
		100-13-00-441000	Training	5,626.72	
		100-13-13-436000	Utilities	5,076.20	
		100-13-13-436000-FD2660	Utilities	386.71	
		100-13-13-442000	Memberships & Subscriptions	495.00	
		100-13-18-436000	Utilities	86.03	
		100-20-20-420000	Office Supplies	200.89	
		100-20-20-430000	Professional Services	1,846.20	
		100-20-22-436000	Utilities	18,296.09	
		100-20-30-421000	Motor Fuel	6,180.28	
		100-20-30-423000	Vehicle Supplies & Maintenance	4,176.80	
		100-23-00-424000	Op Supplies-City Hall	974.81	
		100-23-00-436001	Utilities-City Hall	6,503.18	
		100-23-00-436001-PW2660	Utilities-City Hall	386.71	
		100-23-00-436003	Utilities-City Garage	4,012.71	
		100-23-00-436003-PW2660	Utilities-City Garage	1,354.40	
		100-23-00-439001	CONTRACT MAINTENANCE - CITY HALL	3,813.84	
		100-23-00-439010	Contract Mani. - HVAC	342.00	
		110-09-00-430000	Professional Services	21,651.84	
		200-40-40-434000	Printing	8,405.54	
		200-40-41-430000-PR0202	Professional Services	2,370.00	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		200-40-41-430000-PR0218	Professional Services	708.40	
		200-40-41-430000-PR0234	Professional Services	2,907.80	
		200-40-41-430000-PR0239	Professional Services	398.00	
		200-40-41-430000-PR0270	Professional Services	336.00	
		200-40-41-430000-PR0273	Professional Services	4,270.00	
		200-40-41-436000-PR0253	Utilities	3,876.34	
		200-40-42-424000-PR0122	Operating Supplies	1,659.50	
		200-40-50-436000-PR0119	Utilities	1,182.00	
		200-40-53-373400	Spectator Admissions	19,138.50	
		200-40-53-412000	Temporary Employees	2,140.00	
		200-40-53-424000	Operating Supplies	287.46	
		200-40-53-425000-PR5512	Merchandise for Sale	2,189.36	
		200-40-53-430000-PR5512	Professional Services	6,018.43	
		200-40-53-436000	Utilities	35,347.42	
		200-40-53-439000	CONTRACT MAINTENANCE	3,588.50	
		204-40-43-430000	Professional Services	1,360.01	
		204-40-43-436000	Utilities	4,145.84	
		260-00-00-230130-CD1235	Development Escrow	50.00	
		260-56-17-420000	Office Supplies	40.13	
		265-05-00-420000	Office Supplies	168.90	
		265-05-00-424000	Operating Supplies	281.97	
		265-05-00-431000	Telephone	176.05	
		265-05-00-432000	Transportation	390.60	
		265-05-00-436000	Utilities	1,188.25	
		265-05-00-448000	Miscellaneous	144.93	
		400-10-00-452000	Vehicles / Equipment	239.45	
		400-10-00-453000	Other Improvements	6,054.02	
		401-13-00-453000	Other Improvements	36,968.58	
		402-40-40-443500	Minor Equipment	15,000.00	
		410-20-20-453000	Other Improvements	12,765.90	
		425-02-00-430000	Professional Services	1,596.00	
		583-57-00-448002	Administrative Charge TIF	313.12	
		588-57-00-448002	Administrative Charge TIF	77.50	
		589-57-00-448002	Administrative Charge TIF	939.38	
		590-20-23-453000-PW2404	Cty Rd B Recon & 2024 PMP	900.00	
		600-00-00-202000	Accounts Payable	93.94	
		600-50-00-420000	Office Supplies	17.50	
		600-50-00-422000	Clothing	57.28	
		600-50-00-430050	Sewer Department Claims	15,481.64	
		600-50-00-436000	Utilities	1,858.64	
		600-50-00-438000	Rental	1,773.09	
		600-50-00-439000	CONTRACT MAINTENANCE	734.00	
		600-50-00-445000	Metro Waste Control Board	307,853.32	
		610-00-00-202000	Accounts Payable	139.61	
		610-51-00-420000	Office Supplies	17.50	
		610-51-00-422000	Clothing	106.37	
		610-51-00-424000	Operating Supplies	5,959.02	
		610-51-00-430000	Professional Services	1,290.00	
		610-51-00-436000	Utilities	5,101.97	
		610-51-00-438000	Rental	1,773.09	
		610-51-00-439000	CONTRACT MAINTENANCE	15,842.76	
		610-51-00-490000-PW2012	Contractor Payments	822.00	
		620-00-00-209001	Use Tax Payable	(100.82)	
		620-52-51-425000	Merchandise for Sale	228.80	

INVOICE DISTRIBUTION REPORT FOR CITY OF ROSEVILLE

GL Number	GL # Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		620-52-51-436000	Utilities	1,567.30	
		620-52-51-439000	CONTRACT MAINTENANCE	131.45	
		640-00-00-202000	Accounts Payable	37.31	
		640-54-00-420000	Office Supplies	17.50	
		640-54-00-430000	Professional Services	293.50	
		640-54-00-436000	Utilities	1,412.75	
		640-54-00-438000	Rental	1,773.09	
		640-54-00-452000	Vehicles / Equipment	23,949.60	
		640-54-00-490000-PW2509	Payments to Contractors	2,841.00	
		650-00-00-202000	Accounts Payable	21.04	
		700-60-00-430000	Professional Services	5,116.00	
		700-60-00-430011	Police Patrol Claims	2,378.00	
		700-60-00-430015	Fire Department Claims	247.00	
		700-60-00-430021	Street Department Claims	494.00	
		700-60-00-430025	Motor Vehicle Claims	1,503.00	
		700-60-00-430043	Parks & Recreation Claims	752.00	
		710-61-00-441000	Training	600.00	
		722-57-78-490000	Contractor Payments	1,458.25	
		723-00-00-119119	GMHC Revolving Home Imprv Loan	10,090.00	
		725-57-00-430000-ED0006	Professional Services	230.00	
		725-57-00-448000	Miscellaneous	525.00	
		725-57-73-430000	Professional Services	900.00	
		725-57-82-430000	Professional Services	6,443.00	
--- TOTALS BY FUND ---					
		100	General Fund	168,114.57	
		110	Telecommunications	21,651.84	
		200	Recreation Fund	94,823.25	
		204	PARK MAINTENANCE	5,505.85	
		260	Community Development	90.13	
		265	License Center	2,350.70	
		400	Equipment Revolving	6,293.47	
		401	Fire Equipment	36,968.58	
		402	Parks & Recreation Vehicle Rev	15,000.00	
		410	GENERAL FACILITIES REPLACEMENT FUND	12,765.90	
		425	2719 Lexington Avenue	1,596.00	
		583	TIF DISTRICT #21 - CPC REDEVELOPMENT	313.12	
		588	TIF District #20: McGough	77.50	
		589	TIF District #22 Twin Lakes II	939.38	
		590	Special Assmt. Construction	900.00	
		600	Sanitary Sewer	327,869.41	
		610	Water Fund	31,052.32	
		620	Golf Course	1,826.73	
		640	Storm Drainage	30,324.75	
		650	ENVIRONMENTAL	21.04	
		700	Workers Compensation	10,490.00	
		710	Risk Management	600.00	
		722	C.D.B.G. Park Improvements	1,458.25	
		723	Housing & Redevelopment Agency	10,090.00	
		725	EDA Operating Fund	8,098.00	
		Total For All Funds:		789,220.79	

REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 10.b.

Department Approval

City Manager Approval



Item Description: Approve 2 Temporary Liquor Licenses

Background

Chapter 301 of the City Code requires all applications for business and other licenses to be submitted to the City Council for approval. The following applications are submitted for consideration:

Temporary Liquor License

St. Rose of Lima Catholic Church
2048 Hamline Ave N
Roseville, MN 55113

St. Rose of Lima's Athletic Booster Club is hosting a Bean Bag Toss Tournament in the school cafeteria on April 12, 2025. This is their first event in 2025. Their total number of days is 1 out of the limit of 12 for the calendar year.

Rotary Club of Roseville
211 County Road 1E
Dundas, MN 55019

Roseville Rotary Club is hosting the Taste of Rosefest on June 26, 2025 at the Roseville Central Park Muriel Sahin Arboretum as part of the 2025 Rosefest events. This is their first event in 2025. Their total number of days is 1 out of the limit of 12 for the calendar year.

Policy Objectives

Required by City Code

Equity Impact Summary

There is no anticipated racial equity impact.

Budget Implications

The correct fees were paid to the City at the time the application(s) were made.

Staff Recommendations

Staff has reviewed the application(s) and has determined that the applicant(s) meet all City requirements. Staff recommends approval of the license(s).

Requested Council Action

Motion to approve the Temporary Liquor Licenses for St. Rose of Lima Catholic Church and the Rotary Club of Roseville.

Prepared by: Allie Sertich, Deputy City Clerk

Attachments:

1. St Rose of Lima Temp Liquor
2. Rotary Club Temp Liquor



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number
Saint Rose of Lima Catholic Church		9/1/1941	8570281
Address	City	State	Zip Code
2048 Hamline Ave. No.	Roseville	Minnesota	55113
Name of person making application		Business phone	Home phone
Joseph Juare jjuaire@saintroseoflima.net		651-357-1204	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
April 12, 2025	☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
Father Marc Paveglio	Roseville	Minnesota	55113
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
School cafeteria. Athletic Booster Club Bean Bag Toss Tournament

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Catholic Mutual Insurance, \$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number
Signature City Clerk or County Official	Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
Rotary Club of Roseville		May 7, 1970	23-7068538
Organization Address (No PO Boxes)	City	State	Zip Code
211 County Road 1E	Dundas	MN	55019
Name of person making application		Business phone	Home phone
David Kray		612-747-7385	612-747-7385
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
June 26, 2025	☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
Kathy Ingulsrud, Club Co-President	Roseville	MN	55113
Organization officer's name	City	State	Zip Code
Dave Webb, Club Co-President	Shoreview	MN	55126
Organization officer's name	City	State	Zip Code
Kathy Hughitt, District Office Administrator	Dundas	MN	55019

Location where permit will be used. If an outdoor area, describe.
 Roseville Central Park Muriel Sahlin Arboretum

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 Joe Vitale, The Little Venetian, 2900 Rice Street, Suite 240, Little Canada, MN 55113

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Attached

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
 No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
 PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
 CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 10.c.

Department Approval



City Manager Approval



Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

Background

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment 1* includes a list of items submitted for Council review and approval.

Staff will note that, unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with *Attachment 2*.

Policy Objectives

Required under City Code 103.05.

Equity Impact Summary

Payments to vendors contribute to the local economy by supporting businesses within the community, including those owned by people of color. Ensuring equitable distribution of contracts and payments among vendors, particularly minority-owned businesses, can help promote economic equity. This supports broader goals of reducing racial economic disparities as well as Roseville's aspiration to be a community that is economically prosperous with a stable and broad tax base and vibrant small businesses.

Budget Implications

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

Staff Recommendations

Staff recommends the City Council approve the submitted purchases or contracts for service and, where applicable, authorize the sale/trade-in of surplus items.

Requested Council Action

Motion to approve the submitted purchases or contracts for services and, where applicable; the sale/trade-in of surplus items.

Prepared by: Joshua Kent - Assistant Finance Director

Attachments:

1. Over \$10,000 Items for Purchase or Sale_Trade-in
2. CIP Project_Initiative Summary

General Purchases or Contracts

Division	Vendor	Description	Key	Budget Amount	P.O. Amount	Budget / CIP
Public Works	Frontier Precision, Inc.	Trimble R980 Survey Software, Equipment & Training	(a)	\$ 30,000	\$ 40,186	2025 CIP
Police Department	Midway Ford Co.	2025 F-150 4x4 Crew Cab	(b)	\$ 50,000	\$ 46,316	2025 CIP

Key

- (a) The City's current R8 GNSS survey receivers were purchased in 2010, with the R8 model originally introduced in 2004. Over the past 20 years, survey equipment technology has advanced significantly. These advancements include improved satellite technology which provides access to additional GPS satellites that enhances positioning reliability and accuracy; increased precision providing the updated equipment a higher degree of accuracy, essential for tasks such as project staking, design, and inspection; and greater efficiency allowing the department to streamline operations, enabling staff to complete tasks more effectively and reduce downtime in the field. This was originally budgeted for \$30,000 in the Public Works Vehicle and Equipment Fund, making this item over budget by \$10,185. However, it is planned that the cost savings from a previous snow plow purchase of \$11,864 will more than cover this overage.
- (b) As part of the 2025 Police Vehicle and Equipment CIP, \$50,000 has been allocated for the replacement of the current 2020 Dodge Ram that is being used by the Community Service Officers. The current truck is up for replacement based on its age and condition. Delivery for the new 2025 F-150 would take several months and likely would not be delivered until the fall of 2025.

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Public Works
Project/Initiative Title:	Eng. GPS System
Total Estimated Cost:	\$30,000
Funding Source:	Public Works Vehicle & Equip Fund (<i>property tax</i>)
Annual Operating Budget Impact:	\$0

Project/Initiative Description:

Replacement of existing GPS equipment. This equipment is used for surveyor construction project and other city survey needs. The existing equipment is from 2010. The replacement cycle is typically 12 years. The new equipment is the latest technology and will replace equipment that is past its useful life.

Location:

Engineering – Survey Vehicle

2025 Capital Improvement Plan

Project/Initiative Summary

Department/Division:	Police
Project/Initiative Title:	Vehicle Replacements
Total Estimated Cost:	\$375,000
Funding Source:	Police Vehicle & Equipment Fund (<i>property tax</i>)
Annual Operating Budget Impact:	No additional impact on budget

Project/Initiative Description:

The Police Department generally replaces marked squad cars every three years and unmarked vehicles every 10 years. The decision on whether to replace a vehicle is based on each individual vehicle's age, mileage, overall condition, and potential re-sale value.

Five marked squads (\$225,000), two unmarked vehicles (\$100,000) and one community service officer vehicle (\$50,000) are scheduled for replacement. The community service officer vehicle had been scheduled for replacement in 2024, but due to lower mileage than anticipated and overall condition, replacement pushed back to 2025. Money recouped from selling retired police vehicles helps to offset the purchase of one of the unmarked vehicles.

Location:

Not applicable.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 10.d.

Department Approval



City Manager Approval



Item Description: Approve Recycling Services Contract

Background

At their October 7, 2024 meeting, the City Council received a presentation from City staff summarizing proposals for Recycling Services and the pricing and level of service options within those proposals. Staff is now asking the City Council to approve the final contract, which was modified slightly from the base contract in the original Request for Proposals based on some negotiations between the City and the selected contractor.

As a review, in July 2021, the City entered into a contract for Comprehensive Recycling Services with the Neighborhood Recycling Corporation, d.b.a. Eureka Recycling (Eureka Recycling) for the years of 2022 – June 30, 2025.

City staff updated the RFP used in 2021 in order to solicit proposals for recycling services beyond 2025. As part of this process, staff made presentations to the City Council and the Public Works Environment and Transportation Commission (PWETC).

Four proposals were submitted: Ace Solid Waste, Eureka Recycling, Walters Recycling & Refuse, and Waste Management. Staff presented the details of the proposals to the City Council on October 7, 2024 and after discussions and considering recommendations from PWETC, the City Council voted to authorize staff to negotiate a final contract with Waste Management for recycling services with the following options:

- bi-weekly service with some weekly multi-family service (matching current service schedules)
- City-owned carts
- no revenue sharing
- 5-year contract term
- base fee of \$4.25 per unit per month (current base fee is \$4.41 per unit per month)

The October 7, 2024 Request for Council Action and the presentation from that meeting are included for reference as Attachment 3.

Staff worked with representatives from Waste Management to make minor modifications in

the contract, based on previous experience on both sides.

Highlights of the changes include:

- Section 2.13: clarifying process to determine when to suspend service due to severe weather and how to notify the City. The contractor will attempt to notify the Public Works Director with their intention to suspend service and the Public Works Director, if reached, will approve the service suspension.
- Section 5.5: At the request of the contractor and after some negotiations, changes were made to the Liquidated Damages portion of the contract. Staff reviewed other portions of the contract to ensure that additional monies could be assessed/withheld as a result of negligent acts on the part of the contractor (included under Section 6 Insurance and Other Legal Requirements).

The City Attorney has reviewed the contract changes.

Staff requests that the City Council approve this final contract for recycling services for July 1, 2025 – June 30, 2030.

Policy Objectives

Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for Residential Dwellings and Multi-Family Complexes in the city. In order to meet the goals and requirements of this Chapter, the City must contract with a private contractor for the collection of recyclable materials.

Equity Impact Summary

There should be no equity impacts associated with the recycling contract, as all residents of the City receive the service.

Budget Implications

The City has established a Recycling Fee that all residential properties pay. This fee is analyzed annually in order to fund the recycling pick-up service.

The current base fee per unit per month is \$4.41. This contract will establish the following base fees per unit per month for the following fiscal years:

- 2025–2026: \$4.25
- 2026–2027: \$4.46
- 2027–2028: \$4.69
- 2028–2029: \$4.92
- 2029–2030: \$5.17

The first year of this new contract will result in a decrease to our base payment to the contractor from \$868,784 in 2024-2025 to \$826,551 in 2025-2026. The base fee reflects a 4.8% decrease from 2024 to the new contract obligation.

Staff worked with the Finance Department on the 2025 rate with the above costs in mind and will work with them going forward to adjust the future rates. The current contract has a 5% escalator for the next 5 years. With our current recycling fee, staff will likely recommend

a 3% increase over the term of the recycling contract to maintain a steady budget that will keep pace with the larger escalating costs.

Staff Recommendations

Staff recommends that the City Council approve the Recycling Services Contract 2025-2030 with Waste Management.

Requested Council Action

Motion to approve the Recycling Services Contract 2025-2030 with Waste Management.

Prepared by: Ryan Johnson, Environmental Manager

Attachments:

1. Contract
2. Contract Exhibits
3. October 7, 2024 Request for Council Action for Reviewing Recycling Proposals
4. October 7, 2024 Presentation

Contract for Comprehensive Recycling Services

City of Roseville, Minnesota

and

Waste Management of Minnesota, Inc.

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Contract Exhibits

Exhibit A	Recycling Zones Map
Exhibit B	Multi-Dwelling Unit Levels of Service
Exhibit C	City Buildings and Parks Recycling
Exhibit D	List of Acceptable and Not-Acceptable Recyclables
Exhibit E	Prices

This Contract is made and entered into this _____ day of _____, 2025, by and between the City of Roseville, a municipal corporation (“City”), and Waste Management of Minnesota, Inc., a corporation organized under the laws of the State of Minnesota (“Contractor”).

WHEREAS, the City has a history of providing curbside collection of residential recyclable materials to its residents; and

WHEREAS, on August 2, 2024 the City issued a request for proposals (“RFP”) for a contractor to provide curbside collection of recyclable materials and other recycling services; and

WHEREAS, the City received four responses to the RFP; and

WHEREAS, City staff recommended that the City Council select Contractor’s proposal to provide comprehensive recycling services to the City; and

WHEREAS, the City Council has chosen to award the contract to Contractor.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the City and Contractor agree as follows:

1 Definitions

Aluminum cans

Disposable containers fabricated primarily of aluminum, commonly used for soda, beer, juice, water, or other beverages.

Annual Work Plan

The Plan developed jointly by the City of Roseville (City) and Contractor that describes initiatives the City and the Contractor will undertake to improve the City's recycling program.

Aseptic Packaging and Milk Cartons

Containers designed to maintain the sterility of a sterile (aseptic) product such as food (e.g., gable-top milk cartons, juice boxes, and aseptic packaging used for soup, broth, soy milk, etc.) Aseptic packages are typically a mix of paper, polyethylene (low-density polyethylene), and aluminum.

Carrier Stock

Paper injected with resins in order to resist moisture and used for containers to carry products such as beer and soda pop.

City's Designated Contact Person

Environmental Manager Ryan Johnson

City-Designated Recyclables, or Recyclable Materials, or Recyclables

Acceptable recyclable materials are listed and defined in **Exhibit D**, including the explicit list of unacceptable materials. Materials may be added to this list with written agreement of the Parties.

City Buildings and City Parks

Municipal facilities where recycling services are provided under this Agreement. See **Exhibit C** for detailed lists and maps.

Clothes and Textiles

Towels, sheets, blankets, curtains, tablecloths, rags, and clothes including: belts, coats, hats, gloves, and shoes and boots that are dry, clean, and free of mold, mildew, and excessive stains.

Collection

The aggregation and transportation of recyclable materials from the place at which they are generated including all activities up to the time when they are delivered to a recycling facility.

Commodity

Any individual material, including specific industrial grade, as defined by this Contract.

Contract

Agreement between the City and Contractor to provide recycling collection services.

Contractor

Waste Management of Minnesota, Inc.

Corrugated Cardboard (Old Corrugated Cardboard)

Cardboard material with double wall construction and corrugated separation between walls including boxes for delivery and take out pizzas. Does not include cardboard heavily coated in plastic or wax.

Curbside

The area of public right-of-way between the property line and the curb or edge of the street but not on the street. The term “curbside” may also include alley collection.

Curbside Recycling Carts

Wheeled carts, provided by the City, that are to be used as part of a single-stream collection system.

Curbside Recycling Service

The recycling collection services, specified in the RFP and this Contract, serving customers with recycling pickup at the curb or alley at their residence.

Food Scraps

Residential organic materials derived from plant and animal matter including food waste that is collected for composting.

Glass Jars and Bottles

Glass jars, bottles, and containers (lids/caps and pumps removed) that are used for packing and bottling of food and beverages.

High-Density Polyethylene (HDPE) – Colored

Plastic bottles and thermoforms made from HDPE resin with pigment or coloring (e.g., laundry detergent and automatic dishwasher soap bottles).

HDPE – Natural

Plastic bottles and thermoforms made from HDPE without pigment or coloring (e.g., milk jugs, gallon water jugs, and ice cream pails).

Holidays

Days on which recycling service is deferred one calendar day, including January 1, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Market Indicator

Commodity price indices as per the recycling industry publication specified in the Contract.

Markets

Any person or company that buys (or charges) for recycling of specified materials and may include but are not limited to: end-markets, intermediate processors, brokers, and other recycling material reclaimers.

Materials Recovery Facility (MRF)

A facility in which recyclable materials are processed. The facility will conform to all applicable rules, regulations and laws of state, local, or other jurisdictions.

Multi-Dwelling Units (MDUs)

A building or a portion thereof containing five or more dwelling units.

MDUs Recycling Containers

Recycling containers used for MDUs, including any bin, cart, dumpster, or other receptacle for temporary storage and collection of designated recyclables from residents in MDUs prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to recyclables included and colored differently from other containers for mixed solid waste or trash.

MDU Recycling Service

Recycling collection service, together with related public education and other customer services, provided to MDUs residents that utilize MDU recycling containers, defined above, and use MDU recycling stations, defined below.

MDU Recycling Stations

The location of MDU recycling containers will be designated by the City and the Contractor and the MDU building owner. MDU recycling stations will likely be a cluster of recycling carts and/or Recycling dumpsters.

Non-Targeted Materials

Non-recyclable materials that are not included in the City's recycling program. Examples of non-targeted items include but are not limited to: pumps on plastic bottles, ceramic materials, heavily coated paper packaging, etc.

Paper

Paper includes the following: newspapers including inserts; household office paper and mail; boxboard; carrier stock cardboard; old corrugated cardboard, including boxes for delivery and take out pizzas; phone books; kraft bags; and magazines/catalogs.

Partial Dumps

When the Contractor tips the recycling cart into the truck, but only a portion of the recyclables are emptied and the recyclables were not over-packed into the cart.

Participation Rate

The number of Residential Dwelling Units (RDUs) that set out recyclable material at least once during a defined period of time (specific time) as a percentage of the number of eligible RDUs in the City.

Plastic Containers

Rigid plastic containers, lids, and toy and electronic packaging, excluding black plastic, with a resin identification code of: #1 (polyethylene terephthalate [PET or PETE]); #2 (HDPE); and #5 (polypropylene [PP]).

Polyethylene Terephthalate (PET or PETE)

Plastic bottles made from PET (e.g., soft drink, water, and other bottles).

Process Residuals

The material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals include but are not limited to bulky items, contaminants as collected, sorted tailings, floor sweepings, and rejects from specific processing equipment (e.g., materials cleaned from screens, etc.). Process residuals does not include clean, separated products that are normally processed and prepared for shipment to markets as commodities but are of relatively low value because of depressed market demand conditions.

Processing

The sorting, volume reduction, baling, containment, or other preparation of recyclable materials delivered to the processing center for transportation or marketing purposes.

Processing Fee

Agreed-upon unit fee allocated towards Contractor's cost of processing recyclables.

Recyclables

Acceptable materials for the Roseville Recycling Program as defined herein and in **Exhibit D**.

Recycled Content Products

Products or goods, including roadbed or other aggregate products that are openly marketed and have positive value. Recycled content products do not include use of any commodity for use at landfills.

Residential Dwelling Unit (RDU)

RDUs include stand-alone Single-Dwelling Units (SDUs), duplexes, triplexes, fourplexes, and townhomes. These units will be serviced "curbside."

Respondent

An organization responding to the City's RFP for Recycling Services.

Set-Out Rate

The number of RDUs that set out recyclable material each week as a percentage of the number of eligible RDUs in the City.

Single Dwelling Unit (SDU)

A standalone single dwelling that does not contain more than one unit.

Steel Cans

Disposable containers fabricated primarily of steel or tin used for food or beverages.

Walk-Up Service

A service where the driver will walk up to the resident's garage door, stoop, or other designated location to collect recyclable material. The driver returns the carts to the same location.

Waste

Any material that is deemed by the processor to be unable to be marketed into recycled content products. Typical "waste" includes pumps on plastic bottles, ceramic material in glass streams, and other prohibited items. (Also referred to as "Non-Targeted Materials".)

Zero Waste Events

Public events where organizers minimize the amount of waste generated by requiring recyclable or compostable packaging and products, and recycling or composting those materials.

2 General Requirements for All Collections

2.1 Service Requirements

The Contractor shall provide comprehensive recycling services as fully described herein and as described in Contractor's response to the Request for Proposals. For all RDUs, collection shall occur weekly or bi-weekly at the frequency of and on the day of the week designated in **Exhibit A**, "Recycling Zones Map." For MDUs with five or more units, collection may be weekly or bi-weekly.

2.2 Collection Vehicle Equipment Requirements

All vehicles must be clearly identified on both sides with Contractor's name. In addition, all collection vehicles used in performance of the Contract shall:

- ◆ Be duly licensed and inspected by the State of Minnesota.
- ◆ Operate within the weight allowed by federal and Minnesota statutes and local road weight limits.
- ◆ Be Minnesota Department of Transportation (DOT) compliant at all times.
- ◆ Be leak-proof.
- ◆ Be maintained to operate within acceptable residential neighborhood noise levels.
- ◆ Be kept clean and as free from offensive odors as possible.

Each collection vehicle shall be equipped with the following:

1. Two-way communications device.
2. First aid kit.
3. All safety equipment required by federal, State of Minnesota, and local governing bodies, including federal and state (DOTs).
4. Universal spill kits, or other appropriate equipment for cleaning up spills and/or leaks.
5. Receptacle for driver's cigarette or cigar butts, tobacco ashes, and chewing tobacco residue.

2.3 Personnel Requirements

Contractor shall retain sufficient personnel and equipment to fulfill the requirements and specifications of this Contract. The Contractor will provide a route supervisor to oversee the recycling route drivers servicing the City. The route supervisor will be available to respond to customer complaints by cell phone or voice mail. The route supervisor and all collection vehicles must be equipped with two-way communication devices.

The Contractor's personnel will be trained in: program operations specific to Roseville's recycling program, this Contract, and in customer service. The Contractor shall ensure that all personnel maintain a courteous, professional, and positive attitude with the public and in the workplace. The Contractor shall notify employees working within the City of its policies to promote equity in all City services and contracted operations.

The Contractor shall ensure that all personnel will adhere to the appropriate personnel conduct including but not limited to the following requirements:

1. Conduct themselves at all times in a courteous manner and use no abusive, discriminatory, or foul language. The Contractor employee actions and communications shall be in compliance with the City's inclusion and respect statement.
2. Perform their duties in accordance with all existing laws, ordinances, and regulations; and future amendments thereto of the federal, State of Minnesota, and local governing bodies, including federal and state DOTs.
3. Be clean and presentable in appearance, so far as possible.
4. Wear a uniform and employee identification badge or name tag.
5. Drive in a safe, legal, and considerate manner.
6. Manage recycling carts in a careful manner by picking them up, emptying their contents into the collection vehicle, and placing the container back in its curbside location with the lid closed, so as to avoid spillage and littering or damage to the cart.
7. Monitor for any spillage and be responsible for cleaning up any litter or breakage.
8. Avoid damage to property.
9. Only discard cigarette or cigar butts and tobacco ash in a proper receptacle on the collection vehicle.
10. Not smoke while inside garages or other enclosed buildings.

2.4 Recycling Containers

The City will provide all carts for Curbside Recycling Services and will provide additional carts and cart parts to accommodate cart size changes or repair/replacement of damaged carts. Contractor will notify the City if the inventory of carts or cart parts is low and needs to be replenished. Additional carts will be transported by the City and stored at a location provided by Contractor at no cost to the City. Contractor is responsible for repair and replacement of carts as needed.

Contractor must require that drivers record and report to Contractor dispatch the location of any cart that is damaged and Contractor shall repair or replace the damaged cart within one week of the report of damage.

Damaged or unusable carts must be recycled. All costs incurred in recycling carts shall be the responsibility of the Contractor, at no additional cost to the City. The Contractor will provide documentation showing the City where the carts were recycled.

2.5 Collection

2.5.1 Curbside Collection

Residents shall place recycling carts at curbside or at the alley on collection day, placing the cart with the handle toward the house and the lid opening toward street or alley. The Contractor shall collect from each participating household all acceptable materials. The driver is required to place the emptied cart back down in the same curbside or alley location as set by the resident. In no case is the cart to be left in the street.

On a rare, occasional basis, a reasonable amount of recyclables placed outside of and next to the cart shall be collected by the Contractor. The Contractor shall leave an education tag that states that continued overflow recyclables will necessitate a larger cart and/or a second cart. If a residence continues to have overflow recyclable material, after the second or third consecutive collection, the Contractor shall place an additional 95-gallon cart at the residence at no additional cost.

Walk-up service shall be provided at no additional charge for customers with special needs as approved by the City. The City will compile a list of seniors, disabled, and/or other special needs residents who request such service.

The Contractor must, at least once per quarter, or more frequently as agreed upon by the City and the Contractor, conduct curbside Recycling “lid lift” cart checks. The objective of these cart checks shall be to measure contamination by frequency, type of contaminant, and participation rates. The Contractor shall audit the contents by visually inspecting the material of carts from at least 100 households and leave education tags if any Non-Targeted Materials are found in the carts. A log shall be kept of all resident addresses where education tags were left, and the addresses shall be included in the annual report to the City. A summary report of the results of each cart check shall be submitted to the City within one month of the cart check completion.

As an alternative to the above “lid lift” cart check procedure, Contractor may measure frequency of carts with observable contaminants as collected. For example, on-board cameras may be used to record an image or video of the contents of the cart as it is tipped into the truck hopper.

2.5.2 Multi-Dwelling Units Collection

Contractor shall empty all acceptable materials from inside the containers and a reasonable amount of acceptable, overflow recyclable materials that may be set adjacent to the containers. The Contractor shall contact the MDU owner that continued overflow recyclables will necessitate increased service levels (e.g., more containers, more frequent collections, and/or larger containers).

After emptying the containers, the Contractor shall return the containers to their appropriate locations.

MDUs shall receive service once a week, unless a two times per week frequency is agreed to by the City, the property owner, and the Contractor. The City does not regulate the day of the week MDUs shall receive service. Contractor shall inform the City and each dwelling owner or manager the day and approximate time the dwelling is scheduled to receive service.

2.5.3 City Facilities

Contractor will provide weekly recycling service at no additional charge to:

1. Cedarholm Community Building – 2395 Hamline Avenue
2. City Hall – 2660 Civic Center Drive
3. Harriet Alexander Nature Center/Wildlife Rehabilitation Center – 2520 Dale Street
4. Lexington Shops – 2719 Lexington Avenue
5. Roseville Fire Station – 2701 Lexington Avenue
6. Roseville Maintenance Facility – 1140 Woodhill Drive
7. Roseville Skating Center – 2661 Civic Center Drive
8. Other mutually agreed upon City facilities

2.5.4 City Parks

The Contractor shall use a smaller vehicle appropriate for driving on City Parks trails. The Contractor shall comply with the Roseville Parks Safety Plan (<http://www.cityofroseville.com/436/Recycling>). Contractor shall submit its operating plan, including vehicles, for City review and approval.

The Contractor should also provide a recommended schedule for servicing the parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Exhibit C, City Buildings and Parks Recycling, contains the maps and list of parks and number of carts that will need servicing either weekly or every other week. If City-owned Carts are not appropriate, Contractor will provide dumpsters or other mutually agreed upon containers to facilitate municipal facility recycling service.

2.5.5 Zero Waste Events

Roseville holds Zero Waste events each year at which Food Scraps are collected for composting:

- ◆ Earth Day Celebration (third Saturday in April)
- ◆ Juneteenth (mid-June)
- ◆ Taste of Rosefest (fourth Thursday in June)
- ◆ Run for the Roses (fourth Saturday in June)
- ◆ Wild Rice Festival (second Saturday in September)

- ◆ Tapped and Uncorked (mid/late September)

The Contractor shall be responsible for attending the events to staff and monitor the Zero Waste collection stations and educate residents. Prior to the event date, the Contractor will also be responsible for educating any vendors that attend and hand out, sell, etc., any goods or services. All material (Food Scraps, recyclables, trash) collected shall be the responsibility of the Contractor for appropriate processing or disposal. Food Scraps shall be disposed of at a permitted composting facility. After the event, the Contractor shall provide a report to the City, highlighting the amount recycled, composted, and landfilled. The report shall also include ways to improve diversion at the event and any other successes/opportunities that were identified.

2.5.6 Opt-in Program

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to an RDU, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date.

2.5.7 Procedure for Non-Targeted Materials

If the Contractor determines that a resident has set out noticeable and significant Non-Targeted Materials, the driver shall use the following procedures:

Recycling Carts containing Non-Targeted Materials may be tagged by Contractor. If contamination is visible before the Cart is emptied, it may not be emptied and may be tagged. Photo documentation should be taken if possible. If Contractor observes Non-Targeted Materials from an RDU, Contractor may notify RDU that Non-Targeted Materials were included in the load and provide an educational tag regarding proper materials.

2.5.7.1 Curbside

Contractor may leave the Non-Targeted Materials and leave an "education tag" indicating acceptable materials and the proper method of preparation.

Upon request of the City, the Contractor will undertake additional efforts to educate the resident or owner regarding proper materials preparation. These additional education efforts shall be conducted at no additional cost to the City.

2.5.7.2 Multi-Dwelling Units

Contaminated carts or dumpsters of material **will not be collected**, and a tag will be left indicating the reason the material is unacceptable. The Contractor shall also notify the City Recycling Coordinator within one business day by phone that the material was left and the reason that the material was unacceptable. The Contractor shall provide the City with a minimum of one month's notice of any multi-unit education campaign plans.

2.6 City's Annual Recycling Public Education Flyer

The Contractor will be responsible for publishing and dispersing an annual public education flyer to be sent to all residents that contains the following recycling information:

- ◆ List of materials to be included for recycling.
- ◆ List of materials excluded that cannot be recycled in the City's program.
- ◆ How to prepare materials.
- ◆ How to receive additional information about the program.
- ◆ Annual calendar of curbside recycling districts.

The flyer shall be delivered to homes no later than January 31 of each year. The City shall review a draft of the flyer and, if necessary, offer comments and edits prior to publishing. The flyer shall be published with language translations, at a minimum: for Spanish, Hmong, Somali, and Karen.

2.7 City Retains Rights to Specify Resident Preparation Instructions

The Contractor agrees that it is the City's sole right to clearly specify the resident sorting and setout requirements. Such information shall be included in the annual public education flyer as detailed in Section 2.6.

2.8 Collection Zones

By Ordinance, the City of Roseville is divided into five zones, each with its own day of the week for collection of refuse and recycling, as detailed in **Exhibit A**, Recycling Zones Map. Collection in each zone shall occur on the designated day, except for Holidays. The number of housing units in each collection zone is detailed in **Exhibit B**, Multi-Dwelling Unit Levels of Service.

2.9 Collection Hours

Contractor shall maintain sufficient equipment and personnel to assure that all collection operations commence no earlier than 7:00 a.m. and are completed by 7:00 p.m. on the scheduled collection day.

2.10 Non-Completion of Collection and Extension of Collection Hours

If Contractor determines that the collection of recyclables will not be completed by 7:00 p.m. on the scheduled collection day, Contractor shall notify the City Recycling Coordinator by 4:00 p.m. and request an extension of the collection hours. Contractor shall inform the City of the areas not completed, the reason for non-completion, and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will request the Public Works Director. If the Public Works Director cannot be reached, the Contractor shall contact the City Manager.

2.11 Cleanup Responsibilities

Contractor shall immediately clean up any materials spilled or blown during the course of collection and/or hauling operations.

Contractor shall immediately clean up any spills or leaks from equipment and will follow proper reporting. All spills must be reported to the City, and spills over five gallons must also be reported to the Minnesota Pollution Control Agency (MPCA) Duty Officer (651-649-5451).

Each piece of equipment on public property must have a Universal Spill Kit or other appropriate spill kit.

2.12 Missed and Partial Dump Collection Policy and Procedures

Contractor shall have a duty to pick up missed and partially dumped collections unless Contractor has evidence that such missed or partially dumped collections are due to the RDU's failure to timely set out their cart. Where such evidence does not exist, Contractor agrees to pick up all missed and partially dumped collections on the same day that the Contractor receives notice of a missed collection or Partial Dump, provided notice is received by the Contractor before 11:00 a.m. on a business day. If notice of a missed or partially dumped collection is received after 11:00 a.m. on a business day, the Contractor agrees to pick up that missed or partially dumped collection before 7:00 p.m. on the business day immediately following.

2.13 Severe Weather

Recycling collections may be postponed due to severe weather. "Severe Weather" shall include but shall not be limited to those cases where the temperature at 6:00 a.m. is minus 20 degrees Fahrenheit (°F) or colder or where Contractor has determined that ice or snow conditions prevent Contractor from safely providing services. Upon postponement, Collector shall notify the City within two hours, put notice on the Contractor's website, alert the news media, and use other means to contact residents. The City will be responsible for notifying the residents by municipal cable TV, email notification, and any other means identified by the City. Collection will be made the following business day.

2.14 Weighing of Loads

Contractor will keep accurate records consisting of the date, time, collection route, driver's identification, vehicle number, tare weight, gross weight, net weight, and number of recycling stops for each loaded vehicle. Collection vehicles will be weighed empty before collection to obtain a tare weight and weighed after completion of a route or at the end of the day, whichever occurs first. These records shall be maintained on file by the Contractor for at least three years in the event of an audit by the City or County.

2.15 Ownership

Ownership of the recyclables shall remain with the person placing them for collection until Contractor's personnel physically touches the recyclables for collection, at which time ownership shall transfer to the Contractor.

2.16 Scavenging Prohibited

Any person or persons taking recyclable materials from a recycling container without explicit permission of the inhabitant of a RDU or the owner or manager of a MDU complex will be in violation of local ordinance (City Code 403.03) and subject to penalty. The Contractor shall report to the City any instances of suspected scavenging or unauthorized removal of recyclable materials from any collection containers.

Contractor will immediately report all witnessed scavenging to Roseville's Police dispatch (651-767-0640.)

2.17 Utilities

The Contractor shall be obligated to protect all public and private utilities, whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under the executed Contract, the Contractor shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made, and the cost of doing so shall be deducted from payment to be made to the Contractor.

2.18 Damage to Property

The Contractor shall take all necessary precautions to protect public and private property during the performance of this Contract. The Contractor shall repair or replace any private or public property, including but not limited to sod, mailboxes, or recycling bins/carts that are damaged by the Contractor. Such property damage shall be investigated for repair or replacement within 48 hours, and, unless such damage will be submitted for insurance coverage, replaced within 72 hours with property of the same or equivalent value at the time of the damage, except for damage to carts which will be replaced in accordance with Section 2.4, at no charge to the property owner.

If the Contractor fails to address the repair or replacement of damaged property within 48 hours, the City may, but shall not be obligated to, repair or replace such damaged property, and the Contractor shall fully reimburse the City for any of its reasonably incurred expenses. The Contractor shall reimburse the City for any such expenses within 30 days of receipt of the City's invoice.

2.19 Street Improvements

This Contract is subject to the right of State of Minnesota, Ramsey County, or the City of Roseville to improve its highways and streets. The Contractor accepts the risk that such improvements may prevent the Contractor from traveling its accustomed route or routes for the purpose of collecting recyclables. The Contractor agrees not to make any claim for compensation against a City for such

interference. The City shall, whenever possible, advance information and instructions about how the Contractor may best provide services in the improvement area.

3 Annual Reporting and Promotional Activities

3.1 Monthly and Annual Materials Reports

The Contractor will submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected by recyclable material (in tons).
2. Net amounts of materials marketed by recyclable material (in tons).
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
4. The markets generally used for the sale of recyclables.
5. Amounts of process residuals disposed (in tons).
6. Total number of stops.
7. End Market Certification as specified in Section 4.6.
8. Monthly reports, due to the City by the 15th day of each month.
9. Recycling cart inventory.

Annual reports shall be due by January 31. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education; multi-unit recycling; sustainability planning; diversity, equity and inclusion; etc.).

3.2 Customer Relations Report

Monthly the Contractor shall provide the City with:

1. A list of all customer complaints, including a description of how each complaint was resolved.
2. A list of all addresses where education tags were left for residents and why the tags were left.
3. A list of all missed pickups and partial dumps reported to the Contractor.
4. A list of recycling carts distributed, repaired, or replaced.

3.3 Annual Report to Multi-Dwelling Unit Owners

The City's Contractor shall provide an annual report by January 31 of each year to the MDU owners served by the City's Contractor. A copy of each report to the MDU owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

1. Name of owner, building manager, and contact information (mailing address, phone numbers, e-mail, etc.).
2. Street address of each MDU served.
3. Number of dwelling units for each MDU.
4. Description of collection services made available to occupants, including number of MDU recycling stations, number of MDU recycling containers, location of stations, and dates of collection.
5. Description of public education tools and frequency used to inform occupants of availability of services.
6. Tonnage estimates for each building.
7. Recommendations for future improvements (e.g., specific public education tools).

3.4 Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement

Upon receipt of the Contractor's annual report, the City shall schedule a meeting with the Contractor and the City's Public Works Environment and Transportation Committee.

The objectives of this meeting will include (but will not be limited to):

- ◆ Review Contractor's annual report, including trends in recovery rate and participation.
- ◆ Review efforts the Contractor has made to expand recyclable markets.
- ◆ Review Contractor's performance based on feedback from residents to the Committee members and/or City staff.
- ◆ Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
- ◆ Review staff and Committee recommendations for improving Contractor's service.
- ◆ Discuss other opportunities for improvement with the remaining years under the current Contract.
- ◆ Discuss actions Contractor is taking to reduce its carbon footprint.

- ◆ Discuss low performing areas and Contractor's outreach efforts.
- ◆ Compliance with City's Equity and Inclusion initiatives.

3.5 Publicity, Promotion, and Education

The Contractor and the Recycling Coordinator shall work together in the preparation and distribution of educational materials to ensure accurate information and program directions. Contractor shall have the written approval of the City before any material is produced or distributed to the City customers. Contractor shall pay for the annual design, printing, and mailing of at least 9,434 copies of a curbside program flyer/calendar. The Contractor will provide a portable document format (PDF) file or other mutually agreed upon electronic format version of the flyer and 1,000 printed copies of the curbside program flyer to the City. The flyer shall be delivered to homes and the City no later than January 31 of each year with the details for the subsequent year.

Annually, the Contractor will be required to provide a one-page MDU complex recycling flyer to MDU owners, landlords, or other designated contact persons in sufficient number that one copy may be distributed to each tenant. The Contractor will provide a PDF or other mutually agreed upon electronic format version for the City. The Contractor will also be required to provide posters and other educational material for MDU owners, landlords, or other designated contact persons to post in common areas. All known plans and recommendations for MDU public education must be addressed in the annual report. At least one month prior to printing or final design, the Contractor must submit in writing to the City any new draft plans for MDU public education.

The Contractor must be able to provide public education material in multiple languages. At a minimum, the curbside program flyer and MDU flyer must be translated into non-English languages. At a minimum, these flyers shall be translated into selected Spanish, Hmong, Somali, and Karen. The City will specify the quantities of each set of materials needed and the locations for distribution.

During the term of the Contract, the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

Annually the Contractor shall make available three tours of their Material Recovery Facility (MRF) throughout the year for the City. Tours would be for staff, City Council, Commissions, and/or others associated with the City.

3.6 City Shall Approve Contractor's Public Education Literature

The Contractor shall submit a draft of any public education literature for approval by the City, at least one month (30 days) before printing and release of any such literature.

3.7 Contractor's Customer Service Call Center Staff

The Contractor shall have customer service representatives on duty Monday through Friday from 7:00 a.m. to 5:00 p.m. to receive customer calls.

The Contractor's customer service call center staff shall provide accurate and clear answers to Roseville resident's questions customized to the details of the City's Contract. If calls come in from non-English-speaking residents that require a translator, the Contractor's call center staff must at least provide a referral or alternative means of securing translation services.

The Contractor shall keep a log of all calls, including the subject matter, the date and time received, the Contractor's response, and the date and time of response. This information shall be provided to the City in the annual report in summary form. The City may request, and the Contractor shall provide, detailed information by incident as needed.

3.8 Accuracy of Call Center Responses

The City will produce a fact sheet containing frequently asked questions (FAQs) that are commonly received from residents about the Roseville program. The FAQs fact sheet will also contain the recommended standard responses to be given by the City and Contractor customer service call center staff. Before the FAQs fact sheet is finalized, the City will solicit input and comments from the Contractor, but responsibility for the final document will rest with the City. The City may from time-to-time update the FAQs fact sheet as needed and will notify the Contractor and solicit input on the changes.

The Contractor's call center staff serving the City shall be trained on the use and compliance requirements for following the FAQs fact sheet when answering questions from City residents. The FAQs may be used as a guide for the intended content of responses and does not require the Contractor to use the FAQs as a strict script.

The City will notify the Contractor immediately if the City receives any legitimate complaints about the accuracy of answers given by the Contractor's call center staff. The Contractor shall take corrective action to cure the mistake and notify the City of the actions taken and means to prevent recurrence.

The City may make anonymous phone calls to the Contractor acting as if the call is from the general public to ask selected questions. These anonymous calls may also be made by non-English-speaking persons. If such calls are made, an email report summarizing the accuracy of the customer service representatives' responses will be provided back to the Contractor.

3.9 Annual Work Plan

The City and the Contractor shall develop an Annual Work Plan. The Annual Work Plan shall include initiatives the City and the Contractor will undertake to improve the City's recycling program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, and effective education of residents, with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Annual Work Plan shall be approved by the City and the Contractor by December 15 of the preceding year.

3.10 Outreach to Low Participating Communities

Contractor shall include in the Annual Work Plan specific descriptions of engagement efforts to low participating communities. Specifically, the City seeks to engage immigrant, other ethnic communities, and other people of color including Black and Indigenous residents.

3.11 Outreach Using Electronic Communications

Contractor shall identify in the Annual Work Plan engagement efforts using electronic communications, preferably a mobile app supported by the Contractor. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.

4 Materials Processing and Marketing

4.1 Processing Facilities Must Be Specified

It is intended that all recyclables collected in the City will go to recycling markets to be manufactured into recycled content goods. The City prefers those markets to be in the Midwest.

The Contractor shall assure the City that adequate recyclable material processing capacity will be provided for City collected material. The Contractor shall provide written notice to the City at least 60 days in advance of any substantial change in these or subsequent plans for receiving and processing recyclables collected from the City.

Upon collection, the City's Contractor shall deliver the collected recyclables to a recyclable MRF, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.

Contractor shall assure that all recyclables collected in the City are not landfilled or incinerated except for process residuals, as designated in Section 1, Definitions – "Processing," or with written authorization from the City and the MPCA.

4.2 Lack of Adequate Market Demand

If the Contractor determines that there is no market for a particular recyclable material or that the market has become economically unfeasible, the Contractor shall immediately give written notice to the City. Said notice shall include information demonstrating the effort the Contractor has made to find market sources and the financial information justifying the conclusion that the market is economically unfeasible. Upon receipt of said notice, the Contractor and the City shall have 30 days to attempt to find a feasible market. During this period the Contractor shall continue to pick up the particular recyclable material.

If the Contractor or the City is not able to find a market within 30 days, the City has the option to:

- a) Require the Contractor to continue to collect the particular recyclable material. The Contractor is required to keep accurate records of said fees and provide the City receipts of payment.
- b) Notify the Contractor to cease collection of the particular recyclable material until a feasible market is located, either by the Contractor or by the City. The Contractor would then be responsible for the cost of printing and distributing City-approved educational materials explaining the market situation to residents.

In the event that the parties disagree on the question of whether there is a market for a particular recyclable material or on the economic feasibility of that market, the Contract shall be submitted to binding arbitration. In this case, each party shall name an arbitrator, and the two shall select a third person to serve as chairperson of the arbitration panel. The arbitration panel shall meet and decide said question within 60 days following Contract by the arbitrators to serve on the panel.

The arbitration panel shall operate in accordance with the Rules of the American Arbitration Association to the extent consistent with this section, and judgment upon the award by the Arbitrator(s) may be entered in any court with jurisdiction thereof. Meanwhile, collection of said recyclable material shall continue, pending outcome of arbitration.

4.3 Estimating Materials Composition as Collected

The Contractor shall conduct at least one materials composition analysis of the City's recyclables each year to estimate the relative amount by weight of each recyclable commodity by grade. The analysis shall include:

1. Percent by weight of each recyclable commodity by grade as collected from the City.
2. Relative change compared to the previous year's composition.
3. Description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling. The Contractor shall provide the City with a copy of each analysis. The analysis will be conducted no later than March 31 of each year, and a copy of the analysis will be provided to the City no later than April 30 of each year. Upon request of the City, an agent(s) of the City shall attend the composition study.

4.4 Estimating Process Residuals

The Contractor shall provide the City a written description of the means to estimate process residuals, as defined in Section 1, Definitions – "Process Residuals," derived from the City's recyclables. This written description shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any significant changes to the processing facilities used by the Contractor.

4.5 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required within this RFP and in the Contract. Substandard performance as determined by the City will constitute non-compliance. If action to correct such substandard performance is not taken by the Contractor within 60 days after being notified by the City, the City will initiate the Contract termination procedures.

The City shall have the right, during the term of the Contract, to have a representative on Contractor's premises to monitor the operation of the Contract. Such representative shall only be allowed on Contractor's premises during normal business hours.

4.6 End Market Certification

The Contractor shall provide by January 31 of each year through the term of the Contract written certification to the City that all recyclable commodities identified are indeed recycled and not disposed. Upon request, Contractor shall provide a list of products manufactured using the

recyclable materials collected from the City, provided, however, that Contractor is not obligated to disclose the end market.

5 Payment and Liquidated Damages

5.1 Term of Contract

The term of the new recycling Contract will be for a period of 60 months from July 1, 2025 through June 30, 2030. The City has an option for up to two, one-year extensions upon mutual agreement of both parties.

5.2 Compensation for Services

The City agrees to pay the Contractor for recycling collection services provided to the City as indicated in **Exhibit E** based on the number of units certified by the City. For 2025, the City estimates that there are 9,434 curbside units that will receive service. By December 15 of each year, the City will review the number of certified units and notify Contractor of any changes.

Contractor shall submit itemized bills for recycling collection services provided to City for single unit dwellings, multiple unit dwellings, opt-in customers, city-owned buildings, and city parks on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

Payment to the Contractor will not be released unless the required paperwork is submitted separately according to the deadlines specified in this Contract.

5.3 Multi-Dwelling Units Billing

Contractor will send a monthly itemized bill for the number of MDUs designated to receive service that month. For 2025, the City has estimated 6,574 MDUs at 102 locations. The City will designate new or additional buildings to receive service with 30-days' notice to Contractor.

5.4 Incident Escalation

The City and the Contractor shall communicate on a regular and as needed basis related to customer complaints, accidents, and other incidents. The use of liquidated damages is intended to be used only after regular communications to resolve complaints or performance issues and is intended to be a reflection of the cost to the City to resolve such performance issues. The following general incident escalation procedure provides a general guide for managing such communications as efficiently as possible.

- ◆ Simple complaints and incidents may be handled with verbal communications only (e.g., phone calls).
- ◆ Significant complaints and incidents must be recorded via at least email and logged. A proposed cure agreed upon by the City and Contractor and response timeline shall be discussed.
- ◆ If a problem is not cured within the proposed timeline, a second email should be used to communicate a new timeline. Proposed alternative cures shall be agreed upon by both the City and the Contractor.

- ◆ If a problem is still not cured within the new timeline of a second email, the City may send a letter indicating a new cure timeline and warning that liquidated damages may be imposed if the problem is not resolved.
- ◆ If a problem is still not cured with the new timeline of the letter, the City will send a letter and email notifying the Contractor that liquidated damages will be imposed.
- ◆ If a problem remains chronic and uncured, the City may elect to initiate Contract breach procedures to notify the Contractor of the Contract termination process.

5.5 Liquidated Damages

This Contract establishes liquidated damages for failure to meet selected, example performance standards. These liquidated damages are independent of default and breach provisions addressed elsewhere in this Contract. This list may be amended by mutual written agreement between the City and Contractor as needed.

The City and Contractor expressly agree that the potential harm or injury to the City or residents caused by the incidents of substandard performance set forth in this Contract are difficult or impossible to accurately estimate. The City and Contractor stipulate that each damage dollar amount in this Contract is a reasonable estimate of the loss to the City.

The existence or recovery of such liquidated damages shall not preclude the City from recovering other damages in addition to the payments made hereunder which the City can document as being attributable to Contractor performance failures. In addition to other costs that may be recouped, the City may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorneys' fees if applicable.

The Contractor shall agree, in addition to any other remedies available to the City, that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor fulfilling its obligations:

- A. For general customer service failures for which to other penalty is specified, failure to respond to legitimate service complaints within 1 business day in a reasonable and professional manner – \$50 per incident.
- B. Failure to collect properly notified missed collections – \$100 per incident.
- C. Failure to collect properly notified Partial Dumps – \$100 per incident.
- D. Failure to collect Walk-Up Service accounts due to severe weather or driveway surface conditions for more than two consecutive collection events after conditions permit access – \$250 per incident.
- E. For each witnessed report of a driver dropping the recycling cart when the bottom of the cart is more than 4 feet above the ground – \$50 per incident.

- F. For each incident of the Contractor failing to pick up material on a block following notification and a failure to remedy the following business day. A missed block is defined as one side of a street between cross streets or an entire cul-de-sac where residents from at least three households on that street report that they had their material out before 7:00 a.m. Central Time, the material was not picked up, and the recyclables were properly sorted – \$500 per incident.
- G. For each incident of failure to complete fifty-percent (50%) of a collection zone on its designated day as defined in **Exhibit A**, Recycling Zones Map, when the Contractor has not received an extension of collection hours from the Recycling Coordinator or designated alternate – \$1,000 per incident.
- H. Failure to complete fifty percent (50%) of the Recycling Zone following notification and a failure to remedy the following business day –\$2,500 per incident.
- I. Failure to provide monthly and annual reports – \$100 per incident.
- J. Failure to clean up from truck fluid spills immediately or, if immediate removal is not possible, within six hours of an incident – \$250 per incident.
- K. Failure to adequately (within 24 hours of the change) notify the City of changes in location of recyclable processing operations (i.e., the MRF used to process Roseville recyclables) – \$250 per incident.
- L. Making unauthorized changes to the collection day, processing facility, or items to be collected, a minimum of 30 days prior to receiving City approval to implement any such change – \$5,000 per incident.
- M. Failure to conduct and report results of the annual composition analysis – \$1,000 per incident.
- N. Failure to provide adequate notification of when new carts and/or containers need to be ordered – \$500 per incident.
- O. Failure to provide adequate notice (by 9:00 a.m. or within two hours of Contractor's decision to delay collections) and coordination to prevent mixed public messages about collection delays due to severe weather incidents – \$2,000 per incident.
- P. Employees smoking in enclosed structures while performing duties, extinguishing smoking material anywhere other than in container or not following general no smoking rules – \$50 incident.
- Q. Failure to provide accurate call center responses to Roseville residents' questions per the City's FAQs guidance document – \$100 per incident.
- R. Failure to follow the federal or state equal opportunity laws and rules – \$1,000 per incident.

The Contractor shall be liable for liquidated damages in the amount(s) upon determination of the City that performance has not occurred consistent with the provisions of the Contract only if Contractor has failed to remedy the applicable violation within the allotted timeframe. The City shall notify Contractor in writing or electronically of each act or omission in this Contract reported to or discovered by the City. It shall be the duty of Contractor to take whatever steps or action may be necessary to remedy the cause of the complaint. In the event Contractor disputes City's imposed liquidated damages, the parties shall use reasonable efforts to resolve the dispute. Unresolved disputes will be brought to the City Manager who, in their sole discretion, shall determine whether liquidated damages will be imposed.

The City may deduct the full amount of any undisputed or imposed liquidated damages from any payment due to the Contractor. The remedies available to the City under this paragraph shall be in addition to all other remedies that the City may have under law or at equity.

5.6 Services Not Provided For

No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.

6 Insurance and Other Legal Requirements

6.1 Insurance

Contractor, and any subcontractor responsible for providing Services under this Contract shall maintain insurance coverage in the amounts shown below during the entire term of the Contract. Each Contractor and any subcontractor hired may combine the identified underlying coverage with umbrella or excess coverage to meet the minimum limits identified below. The City shall be named as an additional insured on each individual Contractor's commercial general liability, auto, and umbrella policies via blanket-form endorsement. Certificates of said insurance evidencing all of the coverages listed below, as well as evidence that the City has been named as an additional insured on the policies, shall be provided to the City by each Contractor before any work under this Contract may commence. Contractors shall not allow any subcontractor to commence work until all insurance has been obtained and certificates of insurance have been filed and accepted by the City. Each Contractor shall maintain a valid certificate of insurance referencing the limits included below on file with the City.

- A. Commercial General Liability.** Contractor shall maintain Commercial General Liability insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the Contract. Insurance minimum limits are as follows:

- 1) Per occurrence: \$2,000,000
- 2) Annual aggregate: \$4,000,000
- 3) Annual aggregate – Products/Completed Operations: \$2,000,000

The following coverage shall be included:

- 1) Premises and Operations Bodily Injury and Property Damage
- 2) Personal and Advertising Injury
- 3) Blanket Contractual Liability
- 4) Products and Completed Operations Liability

- B. Business Automotive Liability.** Contractor shall maintain insurance protecting it from claims for damages for bodily injury as well as from claims for property damage resulting from the ownership, operation, maintenance, or use of autos which may arise from operations under this Contract, and in case any work is subcontracted the Contractor will require the subcontractor to maintain Commercial Automobile Liability insurance. Insurance minimum limits are as follows:

- 1) Per occurrence Combined Single limit for Bodily Injury and Property Damage: \$2,000,000.
- 2) Coverage must include: Owned, Hired, and Non-owned Automobile.

- C. Workers Compensation.** Each Contractor shall provide Workers' Compensation insurance, as required by Minnesota Statutes, Section 176.181 for all its employees. If any work is subcontracted, the Contractor shall require each Subcontractor(s) to provide Workers' Compensation insurance in accordance with the statutory requirements, including Coverage B, Employer's Liability.

The Contractor shall also provide Employer's Liability Insurance with minimum limits as follows:

- 1) \$500,000 – Bodily Injury by Disease per employee
- 2) \$500,000 – Bodily Injury by Disease aggregate
- 3) \$500,000 – Bodily Injury by Accident

D. Additional Insurance Conditions.

- 1) The insurance policy(s) required under this Contract shall be primary and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of performance under this Contract.
- 2) The insurance policy(s), excluding worker's compensation and, if applicable umbrella, and Certificate(s) of Insurance required under this Contract shall contain a provision that coverage afforded under the policy(s) shall not be cancelled without at least 30 days advanced written notice to City
- 3) The insurance policy(s) required under this Contract shall include legal defense fees in addition to its liability policy limits.
- 4) The insurance policy(s) required under this Contract shall have an "AM BEST" rating of A- (minus); Financial Size Category VII or better and authorized to do business in the State of Minnesota.
- 5) Failure to maintain the insurance policy(s) required under this Contract that are not in compliance with the insurance requirements will constitute a material default. The City reserves all rights to pursue any legal remedies against any Contractor.
- 6) Contractor and its subcontractor(s), if any, shall furnish the certificates of insurance naming the City as an additional insured as required above prior to performing any duties on the Contractor's behalf.
- 7) It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the Contract.

6.2 Employee Working Conditions and Respondent's Safety Procedures

The Contractor will ensure adequate working conditions and safety procedures are in place to comply with all applicable federal, state, and local laws and regulations. The City reserves the right to inspect on a random basis all trucks, equipment, facilities, working conditions, training manuals, records of claims for Worker's Compensation, or safety violations and standard operating procedures documents.

6.3 Equal Opportunity

During the performance of the executed Contract, the Contractor, in compliance with Executive Order 11246, as amended by Executive Order 11375 and Department of Labor Regulations 41 Code of Federal Regulations, Part 60, shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants for employment are qualified and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

Such prohibition against discrimination shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of noncompliance with the non-discrimination clauses of this Contract, this Contract may be canceled, terminated, or suspended, in whole or part, in addition to other remedies as provided by law.

6.4 Compliance with Laws and Regulations

In providing services hereunder and in the executed Contract, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provision of services to be provided hereunder. Any violation shall constitute a material breach of the executed Contract.

6.5 Governing Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Ramsey, State of Minnesota, regardless of the place of business, residence, or incorporation of the Contractor.

6.6 Waiver

Any waiver by either party of a breach of any provisions of the executed Contract shall not affect, in any respect, the validity of the remainder of the executed Contract.

6.7 Termination

The City may cancel the Contract if the Contractor fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of the Contract, if the default has not been cured within 30 days after written notice has been provided. The City shall pay Contractor all compensation earned prior to the date of the written notice minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports, or other materials prepared by the Contractor, solely and exclusively for the use of the City, under this Contract shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

6.8 Severability

The provisions of the executed Contract are severable. If any portion hereof and in the executed Contract is, for any reason, held by a court of competent jurisdiction, to be contrary to law, such decision shall not affect the remaining provisions of the same Contract.

6.9 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Contract.

6.10 Retention of Records

Under Minn. Stat. § 16C.05, subd. 5, Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract, including books and records of any approved subcontractors, are subject to examination by the City and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years after the termination of this Contract.

6.11 Data Practices

Contractor acknowledges that all data provided, produced, or obtained under this Contract shall be protected, maintained, and administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"), and that with regard to such data Contractor must comply with the Act as if it were a government entity. Contractor will immediately report to the City any requests from third Parties for information relating to this Contract.

6.12 Inspection of Records and Disclosure

All Contractor records with respect to any matters covered by this Contract shall be made available to the City or its duly authorized agents at any time during normal business hours, as often as the City deems necessary to audit, examine, and make excerpts or transcripts of all relevant data.

Any reports, information, data, etc. given to, prepared, or assembled by the Contractor under a future Contract shall not be made available by the Contractor to any other person or party without

the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor shall become the property of the City upon termination of the City's Contract with the Contractor.

6.13 Independent Contractor

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent Contractor with respect to the services to be performed under this Contract. Any and all employees of the Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or subcontractors of the Contractor only and not of the City; and any and all claims that might arise, including Workers' Compensation claims under the Workers' Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of Contractor.

6.14 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the Contract, either by assignment or novation, without the prior written approval of the City. The Contractor shall not subcontract any services under this Contract without prior written approval of the City. Failure to obtain such written approval by the City prior to any such assignment or subcontract shall be grounds for immediate Contract termination for cause.

6.15 Non-Assignability and Bankruptcy

The parties hereby agree that Contractor shall have no right to assign or transfer its rights and obligations under said Contract without prior written approval from the City. In the event Contractor, its successors, or assigns files for Bankruptcy as provided by federal law, this Contract shall be immediately deemed null and void, relieving all parties of their Contract rights and obligations.

6.16 Indemnification

The Contractor agrees to defend, indemnify, and hold harmless the City, its officers, and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorneys' fees, resulting directly or indirectly from malfeasance, misfeasance, negligence, or an act or negligent omission of the Contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this Contract or by reason of the failure of the Contractor to fully perform, in any respect, any of its obligations under this Contract. Nothing in this section, or this Contract, shall be deemed a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes Chapter 466 or otherwise.

6.17 Performance and Payment Bond

Contractor shall execute and deliver to the City a Performance Bond and a Payment Bond with the corporate surety in the sum of \$50,000 each, or equal (“equal” may include a Letter of Credit from a banking institution approved by the City). This Contract shall not become effective until such a bond, in a form acceptable to the City, has been delivered to the City and approved by the City Attorney.

The executed Contract shall be subject to termination by the City at any time if said bond shall be cancelled or the surety thereon relieved from liability for any reason. The term of such performance bond shall be for the life of the executed Contract. Extensions or renewals shall require the execution and delivery of a performance bond, and a payment bond, in the above amounts to cover the period of extension or renewal.

6.18 Subcontractor Payment

Pursuant to Minnesota Statutes, Section 471.425, Contractor agrees to pay any Subcontractor within 10 days of the Contractor’s receipt of payment from the city for undisputed services provided by the Subcontractor, unless otherwise agreed to by contract between the Contractor and a Subcontractor. The Contractor must pay interest of 1½ percent per month or any part of a month to the Subcontractor on any undisputed amount not paid on time to the Subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Contractor shall pay the actual penalty due to the Subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a Contractor must be awarded its costs and disbursements, including attorneys’ fees, incurred in bringing the action.

6.19 Audit

All books, records, documents and accounting procedures and practices of the Contractor relevant to the Contract shall, pursuant to Minnesota Statutes, Section 16C.05, subdivision 5, be subject to examination at all times by the City and/or by the Legislative Auditor or State Auditor for a minimum of six years. The Contractor shall maintain such records for a minimum of six years after termination of the Contract.

6.20 Conflict of Interest

Contractor agrees that no member, officer, or employee of the City shall have any interest, direct or indirect, in the executed Contract or the proceeds thereof. Violation of this provision shall cause the executed Contract to be null and void, and the Contractor will forfeit any payments to be made under the executed Contract.

6.21 Entire Contract

The executed Contract supersedes all verbal Contracts and negotiations between the parties relating to the subject matter hereof, as well as any previous Contracts presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers

of the provisions of the executed Contract shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

6.22 Contract Conditions

- a) The Bond and Certificate of Insurance shall be provided when the Contract is executed.

6.23 Force Majeure

Neither Party shall be in default for its failure to perform or delay in performance caused by events beyond its reasonable control, including, but not limited to, strikes, lock outs, labor disputes, riots, imposition of laws or governmental orders, fires, pandemic and government orders related thereto, acts of God, and inability to obtain equipment. In the event of a force majeure, the affected party shall be excused from performance only for the actual amount of time that the affected party is so delayed. In the event that the force majeure circumstances persist for more than thirty (30) days, the other Party may terminate this without further penalty or liability.

[Signature page to follow]

IN WITNESS WHEREOF, the undersigned Parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

WASTE MANAGEMENT OF
MINNESOTA, INC.

By: _____
Daniel J. Roe, Mayor

By: _____
Its: _____

By: _____
Patrick Trudgeon, City Manager

By: _____
Its: _____

Exhibit A
Recycling Zones Map

Exhibit B
Multi-Dwelling Unit Levels of Service

Exhibit C
City Buildings and Parks Recycling

Exhibit D

List of Acceptable and Not-Acceptable Recyclables*

(With current resident preparation instructions)

Exhibit E

Prices

Per unit, per month	CONTRACT YEAR				
	1	2	3	4	5
	7/1/25 – 6/30/26	7/1/26 – 6/30/27	7/1/27 – 6/30/28	7/1/28 – 6/30/29	7/1/29 – 6/30/30
SDU	4.25	4.46	4.69	4.92	5.17
MDU	3.00	3.15	3.31	3.48	3.65
City Park/bldg.	7.00	7.35	7.72	8.10	8.51
Opt-ins	4.25	4.46	4.69	4.92	5.17

Exhibit A
Recycling Zones Map

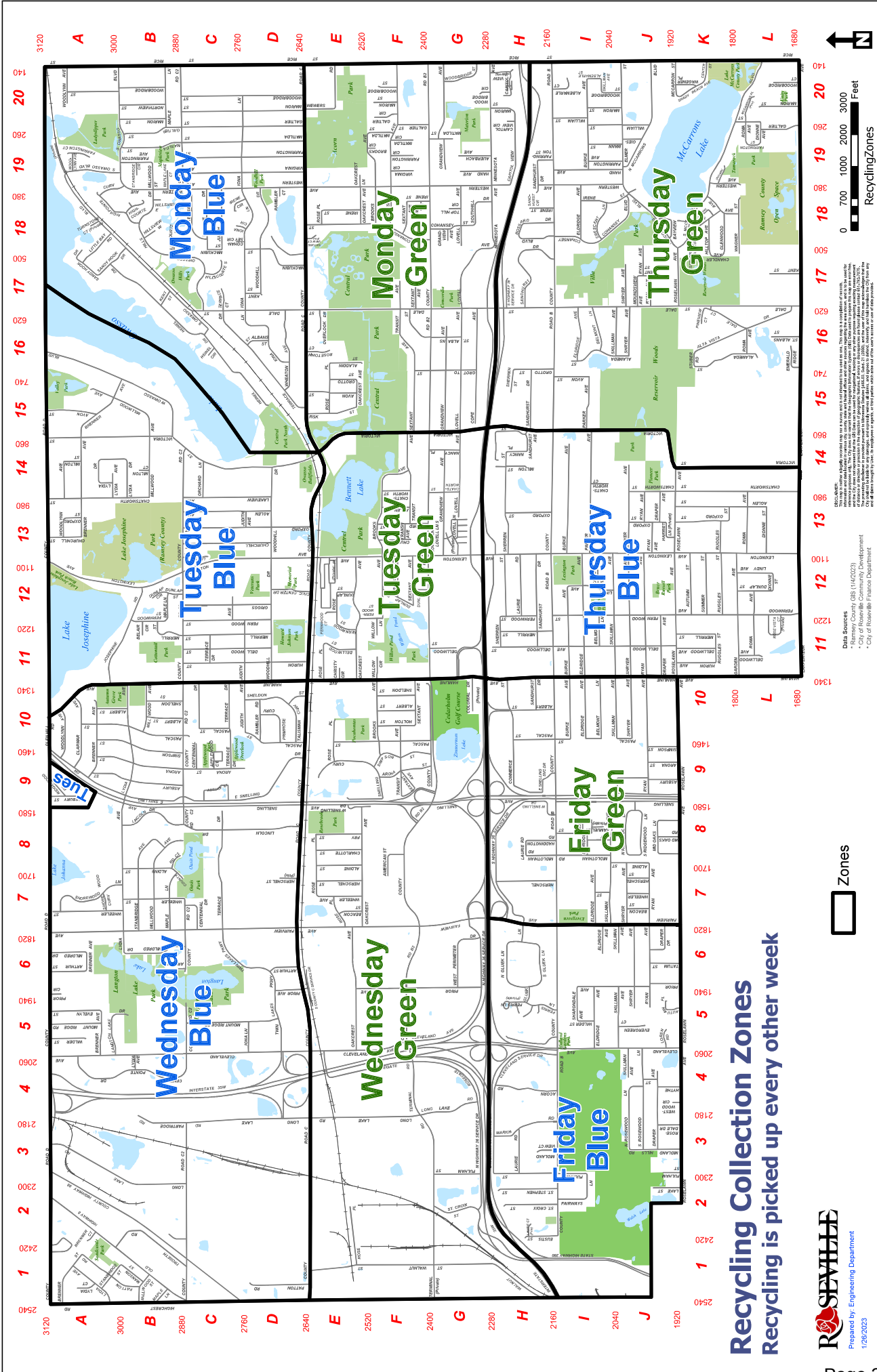
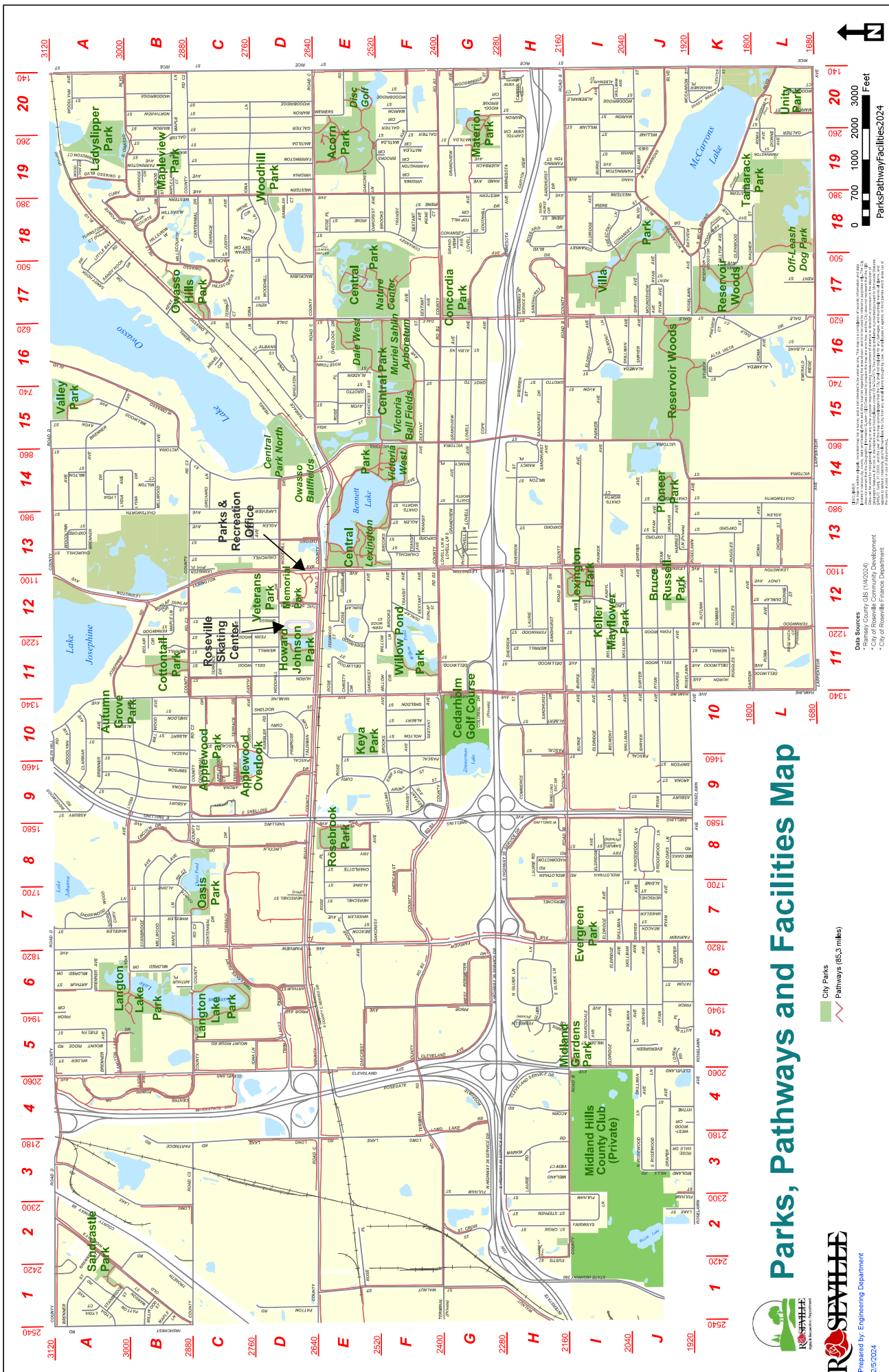


Exhibit B
Multi-Dwelling Unit Levels of Service

Lake Josephine Condos	3076	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5			
Parkview Estates Condos	2670	Oxford St	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl		4		
Hamline Terrace Apts	1360	Terrace Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	6	3		
Terrace Park Apts	1420	Terrace Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
Centennial Gardens Apts (1420 Centennial / 2825 Pascal)	2825	Pascal St N	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	14			
Applewood Pointe Condos of RSV	1480	Applewood Ct	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	28			
Lydia Rose Apts	2980	Snelling Dr E	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	9	2		
Ramseyer Hall - Uni of Northwestern	1610	Lydia Ave	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	4			
Coventry Apts	2820	Snelling Ave	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	14			
2610 Snelling Curve Apts	2610	Snelling Curve	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	4			
Rosepointe Apts	2545	Hamline Ave N	Roseville	MN	55113	2x Per Week	Green	Wednesday	WeRsvGr	15	3		
Rose 8 Estates Apts	3050	Old Highway 8	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	8			
Talia Place Apts	3020	Old Highway 8	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
2950 Highcrest Rd Apts	2950	Highcrest Rd	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	8			
Executive Manor Condos	3153	Old Highway 8	Roseville	MN	55418	Weekly	Blue	Wednesday	WeRsvBl		4		
Hamline House Condos	2800	Hamline Ave	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	4	4		
Sun Place Apts	1721	Marion St	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	6			
Roselawn Village Apts	1074	Roselawn Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	4			
Palisades Apts	570	Sandhurst Dr W	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr		10		
Rosetree Apts	655	Highway 36	Roseville	MN	55113	Weekly	Green	Monday	MoRsvBl	4	2		
Rosedale Estates Apts South	2735	Rice St	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	6	2		
Sunrise of Roseville Apts	2555	Snelling Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr		2		
Roseville Commons Condos	2496	County Rd C2 W	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	5			
Victoria Place Apts	2250	Victoria St N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr	2	2		
New Perspective Apts RSV	2750	Victoria St	Roseville	MN	55113	2x Per Week	Green	Thursday	ThRsvGr	2	1		
2775 Lexington Ave N Apts	2775	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	8		2	
Aquarius Apts	2425	County Rd C2	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	12			
Roseville Estates MHP	2599	Lexington Ave	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	14			
Eagle Crest Senior Apts	2925	Lincoln Dr	Roseville	MN	55113	2x Per Week	Blue	Wednesday	WeRsvBl	7	4		
Parkview Terrace Condos	2690	Oxford St	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	14			
Riviera Apts East	885	Highway 36 W	Roseville	MN	55113	Weekly	Green	Tuesday	TuRsvGr	2	1		
Rosedale Estates Apts North	2835	Rice St	Roseville	MN	55113	Weekly	Blue	Monday	MoRsvBl	9	2		
Greenhouse Village Condos	1021	Larpenteur Ave	Roseville	MN	55113	Weekly	Blue	Thursday	ThRsvBl	28			
Villas at Midland Hills Condos	1940	Fulham St	Roseville	MN	55113	Weekly	Blue	Friday	FRsvBl	5	1		
Roseville Townhomes	3085	Old Highway 8	Roseville	MN	55418	Weekly	Blue	Wednesday	WeRsvBl	13			
Applewood Pointe Condos at Langton Lake	1996	Langton Lake Dr	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBl	6	2		
Cherrywood Pointe Apts at Cleveland	2996	Cleveland Ave N	Roseville	MN	55113	2x Per Week	Blue	Wednesday	WeRsvBl	3	1		
McCarons Lake Condos	185	McCarons Blvd N	Roseville	MN	55113	Weekly	Green	Thursday	ThRsvGr		3		
Suite Living Apts	197	County Rd B2 W	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	5			
Cherrywood Pointe Apts at Lexington	2680	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	3		4	
Applewood Pointe at Central Park	2665	Victoria St N	Roseville	MN	55113	2x Per Week	Blue	Tuesday	TuRsvBl			2	
Edison Apts. Phase I	3110	Old Highway 8	Roseville	MN	55113		Blue	Wednesday	WeRsvBl				TBD
Roseville Senior Living	2600	Dale St N	Roseville	MN	55113		Green	Monday	MoRsvGr				TBD
The Pointe at Lexington	2650	Lexington Ave N	Roseville	MN	55113		Blue	Tuesday	WeRsvBl				TBD

Exhibit C
City Buildings and Parks Recycling



Name	Address	Map
Applwood Overlook	1478 Terrace Dr	C-9,10
Applwood	2838 Anna St	C-9,10
Autum Grove	1365 Lydia Ave	A-B,10
Bruce Russell	1175 Rosedale Ave	J-12
Central	Multiple addresses	D-11, E-13, F-17, G-11
Centennial	1281 County Road C2	B-11
Evergreen	1810 County Road B	F-7
Howard Johnson	1260 Woodhill Dr	D-11
Keller Mayflower	2070 Fernwood St	I-12
Lakeview	298 South Osceola Blvd	E-11, F-10
Langdon Lake	Multiple addresses	A-C,6
Levington	2131 Lexington Ave	A-12
Mapleview	2917 Matilda St	G-19
Materon	225 Minnesota St	B-13,20
Meadowbrook	1300 Wagon Wheel Dr	H-15
Mildard Gardens	1334 Cleveland Ave N	A-14
Oakland	1700 County Road C2	B,C-7,8
Owasso Bullfields	2659 Victoria St	D-14
Owasso Hills	593 Osage Hills Dr	B,C-17
Parkway	1900 Highway 78	F-15, H-16, K-17
Renoir Woods	1901 Alta Vista Dr	E-8
Sauklee	2590 Fryn St	A-1,2
Tamarkite	300 Patton Rd N	K,L-19
Tannerack	1745 Farrington Rd	L-20
Unity	710 Marion St	A-20
Veterans	1335 Woodhill Dr	D-12
Willow	2055 Chansey Blvd N	I,J-17,18
Woodhill Pond	1283 County Road B2	F-11
Woodhill	2724 Western Ave	D-19
Facility	Address	Phone Map
Parks and Recreation Office	2650 Civic Center Dr	792-7000 D-12
Smiling Center	2650 Civic Center Dr	792-7006 D-12
Springfield Community Gymnasium	2650 Civic Center Dr	792-7007 D-12
Washburn Community Gymnasium	2650 Civic Center Dr	792-7008 D-12
Rockwell Gymnasium	5165 County Road W	792-7009 D-12
Rockwell Gymnasium Center	5165 County Road W	488-9957 F-17
Cedarholm Golf Course and Country Club	1240 County Road R2 W	895-1860 G-11,12
Community Building	2323 Hamline Ave	792-7011 G-10
Redbrook Park Building	2597 Fryn St N	E-8
Sandstone Park Building	3000 Patton Rd N	A-1
Lexington Park Building	2131 Lexington Ave N	I-12
Autum Grove Park Building	1365 Lydia Ave W	A-10
Willow Park Building	2055 Chansey Blvd N	I-18
Harriet Alexander Nature Center	2505 Dale St N	792-7013 F-17
Fire Administration*	2701 Lexington Ave N	792-7009 D-12
*For all police or fire emergencies, dial 911	2650 Civic Center Dr	792-7008 D-12

[illegible]

Municipal Buildings Service

Facility	Address	Street Name	City	State	Zip	Service	Zone	Day	Service Zone	Cart (Gallon)	Dumpster (CY)	Notes
Cedarholm Golf Course (Roseville)	2323	Hamline Ave N	Roseville	MN	55113	Weekly	Green	Wednesday	WeRsvGr	96	4	
Roseville Skating Center	2661	Civic Center Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	1		
Roseville City Hall	2660	Civic Center Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	6	1	
Roseville Public Works Garage	1140	Woodhill Dr	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	9		
Roseville Fire Station	2701	Lexington Ave	Roseville	MN	55113	Weekly	Blue	Tuesday	TuRsvBl	5	1	
							Blue	Tuesday	TuRsvBl	2		
										23	2	

Municipal Parks Services

Facility	Address	Street	City	State	Zip	Service Day	Service Zone	Service Day	Service Code	Route	Cart (Gallon)		Notes
											64	96	
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		11	
Acorn Park	286	County Rd C W	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		4	
Concordia Park	2394	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		2	
Central Park Dale East (Nature Center / Wildlife Rehab. Center)	2530	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi		22	
Central Park Dale West (Arboretum/Athletic Complex)	2525	Dale St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	2		
Central Park Lexington	2540	Lexington Ave N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	18		
Central Park Victoria	2495	Victoria St N	Roseville	MN	55113	Weekly	Green	Monday	MoRsvGr	Multi	9		
FOR Parks Shelter	2555	Dale St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Foundation Shelter	2495	Victoria St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Jaycees Shelter	2540	Lexington Ave N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Langton Lake Park West	1894	County Rd C2 W	Roseville	MN	55113	Weekly	Blue	Wednesday	WeRsvBL	Multi		3	
Lexington Park	2131	Lexington Ave N	Roseville	MN	55113	Weekly	Blue	Friday	FRRsvBL	Multi	4		
Lions Shelter	2527	Victoria St N	Roseville	MN	55113	2x Per Week	Green	Monday	MoRsvGr	Multi		4	
Central Park Victoria Ballfields	2490	Victoria St N	Roseville	MN	55113	EOW	Green	Monday	MoRsvGr	Curbside	1		
Autumn Grove Park	1365	Lydia Ave W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		6	
Bruce Russell Park	1175	Roselawn Ave W	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside		2	
Evergreen Park	1810	County Rd B W	Roseville	MN	55113	EOW	Green	Friday	FRRsvGR	Curbside	5	2	
Howard Johnson Park	1260	Woodhill Dr	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		2	
Keller Mayflower Park	2070	Fernwood St	Roseville	MN	55113	EOW	Blue	Thursday	ThRsvBL	Curbside		1	
Langton Lake Park East	1894	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		1	
Mapleview Park	2917	Matilda St	Roseville	MN	55113	EOW	Blue	Monday	MoRsvBL	Curbside		2	
Oasis Park	1700	County Rd C2 W	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		2	
Owasso Ballfields	2659	Victoria St N	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		2	
Owasso Hills Park	593	Owasso Hills Dr	Roseville	MN	55113	EOW	Blue	Monday	MoRsvBL	Curbside		1	
Pocohontas Park	2540	Pascal St	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside		2	
Rosebrook Park	2590	Fry St	Roseville	MN	55113	EOW	Green	Wednesday	WeRsvGr	Curbside		6	
Sandcastle Park	3060	Patton Rd	Roseville	MN	55113	EOW	Blue	Wednesday	WeRsvBL	Curbside		3	
Veterans Park	1135	Woodhill Dr	Roseville	MN	55113	EOW	Blue	Tuesday	TuRsvBL	Curbside		1	
Villa Park	2055	Cohansey Blvd	Roseville	MN	55113	EOW	Green	Thursday	ThRsvGR	Curbside		4	
											39	95	







0 40 80 160 US Feet

ParksRecycling_2024

3

ROSEVILLE Municipal Parks Recycling
Applewood Park

Prepared by: Engineering Department
6/24/2024

DATE SOURCE
 * City of Roseville GIS (6/7/2023)
 * City of Roseville Community Development
 * City of Roseville Finance Department

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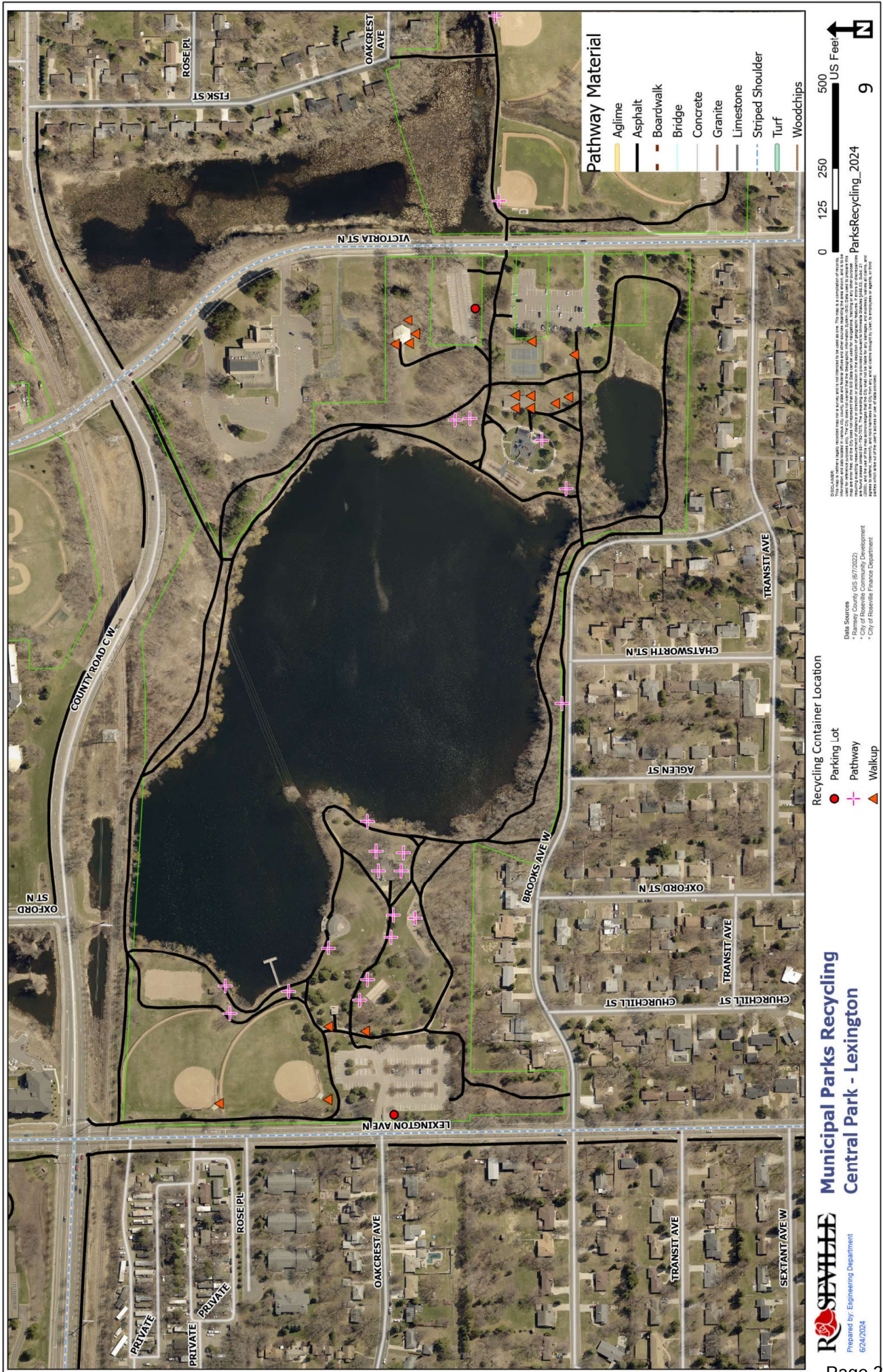


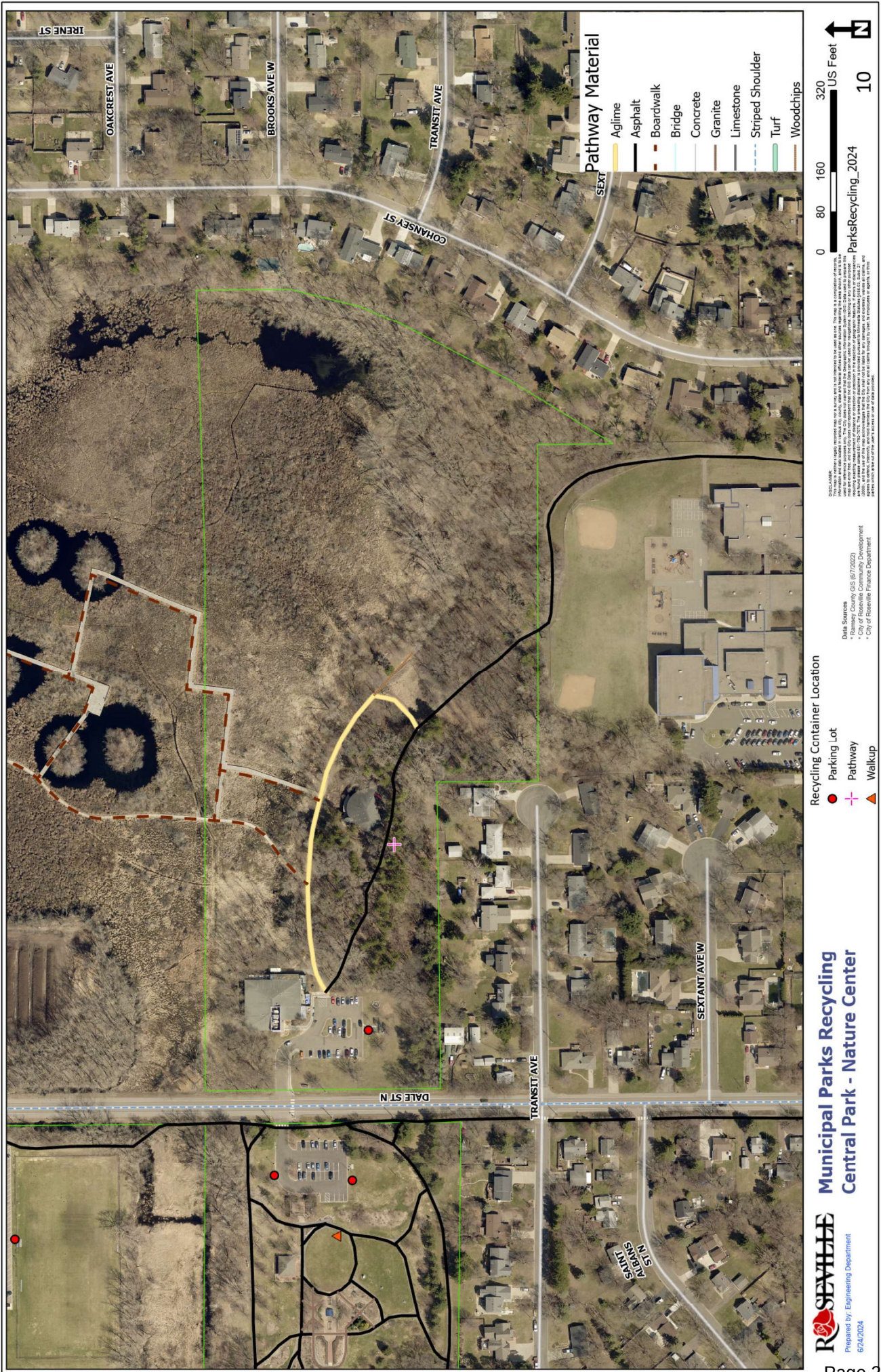












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 City of Roseville
 City of Roseville
 City of Roseville

Date Source: 6/24/2024
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Date Source: 6/24/2024
 City of Roseville
 City of Roseville
 City of Roseville

Date Source: 6/24/2024
 City of Roseville
 City of Roseville
 City of Roseville





- Pathway Material**
- Aglime
 - Asphalt
 - Boardwalk
 - Bridge
 - Concrete
 - Granite
 - Limestone
 - Striped Shoulder
 - Turf
 - Woodchips

Recycling Container Location

- Parking Lot
- Pathway
- Walkup

**Municipal Parks Recycling
Central Park - Victoria West**

ROSEVILLE
Prepared by: Engineering Department
6/24/2024

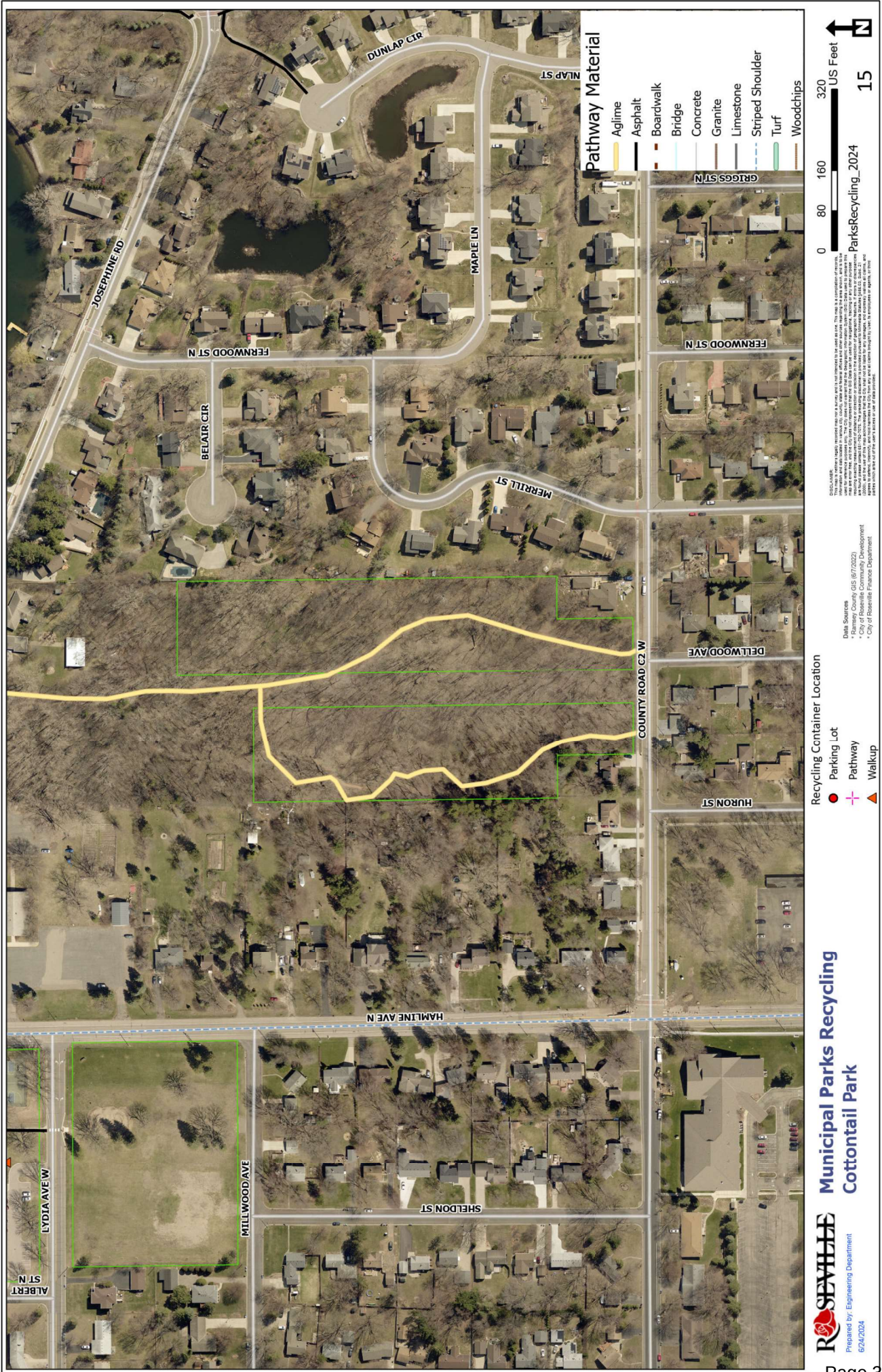
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City of Roseville Community Development
City of Roseville Finance Department

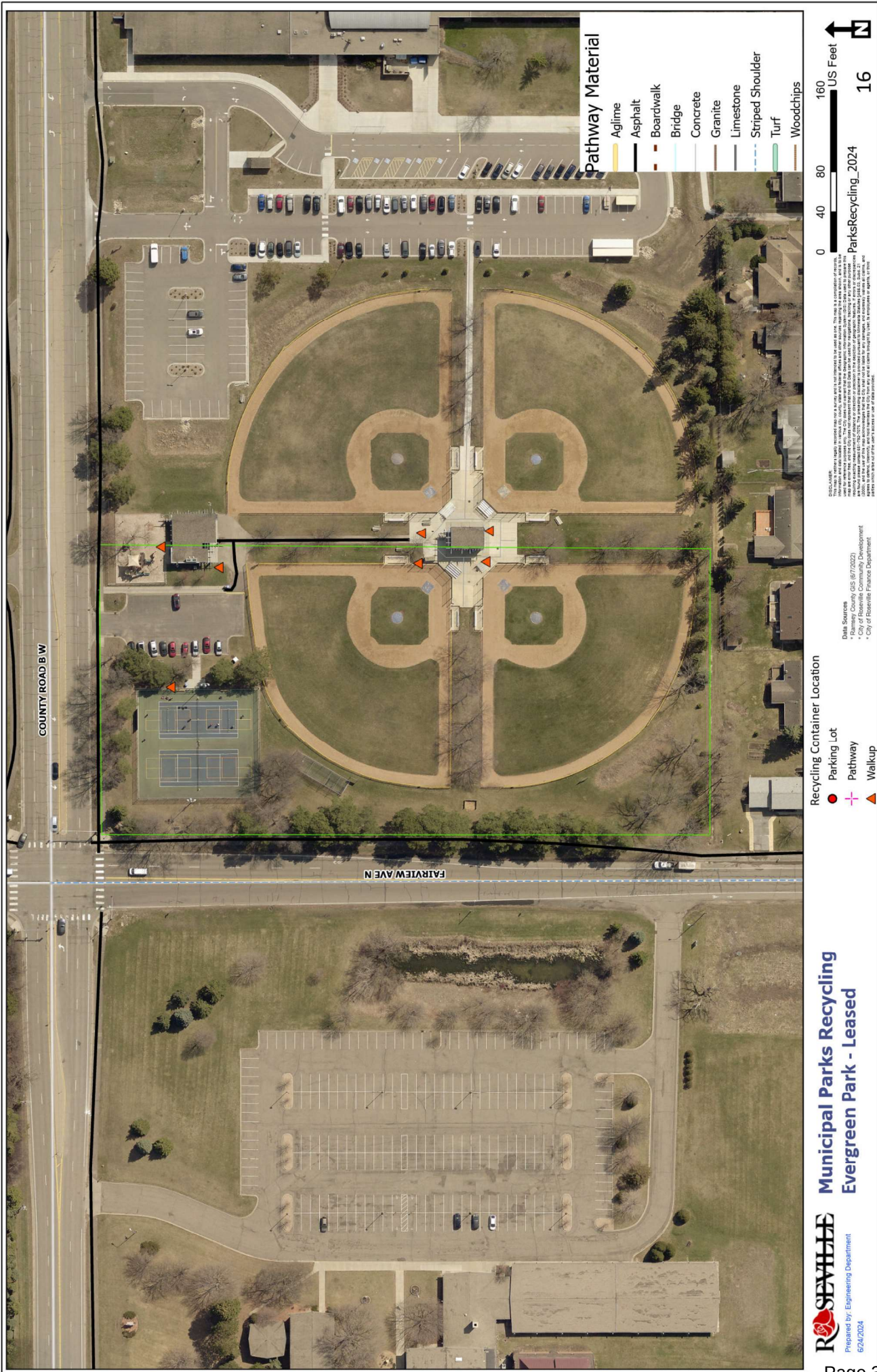
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DATE SOURCE: GIS (6/7/2023)
 PREPARED BY: City of Roseville
 * City of Roseville Finance Department



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DATE: 6/24/2024
 DRAWN BY: GIS (6/24/2024)
 * City of Roseville Community Development
 * City of Roseville Finance Department











Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Municipal Parks Recycling Owasso Ballfields - Leased

ROSEVILLE
Prepared by: Engineering Department
6/24/2024

Data Sources
 * City of Owasso GIS (6/7/2023)
 * City of Roseville Community Development
 * City of Roseville Finance Department

ParksRecycling_2024
24

0 40 80 160 US Feet
 North Arrow

- Pathway Material
- Aglime
 - Asphalt
 - Boardwalk
 - Bridge
 - Concrete
 - Granite
 - Limestone
 - Striped Shoulder
 - Turf
 - Woodchips

DISCLAIMER
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ROSEVILLE
Engineering Department
6/24/2024

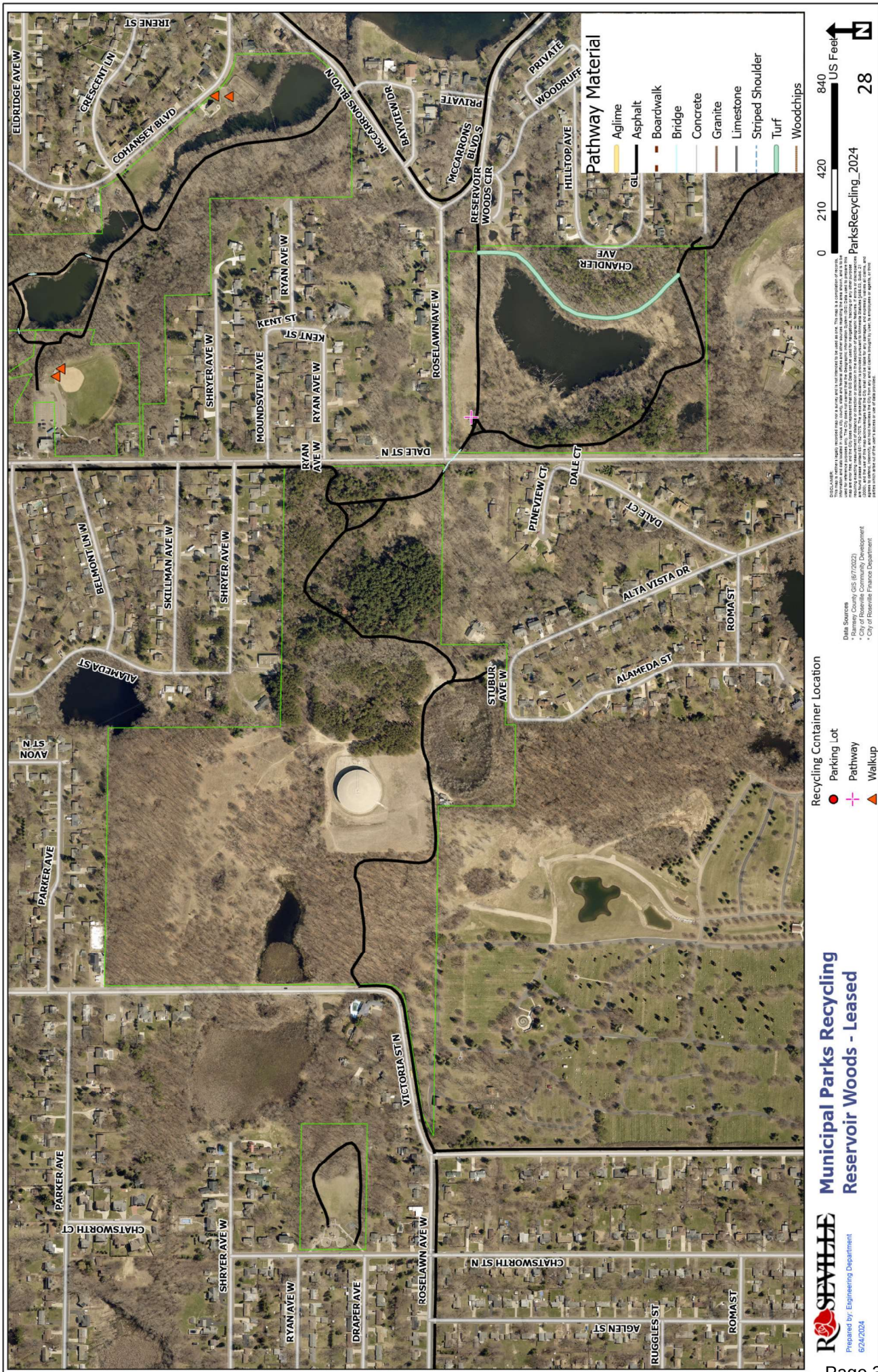
Municipal Parks Recycling
Pioneer Park

Date Sources:
 * City of Roseville GIS (6/7/2023)
 * City of Roseville Community Development
 * City of Roseville Finance Department

Scale:
 0 40 80 160 US Feet
 ParksRecycling_2024

North Arrow:
 ↑ N
 26













Recycling Container Location

- Parking Lot
- + Pathway
- ▲ Walkup

Municipal Parks Recycling Valley Park

ROSEVILLE
Prepared by: Engineering Department
6/24/2024

Date Sources
 * City of Roseville GIS (6/7/2023)
 * City of Roseville Community Development
 * City of Roseville Finance Department

0 80 160 320 US Feet
 ParksRecycling_2024
 32

Pathway Material

- Aglime
- Asphalt
- Boardwalk
- Bridge
- Concrete
- Granite
- Limestone
- Striped Shoulder
- Turf
- Woodchips

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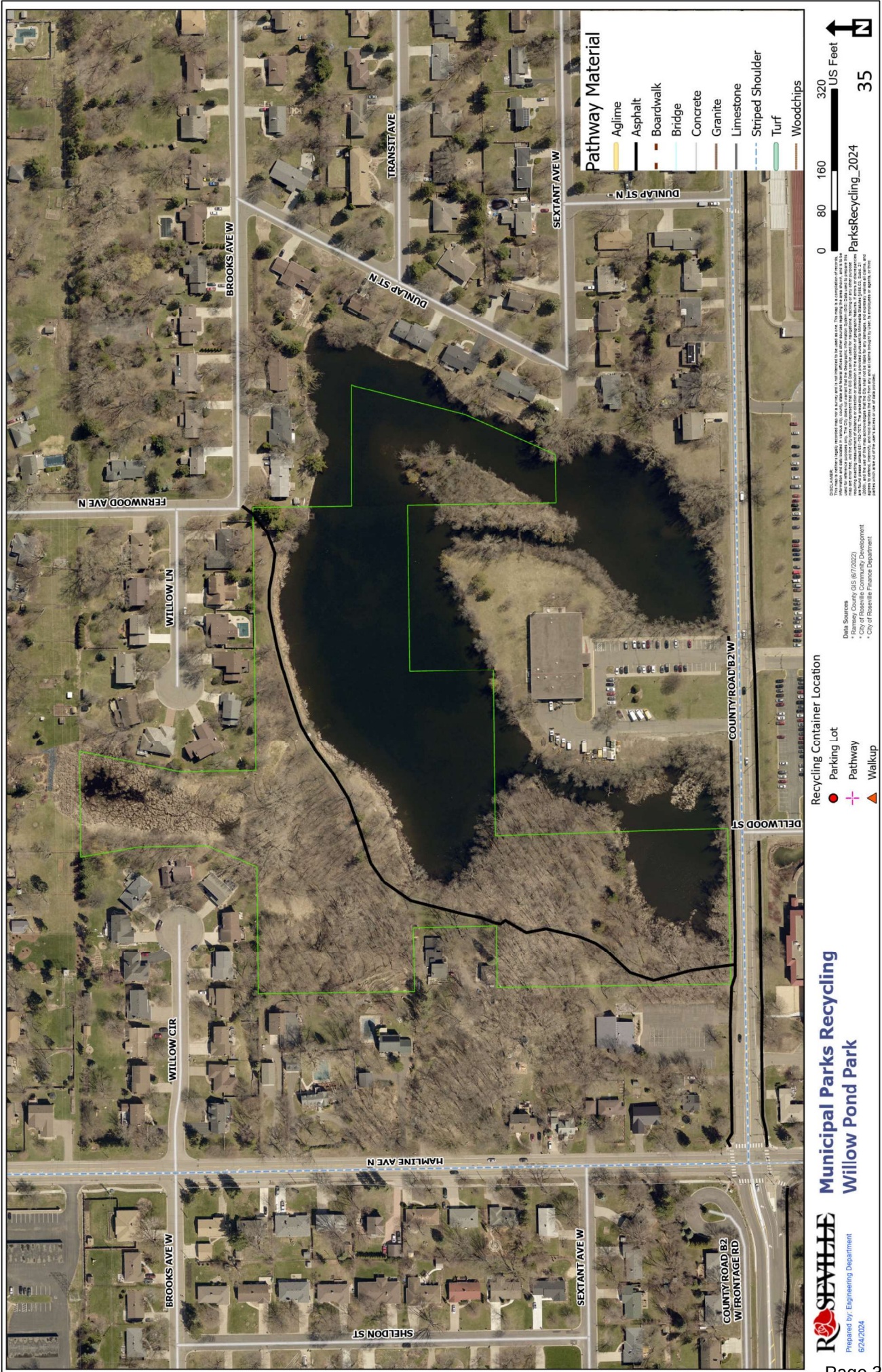


Exhibit D

List of Acceptable and Not-Acceptable Recyclables*

(With current resident preparation instructions)

Exhibit E

Prices

Per unit, per month	CONTRACT YEAR				
	1	2	3	4	5
	7/1/25 – 6/30/26	7/1/26 – 6/30/27	7/1/27 – 6/30/28	7/1/28 – 6/30/29	7/1/29 – 6/30/30
SDU	4.25	4.46	4.69	4.92	5.17
MDU	3.00	3.15	3.31	3.48	3.65
City Park/bldg.	7.00	7.35	7.72	8.10	8.51
Opt-ins	4.25	4.46	4.69	4.92	5.17

Exhibit F
Response to Request for Proposals



CITY OF ROSEVILLE

Comprehensive Recycling Services
Due September 11, 2024, at 4:00 PM

SUBMITTED BY:

Waste Management of Minnesota, Inc.

CONTACT:

Jason Hartman | Senior Account Executive - Public Sector
952-229-5333 | jhartma5@wm.com





Waste Management of Minnesota, Inc.
10050 Naples St. NE
Blaine, MN 55449

September 11, 2024

City of Roseville
2660 Civic Center Dr.
Roseville, MN 55113
Attn: Ryan Johnson, Environmental Manager

Dear Mr. Johnson:

Waste Management of Minnesota, Inc. (WM) is pleased to present this proposal in response to the City of Roseville's request for proposal (RFP) for Comprehensive Recycling Services. We look forward to building a strong relationship with the City and bringing the highest value to the City of Roseville.

Being a true community partner is the foundation of our commitment to the City of Roseville. We understand that the City of Roseville's community atmosphere is second to none, which is why we offer an operations plan that enhances your neighborhoods' quality of life and environment while providing the highest level of service and value for your residents and those who come to visit. Here are just a few proposal highlights describing the benefits and service offerings that set WM apart from its competitors:

- **Always Working For A Sustainable Tomorrow®:** Roseville and WM share a passion for sustainability leadership. As the industry leader in sustainability, WM is unmatched in its ability to meet and exceed the continuously evolving sustainability needs of Roseville. With WM as your provider, you are ensured that Roseville will remain on the forefront of sustainability for the term of the next contract.
- **CNG (Compressed Natural Gas) trucks:** WM's fleet for Roseville will operate on CNG. As a company, our plan to invest over \$1.4 billion between 2022 and 2026 to build 20 new WM-owned facilities that will convert landfill gas into pipeline quality renewable natural gas (RNG). By capturing and converting landfill gas into RNG, we can allocate a portion to our own fleet and offer a lower-carbon energy source to communities and customers.
- **Technology in collection operations:** WM can provide real time service confirmation, GPS tracking and routing, and email reminder notifications to customers for recycling collection, holiday delays, and weather events.
- **State-of-the-Art WM Minneapolis Recycling Facility:** WM has enhanced its recycling capabilities in Minnesota with the newly renovated WM Minneapolis Recycling Facility and its state-of-the-art technology where Roseville recyclables will be delivered for processing. The upgraded facility utilizes intelligent sorting where conveyors and optical sorters improve material quality. These materials were previously sorted manually and the new equipment removes the physical intensity of the work and enabled WM to move employees to safer, more tech-focused roles. The system also includes a final optical sort line which sends missed recyclable material back for a second chance to be recycled, improving the overall capture rate.

- **Recycle Right® Educational outreach:** WM will provide a custom website for Roseville, along with videos, recycling education, and social media content.

We are committed to being the best recycling partner for Roseville. Thank you for the opportunity to participate in this important procurement process.

Sincerely,

A handwritten signature in cursive script that reads "Jason Hartman".

Jason Hartman, Senior Account Executive - Public Sector
952-229-5333 | jhartma5@wm.com

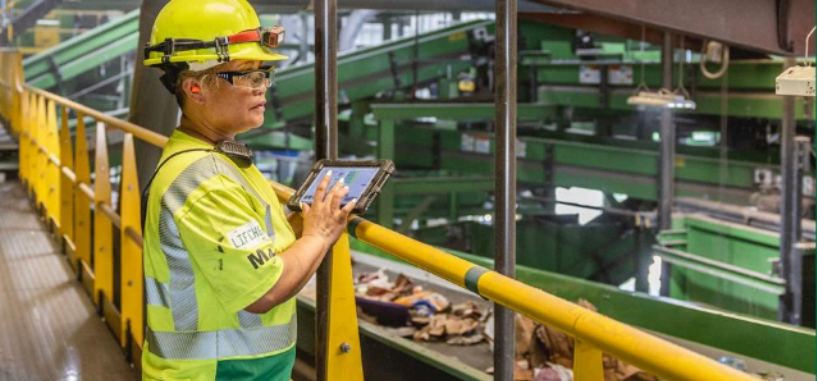
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Executive Summary

WM wants to be Roseville’s reliable provider, community ally, and sustainability champion. We are eager to work with the City of Roseville to implement the world-class services described in this proposal.

Always Working For A Sustainable Tomorrow®. As a leader in environmental solutions, WM plays an integral role in keeping communities clean, safe and functioning — often behind the scenes. We have always taken this responsibility seriously, continuously coming up with innovative solutions for the cities, businesses and individuals we work with. Leveraging our infrastructure, scale, expertise and world-class operations, we’re focusing our strategy on three bold ambitions: **material is repurposed, energy is renewable and communities are thriving.**

This focus is aligned with the City of Roseville diversion goals. Our commitment to sustainability is the foundation for the many differentiators that set us apart from our competitors.

Roseville Goal	WM Goal
Maximize recovery of recyclables from all residents in the City Market materials so they achieve their highest and best use Encourage innovation in recycling and waste diversion	Material is REPURPOSED. We’re reimagining a circular economy by operating innovative recycling and waste solutions that help fuel the continuous reuse of materials. WM Goal: Increase recovery of materials by 60% to 25 million tons by 2030. Local Action: In 2024, WM installed state-of-the-art technology upgrading the infrastructure at our WM Minneapolis Recycling Facility.
Collection operations with clean and quiet pickup and low impact on street pavement Reduced carbon footprint Use of natural-gas-powered vehicles	Energy is RENEWABLE. We’re innovating for climate progress by leveraging advanced technologies to turn waste into energy that powers communities and reduces emissions. WM Goal: Reduce absolute Scope 1 and 2 greenhouse gas (GHG) emissions 42% by 2031. Local Action: WM will service Roseville with a compressed natural gas-fueled fleet and optimized routing will minimize the number of trucks on residential streets, thereby realizing street maintenance savings as well as increased safety in residential neighborhoods.

Resident and Community Engagement efforts Equity and Inclusion	Communities are THRIVING. We're empowering people to live sustainably by collaborating to strengthen the resiliency of the diverse places where we live and work. WM Goal: Represent the communities we serve by increasing: female representation from front line to leadership roles and minority representation in manager and above roles. Local action: With new optical sorters at the recycling facility, WM up-skilled our recycling sorter positions to production specialists. Sorters are generally used to sort material on the lines and/or do final bale dressing. Production specialists are lock out/tag out certified to perform daily equipment inspections as well as more technical cleaning activities. They are also responsible for monitoring the optical sorters throughout their shifts.
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WM services will help meet the City of Roseville's goals through a unique combination of assets that only WM can offer:

Trucks fueled with compressed natural gas (CNG) that emit nearly zero particulate emissions, reduce greenhouse gas emissions by 15%, and cut smog-producing NOx emissions by 50% compared to the cleanest diesel trucks.

Efficient routing using WM's eRouteLogistics® software maps routes maximize efficiency and safety while reducing both the number of vehicles on the road as well as total miles driven resulting in cost-effective pricing, on-time customer service, and reduced emissions.

WM use of the EcoCart®, if the City decides that WM will provide the carts, means the carts that collect the recyclables will be made with post-consumer content - bringing diverted recyclables full circle.

WM is a nationally-recognized expert in the processing and sale of recycled commodities. WM is North America's largest recycler of post-consumer materials. With more than 15 million tons of recycled material across 102 facilities in 2023, WM plays a part in nearly every step of the circular economy. We back up that talk with real action: in addition to our recent investment to upgrade our Minneapolis Recycling Facility, WM continues to make strides on our plans to invest over \$1.4 billion in approximately 40 new and upgraded recycling facilities between 2022 and 2026, which is expected to add 2.8 million incremental tons of capacity annually.

Additionally, WM has consistently been a world leader in moving recyclables to the right market. WM receives the best prices and enjoys excellent relationships with all the major U.S. domestic mills and an integrated network of world partners. We target new markets based on global growth trends, new regulations, and the path of manufacturing. Our team works directly with all end consumers, cutting out the middleman and maximizing our ability to market material to its highest and best use.

WM Smart Truck® technology improves customer service through service verification and reduces contamination in recycling streams to increase diversion.

WM's state-of-the-art Minneapolis Recycling Facility is equipped with advanced sorting technology including optical sorters, non-wrapping screens and ballistic separators, to ensure that more recyclable products can be transformed and reused generating real environmental and resource conservation benefits.

The Recycle Right® education campaign provides comprehensive education and community outreach tools to usher Roseville residents into the next generation of recycling.

Enhanced customer service with 24/7/365 convenient self service options anytime, anywhere, on any device.

Leading training and safety programs that confirm our employees understanding of and commitment to WM's culture of safety so that both our employees and Roseville residents Get Home Safe Every Day.

We look forward to collaborating with Roseville to help you achieve your sustainability goals and bring your community vision to life. Like Roseville, WM is similarly focused on enabling the circular economy and operating more sustainably. We do this by constantly improving and innovating with a growth mindset; maintaining a balance of people, the planet, and financial performance; and taking action that has a lasting, positive impact. **Always Working For A Sustainable Tomorrow®.**

As our Chief Sustainability Officer, Tara Hemmer, said, "By rooting our business in sustainability, we believe we will be successful for years to come, together. The future demands nothing less."

For years, WM has been uncovering opportunities to educate consumers through our Recycle Right® program. Check out our [latest videos](#) online.



Form A: Proposal Content Checklist

City of Roseville
RFP for Recycling Services

Form A: Proposal Content Checklist

Instructions: Please check off the forms and other proposal sections to assure that your proposal is complete and all forms are signed. Respondents must prepare submissions that follow the order as shown below, attachment titles to be consistent, and sequence specified in this RFP:

- ☒ Proposal Cover Letter
- ☒ Form A: Proposal Content Checklist
- ☒ Form B: Respondent Questionnaire (including references)
- ☒ Form C: Certification of Binding Signature
- ☒ Form D: Certification of Independent Proposal Pricing
- ☒ Form E: Price Worksheet
- ☒ Form F: Itemized Listing of Trucks and Other Collection Equipment
- ☒ Form G: Acceptance of Draft Contract for Services
- ☒ Form H: Acknowledgement of Receipt of Addenda

Form A - 1



Form B: Respondent Questionnaire

Please find WM's responses to the Respondent Questionnaire on the following pages.

Form B: Respondent Questionnaire

Instructions: Please use this form and attach additional pages as may be necessary to properly respond to each of the following questions. The word "Company" as used below includes partnerships, corporations, and/or sole proprietorships. **Note:** *If this is a teaming arrangement, please list all team members providing: organization name, contact person, address, telephone number, email, website.*

General Contact Information:

Name of Company

Proposing:

Waste Management of Minnesota, Inc.

Address:

10050 Naples St. NE, Blaine, MN 55449

Telephone:

(952) 229-5333

Email:

Jhartma5@wm.com

Website:

www.wm.com

Name of contact person:

Jason Hartman, Sr. Account Executive

Type of organization:

Corporation

(e.g., corporation, joint venture, partnership, individual)

Is this a "Team" proposal? ☐ Yes ☒ No

If yes, please list the name of the other organizations proposing as a part of your Team. (A letter of intent to intent to team should be included from each organization.)

1. _____

2. _____

3. _____

References: *Provide on separate page(s) three collection service references. Include: the name of the municipality or other government agency, number of households served, contract structure between the organization and current status, type of materials collected, summary of service level (e.g., weekly or EOW curbside recycling in carts, etc.).* Please see WM's references on the following page.

References

We are pleased to submit our references to showcase relevant experience and expertise in delivering exceptional results in similar projects. We take pride in our team of professionals who deliver excellence in every aspect of our work. Our team consists of subject matter experts in service improvement, enhanced sustainability offerings, innovation, and technology, and we have a deep understanding of your unique service requirements.

Our commitment to providing quality service is unwavering. We are confident that our extensive experience, seamless transitions, and exceptional team will contribute to a long-term collaboration focused on meeting and exceeding Roseville goals.

Name of Community	City of Minnetrista, MN
Address	7701 County Road 110 W, Minnetrista, MN 55364
Contact	Brian Grimm, Finance Director
Phone Email	(952) 241-2516 bgrimm@ci.minnetrista.mn.us
Number of Households Served	3,000
Contract Status	WM has provided this service to Minnetrista for over 20 years
Service Level	Every other week recycling curbside in carts

Name of Community	City of Orono, MN
Address	2750 Kelley Parkway, Orono, MN 55356
Contact	Christine Lusian, City Clerk
Phone Email	(952) 249-4605 clusian@oronomn.gov
Number of Households Served	4,000
Contract Structure and Current Status	WM has provided this service to Orono for over 20 years
Service Level	Every other week recycling curbside in carts

Name of Community	City of Stillwater, MN
Address	216 4th Street N., Stillwater, MN 55082
Contact	Beth Wolf, City Clerk
Phone Email	(651) 430-8802 bwolf@stillwatermn.gov
Number of Households Served	7,000 single family homes; 4,000 multi-family units
Contract Structure and Current Status	WM has provided this service to Stillwater for over 20 years
Service Level	Every other week recycling curbside in carts, as well as trash and yard waste collection

Qualifications Questionnaire

General Management

Describe the management structure of your company, including local decision-making authority related to this Contract.

Jason Hartman, Senior Account Executive will serve as the City's single point of contact for this contract. He, Jason Hartman, who will oversee WM's implementation of the agreement with the City of Roseville making certain your service expectations are met or exceeded. Jason will work closely with the City to develop relationships with your elected officials and staff. He will maintain consistent communication to ensure timely resolution of any concerns and will proactively direct his attention to confirm contract requirements are fulfilled. Jason will collaborate and coordinate with WM's operations and customer service teams to provide world class service to Roseville and its residents.

You may reach Jason at (952) 229-5333 or via email at jhartma5@wm.com.



Senior District Manager Rob Swanson oversees the day-to-day operations of the WM Blaine Hauling District to maximize customer satisfaction and improve service efficiency and the daily quality of contract services. Rob started with WM 11 years ago as a Route Manager in Southern Minnesota. He has a strong business acumen and drive for exceptional customer service which was cultivated from his experiences in running his own construction company prior to joining WM. Rob will be available to address any issues that may arise by phone or voice mail. He can be reached at (507) 884-2903 or by email at rswanson@wm.com.

District Manager, Matt Koupal, can be reached at (612) 358-5583 or by email at mkoupal@wm.com. Matt provides leadership support to front-line managers for safety, operational, and service performance while also diagnosing and improving processes and procedures. Matt started with WM 10 years ago in the Mid-South market area as a Route Manager and has spent the last six years working in the Twin Cities market. His experience in business processes and people development has helped several locations service customers and retain excellent employees. As a District Manager, Matt's primary focus is to create a customer-centric culture within the District and to implement strategies that prioritize customer satisfaction.

Additionally, Roseville may contact **Doug Glendenning, Route Manager**, at (715) 417-8308 or by email at dglenden@wm.com. Doug, a Saint Paul native and Johnson Senior High School graduate, has been with WM for six years. Doug's responsibilities will include direct oversight of the employees that are responsible for the collection of recycling from Roseville residents. As a route manager he will work closely with Roseville's drivers, assisting with morning launches, ensuring each vehicle is properly inspected at the beginning and conclusion of each route, and monitoring drivers throughout their collection routes with a focus on safety and customer service. At the end of the day, he meets with all drivers to review operations and to highlight areas of opportunity that can improve service.

Drivers

Our WM Blaine Hauling District has over 150 drivers.

Financial Stability and Strength

Provide financial data for the previous three years (e.g., balance sheets, annual report).

WM's financial strength is the foundation for our commitment to serve our customers, perform our obligations, and protect the environment in conducting our broad services. Our industry leadership and strong financial position gives Roseville assurance that we can and will fulfill our obligations.

- As North America's leading provider of comprehensive environmental services, WM's revenue in 2023 was \$20.4 billion. Our business performs well in any economic environment given the essential nature of the services we provide and the recurring nature of our revenue. This results in strong and consistent earnings and cash flow to fund growth investments.
- WM has a very secure financial position, with a strong balance sheet, investment grade credit rating and ample liquidity.
- WM is committed and financially able to perform all operations for Roseville in full compliance with applicable federal, state, and local regulations.
- WM has an experienced and committed management and team members.
- WM has the largest and most diverse asset and customer bases in North America, including transportation, disposal, treatment, recovery, remediation, waste identification, and several other specialty services. This network enables us to provide a single source of responsibility, from transportation through disposal of waste.
- Typically, capital requirements are internally financed by WM using cash flow from existing operations - freeing our new trucks, carts, containers, and facility investments from the timelines and terms of third-party creditors.

WM's financial strength helps us to continually innovate and invest in technologies including organic solutions for all the customers we serve, including Roseville, and we are committed to maintaining that strength.

Financial Profile

Strong Financial Position Provides Strategic Flexibility

CREDIT RATINGS	
S&P	A- (Stable)
Moody's	A3 (Stable)
Fitch	A- (Stable)

- Committed to maintaining strong investment grade credit rating
- Deep access across key capital markets
- Strong liquidity and balanced debt maturity profile
- \$3.5B revolving credit facility with ~\$2.5B of liquidity capacity at the end of 2023

1. Calculated as of 12/31/2023 based on the covenant as defined in the Company's revolving credit facility. See appendix for reconciliation of this non-GAAP financial measure.

LEVERAGE

- Total debt to EBITDA¹ of 2.75x, within targeted range of 2.5x – 3.0x
- Well positioned to allocate capital to increasing shareholder returns while at the same time investing in organic growth, including high-return sustainability growth projects



As a wholly owned, indirect subsidiary of Waste Management, Inc., Waste Management of Minnesota, Inc. does not report financial results. All financial reporting occurs through our parent entity. As a publicly traded company, WM is held to the most stringent regulations for accurate and timely financial disclosure. WM's financial statements are audited.

Audited Financial Statements

For your convenience, please refer to the following links for the WM Annual Reports for the past three (3) fiscal years.

2023: <https://investors.wm.com/static-files/ecb808b1-4653-44ec-837d-9044ff1aef6e>

2022: <https://investors.wm.com/static-files/3bbb4e9d-812b-4a99-87a9-db600206f1a2>

2021: <https://investors.wm.com/static-files/6f36d219-fd4c-43ce-93f6-35f5928eb2eb>

Recyclables Collection Experience

List other communities in Minnesota for which you provide contracted services for single-stream recycling, the length of time you have provided those services, and the number of customers in each contract. Describe your experience with collections from residential, single-dwelling units (SDUs) and multi-dwelling units (MDUs).

Customer	Contact	Email	Description of Services	Dates of Service and Number of Customers
Stillwater	Beth Wolf	bwolf@ci.stillwater.mn.us	MSW, Recycling, YW	1999 thru present. 7,000 single family homes and over 60 apartment complexes.
Minnetrista	Brian Grimm	bgrimm@ci.minnetrista.mn.us	Recycling	2002 thru present. 3,500 single family homes.
Rockford	Amy McNillis	amym@cityofrockford.org	MSW, Recycling	2004 thru present. 700 single family homes.
Brooklyn Park	Tim Pratt	tim.pratt@brooklynpark.org	Recycling	1998 thru present. 22,000 single family homes and over 6,000 MDUs.
Ham Lake	Denise Webster	dwebster@ci.ham-lake.mn.us	MSW, Recycling, YW	2006 thru present. 4,000 single family homes.
Bloomington	Laura Horner	lhorne@bloomingtonmn.gov	MSW, Recycling, YW, Organics	2016 thru present. 7,800 single family homes

Customer	Contact	Email	Description of Services	Dates of Service and Number of Customers
Vadnais Heights	Kaylin Clement	kaylin.clement@cityvadnaisheights.com	MSW, Recycling, YW	2004 thru present. 4,000 single family homes.
Richfield	Rachel Lindholm	rlindholm@richfieldmn.gov	MSW, Recycling, YW, Organics	2020 thru present. 2,500 single family homes.

Special Events

List and summarize your past experience with providing recycling services at special events (e.g., community clean up events, other community events, etc.).

WM is very familiar with community events. We have helped out with hundreds of events over the years. We provide events services, including both trash and recycling, for Little Canada Days, Crystal Frolics, Lumber Jack Day, and many more. Below are examples of the special events services WM provides:

- Crystal Frolics: WM provides roll-off and front load service as well as carts.
- Little Canada Canadian Days: WM provides roll-off services and event box collection receptacles.
- Stillwater 4th of July Celebration: WM provides roll-off services.
- Litchfield Watercade: WM provides roll-off and front load service as well as carts.
- Cokato Corn Carnival: WM provides roll-off and front load service as well as carts.

MRF Residuals History

List the process residuals rate for similar residential curbside recyclables collected for the past three years, even if the materials recovery facility (MRF) is owned or operated by another company. Identify the name and location of each MRF and the residual rate (percent of total incoming curbside residential recyclables).

Roseville's recyclable materials will be processed at the newly upgraded WM Twin Cities Recycling Facility located at 1800 Broadway St., NE in Minneapolis, MN 55413. The facility was updated early in 2024. The investment in innovative recycling solutions creates more recycling volume capacity and will capture more recyclable materials, which, in turn, will help fuel a circular economy. The residual rates are listed below for the last three years.

2021 – 8.29%

2022 – 8.27%

2023 – 8.94%



Measurement of Contaminants as Collected

Describe your plan for measuring the frequency (e.g., percent of SDUs that place unacceptable materials in the Recycling cart) and type of contaminants as collected.

WM Smart Truck® technology is our state-of-the-art smart technology that helps communities ensure the cleanliness of their streets and stormwater systems, reduce contamination, and identifies recycling opportunities. This smart technology enhances our customer service by:

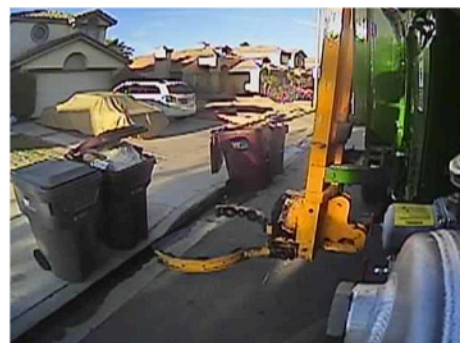
- Educating customers on how to care for their recycling
- Equipping drivers with the tools to capture real-time service opportunities via recorded images
- Providing CSRs with the technology and tools to resolve issues quickly and accurately through service verification

How WM Smart Truck® Works

WM Smart Truck® technology captures footage of customer containers as they are tipped into the truck during service. Technicians review the footage to ensure materials are placed in the correct container and collected successfully. This information is never shared. If a cart associated with a service address is overloaded or has non-acceptable material inside, customers receive educational notifications.

WM Smart Truck® Customer Communications

WM has created customizable WM Smart Truck® customer educational communications to strategically collaborate with our customers and help build awareness of the importance of placing the right materials into the right cart.



Our proprietary Smart Truck® technology captures video and photo of every collection.



Measurement of Participation

Describe your plan for measuring the participation rates of curbside Recycling customers (e.g., percent of SDUs and opt-in establishments that set out Recyclables at least once over a six-week period of observation).

WM uses on-board computers to track customer set out rates. This information can be processed at any time of year. Drivers can simply check a box on the touch screen telling the computer if the customer has been collected or if they do not have their cart out.

Recyclables Marketing Plan

What is your plan to address the fluctuating market prices for Recyclables?

Demand for Recyclables - A World Economy and its Local Impact

Every day we work with customers like Roseville to collect, transport, and sort recyclables, but these local efforts are supported by global economic trends. When economies are thriving, people buy more, which increases the demand for recyclables that are used to produce new products. Also, when fuel prices are high there is a greater demand for recyclable petroleum-based products such as plastic bottles.

Such economic factors and the overall strength of the global economy drive demand for recyclable material, the growth of single stream recycling infrastructure, and the expansion of collection programs at the local level. While a global market has supported recycling growth, it also means that market conditions – both positive and negative – are a reality that we must constantly manage in collaboration with our customers.

For more than two decades, WM has sustained recycling programs despite a persistent decline in commodity markets. We have relied heavily on the experience, relationships, and proactive efforts of our material marketing team as well as significant investments in recycling technologies to ensure WM Recycling Facilities are efficiently producing the highest quality feedstock to our customers.

WM's Material Marketing Team

Our Material Marketing Team has expertise in securing end markets for our customers' materials, even during difficult economic times, has proven to be invaluable for the success of North America's recycling programs.

In addition to marketing to domestic and international customers, we target new markets based on global growth trends (GDP), new regulations, and the path of manufacturing. Our team works directly with all end consumers, cutting out the middleman and maximizing our ability to market material to its highest and best use. We also

WM is the largest recycler in North America, handling approximately 15 million tons of recyclables per year at 102 processing facilities.

Our Position on Plastic Exports

WM has responded to market challenges by redirecting our efforts to establish responsible, domestic solutions for plastics.

Nearly 82% of recyclables (paper and plastic) we collect are sold to domestic markets for processing and no plastics collected on our residential routes and processed at WM single stream recycling facilities are sent outside North America. Where there is no market, after we have exhausted every effort, we are disposing of this material responsibly.

As your service provider, WM will be Roseville's advocate for proper management of materials through end of life.

work closely with our recycling facility operations teams to define changes in specifications and quality standards needed to market material. This allows our operations team to confirm the processing standards we utilize to yield material that can be sold.

WM's materials marketing team will consistently and aggressively:

- Explore all potential short and long-term material sales options
- Maintain an accurate and detailed compilation of end markets, market opportunities, and material market specifications
- Negotiate and sell materials in an honest, forthright manner to our customers, for the best possible prices on behalf of our projects
- Provide material marketing services that meet customer requirements and help sustain the dependability and long-term sustainability of programs.

Sustainable Outlets Growing Domestically

Since China's retreat from the import market in 2018, domestic markets have slowly begun to come online - particularly for paper and plastic. New and expanded paper mills in the U.S. are using more curbside mixed paper and cardboard while the growing economy in the U.S. and the growth of e-commerce further bolsters fiber markets.

At the same time, pressure on the plastic industry has increased demand for most plastic bottles. Manufacturers who have made commitments to using post-consumer content in their bottles to reduce GHG emissions and marine debris are stepping up to purchase more post-consumer plastic.

Business Information

Complete this Section for the Proposer and, if applicable, each member of a Teaming arrangement.

Within the past five (5) years, has the Company submitting this proposal failed to complete a contract? ☒ Yes ☐ No

If so, state name of parties to the contract, the date of the contract and the reason for non-completion. If a bond was posted, state the contact information for the bond company.

Yes, but no such administration or judicial action or violation would have a material adverse effect on WM's ability to provide the services contemplated in WM's proposal, if awarded the work.

Within the past five (5) years has the Company submitting this proposal or any facility or property owned or operated by this Company failed to perform any of its contract obligations with any municipality, county or other public entity? ☒ Yes ☐ No
If so, state the nature of the failure.

Yes, but no such administration or judicial action or violation would have a material adverse effect on WM's ability to provide the services contemplated in WM's proposal, if awarded the work.

Within the last five (5) years, has the Company submitting this proposal, or any facility or property owned or operated by your Company ever been the subject of administrative or judicial action for alleged violation of the conditions of a permit issued by a governmental entity; or alleged violations of environmental, zoning, or public health laws or regulations? ☒ Yes ☐ No
If so, state the details and disposition.

Yes, but no such administration or judicial action or violation would have a material adverse effect on WM's ability to provide the services contemplated in WM's proposal, if awarded the work.

Has the Company submitting this proposal or any of its subsidiaries been a party to any lawsuits within the last five (5) years that may affect its ability to perform the obligations described in the proposal? ☐ Yes ☒ No
If so, list these lawsuits.

None.

Proposal Description

Provide a clear summary of your proposed recycling services operations including explicit deviations from the specifications within this RFP packet. Describe any expectations for City responsibilities not specified in this RFP packet.

WM will provide every other week residential recycling material collection and will operate fully automated curbside recycle collection with ASL trucks fueled with compressed natural gas (CNG). Depending on the option chosen by the City, we will utilize either WM-owned carts or City-owned carts. Residents should place all standard recyclables together in the cart; no sorting or bagging. Please rinse cans, bottles and containers. Residents must place their recycle carts at the curb no later than 7:00 a.m. on their service day. Multi-Dwelling Units (MDU's) will be collected as needed on a regular schedule.

We will provide monthly and annual reports for recyclable materials to the City's Recycling Coordinator.

Collection will not take place on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If any of those holidays fall on a weekday, collections following the holiday will be delayed by one day for that week only.

Expectations for City responsibilities: WM will need a current address list of RDUs and a list of MDU buildings along with current service level for each MDU, in order to set them up with the proper service level.

Please see [Form G](#) and [attached exceptions](#) for WM's deviations from the RFP packet.

Safety Plans and Records

Summarize your safety plans for route collection operations to protect both residents and your workers.

WM knows it is our duty to take every sensible step to prevent injuries in the workplace and return our employees home safely every night.

Likewise, Roseville depends on us to safely collect and process their recyclables while being mindful of our actions to protect the environment that we share.

This is why safety is a core value for our company and we understand the magnitude of this responsibility. We will strive to confirm that each task, piece of equipment, and company policy and procedure reinforces safe actions and behaviors.

Overall injury rates in our industry have improved substantially in recent years and WM's performance in this area has ranked among the best. You do not need to search long to see how we fulfill our commitment to safety – it is woven into everything we do – from hiring practices to training to advancing safety technologies to preventive maintenance.



'Our People First' is a core commitment of WM. We commit to taking care of each other, our customers, our communities, and the environment.

For nearly 20 years, we have engaged employees on safety practices through the Mission to Zero (M2Z), where the “Zero” represents zero tolerance for unsafe actions or conditions. Based on the results of a 2021 safety culture assessment survey, WM updated our Safety Vision and Promise to be better aligned with the concept of safety as a core value. Our new Vision statement captures our desire to have all employees and community members “Get Home Safe, Every Day.”

Get Home Safe Every Day

As a People First company, keeping our people and our communities safe is our top priority. The WM Safety Vision and Promise empowers team members to consistently think and act in ways that directly support and strengthen the safety culture at WM.

The Vision moves WM beyond a focus on compliance by cultivating a culture where health and safety are the foundation of everything we do. Safety comes first on the job, all day, every day, without compromise.



Our Safety Vision and Promise is to:



Always put safety first



Take personal ownership of safety



Champion safe operations with our words and actions



Follow all safety rules



Identify and address safety risks in advance

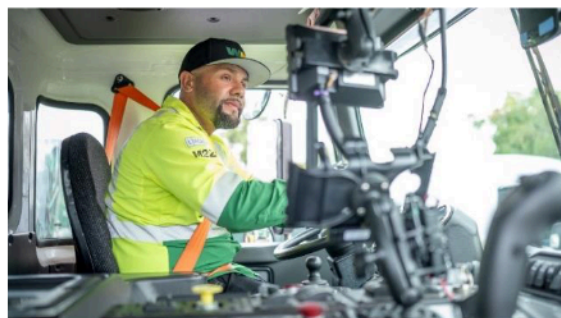
The behaviors in our Safety Vision and Promise protect what is most valuable to us and to our customers: **health and well-being.**

Driver Safety

Drivers on their collection routes face many safety risks that are beyond WM's control on a daily basis. We prepare them for the risks they may face with in-depth training.

Regional Training Centers

WM training centers for drivers and technicians are in Glendale, Arizona and Fort Myers, Florida, and include maintenance shops, driver training courses, classrooms, computer labs, and technician workstations to simulate typical experiences at WM facilities. Newly hired drivers and technicians selected from across the country travel to these centers for two-week, immersive onboarding programs designed to enhance their capabilities. Trainees spend their first week in the classroom learning and by week two transition into simulated driving courses and stations that provide scenarios reflective of day-to-day collection conditions and obstacles – from severe weather, traffic, and responding to other drivers' behavior. At the end of the



two-week training course, drivers receive a comprehensive evaluation of performance in key safety areas.

Reinforcing Safety with Ongoing Training

Safety training is never “complete” at WM. All drivers participate in ongoing safety training, including:

- **‘Tailgate’ Meetings:** Every morning each of our drivers attends “tailgate” meetings where safety is a primary focus. Relevant and time-sensitive safety topics are often discussed, such as upcoming weather forecasts for conditions, scheduled community events that result in more pedestrian traffic, and road/bridge closures that may require alternative routes.
- **WM SAFETY Defensive Driving System:** Provides ongoing safe driving instruction specific to waste collection vehicles. The system is refreshed monthly with videos that address hazards in drivers’ daily operating environments. Topics include safe backing, following distances, pedestrians, bicyclists, and rollover prevention.



- **Observation Behavior Assessments:** On a regular basis, WM route managers and driver trainers provide on-the-job observation behavior assessments to evaluate driver knowledge, operating behaviors, and safety/best practice compliance.

Advancing Safety Technology with a Better Collection Truck

WM is investing deeply in technology to keep drivers safe. We continue to transition from manual to automated collection technologies, which reduce the number of times our employees must exit the truck while collecting recyclables. This technology helps reduce fatigue and the potential for incidents. A few features that we are incorporating into our trucks are shown on the following page.

Safety Technology on WM Trucks

WM Smart Truck® Technology

With the help of a proprietary system of cameras and sensors, WM Smart Truck® technology can document every service, every day to provide customers with direct, targeted feedback to drive behavior change and reduce contamination. This technology reduces the number of times drivers must leave the cabs of their trucks.

Better Brake Lights

The more visible our trucks are on the roads, the safer we are. To help reduce rear-end collisions, we are upgrading to the new brake lights that flash repeatedly to catch the attention of other drivers.



DriveCam®

DriveCam® camera is a video recorder that is automatically activated by sudden movements, allowing managers to see drivers' behavior and, if necessary, coach them on safer driving techniques.

Automatic Side Loading

Safety data tells us that our highest incident rate comes on residential rear-end-load collection routes. We are in the process of transitioning from rear-loading to side-loading trucks, which removes collection employees from the back of trucks where they could be at higher risk.

Advanced Driver Assistance System (ADAS)

Advanced driver systems include features like collision mitigation, active braking technology and vehicle telematics that communicate any needed repairs to our shops. Beyond the safety benefits, these enhancements lead to greater driver satisfaction and retention.

DriveCam®: Intelligent Dashcam Technology for Safer Collection

DriveCam®, one of the safety innovations onboard our trucks, goes beyond traditional dashcams by pairing machine vision with artificial intelligence to identify risks as they occur on the road and respond to the driver with real-time coaching.

DriveCam® is mounted on the windshield of the interior cab with cab-facing and road-facing cameras. When an unsafe condition is detected, such as critical following distance, lane departure, or imminent collision, the device visually and audibly alerts our drivers, providing an opportunity for self-correction.

Additionally, if an event is detected, video data is sent to WM route managers for follow-up performance coaching with the driver. Recorded events also help us appreciate the many times that our drivers avoid collisions through using proper defensive driving techniques. We believe our investment in DriveCam® has contributed to reducing our reported vehicle accidents by almost 80% since 2005.

Extra Eyes on Your Roads

WM drivers can manually trigger recording of video on the DriveCam® in the event they witness an emergency situation or suspicious activity.

Additional Onboard Technology Advancements

Back-up cameras	Provide a view of the area behind the truck whenever the truck is in reverse, reducing the potential for backing accidents and enhancing pedestrian safety.
On-board methane detection	On compressed natural gas (CNG)-powered trucks, methane detectors provide immediate visual and audible alarm for potential leaks from fuel tanks or lines.
Maximum idle time limit	After five minutes, engines turn off to reduce fuel consumption and exhaust emissions.
Heated rear view mirrors	Provides fog and frost-free view of both sides of the truck. Mirrors are adjustable electronically.
Bus-boy mirrors	Angled convex mirrors allow the driver an unrestricted view of the area in front of the truck. This is especially valuable when pedestrians are present.
Trapezoidal side lights	Floodlights located halfway down the side of the body come on automatically when the truck is in reverse. Bright flood lighting illuminates both sides of the truck and roadway.
Sears air ride driver's seat	Provides added comfort and excellent ergonomics for the driver. Includes eight-way adjustability with lumbar support to help reduce driver fatigue and improve performance.
Heavy duty disc brakes	Provide the best stopping distance for heavy trucks in the industry. Exceeds all applicable Federal Motor Vehicle Safety Administration requirements.
Electromagnetic or hydraulic driveline retarders	Retarders are silent and provide additional braking capacity. Eight-inch-wide rear brake lining also increases braking capacity and improves vehicle safety.

Summarize your safety plans for MRF operations (if you own your own MRF) and truck unloading procedures at the MRF.

WM has robust safety programs to protect employees in our recycling facilities. Worker absences and attrition pose safety risks to all employees in a facility, so we are diligent not only about keeping people safe, but also creating a workplace where people will want to stay long term.

In our recycling facilities, automation is a critical way we can improve safety. WM's investments in recycling infrastructure incorporate technology like optical sorters and robotics into these facilities. By automating some of the sorting that was once done manually, these technologies will help reduce injuries and free people up to work on other tasks.



Operations within recycling facilities pose a significant safety risk due to the threat of fires – often due to lithium-ion batteries incorrectly placed in recycling carts that can ignite when the casing is compromised. To combat this, WM uses a fire suppression technology that automatically detects fire or smoke in the recycling stream, even when no workers are present. If needed, the system deploys a foam cannon to put out flames, reducing potential risks to our people and considerable damage to our facilities.

All recycling facilities are adequately staffed and follow life critical safety rules. Signage throughout our facilities indicate a number of life critical safety rules, such as seatbelt requirements, vehicle and foot traffic flow, speed limits, vehicle distancing (minimum 15 feet), no-cellphone-use zones, and warnings near machinery.

Personnel at our recycling facilities wear personal protective equipment (PPE) while on duty at all times, including hard hats, reflective vests and clothing, eye/hearing protection, gloves, and dust masks when necessary.

Safety at WM recycling facilities is accomplished through a comprehensive Injury and Illness Prevention Program (IIPP), Occupational Safety and Health Administration (OSHA) Safety Regulations, WM-specific safety policies and procedures as well WM's Recycling Operations Standards that include safety precautions or policies for each designated task within our recycling facility recycling facility operations. In addition to OSHA Safety Regulations, our safety policies and procedures have been created utilizing the American National Standards Institute (ANSI) Z245 - American National Standards Equipment Technology and Operations for Wastes and Recyclable Materials.

Our recycling facilities have unique safety requirements. WM's front-line employees come in direct and frequent contact with the materials we process each day. Some of the safety precautions we train on that are unique to our material recovery facility environment include:

- Bale quality and integrity
- Safe bale stacking
- Blood borne pathogens safeguards
- Conveyor and processing machinery safety
- Fire prevention protocols
- Mobile Equipment operation safety
- Hearing conservation
- Puncture prevention
- Respiratory protection
- Tipping floor safety
- Trailer loading safety

All employees, including managers and supervisors, receive training on general and job-specific safety and health practices. Training is provided:

- Comprehensive safety orientation upon starting with
- When the IIPP is first established or is revised
- To all employees given new job assignments for which training has not previously been provided

- Whenever new substances, processes, procedures or equipment are introduced into our recycling facilities and represent a new hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their supervision may be exposed
- To all employees with respect to hazards specific to each employee's job assignment
- To all employees with respect to hazards that are located in common areas throughout our recycling facilities

Our recycling processing equipment and facilities are inspected at regular intervals. High hazard or frequently changing operations or equipment (e.g. forklifts, sorting equipment, etc.) are inspected daily and additional safety inspections are conducted monthly and annually by company compliance managers and environmental health and safety auditors.

Employees are encouraged to be active participants in their personal health and safety as well as the broader safety of our facility and workplaces. Each of our recycling facilities has an established Safety Committee that consists of at least four workers from different departments within the operation – safety teams meet monthly and are empowered to review, adopt and implement practices as needed to maintain a safe work environment. Employees are also encouraged to inform management of existing hazards or concerns by communicating directly with their supervisor, facility manager or by calling the WM Helpline.

Truck Unloading Procedures

Basic unloading procedures for the Recycling Facility are outlined below and on the following pages.

Recycling collection trucks will enter the facility through the main gate and pull on to the inbound truck scale. After being weighed, trucks will then leave the scale and proceed to the tipping floor. Recycling facility traffic personnel will direct trucks to a specific section of the tipping floor. This direction will expedite the ability to empty their loads while ensuring that the trucks are safely spaced apart.

Once the collection truck dumps the load, it will pull forward and drive directly out on to the exit access road. Recycling collection trucks will then proceed to the outbound scale house to be processed.

- PPE Required – Hard Hat, Safety Vest, Safety Glasses, Gloves, and Steel Toe Work Boots.
- Only the Driver can exit the truck in the work zone. Helpers and other personnel must remain in the cab of the vehicle or in a designated area.
- Vehicle Spacing/Parking:
 - Full eject and private vehicles – 15 ft Minimum
 - Tilt frame/partial eject vehicles – 15 ft Minimum
 - End dump/frameless trailers – length of trailer + 15 ft
 - When parking in the tipping area, the cab of your vehicle should be even with the cab of other vehicles. (Not Staggered.)
- Backing
 - Scan before and during backing, and back at a safe speed.
 - Honk prior to backing to signify beginning of backing maneuver.

- General
 - Drivers are not allowed to loiter or carry on conversations in the tipping area.
 - NO SMOKING on the tipping floor.
 - Traffic Spotters/Traffic Directors/Equipment Operators are not allowed to help with the unloading of material, to open the doors of commercial vehicles, or to assist in the removal of tarps or screens.
 - Drivers will clean tailgates, seals, and behind blades at the designated clean-out area. Clean out areas will be identified by signs. No driver, helper or spotter is allowed under a raised tailgate, or to enter the truck to clean behind the packer blade without proper lockout procedures taken.

Have you had any OSHA – reportable accidents within the past three years in Minnesota?
☒ Yes ☐ No
If so, please summarize.

Please find the WM Blaine Hauling site OSHA recordable incidents log for the past three years below. The majority of injuries are minor bruises, contusions, sprains, strains, tears or abrasions.

Year	Number of Fatalities (OSHA Recordable) (G)	Days Away (OSHA) (K)	Restricted Days & Job Transfer (OSHA) (L)	OSHA Recordable Incidents
2021	0.00	61.00	303.00	9.00
2022	0.00	85.00	146.00	4.00
2023	0.00	472.00	240.00	9.00

Cart Management Plan

Either the City or the Contractor will own the Recycling carts by the start of this contract.

If the City owns the carts, the selected cart vendor will assist with delivery and distribution. The selected Contractor will then assist the City with cart inventory, size switches, repairs, maintenance, education labeling, warranty work, etc. Please describe how you will manage these tasks for the City.

WM has multiple crews delivering, repairing, and swapping carts daily. WM has a cart management location in St. Paul. Customers can expect cart transactions to occur on their next day of service.

In addition to contacting our Customer Service center via telephone, Roseville residents will also have the option to request a cart repair online at the wm.com WM Support Center; using the "How Do I Get My Container Repaired?" feature.

If the Contractor owns the carts please describe your plan for distribution of carts prior to the start of the contract, and cart management throughout the contract.

Each Roseville residential and multi-family dwelling unit customer will receive a new Ecocart™ recycling cart (green with a yellow lid) and, for MDUs, a front load recycling container(s) approximately one week prior to their first scheduled collection day under the new contract.

WM and Cascade Cart Solutions have teamed to create the EcoCart™ - the waste industry's first collection cart manufactured with at least 10% post-consumer plastic resin. The EcoCart creates a closed loop system as it is manufactured with recycled residential curbside plastic - bulky, rigid plastics collected straight out of recycling programs across the country - without compromising durability or warranty standards.

Beginning in June 2025, we will educate residential customers on the key cart delivery dates. Information will be communicated at community meetings and through direct mail, out-dials, local media, and social media outlets. At this time, customers will also be notified of the final date they may request a change to their cart size and how and when to set out existing carts to be removed.

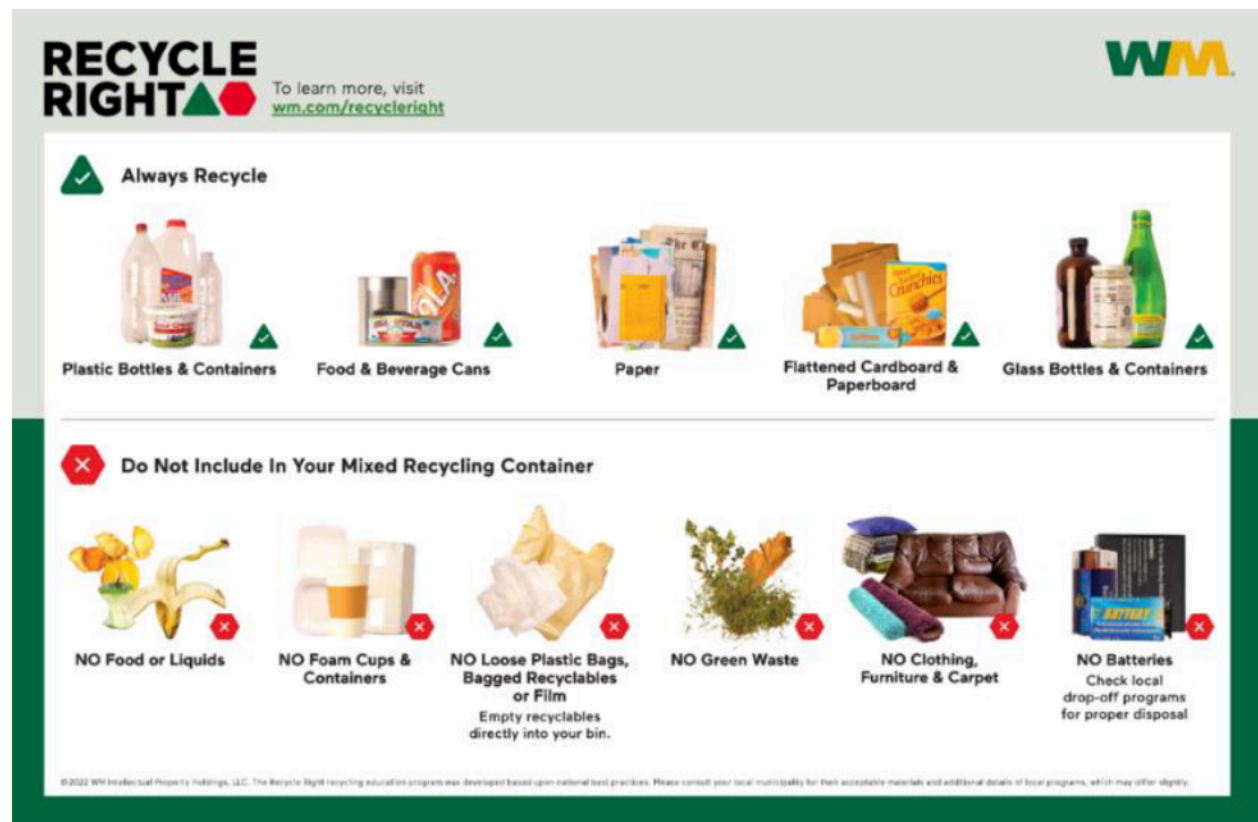
Similarly, MDU customers will also receive outreach regarding the delivery of carts and containers as applicable, when to expect them and how to modify service levels.

Operationally, we take the following steps to ensure the proper cart(s) and container(s) are delivered to each customer:

- Acquire conveniently located cart delivery staging area with the City's assistance to maximize our ability to deliver all carts and containers; usually within five days.
- We will produce and distribute an easy-to-understand postcard for residents to confirm their scheduled delivery timeframe.
- Our commercial delivery schedule for MDUs will coincide with customers' regularly scheduled recycling collection day, and deliveries will occur exactly one week prior to their first scheduled collection.
- Any discrepancies in planned versus actual delivery will be noted by the delivery crew and resolved daily by route management.
- Each cart and container will be delivered with appropriate decals and educational materials.

In-Mold Labels Educate Your City at the Point of Disposal

- Each recycling cart provided to Roseville includes in-mold labels on top of the cart that list which materials to recycle in your City. Research indicates that providing customers prompts or messages at the point of disposal are among the most effective ways to help customers recycle right. Our in-mold labels are an important tool in our Recycle Right education program - they use images to clearly show what materials are acceptable to recycle and which materials should go in the trash. Labels are available in both English and Spanish.
- An example of a standardized Recycle Right in-mold label can be found on the following page.



Recycle Right in-mold label for WM recycling carts

Front load containers for MDU's will have similar labels identifying which materials are recyclable.

On-going repair and maintenance requests will be handled in the same manner as described above in scenario that the City owns the carts.

Contract Transition

What is your plan for transition of operations between the current operations and the new Contract operations? Describe proposed timing of these transitions including: truck acquisition (if needed); personnel training for collection and customer service call center staff; public notices; etc.

WM understands that changing service providers may seem daunting. But with your WM team, it will not be a stressful experience.

The goal of our implementation plan and process is to ease your transition worries by listening to your needs and using what our experience has taught us. We prepare for each of our implementations by assembling a fully-staffed transition team that can navigate through and tackle all the details. Your transition team will have access to all the resources available through WM to smoothly execute your transition.

We have introduced our services to many communities and we have seen that a successful transition more often than not recognizes that:

- **Your community needs a customized plan.** We value the fact that Roseville is different and has specific service requirements and goals. We have learned that taking the time to ask questions, listen, and appreciate unique customer needs results in a smoother implementation. Together, we will anticipate and overcome hurdles before they become challenges.
- **A smart approach includes proven processes and technologies.** From operations to customer service, you will find tested processes and innovative new technologies that allow us to bring Roseville a level of service reliability and customer satisfaction that is truly unmatched.

Working with you, we are committed to a smooth introduction of WM, our employees, and our recycling collection services to the Roseville community.

Know Our Customers – It All Starts with Data Integrity

Although the services we provide in each community may differ, some core competencies make a significant impact on our customers' experiences during a transition of service providers. First, we must confirm that we have accurate data; we need to know who our new customers are. Accurate address information will allow all aspects of our customers' experiences to go smoothly – from hassle-free collections to timely delivery of educational and service information.

Requested data will include:

- For RDU's, the service address, the mailing address (if different, e.g., a post office box), and the customer name
- For MDU's service details, including potential container type(s), size(s), container quantity, frequency of collection, and current collection day
- Account special handling/service notes (i.e., locked access, drive-in, disabled customer assistance, etc.)

Customer data accuracy can make or break an implementation. All data will be scrubbed for inaccuracies, duplications, and inconsistencies prior to being loaded into our customer service database, Mid-America Systems (MAS). Data verification efforts often include parcel verification

audits, site visits, phone audits, and direct mail requests. These efforts will confirm that we have included all customers in our database and that we can provide accurate service reporting to Roseville. Once loaded into MAS, each account will receive a unique WM account number and accounts will “go live.”

Execution of Operational/Transition Plan

Building from our years of experience we have with service transitions, we customize our operational tasks and timeline to your specific needs. Whether we are providing all new carts and adding new services or if we are keeping most items status quo, we still review each operation and service requirement to validate we are 100% ready to roll by day one of the new contract.

Major implementation tasks for Roseville include:

- Implementation meetings, coordination, and course correction
- Identify collection vehicles
- Cart and container deliveries
- Driver training
- Route development
- Contingency planning

These tasks are described in more detail below. A sample timeline of implementation tasks is also included.

Implementation Meetings, Coordination, and Course Correction

WM’s internal Roseville team will meet weekly throughout planning and implementation. At the onset, these meetings will include our regional team of experts. As the contract start date approaches, the local district operations team will meet daily to review the most critical components of service delivery.

Our team is committed to keeping Roseville informed of our implementation progress, and we will ask for your feedback as we customize our transition efforts to reflect the needs of your community. For example, if a proposed communication or outreach method is not working or does not make sense, we are not afraid to scratch the idea and discuss an alternative. From the onset of our transition, we propose meeting with Roseville staff regularly to review key implementation milestones, our progress, and any proposed changes. We can start with monthly meetings initially, and increase the frequency, if needed.

In addition to our internal meetings and meetings with staff, it is important to coordinate closely with your outgoing service provider. From our experience, the outgoing service provider has been cooperative and helpful during contract transitions, and we often make their exit easier and more efficient when we can coordinate with them on the removal of their carts and containers.

Identifying Collection Vehicles

We will service Roseville with trucks from our existing fleet of compressed natural gas collection trucks. Smaller trucks for parks service and other tight areas will be transferred from available assets after our contract is finalized.

Driver Training

Prior to a new contract, all drivers assigned to Roseville will receive contract-specific training that includes a review of our implementation education efforts, materials, and resources, as well as information regarding Roseville's unique service requirements, collection offerings, and contractual requirements.

Route Development

WM will build Roseville's routes to accommodate new services and changes to collection frequencies while taking into account current routing to minimize changes. All WM routes are developed using our proprietary routing software, eRouteLogistics®, to minimize customer impact and maximize safety and efficiency. New routes will be street-tested and adjusted by our route managers prior to finalization.

If new WM routes require collection day changes, we will inform customers of their new collection day and/or schedule via direct mail (in their Welcome Packet) and out-dial reminders 24 hours prior to their first WM collection.

Onboard Tablets Eliminate Learning Curve

Each collection truck will be equipped with onboard tablets that display the driver's exact route, all scheduled collections, and relevant account notes such as container placement. The tablets include GPS technology that allows drivers to capture route data in real-time. Collection statuses minimize the opportunity for missed collections and provide CSRs with near-real-time field data to assist with customer inquiries.

Contingency Planning

Our longstanding supplier relationships, smart technologies, and our regional network of equipment and personnel make it possible to carry on with collections should a delay or unexpected event occur during a new contract implementation. Key contingency plans address:

- **Staffing.** Our staffing plan includes personnel to fill in for employees who are sick, on vacation, in training, or to provide extra help due to spikes in collection volume.
- **Collection Vehicles.** Roseville collection vehicles will be identified, inspected, and prepared for service. Each of our districts across the nation maintains a spare ratio of 15% allowing us to draw from our existing fleet of backup collection vehicles if needed.
- **Cart and Containers.** We build in a 30-day buffer between when equipment begins to arrive and when we start customer deliveries. Our selected suppliers have multiple manufacturing locations and our order can be reassigned to a backup facility should the primary production facility experience a delay. Additionally, we will stock a surplus of carts and containers during the implementation period to accommodate a spike in new customer sign-ups or service level shifts.
- **Customer Service.** Our online customer database, Knowledge, is accessible to our CSRs across the nation, enabling us to enlist backup support from other regional centers in the event we receive a major spike in call volume for any reason, at any time.

Please see the following pages for a sample transition timeline.

Sample Transition Timeline of Implementation Tasks

Below is the outline of the timeline for the various implementation tasks. This will be filled out collaboratively with the City once a contract is awarded.

Tasks	Start Date	Completion Date
Notice of award		
Contract negotiations		
Council contract execution		
Operations		
Carts and Containers		
Procurement of cart inventory		
Finalize removal, assembly, delivery, vendor staging facility, and schedule		
Conduct cart and container transition		
Trucks		
Identify the specific trucks to be used for Roseville's service		
Conduct pre-implementation vehicle inspections and onboard computer testing		
Routing		
Develop routes using existing routes where possible		
New route field-testing (prior to go-live)		
Creation of final route maps		
Staffing		
Conduct field-based driver training		
Data Integrity and Ongoing Data Transfer Requirements		
Coordinate and conduct data transfers		
Audit and verify data accuracy, upload to MAS, and assign WM account numbers		
Request and establish codes for all services		
Establish ongoing data transfer, reporting, and City-invoice protocols with Roseville		
Contract Compliance		
Develop comprehensive contract compliance checklist for implementation		

Establish reporting process and template in accordance with contract specifications		
Renew local business license, insurance, and performance bond		
Review all updates to wm.com and City website for accuracy and compliance with contract terms and maximize cross-promotion		
Customer Experience		
Update Knowledge to reflect changes to contract requirements and new services		
Review and approve Knowledge with all key departments		
Upload all transition public education materials to Knowledge for CSRs' reference		
Develop detailed new contract curriculum		
Management conducts pre-implementation training		
Management conducts small group CSR training with emphasis on new contract terms and new services		
New Knowledge content goes-live		
Public Outreach and Communication Efforts		
Communication with Roseville		
Present implementation programs, services, and timeline to officials at a scheduled time		
Schedule month or bi-weekly meetings with key implementation staff and City contacts		
Designate a dedicated implementation contact for the City's Public Information Officer		
Finalize strategic communications plan with emphasis on promotion of new services and obtain feedback/approval		
Communication with Residents		
Design and distribute Welcome Postcard		
Conduct media outreach with Roseville's Public Information Officer including press releases with transition information		
Continually update wm.com with key service info		
Conduct multifamily site visits		
Design and distribute customer Welcome Packet		
Update City webpage with new Welcome Packet materials, new service information, and transition announcements		

Proposed Additional Recyclable Materials

Do you plan to collect and recycle any additional Recyclable Materials other than the minimum items listed in Attachment A, Exhibit F? ☐ Yes ☒ No

If yes, please itemize, including your materials marketing strategy to assure consistent end market outlets and actual Recycling of these additional items. (Note that you may request end market information be held as confidential under the Minnesota Government Data Practices Act procedures and standards.)

WM will always encourage recycling for any marketable commodity and continuously adjusts our acceptable list based on the efforts of our global Material Marketing Team.

As a society, we understand that recycling is important, but in order for recycling to make an impact, we have to recycle right. Today's most successful and sustainable recycling programs emphasize the value of the acceptable materials. We must ask ourselves, does this material have a viable market? If the answer is yes, we must also ensure the material we are recycling is properly prepared, clean, and free from contamination.

Our list of acceptable materials is reflective of today's market reality and includes only materials that meet industry quality standards and have viable market demands. However, due to the length of our Contract with Roseville, it is important to allow for the possibility that this list may need to be adjusted at some point over the next three to five years. Contract language must support our collective need to make changes to acceptable materials in order to respond to global market demands as well as protect the quality of material we process. In light of these considerations, we propose the following contract language:

Single Stream Specifications

Recyclables must be dry, loose (not bagged), unshredded, empty, and include **ONLY** the following:

Aluminum cans	Newspaper
PET bottles with the symbol #1 – with screw tops only	Mail
HDPE plastic bottles with the symbol #2 (milk, water bottles detergent, and shampoo bottles, etc.)	Uncoated paperboard (ex. cereal boxes; food and snack boxes)
PP plastic bottles and tubs with symbol # 5 - empty	Uncoated printing, writing and office paper
Steel and tin cans	Old corrugated containers/cardboard (uncoated)
Glass food and beverage containers – brown, clear, or green	Magazines, glossy inserts and pamphlets

Non-recyclables include, but are not limited to the following:

Plastic bags and bagged materials (even if containing Recyclables)	Microwavable trays
Porcelain and ceramics	Mirrors, window or auto glass

Light bulbs	Coated cardboard
Soiled paper, including paper plates, cups and pizza boxes	Plastics not listed above including but not limited to those with symbols #3*, #4*, #6*, #7* and unnumbered plastics, including utensils
Expanded polystyrene	Coat hangers
Glass and metal cookware/bakeware	Household appliances and electronics,
Hoses, cords, wires	Yard waste, construction debris, and wood
Flexible plastic or film packaging and multi-laminated materials	Needles, syringes, IV bags or other medical supplies
Food waste and liquids, containers containing such items	Textiles, cloth, or any fabric (bedding, pillows, sheets, etc.)
Excluded Materials or containers which contained Excluded Materials	Napkins, paper towels, tissue, paper plates, and paper cups
Any paper Recyclable materials or pieces of paper Recyclables less than 4" in size in any dimension	Propane tanks, batteries
Cartons*	Aseptic Containers*

DELIVERY SPECIFICATIONS:

Material delivered by or on behalf of Customer may not contain Non-Recyclables or Excluded Materials. "Excluded Materials" means radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio-hazardous or toxic substance or material, or regulated medical or hazardous waste as defined by, characterized or listed under applicable federal, state, or local laws or regulations, materials containing information (in hard copy or electronic format, or otherwise) which information is protected or regulated under any local, state or federal privacy or data security laws, including, but not limited to the Health Insurance Portability and Accountability Act of 1996, as amended, or other regulations or ordinances or other materials that are deleterious or capable of causing material damage to any part of Company's property, its personnel or the public or materially impair the strength or the durability of Company's structures or equipment.

Company may reject in whole or in part, or may process, in its sole discretion, Recyclables not meeting the specifications, including wet materials, and Customer shall pay Company for all increased costs, losses and expenses incurred with respect to such non-conforming Recyclables including costs for handling, processing, transporting and/or disposing of such non-conforming Recyclable Materials which charges may include an amount for Company's operating or profit margin ("Cost"). Without limiting the foregoing, and Customer shall pay a contamination charge for additional handling, processing, transporting and/or disposing of Non-Recyclables, Excluded Materials, and/or all or part of non-conforming loads and additional charges may be assessed for bulky items such as appliances, concrete, furniture, mattresses, tires, electronics, pallets, yard waste, propane tanks, etc.

Company reserves the right upon notice to discontinue acceptance of any category of materials set forth above as a result of market conditions related to such materials and makes no representations as to the recyclability of the materials. Collected Recyclables for which no commercially reasonable market exists may be landfilled at Customer's Cost.

*Cartons, aseptic containers and other plastics may be allowed if approved in writing by Company.

Proposed Destination of All Materials

In addition to the list of end markets for traditional recyclables, describe the ultimate processing or disposal facilities for all other materials to be collected as a part of this contract (e.g., recyclable items from the cleanup events such as appliances, C&D materials, electronics, etc.).

Please see the chart showing markets and end uses for collected recyclables.

Commodity	Location	Material created
HPDE Pigmented Containers Baled	Regional	Recycled Pellets
Steel Cans	National	Steel Alloy, Piping and Rebar
Scrap Steel	Local	Sorted/Processed for further recycling end Markets
Wood Products	Local	Landscaping wood chips
Mixed Paper	Regional	Linerboard/ Medium/Boxboard/Tissue and Toweling
Tires	Local	Tire Derived Aggregate
OCC Baled	Regional	Linerboard/Medium/Boxboard
Pallets (Wood)	Local	Used Pallet repair for reuse
OCC Baled	National	Linerboard/Medium/Boxboard
OCC Baled	Regional	Linerboard/Medium/Boxboard
HPDE Natural Containers Baled	Regional	Recycled Pellets
HPDE Pigmented Containers Baled	Regional	Recycled Pellets
Mixed Rigid Plastics Baled	Regional	Recycled Pellets
Polypropylene Baled	Regional	Black Plastic Paint Cans
OCC Baled	Local	Linerboard/Medium/Boxboard
PET containers Comingled others Baled	Local	Carpeting
OCC Baled	Regional	Linerboard/Medium/Boxboard
OCC Baled	Regional	Linerboard/Medium/Boxboard
Mixed Paper	Regional	Linerboard/ Medium/Boxboard/Tissue and Toweling
OCC Baled	Regional	Linerboard/Medium/Boxboard
Used Beverage Cans	National	Aluminum Sheetting
Polypropylene Baled	International	PP Pellets for Industrial Manufacturing
Used Beverage Cans	Regional	Aluminum Sheetting
OCC Baled	Regional	Linerboard/Medium/Boxboard
Fine Glass	Regional	Glass Packaging, Fiber Optics, Insulation
Three Mix Glass	Regional	Glass Packaging, Fiber Optics, Insulation
OCC 11 Baled	International	Linerboard/Medium/Boxboard
HDPE Natural Containers Baled	Regional	Recycled Pellets
E Scrap	Local	Sorted/Processed for commodity byproducts and sent to end Markets
OCC Baled	Local	Linerboard/Medium/Boxboard
OCC Baled	Local	Linerboard/Medium/Boxboard
Mixed Paper	Local	Linerboard/ Medium/Boxboard/Tissue and Toweling

Proposed Zero Waste Events Support

Describe your proposed operations for supporting collections from the City's Zero Waste Events as listed in Attachment A Section 2.5.5 as part of your Proposal. Subcontracting shall be allowed and encouraged if necessary to provide the full spectrum of required services. Alternate proposals with additional added value services (e.g., enhanced reuse and/or recycling at events) are encouraged but not required.

We will work in conjunction with the City in regards to the structure of the Zero Waste events including the setup, the vendor list, and all reporting requirements. WM would like to meet in advance with the City on each event to understand the timing and scope of the services required.

Public Education

The City and the Contractor will plan for a coordinated public education campaign.

The Contractor will be responsible for publishing and dispersing an annual public education flyer to all residents. Does your company put together educational materials for other cities? ☒ Yes ☐ No

If yes, please attach an example of one such educational flyer from another community.

Welcome Postcard: WM will mail each customer a simple note to introduce ourselves, inform them of the upcoming transition, and reassure them that more information will be provided as we get closer to the implementation date. At this time, we can also direct customers to our website, contact information, and upcoming community meetings for more information.

New Every-Other-Week Recycling Collection with WM

Effective July 2025, WM will implement automated collection and replace your current recycling cart with a WM wheeled 96-gallon cart at no additional charge.

- 96-gallon carts allow you to recycle more of the right materials, are easy to move to the curb, and lids keep all materials contained in the cart.
- Carts will be delivered to each household by DATE. Every-other-week recycling collection will begin July 1, 2025.

See the back side for more information.



Dear City of Roseville resident,

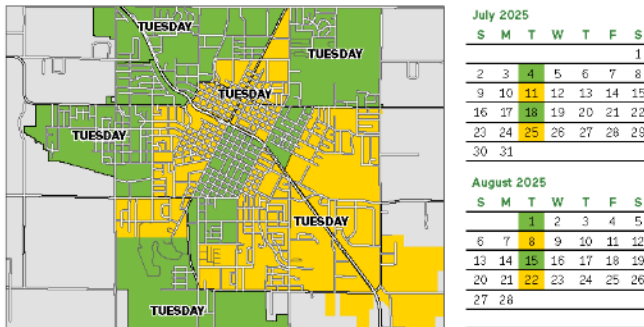
Every-other-week recycling collection with 96-gallon carts will start July 1st. Carts allow residents to recycle more of the right materials - bottles, cans, paper and cardboard. Plus, using carts with automated collection is cleaner, more efficient for your community and safer for our drivers.

The Map and Recycling Collection calendar below show whether your recycling will be collected on a Green or Gold week. Look for more detailed information, including a Collection Calendar and tips to Recycle Right, attached to your 96-gallon cart when delivered in June 2025.



10050 Naples St. NE
Blaine, MN

Sample only. Actual Roseville postcard will be designed collaboratively with City input.



For More Information

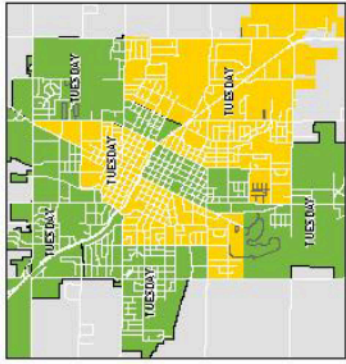
Please contact WM at XXX@wm.com, call WM Customer Service (800) 123-4567, or visit the Roseville website at wm.com/roseville.

Following the postcard, WM will distribute the educational flyer, which we refer to as a Welcome Packet. Please see the following two pages for a sample of a WM Welcome Packet. This would be customized specifically to Roseville in collaboration with the City.

Map and 2025 - 2026 Recycling Collection Calendar

Please refer to the map below to determine your collection day and whether your recycling will be picked up on a Green or Gold week.

Holiday		Green Recycling Weeks							Gold Recycling Weeks						
		August 2025							September 2025						
July 2025		S	M	T	W	T	F	S	S	M	T	W	T	F	S
1		2	3	4	5	6	7		5	6	7	8	9	10	11
8		9	10	11	12	13	14		12	13	14	15	16	17	18
15		16	17	18	19	20	21		19	20	21	22	23	24	25
22		23	24	25	26	27	28		26	27	28	29	30	31	
29		30	31												
		November 2025							December 2025						
October 2025		S	M	T	W	T	F	S	S	M	T	W	T	F	S
2		3	4	5	6	7	8	1	1	2	3	4	5	6	
9		10	11	12	13	14	15	7	4	5	6	7	8	9	10
16		17	18	19	20	21	22	14	11	12	13	14	15	16	17
23		24	25	26	27	28	29	21	18	19	20	21	22	23	24
30								28	25	26	27	28	29	30	
		February 2026							March 2026						
January 2026		S	M	T	W	T	F	S	S	M	T	W	T	F	S
2		3	4	5	6	7	8	1	1	2	3	4	5		
9		10	11	12	13	14	15	6	3	4	5	6	7	8	9
16		17	18	19	20	21	22	13	10	11	12	13	14	15	16
23		24	25	26	27	28	29	20	17	18	19	20	21	22	23
30								27	24	25	26	27	28	29	30
		May 2026							June 2026						
April 2026		S	M	T	W	T	F	S	S	M	T	W	T	F	S
1		2	3	4	5	6	7	1	3	4	5	6	7	8	9
8		9	10	11	12	13	14	5	10	11	12	13	14	15	16
15		16	17	18	19	20	21	12	17	18	19	20	21	22	23
22		23	24	25	26	27	28	19	24	25	26	27	28	29	30
29		30	31					26	31						



Observed 2025-2026 Holidays

Please note, if a holiday occurs on or before collection day, your service will be delayed one day that week only.

- Labor Day: Monday September 4, 2025
- Thanksgiving Day: Thursday November 23, 2025
- Christmas Day: Monday December 25, 2025
- New Year's Day: Sunday January 1, 2026
- Memorial Day: Monday May 29, 2026
- Independence Day: Tuesday July 4, 2026

City of Roseville
2025 New Recycling Collection Services



Dear Roseville Resident,

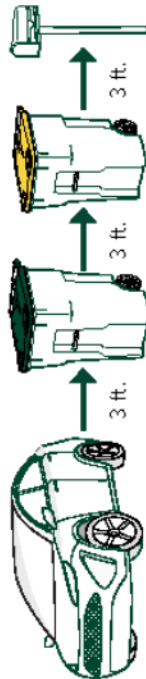
WM is always working for a sustainable tomorrow and is proud to provide new every-other-week recycling collection services for each Roseville residence.

Recycling is good for your community, and we aim to set your household up for recycling success right from the start. Our Recycle Right resources will help you recycle the right materials, minimize contamination, and help ensure your recyclables go on to enjoy a second life.

See the adjacent panel for acceptable recycling materials and tips to Recycle Right.

Proper cart placement for automated collection

Effective July 1, use only the green 96-gallon cart with the yellow lid for recycling. Place acceptable recyclables directly into the cart - don't bag recyclables and no loose plastic bags. Make sure all materials fit inside the cart with the lid firmly closed. To ensure the truck's automatic arms can lift the carts, please make sure to place carts at least 3 feet apart and away from other objects like parked cars, mailboxes and trees. Place wheels of cart toward your house.



Recycling cart with yellow lid - use only the green 96-gallon cart with the yellow lid for recycling. See the adjacent panel for tips to Recycle Right.



Trash cart with green lid - bag and tie trash inside your trash cart. No materials outside the cart will be collected.



Have your carts at the curb the night before or **no later than 6:00 a.m.** on your collection day.

Do More with My WM

Powerful My WM online capabilities are available to help you manage your services. Visit <https://www.wm.com/us/en/user/register> or scan the QR code to sign up for an account and get started.

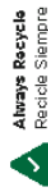


RECYCLE RIGHT

To learn more visit
wm.com/recycleright

Great things happen when residents Recycle Right. By recycling everyday items like those shown below, tons of raw materials, time, energy and money are saved.

- Empty recyclables loose into your cart - don't bag recyclables and no loose plastic bags. Instead, reuse or return plastic bags to local retailers.
- Containers should be empty and free from food and liquid.
- Recycling will be collected weekly on DAY.



Plastic Bottles & Containers
Botellas y envases de plástico



Food & Beverage Cans
Latex de alimentos y bebidas



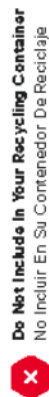
Glass Bottles & Containers
Botellas y envases de vidrio



Flattened Cardboard
Cartón y cartulina aplastados



Paper
Papelero



No Incluir En Su Contenedor De Reciclaje



NO Food or Liquids
NO comida o líquidos



NO Loose Plastic Bags, Bagged Recyclables or Film
Empty recyclables directly into your cart.
NO bolsas y envolturas de plástico sueltas, o materiales reciclables envasados en carritos.



NO Foam Cups & Containers
NO vasos y recipientes de poliestireno



NO Green Waste
NO desechos verdes



NO Batteries
Check local drop-off programs for proper disposal.
NO baterías - Verifique los programas locales de entrega para su correcta eliminación.



NO Clothing, Furniture & Carpet
NO ropa, muebles y alfombras

Describe how you will disperse the flyer and how you will address multiple language translations as listed in Attachment A Section 2.6

WM will mail each customer a welcome postcard with an overview of key implementation information and dates. The Welcome Packet that contains an overview of services, a collection schedule, recycling guide, and information on local resources and events will be delivered with the recycling cart.

WM is a leader in providing culturally appropriate recycling education. We transcreate educational materials by delving into a culture, finding relevant products and symbols, then creating unique materials. Immediately at the start of a new agreement, we would transcreate our Roseville outreach materials for Hmong, Somali, and Karen customers. A short note can be placed on the English version in those languages to direct the customer to online resources in their language and WM will also supply those transcreated resources to the City.

Below you will find examples of WM recycling education translated into Khmer and Spanish.

RECYCLE RIGHT

ដើម្បីស្វែងយល់បន្ថែម សូមចូលទៅកាន់ wm.com/recycleright



✓ កែច្នៃប្រើប្រាស់ឡើងវិញបាន



ដបនិងប្រអប់ប្លាស្ទិក



ដបនិងប្រអប់កញ្ចក់



កំប៉ុងអាហារនិងភេសជ្ជៈ



គ្រឿងបាត



គ្រឿងបាតឡឯង និងគ្រឿងបាតកាតុងសំបែក

✗ មិនត្រូវបញ្ចូលទៅក្នុងធុងកែច្នៃឡើងវិញរបស់អ្នក



ផលិតផលក្នុងផ្ទះ ឬស្លឹកផ្លែឈើ



ផលិតផលប្លាស្ទិកដែលកង់រឹងដូចជា ឬផលិតផលប្លាស្ទិកដែលកង់រឹងដូចជា ឬផលិតផលប្លាស្ទិកដែលកង់រឹងដូចជា



ធាតុរាវដែលប្រឆេះឬធាតុរាវដែលប្រឆេះ



ផលិតផលសត្វល្អិតឬផលិតផលសត្វល្អិត



ផលិតផលផ្ទះក្នុងផ្ទះ ឬគ្រឿងបាតផ្ទះក្នុងផ្ទះ



ធាតុរាវដែលប្រឆេះឬធាតុរាវដែលប្រឆេះ

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Libere Sus Materiales Reciclables

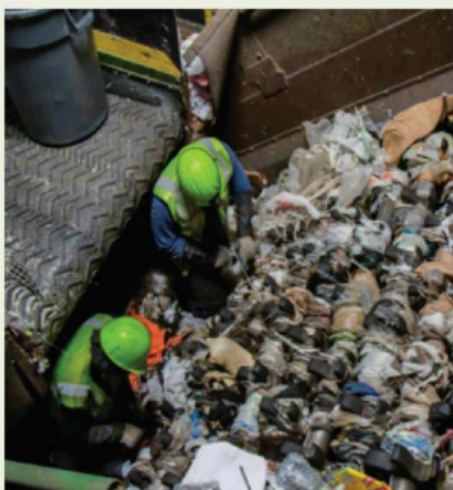
Debido a cambios mundiales en la industria del reciclaje y en los mercados de las materias primas, recolectar materiales reciclables de calidad es más importante que nunca. WM necesita de su ayuda para reducir la contaminación en el reciclaje.

Para lanzar esta iniciativa, nos estamos centrando en uno de los mayores contaminantes: los materiales reciclables en bolsa. Les estamos pidiendo a nuestros clientes que carguen sus materiales para reciclaje **«SIN BOLSAS»**.



No coloque los materiales reciclables en bolsas, coloque los artículos directamente en el contenedor.

¿Cuál es el problema y por qué es importante?



Las bolsas de plástico agregan otro paso al proceso de reciclaje:

Romper las bolsas que contienen los materiales reciclables requiere de mano de obra adicional, retrasa el proceso y aumenta los costos del reciclaje.

Las bolsas de plástico interfieren con la maquinaria:

Las bolsas de plástico se atascan alrededor de los equipos, esto hace que tengamos que detener el proceso de reciclaje varias veces al día. Los trabajadores después tienen que subir a la maquinaria y cortar bolsas de plástico de los engranes y los Esto representa un riesgo para la seguridad de los trabajadores y aumenta el costo del reciclaje tamices. (en el reverso encontrará las acciones que puede realizar).

Para más información, visite:
wm.com/recycleright

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¿Qué puede hacer al respecto?

Realice una carga «SIN BOLSAS». Esta es la manera:

- 1) Si es necesario únicamente utilice bolsas de plástico en los cestos para materiales reciclables que normalmente se usan al interior de sus instalaciones, en oficinas, o en salas de descanso.
- 2) Compruebe que las bolsas usados en los cestos estén libres de contaminación por alimentos o líquidos antes de agregar los materiales reciclables al contenedor de reciclaje. Si las bolsas contienen comida o líquidos, están contaminados. Cierre esas bolsas y colóquelas en la basura.
- 3) Si los materiales reciclables en la bolsa están limpios y secos, deje la bolsa sin cerrar y llévela al contenedor.
- 4) En un contenedor de reciclaje, vacíe los materiales reciclables directamente al contenedor. Reutilice, devuelva a las tiendas locales donde los acepten o tire la bolsa a la basura.

Volvamos a las bases para un buen reciclaje y recuerde estas tres reglas cada vez que arroje algo al contenedor de reciclaje:



Recicle botellas vacías y secas, latas, papel y carton



Mantenga los alimentos y líquidos fuera de su reciclaje



No bolsas de plástico sueltas ni a los materiales reciclables embolsados

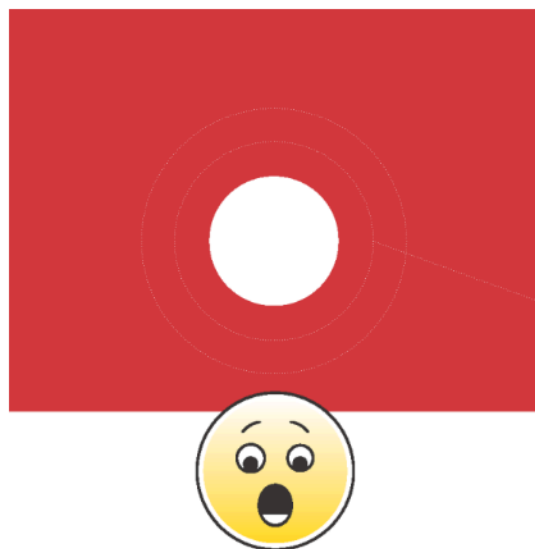
Gracias por ser cliente de WM. Buscamos ayudar a que su negocio recicle de la manera correcta. Para más información, herramientas y recursos para lograr el éxito en el reciclaje de su empresa, visite wm.com/recycleright.



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Does your Company use "education tags" that are left by your collection crews at the time material is left behind? ☒ Yes ☐ No

If yes, please attach an example of one such education tag from another community.



Your recycling has garbage in it.
Hay basura en su reciclaje.

We found one or more of the following items:
Encontramos uno o más de los siguientes artículos:

- ☐ Recyclables bagged in plastic bags
Artículos reciclables en bolsas de plástico
- ☐ Dirty/wet items (like food and liquids left in your recycling)
Artículos mojados y/o sucios (no deje alimentos o líquidos en sus artículos reciclables)
- ☐ Non-recyclable items (like garden hoses or propane tanks)
Artículos no reciclables (como mangueras de jardín o tanques de gas propano)
- ☐ Other *Otro:* _____

When in doubt, leave it out.
Si tiene alguna duda, déjelo afuera.

Your Waste Management Driver • Su conductor de Waste Management

☐ As a courtesy, we picked up your recycling. Please keep garbage out to avoid service interruptions or penalties.
Como cortesía, recolectamos su reciclaje. Por favor mantenga la basura fuera para prevenir interrupciones de servicio o penalizaciones en el futuro

☐ We had to leave your recycling behind. Please sort out the garbage and we'll try again on your next service day.
No pudimos recolectar su reciclaje. Por favor saque la basura y trataremos de nuevo el próximo día de servicio

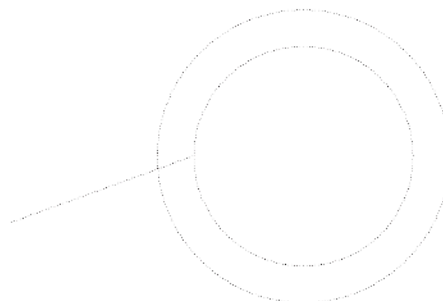
Customer Service 661-947-7197
Servicio al Cliente

ADDRESS *DIRECCIÓN*

DRIVER *CONDUCTOR*

ROUTE # *NO. DE RUTA*

DATE *FECHA*



**RECYCLE OFTEN.
RECYCLE RIGHT.**



**RECICLE SEGURO.
RECICLE BIEN.**

Maybe it's time to make a commitment to get back to the basics of good recycling.

Tal vez es tiempo de practicar las bases del buen reciclaje.

Visit RecycleOftenRecycleRight.com to make the promise. Doing just these three things will make a huge difference:

Visite RORR.com/espanol para comenzar. Estas tres acciones pueden hacer una gran diferencia:



Recycle all empty plastic bottles, cans and paper. *Recicle todas las botellas y latas vacías y todos los papeles.*



Keep foods and liquids out of the recycling bin. *No tire comida o líquidos en el reciclaje.*



Keep recyclables loose and not bagged in plastic bags. Take plastic bags back to your local grocer. *Coloque sus reciclables sueltos y no en bolsas de plástico. Lleve las bolsas de plástico a su supermercado local.*

For more tips on how to recycle right, visit RecycleOftenRecycleRight.com.

Para más consejos sobre cómo reciclar bien, visite RORR.com/espanol



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Describe your proposal to improve participation in low participation communities including MDUs.

WM offers education materials specific for MDU residents and property managers including videos, posters, labels, recycling setup checklists, staff recycling training, and more. All of these resources are available at <https://www.wm.com/us/en/recycle-right/recycling-resources>.

MULTI-FAMILY TOOLKIT

Everything you need to set up, refresh, or sustain a successful recycling program in your buildings is included in this Multi-Family Toolkit. Follow these steps to help both your tenants and janitorial staff keep recycling environmentally and economically sustainable.

STEP 1: EVALUATE AND SET UP RECYCLING INFRASTRUCTURE

Perform a site assessment, locate trash and recycling bins together on your property, and label all containers.

STEP 2: EDUCATE AND ENGAGE RESIDENTS

Set your residents up for recycling success from the first day with tools and resources to recycle right.

STEP 3: SUSTAIN YOUR SUCCESSFUL RECYCLING PROGRAM

Keep your tenants motivated to recycle right with newsletters, reminders, tips and tools all found in this toolkit.

As an owner or building manager, you are the key to the success of any recycling program. Waste Management has developed this easy-to-use guide and tools, available for free download at www.wm.com/us/en/recycle-right/recycling-resources - click Property Management. Thank you for your help reducing contamination and keeping recycling sustainable. Always remember:

Recycle clean bottles, cans, paper, and cardboard.

Keep food and liquid out of your recycling.

No loose plastic bags and no bagged recyclables.

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT

STEP 1: EVALUATE AND SET UP RECYCLING INFRASTRUCTURE

Review the information below to ensure your property has adequate bin capacity and collection frequency to meet the needs of your tenants.

OPTIMIZE SERVICE LEVELS

Evaluating your current garbage and recycling service level is the most important step in establishing an effective recycling program at your property.

Garbage

To evaluate your current garbage service level, look inside garbage containers the day before collection day. If your garbage containers are generally 75-100% full on collection day, your service level is probably sufficient. If containers are consistently less than 75% full, consider reducing your garbage container's size or the frequency of pickup. Likewise, if garbage containers are frequently overflowing, consider increasing your service level.

Recycling

Most properties have plenty of garbage capacity and not enough recycling. This often leads to recyclable materials being placed in the garbage. In general, properties should have an equal number of carts and/or containers for garbage and recycling. For example, a property with a 4 yard garbage container should have a 4 yard recycling container. See the table of recommended recycling service levels to the right.

Recycling Setup Checklist

Download and use this simple checklist to evaluate your property's recycling program at least once each year. A variety of factors, such as increased recycling participation, changes in unit vacancy rates, and the introduction of new residents can impact the success of your property's recycling programs and may change the answers, and resources needed, over time.

Property Size	Recommended Recycling Service
2-4 unit	96 gallon cart
5-8 unit	1 yard
9-12 unit	1.5 yard
13-16 unit	2 yard
17-25 unit	3 yard
26-33 unit	4 yard
34-41 unit	5 yard
42-50 unit	6 yard
51-58 unit	7 yard
59-66 unit	8 yard
67-75 unit	9 yard
76-83 unit	10 yard
84-91 unit	11 yard
92-100 unit	12 yard
100+ Units	Get in touch with your Waste Management Rep for more info.

Download Setup Checklist

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT CONTENTS

STEP 1: EVALUATE AND SET UP RECYCLING INFRASTRUCTURE

Recycling best practices include pairing all properly labeled recycling and trash containers together to make it convenient for residents to properly dispose of all waste. The following pages 3-9 explain how to optimize your containers sizes, collection frequency and how to properly label all bins.

Download the free resources at www.wm.com/us/en/recycle-right/recycling-resources. Click Property Management and get started setting up your recycling infrastructure or contact your sales person for more information.

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT

PAIR TRASH AND RECYCLING BINS AROUND THE BUILDING

Best Practices:

- Make sure that garbage and recycling containers are placed in areas that residents can access conveniently and safely, and that recycling and garbage containers are located close together, either side-by-side or in the same enclosure.
- Avoid having garbage and recycling containers in separate areas. When garbage and recycling containers are too far apart, residents may throw all of their materials in the closest container.
- Collect trash and recyclables in multiple convenient, interior common areas like laundry room and mail areas.
- Ensure that containers are easily visible to residents.

Avoid:

- Placing containers near windows or doors where they might offend residents.
- Placing containers in isolated areas and areas with poor lighting.

To learn more, visit www.wm.com/recycleright
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MULTI-FAMILY TOOLKIT

LABEL ALL CONTAINERS

Clear and visible labels or decals on containers help residents easily identify where materials belong. Decals should be posted on all visible sides of the container. Call your Waste Management sales rep or download decals.



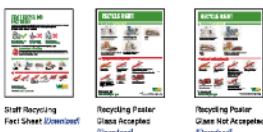
In addition to properly labeling all containers, hang posters in areas where trash and recycling containers are located and distribute them to tenants to provide guidance on acceptable recyclable materials. Be sure to include signage in English and Spanish for any other language spoken commonly by residents.

Print and download additional bin signage found at Recycle Right Resources and encourage residents to do the same for their in-unit bins.



TRAIN JANITORIAL STAFF

Ensuring janitorial or housekeeping staff are trained on your recycling program is key to its success. They play a key and important role in keeping containers – especially plastic bags – out of your recycling bins. Distribute the Staff Recycling Factsheet to staff, and post it and the Recycling Poster in breakrooms or supply areas. Be sure to provide copies to new employees as they join your team.



To learn more, visit
wm.com/recycleright
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MULTI-FAMILY TOOLKIT

HELPING RESIDENTS SET UP THEIR RECYCLING SYSTEMS

Investing in new bins for each resident's unit isn't necessary for a successful recycling program, particularly when space is limited. The most important component of a robust recycling program is that residents set up a "two-bin" system that fits their needs – one bin for trash and one for recycling. Whether that's a small bin, cardboard box, or Waste Management's new Recycle Right Reusable Bag, a resident's recycling container should always be clearly labeled and placed next to their trash container.

Our new reusable bag has the Recycle Right guidelines right on the bag so residents always know which materials to recycle. Collecting recyclables in this handy reusable bag makes carrying them to the building's recycling containers easy. Check out all the resources we've developed for residents when setting up their in-unit recycling systems with the Get Started videos on www.wm.com/us/en/recycle-right/recycling-resources. Click Home to see the video series.

Make sure residents know they can download and place the appropriate Recycling and Trash labels on their in-unit containers.



NEW!

A great way to set your residents up for recycling success is to provide them a Recycle Right reusable bag when they move in. Bags are durable and include what materials are acceptable to recycle right on the bags. Reusable bags can be ordered at wmgearstore.wm.com

NO PLASTIC BAGS

One of the most important rules to remember and promote to your tenants is that plastic bags are not acceptable in recycling containers.

If residents choose to use a plastic bag to collect recyclables in their unit, please ask them to empty that plastic bag of recyclables directly into the designated community recycling container.

Then throw the plastic bag in the trash, reuse it, or take it back to your local grocer for recycling. Find a location nearby at: plasticfreerecycling.org

To learn more, visit
wm.com/recycleright
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MULTI-FAMILY TOOLKIT

STEP 2: EDUCATE AND ENGAGE RESIDENTS

Now that the right size and number of properly labeled trash and recycling containers are in place throughout your property, it's time to engage residents and set them up for recycling success.

Download and distribute these tools to inform and motivate residents to Recycle Right.

NEW TENANTS

Welcome each new tenant with a Recycle Right reusable bag to conveniently collect recyclables in their units. Include a Recycle Right poster in each resident's reusable bag to show them what materials are acceptable to recycle.

You can order bags at wmgearstore.wm.com

RESIDENT COMMUNICATIONS

- Hang a Welcome Hanger on new residents' doors.
- Send residents a Welcome letter inviting them to participate in your community's recycling program or send an email announcing the new Recycle Right reusable tote bags for collecting in-unit recyclables.



LABELS FOR RESIDENTS' INTERIOR CONTAINERS

Residents can download and print these simple recycling labels that show acceptable recyclable materials and place on any interior recycling containers. Don't forget to label your trash containers too.



KICK-OFF YOUR RECYCLING PROGRAM

If you are rolling out a new recycling program or making exciting changes, be sure to communicate with residents two weeks in advance.

- Host a kick-off event to start or revitalize your building's recycling program.
- Announce the program through emails or newsletters – samples included in this toolkit.
- Distribute Recycle Right Reusable Bags to residents – include a Recycling Poster with each bag.
- Place Recycling Posters on bulletin boards or near mailboxes.

To learn more, visit
wm.com/recycleright
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MULTI-FAMILY TOOLKIT

STEP 3: SUSTAIN YOUR SUCCESSFUL RECYCLING PROGRAM

Congratulations! You have created a successful recycling program at your property. We know it is no small task to keep busy residents informed and motivated to recycle right. Here are some tools to keep your recycling program running smoothly and successfully throughout the year:

- **Newsletters** - Provide continuous education via email newsletters. Sample newsletter topics are included below.
- **Recycling Ambassadors** - Provide leadership opportunities for motivated residents to lead building meetings, welcome and educate new tenants, and keep signage up to date.
- **Recycling Education** - Because of tenant turnover, it is important to consistently provide recycling education materials and reminders, and clearly introduce recycling policies to new tenants.
- **Recycle Right Reusable Bags** - Provide new residents with Recycle Right Reusable Bags along with the Letter to New Tenants and Recycling Poster provided in this toolkit.
- **Poster and Signage** - Hand out posters, give updates on your building's recycling program and review acceptable and non-acceptable materials at your building meetings.
- **Resident Communication** - Use e-mail, your community website and social media to provide information, updates and photos. Visit www.wm.com/us/en/recycle-right/recycling-resources and encourage residents to visit and download recycling tools and resources.
- **Recycling Setup Checklist** - Fill out the Recycling Setup Checklist a minimum of once a year. Larger properties, or properties with more than two enclosures, are encouraged to reassess their recycling program bi-annually to keep up with larger-scale changes happening onsite. You may need to make changes to your service level or bins set up if you are checking "no" on the checklist.
- Keep visiting wm.com/recycleright for new education and updates.



To learn more, visit
wm.com/recycleright
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How do you propose educating individual residents in households who do not participate in curbside Recycling to improve Recycling participation?

People are the most important ingredient to a successful recycling program. We are very social creatures, and whether or not we want to admit it, we often care about what those around us do and think. There are many ways to leverage social norms to increase recycling, and one of those is to make recycling as visible as possible.

To increase recycling participation, WM recommends that the City make recycling visible by recognizing residents who recycle via articles in the news, recognition at community events, and emails highlighting real members of the community. Wherever possible, include direct quotes emphasizing that the resident thinks other community members should recycle.

What forms of electronic communication and public education are you proposing to use to help educate Roseville residents and businesses?

WM create a local website to provide customized content for Roseville residents with 24/7 access. WM will collaborate with Roseville's staff to build out a Roseville-specific webpage that includes meaningful service information and resources that reflect the interests of your community. This tailored-to-your-municipality website will also provide a single access point for service information and 24/7 self-serve customer service solutions. Using your local website, residents can easily find information about the upcoming service transition as well as service information and recycling resources.

In addition to the local website, WM has a variety of social media education pieces and videos to help educate Roseville constituents. Throughout the contract, WM looks forward to providing fresh educational outreach resources to promote City initiatives for waste reduction, better recycling practices, or any changes in service processes.

Videos – An example of the educational videos available can be found at this link or by scanning this QR code:

<https://cdn-assets-us.frontify.com/s3/frontify-enterprise-files->

[us/eyJwYXRoljoid21cL2ZpbGVcL3A5V0Z0QlptUnl3cXB0ekxLS1QxLm1vdiJ9:wm:7KPylRqvE_I51Nm2fY5S_hCZ1GZmsLQcgtjfJcFyell?width={width}&format=mp4](https://cdn-assets-us.frontify.com/s3/frontify-enterprise-files-us/eyJwYXRoljoid21cL2ZpbGVcL3A5V0Z0QlptUnl3cXB0ekxLS1QxLm1vdiJ9:wm:7KPylRqvE_I51Nm2fY5S_hCZ1GZmsLQcgtjfJcFyell?width={width}&format=mp4)



*Will It Recycle?
Home Delivery Addition*

The Recycle Right® Widget

According to our customer service satisfaction surveys, 45% of our municipal resident customers look to their municipalities for recycling information, primarily on their municipal websites, and one of the biggest frustrations that residents have around recycling is a lack of information available to them. To help solve this problem, WM has designed a new tool - the Recycle Right® widget - to help keep your website up-to-date and provide current recycling information to your residents.

The widget is easy to use, hosted by the municipality, there is no cost involved, and it provides targeted recycling education.

- The widget is a small image that displays a message on your website and links to www.wm.com/recycleright.
- Your webmaster does a one-time update, dropping the embedded code into the recycling page on your website and the widget is installed.
- It provides an easy way for consumers in your community to get the most up-to-date information about recycling.

RECYCLING JUST GOT SIMPLER

Watch the videos.
Get the tools.



Do you offer a Recycling app for residents to receive customized Recycling messages sent to their smart phone or other mobile device. ☒ Yes ☐ No
If yes, please identify the app, any current municipal customers that use it, and describe how it will work for Roseville including roll-out schedule.

The My WM Mobile App empowers customers to enjoy a customizable experience throughout their service journey. To guarantee security, the app was built with the latest technology that enables facial recognition and fingerprint login. The mobile app includes a guest experience.

With the My WM Mobile App, Roseville customers can:

- Verify their service day and view holiday service schedules
- Set up communication preferences to receive notifications on potential service delay information

For a video tour of the new app, visit www.wm.com/us/en/my-wm-mobile-app. The My WM Mobile App is available for either iOS (iTunes App Store) or Android (Google Play).

Roseville residents can also navigate to the wm.com website via their mobile phone and use their service address to get their collection day as well as accessing the comprehensive Recycle Right educational resources housed there.



What other (non-electronic) public education efforts have you used successfully in the past that are directly relevant to scope of service described in this RFP?

Other communities have chosen to include bill inserts with recycling reminders as part of an existing mailing to citizens or to include recycling education in city newsletters (print and electronic).

Some cities choose to have a service display. They host a display of recycle carts at City Hall, a Community Center, library, or another location frequented by the community. This display can include a cart and examples of recyclable materials. WM can provide PDFs of the welcome packet and the list of acceptable recycling materials for Roseville to print and make available to residents.

What other public education efforts have you used successfully in the past which are directly relevant to this scope of service?

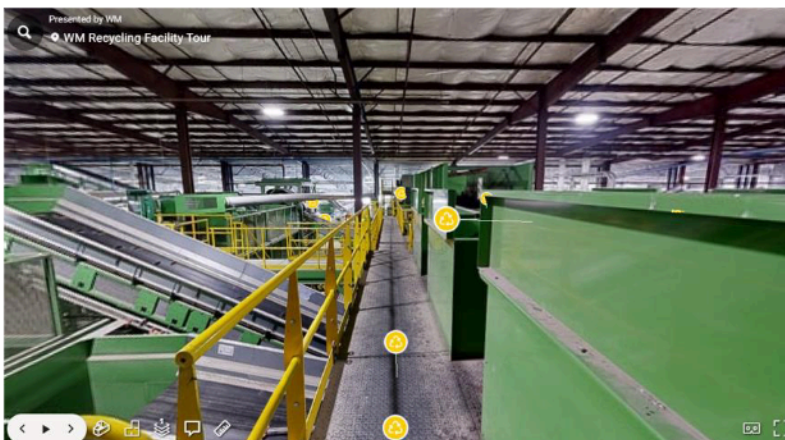
WM provides this QR code that takes Roseville residents directly to our Recycle Right education materials:



WM_QR Codes_Recycle Right P...

What are your plans for additional public education efforts?

WM has created a new 3D Recycling Facility Virtual Tour. No need to carpool or board a bus – we can bring the recycling facility to your school, civic organization, or community event. In this 3D tour, WM staff will walk your group through the recycling facility, stopping to view and explain the numerous advanced sorting technologies at work – all without the need for a hard hat or safety vest.



With this convenient virtual recycling education experience, viewers experience a walk-through and learn more about a WM recycling facility – and how material is managed through state-of-the-art equipment on a journey to become its next best use. Your WM Tour guide will highlight recycling safety, contamination, and the potential use(s) of a material's next best life. The tour also showcases WM's best practices that promote a more sustainable future and circular economy in Roseville.

The Recycling Virtual Tour complements our robust Recycle Right® education program, which offers educational materials such as videos, flyers, and posters which can be fully customized and tailored to Roseville's local community recycling program. We look forward to setting up a virtual tour at your request and convenience, and from the ease of your location.



In addition to a virtual recycling facility tour, WM can offer education around other sustainability topics such as the Modern Landfill – Renewable Natural Gas (RNG), Compressed Natural Gas (CNG)-fueled fleets, and how WM can help your community contribute to a circular economy.

How do you propose establishing lists and then targeting residents for customized public education who do not participate in curbside recycling?

WM Smart Truck® technology is our state-of-the-art smart technology that helps communities ensure the cleanliness of their streets and stormwater systems, reduce contamination, and identifies recycling opportunities. This smart technology enhances our customer service by:

- Educating customers on how to care for their trash and recycling.
- Equipping drivers with the tools to capture real-time service opportunities via recorded images.
- Providing Customer Service Representatives with the technology and tools to resolve issues quickly and accurately through service verification.

WM Smart Truck® technology captures footage of customer containers as they are tipped into the truck during service. Technicians review the footage to ensure materials are placed in the correct container and collected successfully. This information is never shared. If a cart associated with a service address is overloaded or has non-acceptable material inside, customers receive educational notifications.

WM has created customizable WM Smart Truck® customer educational communications to strategically collaborate with our customers and help build awareness of the importance of placing the right materials into the right cart.

Following are samples of the Smart Truck® technology's education and outreach communication materials.

A SMART TRUCK FOR A SUSTAINABLE TOMORROW

More power in each pickup. Less materials in landfills. Cleaner, greener, safer neighborhoods. It starts with learning more about what you toss into your carts. WM's new Smart Truck™ program gives you the notifications and insights you need to make it all possible.



TIPS FOR SMART TOSSING

Keep a lid on overages
All materials must fit in your cart, and the lid must be fully closed.

Recycle right
Put materials in the right carts – never mix trash and recyclables. Follow these three simple rules:

- Recycle empty and dry bottles, cans, papers and cardboard. ✓
- Keep food and liquid out. ✗
- No loose plastic bags and no bagged recyclables. ✗

For more information, visit wm.com/recycleright

Here's how to pave the way for this change:

- 1 Visit wm.com/mywm, create an account and opt in to notifications about how your carts are performing.
- 2 Take care of your waste and recycling the right way – waste less by reusing, donating and recycling right to prevent contamination.
- 3 Need to add a cart? Let's find a better fit together – call [1800444WM](tel:1800444WM) to explore your options.

WM Smart Truck™ Program

More power in each pickup. Less materials in landfills. Cleaner, greener, safer neighborhoods. It starts with learning more about what you toss into your carts. The WM Smart Truck™ program gives you the notifications and insights you need to make it all possible.



How It Works

1 Your Materials
With the help of mounted cameras, WM Smart Truck™ technology captures footage of your carts as they are tipped into the truck during service.



2 Your Service
A dedicated team of technicians reviews the footage associated with your address to make sure your materials were thrown into the correct cart and were collected successfully.



3 Your Notifications
If a cart associated with your address is overloaded or non-acceptable material is found, we'll send you a notification via email, text or both. Log in to [My WM](#) to set your communication preferences.





What are your plans for providing public education in multiple languages (appropriate to the demographics of Roseville) for households that use English as a second language?

WM is a leader in providing culturally appropriate recycling education. We transcreate educational materials by delving into a culture, finding relevant products and symbols, then creating unique materials. We have guidelines transcreated in Amharic, Chinese, Hindi, Korean, Russian, Somali, Spanish and Vietnamese. For Roseville, WM can provide guidelines in Hmong and Karen as well.

Customer Service and Other Community Relations Services

Describe your call center plans. At a minimum, describe:

Location of the call center

Germantown, Wisconsin

Hours of live call center operations (i.e., a live person receives the phone call, whether directly upon incoming call or through an automated selection to speak to a representative).

Customers can contact WM during normal business hours - 8 a.m. to 5 p.m. local time. WM has implemented an enhanced Interactive Voice Response (IVR) phone system, making it even easier for customers to self-serve seamlessly with very few prompts that route them to the right resources, links, or departments so we can limit call transfers and reduce wait times.

The Customer Service Center is closed on nationally observed holidays. However, our easy-to-use self-service channels - WM.com, My WM, Virtual Assistant Chatbot and more - are available to support customers' needs 24 hours a day, seven days a week, 365 days a year.

Average call center response times (time from arrival of call to "live" customer service employee contact with caller).

WM's phone system is equipped with convenient callback functionality, so customers never have to wait on hold, especially during peak call hours. Customers can simply choose to be called back rather than wait on hold in the phone queue and "hold their place in line" while they continue with their day. A customer service representative will call back the customer once available.

In addition to this time-saving feature, WM offers robust online self-service capabilities through our Interactive Voice Response (IVR) phone system and wm.com, so customers can easily resolve their requests on their own, at their convenience. WM also provides customers the ability to submit their request or question via an online intake form, which will route to a customer service representative who will then resolve their needs without a customer even having to pick up the phone.

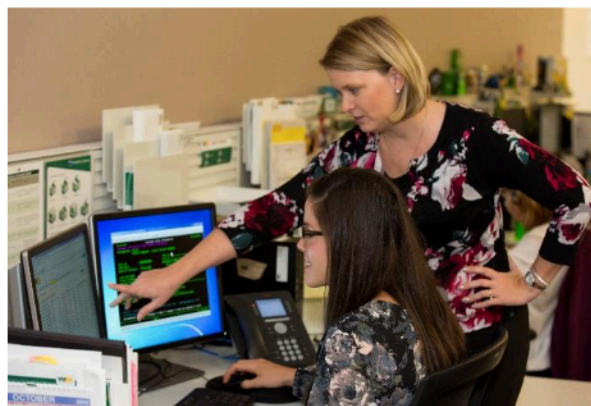
Methods to support your customer service representatives to train them on Roseville-specific service elements and Contract standards.

Implementations often come with considerable change and we do everything possible to make these transitions hassle-free for our new customers. From day one, we put Roseville's customers in control by providing many options for how and when they can interact with WM. We connect with them in whatever format they prefer, whether via our mobile app, LiveChat, online at wm.com, or by phone.

Regardless of how they reach out, it is essential that customers receive accurate information, immediate answers to their questions, and quick resolutions to their service requests. We accomplish this through preparing and training our customer experience team to be experts in your community and your contract.

We place significant resources and time in our training efforts, which include:

- **Roseville-specific content for our online reference database.** WM will develop Roseville-specific content in Knowledge, our online customer information database that allows WM customer service representatives (CSRs) to pull up City-specific service information, service offerings, and rates within a matter of seconds. Each time a mailing is sent out to your residents, it is uploaded to Knowledge allowing agents to reference and look at the same documents that the customer is viewing. Our CSRs use this tool during every call to provide customers with the most accurate service information. Knowledge is a tool that we will use throughout the entire contract term and will be updated frequently to confirm information accuracy.
- **Intensive, customized training for implementation.** We begin by developing customized training presentations and materials with information on Roseville's collection services, programs, rates, and contract terms. Training also includes information on our Roseville implementation plan and timeline. Our customer experience staff will know exactly when key mailings go out, and when important implementation milestones (e.g., cart deliveries, day changes, rate changes, etc.) occur so that they can prepare to assist customers with related inquiries.
- **Increased staffing during implementation when we know there will be a spike.** Although minimal resident impact will be associated with a WM transition, there may be a call spike during the first couple weeks before and after WM collection begins. Sometimes customers call to request duplicate copies of materials already sent or to confirm their collection schedule. We will prepare for this spike in call volume with additional on-call staff who are trained on Roseville's program and who are ready to assist as needed.



CSRs handling Roseville's calls regularly receive training in small groups to facilitate discussion and questions.

WM representatives are responsible for CSR training and oversight. These experienced customer service personnel will get to know Roseville's staff and gain familiarity with your community prior to the implementation of new services. Additionally, Roseville can always count on reaching your Senior Account Executive - Public Sector, Jason Hartman, on his mobile phone at 952-229-5333 in the case of an emergency.

*Do you currently use some form of "Frequently Asked Questions" (FAQs) together with standardized call center responses that are customized to a local community? ☒ Yes ☐ No
If so, please provide a current example of such FAQs/responses.*

Yes, please see above regarding WM's "Knowledge" database. On the following page is an example of a Knowledge page for a local community:

Knowledge 500 - Mahtomedi City - Washington County MN - RS SOS																
Available:	Yes	Included with Service:	Yes													
Mandatory or Optional:	Mandatory City Contract															
Recycling Pricing:	<table border="1"> <thead> <tr> <th>Description</th> <th>Price Group</th> <th>Service Code</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>64 Gallon</td> <td></td> <td>64Y</td> <td>\$0.00</td> </tr> <tr> <td>96 Gallon</td> <td></td> <td>96Y</td> <td>\$0.00</td> </tr> </tbody> </table>		Description	Price Group	Service Code	Price	64 Gallon		64Y	\$0.00	96 Gallon		96Y	\$0.00		
Description	Price Group	Service Code	Price													
64 Gallon		64Y	\$0.00													
96 Gallon		96Y	\$0.00													
Recycling Service Details:	Single Sort Recycling • Valet Service is available for disabled residents. • Resident must contact the City if they want valet service. • The City will then contact the site to advise that it is approved for valet. • If the City approves, there is no charge to the resident. Missing Occupant Account															
Pickup Frequency:	ECW-Even / ECW-Odd															
Service Day / Time:	Thursday North of Stillwater Rd (also known as Wildwood or 244): Odd Week South of Stillwater Rd (also known as Wildwood or 244): Even Week Residents on the WEST side of White Bear Lake will be serviced on EVEN weeks regardless if they are North or South of 244. Please advise some residents near this dividing road may be serviced on the opposite week. If the address is within 1 mile from Stillwater Rd, please confirm service week with OPS. Containers located curbside no later than 6am on service day.															
Pickup Location:	Curbside															
Acceptable / Unacceptable:	RS Unacceptable Items Information															
Additional Pickups:	On Scheduled Route Day:	No charge														
	Other Than Scheduled Route Day:	None														

Methods to link customer complaints to improved route services.

We take complaints seriously at WM. Your dedicated contract liaison and operations team are committed to resolving them promptly, with a focus on proactively reducing the number of complaints received.

Here are the steps we take to address issues and find solutions.

Documentation: When a complaint is received, it is dated, timestamped and documented with the action needed for resolution. Proper documentation allows us to effectively address the complaint and track the resolution progress.

Ticket Submittal: A complaint submitted via our self-serve channels generates a ticket that is promptly submitted to the relevant WM area for resolution. This streamlined process helps ensure a faster and smoother resolution.

Urgent Escalation: A ticket is escalated to urgent for issues requiring immediate attention or a repeat occurrence. When a ticket is escalated to urgent, our system prioritizes it for a swifter resolution.

Dedicated Team: Our skilled Complaint Resolution team and Workflow Manager assigned to the complaint ticket work diligently with the customer to resolve the complaint within 24 business hours.

Supervisor Support: If we cannot resolve a complaint within the deadline, our Supervisors collaborate with our operations team and speed up the resolution process for a satisfactory outcome.

Proposed means to communicate with residents and City staff changes in collection schedule under severe weather incidents.

WM's communication with Roseville staff and our customers is essential during weather delays or other service disruptions. In the early morning hours and throughout the day and evening, we mobilize our internal inclement weather team, which includes operations, dispatch, customer service, contract management, and communications. We use a step-by-step process to confirm our drivers and communities are safe during inclement weather events.

- During the first sign of inclement weather, while our customers are sleeping, our operations team is surveying road conditions to assess whether it is safe to operate or not. These decisions are based on the safety of our drivers and each community.
- Our public sector and operations team will reach out to Roseville staff and other designated stakeholders with the plan for the day and provide updates as changes develop.
- Our team will post service alerts on Roseville's WM customer website.
- Communications plans will be activated externally for media releases and social media notifications.
- Customer outbound messages will be activated for affected service routes and include phone out dials. At the end of each day, we will debrief and review service plans for the next day and provide an update to Roseville on what to expect moving forward. Communicating as early and concisely as possible allows for planning and preparation.
- We will also provide Roseville with FAQ documents to respond to customers during prolonged events.

Pavement Impacts

Please describe how your proposed equipment and operations will minimize impacts on street pavements within Roseville.

A more efficient route means fewer miles traveled, and that translates into reduced fuel consumption, reduced emissions, and less truck traffic in your City. WM's Routing & Logistics team uses sophisticated software, eRouteLogistics®, to map routes that maximize efficiency and safe driving while reducing total vehicle miles. In addition, all routes are customized to avoid main roads during high traffic periods, such as morning or evening commutes and school drop-offs. To further reduce trips, we help our customers right-size their containers - for example, placing larger recycling containers at multifamily complexes, allowing us to collect just once a week instead of twice or more.

Clean Operations

Please describe how your proposed equipment and operations will minimize litter and debris within Roseville.

WM operating procedures are designed with you - our customer - in mind. Our operational practices are built to minimize environmental and neighborhood impacts. Some of our operational practices to minimize litter and debris include:

- Self-Containment: All of our vehicles are fully enclosed and designed to be leak-proof with self-contained mechanisms to compress the material collected, helping to prevent any debris from falling off our trucks.
- Tidy Collection Areas: WM drivers leave collection areas just as neat and tidy as they found them. All drivers keep a broom and shovel handy to clean up any spills or fly-away materials in the event material escapes the cart or container during collection.

Additionally, WM trucks undergo a regular wash to prevent excessive odors.

Quiet Operations

Please describe how your proposed equipment and operations will minimize noise within Roseville.

Cleaner and quieter collections: WM will service Roseville with vehicles that run on compressed natural gas (CNG). Natural gas engines run much quieter than diesel trucks – many customers have commented that they cannot even hear the trucks coming down the street.

In another effort to improve air quality and minimize noise, the engines automatically turn off after five minutes of idling.

Local Markets

Please describe how your proposed operations and materials marketing plans will maximize the use of local end markets to the extent possible.

WM's materials marketing department is expert in selling materials to viable, trustworthy end users around the world. To whom and where we sell material to is of critical organizational importance. However, whenever the opportunity presents itself, WM has a strong, battle tested, strategy to maximize the use of local markets. Doing so makes sense for multiple reasons. The first is, shipping material around the corner always beats shipping material around the world for a multitude of self-evident reasons. The environmental benefits in doing so are self-explanatory alongside our perpetual interest in empowering state and local businesses. While these principles guide our daily sales decisions, WM's marketing reach is global in as much as we operate one of the largest North American sales and export teams in the world. In partnership with the City of Roseville, we will continually work to balance viable, creditworthy end users and competitive commodity pricing with the City and WM's ambition to maximize local impact.

Please describe where the percentage of Recyclable materials from your operations in the Twin Cities are marketed: e.g., in Minnesota; in the Midwestern Region of the U.S., in North America, and to export markets abroad.

In 2021, China acted on aggressive new environmental goals and laws that effectively banned imports of all recyclables. These efforts removed the world's largest market for mixed paper and plastic recyclables, leading to a chain reaction of changes to international commodity markets. These changes and challenges led WM to re-evaluate its recycling programs and end markets.

WM focused on finding new, responsible, and sustainable end markets. New and expanded paper mills have emerged in the U.S. and are using more curbside mixed paper and cardboard, while growing the U.S. economy.

As a result of these efforts, 82% of the recyclables (paper and plastic) WM processes are sold to domestic markets, and none of the plastics we process are sent outside of North America.

Please see also [WM's list of markets and end uses here](#).

Proposed Community Values Plan

Respondents must identify their proposals to meet Roseville's community values including, but not limited to, the questions and specific examples below. Additional sheets may be added as needed (no page limit).

Diversity, Equity and Inclusion (DEI)

*Does your organization have a DEI policy statement? ☒ Yes ☐ No
If yes, please include your DEI policy statement.*

At WM, we are committed to promoting and fostering a workplace where everyone is valued and respected. Only by fully embracing diversity and inclusion, and the well-being of our ~48,000 employees, can we drive superior innovation and service for the customers we serve.

It is also essential that our workforce, from the frontline to executive leadership, reflect the diverse customers and neighbors who make up our communities. Diversity and inclusion are fundamental values for WM and a core part of our company Code of Conduct.

*Does your organization have its own DEI action plan? ☒ Yes ☐ No
If yes, please briefly summarize its DEI action plan.*

In 2023, we engaged a third party to conduct a Civil Rights Assessment which recognized WM's enterprise-wide commitment to Diversity & Inclusion, with extensive programming, training, recruitment initiatives and support to foster the success of all employees and WM's consciousness of the impact its operations may have on surrounding communities, particularly communities with Environmental Justice (EJ) indicators. The assessment also identified growth opportunities, including expanding our applicant pool to include more women, building an internal leadership talent pipeline and attracting more diverse leaders.

To address these areas, we are connecting with a wider array of potential candidates, engaging employees in learning and development opportunities and soliciting and responding to employee

feedback. In 2023, with the full support of our Senior Leadership Team, and under the leadership of our Chief HR and Diversity & Inclusion Officer, we began work to re-launch our Diversity & Inclusion Council. The Council, sponsored by our Chief Financial Officer and our Chief Operating Officer, is comprised of leaders from across the company who bring diverse perspectives, experiences and skill sets to serve the enterprise.

With a continuous focus on fostering a culture of belonging at WM, we took significant steps toward creating a more inclusive workplace, including:

- Growing membership in our Employee Resource Groups by over 35%.
- Increasing outreach to diverse community members by nearly five times, resulting in a nearly 20% increase in diverse job applicants.
- Hosting 17 Culture Connector Events, providing employees with an opportunity to increase cultural literacy and develop professionally.
- Spending \$691 million with diverse suppliers, more than 9% of supply chain addressable spend.

Expanding our applicant pool and increasing training and development opportunities for all frontline employees helped to increase minority representation at the supervisor and above level to 26.4% in 2023. These efforts, and our increased focus on leadership development, resulted in 35% of open positions being filled by internal candidates, which is a 9% increase year over year. With the implementation of programs like Women in the Driver's Seat, focused on attracting more women to apply to frontline roles, and our entry-level leadership programs focused on supporting new frontline managers, we expect to continue to create a workforce that is more diverse and welcoming to employees of all races, genders and ethnicities.

If known, please summarize the means of providing equitable hiring and fair compensation of the workforce at the MRF where Recyclables collected from Roseville will be processed.

WM is a company committed to People First, knowing that the daily contributions of our ~48,000 employees are what enable us to play a vital role in the communities we serve. The success of WM depends upon the success of each employee, and we strive to give them the tools they need to develop and excel in their careers.

By promoting from within and offering a wide variety of training opportunities, WM helps employees maximize their effectiveness and grow in their careers.

WM is committed to providing a living wage to all employees, which is defined as the minimum pay received for the basic number of working hours to ensure coverage of workers' and their families' basic needs. During the COVID-19 pandemic of 2020, we also guaranteed all full-time hourly employees' pay for a 40-hour work week, regardless of pandemic-related service decreases.

WM is committed to fair treatment of all employees. With approximately 8,500 union employees in the U.S. and Canada – 20% of our workforce - this commitment is met according to the practices and expectations agreed to within the collective bargaining unit. For non-union employees, we look for ways to reinforce our fair treatment and continuous learning culture.

Being an employer of choice is critical to our efforts to reverse the voluntary turnover trend while motivating us to sharpen our focus on our values and commitments that help us retain and empower

good employees. By promoting from within and offering a wide variety of training opportunities, WM can help employees maximize their effectiveness and grow in their careers.

At the heart of our engagement and retention strategy is a steadfast commitment to WM's core commitments of People First and Success with Integrity. We commit to People First by taking care of each other, our customers, our communities, and our environment. We commit to Success with Integrity by being accountable, honest, trustworthy, ethical, and compliant in all we do.

Putting Our People First with Comprehensive Employee Benefits

We continue to strengthen WM as a workplace of choice through competitive pay, work environment, opportunities for growth, and benefits. Each eligible employee receives a comprehensive benefits package that includes healthcare, family care, and financial and educational benefits.

Healthcare	Financial
✓ Comprehensive health care coverage ✓ Prescription drug plan ✓ Dental/vision plans ✓ Salary continuance (short and long-term disability) ✓ Employee and family assistance program ✓ Retiree medical coverage	✓ Life and accidental death and dismemberment insurance ✓ Business travel accident insurance ✓ 401(k) plan with generous company match ✓ Employee stock purchase plan ✓ Legal services ✓ Employee discount programs
Educational	Family
✓ 100% tuition and tuition-related fees paid for employees and their immediate families – see below for more information ✓ Free online training programs	✓ Flexible spending accounts ✓ Adoption assistance program ✓ Education savings accounts ✓ WM scholarship programs ✓ Paid vacation and holidays, and sick leave

Investing in Our Employees' Tomorrow®

WM recognizes the value of learning that occurs beyond our company. In 2021, we announced a new education benefit, Your Tomorrow®. Your Tomorrow® was created in partnership with Guild Education to pay 100% of benefits-eligible employees' and dependents' tuition for 135+ business, technology, science and mathematics bachelor's degrees and master's programs.

WM is the first company to extend this type of benefit to family members - a clear example of our commitment to putting People First.

A New Pipeline of Talent

Our new Innovative Employment Pathways (IEP) program is creating a new pipeline of talent for our business while changing lives for the better. IEP is a recruitment program that provides second-chance employment opportunities to overlooked and underserved community populations, including those who have experienced homelessness, displacement, incarceration, and significant employment gaps. The program is not yet available in all areas. We plan to continue the program rollout at WM

sites across North America, with the goal of activation at 80% of our facilities and 1,000 participants obtaining work experience by 2025.

The program begins with core training for all participants and a survey to determine what skills individuals already bring and what additional training they might need. If they choose to enroll in IEP, individuals spend 90 days working as helpers, sorters, and laborers at WM recycling facilities. During this period, they can learn more about possible career paths as drivers, technicians, and customer service representatives. After the 90-day period, IEP participants may have the opportunity to transition from temporary to permanent positions at WM.

Since the program's launch, we have seen 50% higher short-term retention of IEP participants compared to nonparticipants.

IEP illustrates WM's commitment to People First, creating a culture of acceptance that helps people amplify their potential.

*Is this MRF workforce permanent staff with benefits? ☒ Yes ☐ No ☐ Unknown
If available, please elaborate, including the percent of staff that is permanent or temporary.*

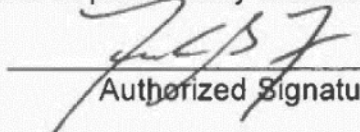
Of the 90 employees at the WM Minneapolis recycling facility, 93% are permanent WM employees.

Proposed Value-Added Plan

Identify options, ideas, alternatives, or suggestions to add value to this service. Include a short description of how it adds value to the project and identify if the items will decrease or decrease cost, customer satisfaction, or both. You may add additional added-value options.

WM is confident that WM's exclusive [Smart Truck® technology](#) and [accompanying recycling education program](#), outlined in this proposal, is a value-add for City of Roseville at no additional charge to your residents.

Signature of person duly authorized to sign submittal on behalf of the Proposer:



Authorized Signature

Frank Fello, President

Printed Name

September 11, 2024

Date

Form B - 8

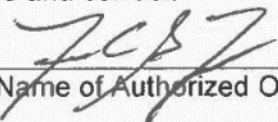
Form C: Certification of Binding Signature

City of Roseville
RFP for Recycling Services

Form C: Certification of Binding Signature

Instructions: All forms provided in this RFP are required to be completed and be executed by an official authorized to bind the proposal offer. All completed forms shall be made a part of the Respondent's proposal. All proposal forms must be signed by the same authorized person.

The undersigned Respondent further certifies that they are authorized to execute all proposal forms included in this proposal response to the RFP and to bind the company to these agreements. They have read the information contained in this proposal and submitted by the Proposer and has personal knowledge that the information submitted is true and correct.

I, 
(Name of Authorized Officer) Frank Fello

President of Waste Management of Minnesota, Inc.
(Title) (Proposer Firm name)

September 11, 2024
(Date)



Form D: Certification of Independent Proposal Pricing

City of Roseville
RFP for Recycling Services

Form D: Certification of Independent Proposal Pricing

Instructions: This form shall be executed by the authorized official to bind the company.

The Proposer makes the following representations and certifications as part of this proposal:

The undersigned respondent certifies that the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other Proposer(s) (other than for purposes of forming a Team as defined and allowed in this RFP) for any of the following:

- A. Controlling of the price of such proposal(s);
- B. Limiting of the number of proposals or Proposers; or
- C. Parceling or farming out to any Proposer(s) or other persons of any part of the Contract or any part of the subject matter of the proposal(s) or of the profits.

The undersigned respondent certifies that they have not and will not divulge the sealed proposal to any person except those as a part of a legitimate Team as per the specifications of this RFP or having a partnership or other financial interest with them in said proposal or proposals until after the Contract is fully executed or until the City publicly releases this sealed information.

The undersigned respondent further certifies that the Proposer has not been a party to any collusion including, but not limited to, actions such as:

- A. Proposers restraining the freedom of competition by agreement to make a proposal at a fixed price or pre-arranged price limit;
- B. Refraining from submitting a proposal at a fixed or pre-arranged price limit; or
- C. Refraining from submitting a proposal.

The undersigned responded further certifies that the Proposer has not engaged in any prohibited contact or conflict of interest with any City official or its agents such as, but not limited to:

- A. Discussion of service quantity, quality, or price in the prospective Contract or any other terms of said prospective Contract; or
- B. Any other prohibited discussions between the Proposers and City officials or agents concerning exchange of money or other things of value for special consideration in the letting of a Contract.

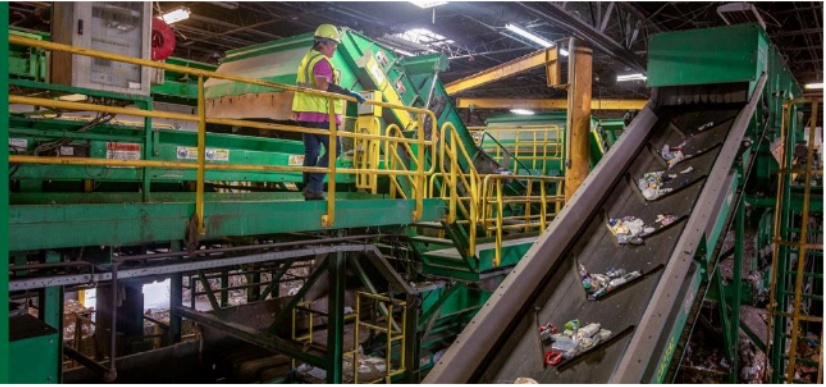
Signature of person duly authorized to sign submittal on behalf of the Proposer:

Printed Name Frank Fello, President, Waste Management of Minnesota, Inc.

Authorized Signature

Date September 11, 2024

Form D - 1



Form E: Price Worksheet

City of Roseville
RFP for Recycling Services

Form E: Price Worksheet

Instructions

All Respondents must fill out at least one set of these price worksheets for the “base scenario” for fixed fees (without risk/revenue sharing). All parts of the price worksheets below must be completed. To be responsive, the City requires proposed Recycling service prices for:

- ◆ RDUs and MDUs
- ◆ City buildings and parks, and opt-in;
- ◆ Three (3) year vs. five (5) year contract terms;
- ◆ Weekly collection vs. every-other-week (EOW) collection; and
- ◆ Contractor owned carts vs. City owned carts

In addition, Respondents also may complete optional, alternate scenario price worksheets. Simply copy these pages and clearly mark your additional alternate scenario proposal as such. Respondents may submit multiple scenarios; there is no limit.

Respondents may fill in the price worksheets below or use their own form. However, the contents in the price worksheets below must be included if alternative forms are submitted. When completed, print and sign the final forms for submittal with your proposal. You may also print out this document, fill in your numeric answers by hand, and then sign the price worksheets. All forms completed manually must be clear and legible.

All price worksheets shall be executed by the authorized official to bind the Respondent. If alternate proposal(s) are submitted, a separate Form F – Price Worksheet must be included, labeled “Alternate” with an appropriate title, that clearly specifies the proposed costs of any such alternate provision.

The base proposal scenario includes a bi-weekly single-stream collection and processing system, whereby residents are instructed to commingle all groups of City-Designated Recyclable Materials in a lidded, wheeled Recycling Cart.

Additional alternates not specified above that add value (e.g., additional services) are welcomed as long as a Proposal in accordance with the RFP and draft contract is submitted. For example, Respondents are encouraged to propose collection of additional materials (such as scrap metal, household hazardous wastes, bulky items, textiles, etc.) if processing is feasible and suitable markets exist.

Risk/Revenue Sharing Option

You may submit an additional scenario price worksheet with risk/revenue sharing to accommodate the fluctuating value of recyclables. If you do so, your risk/revenue sharing option must be clearly described, prices and formulae itemized, and include at least two example annual calculations based on 2022 and 2023 market prices. If you

Form E - 1

City of Roseville
RFP for Recycling Services

submit such an option, the City requires you to submit it in addition to your proposed prices for the "base scenario" without risk/revenue sharing as outlined below. Alternate risk/revenue share proposals without the "base scenario" (without risk/revenue sharing) may be deemed non-responsive.

If you propose a risk/revenue sharing scenario, you must use the assumed tonnage and material splits in Exhibit C for calculating the net revenue share. It is important to note that the City does not guarantee any minimum tonnage or any specific material splits. These are estimates only for purposes of this RFP and comparing the value of any risk/revenue sharing proposals.

Respondent Contact Information

Organization name: Waste Management of Minnesota, Inc.

Contact person: Jason Hartman

Title: Senior Account Executive

Address: 10050 Naples St. NE, Blaine, MN 55449

Phone: (952) 229-5333

E-mail: jhartma5@wm.com

Signature of Authorized Representative:


(Signature) Frank Fello, President, Waste Management of Minnesota, Inc. (Printed Name)

Date: September 11, 2024

Form E - 2

Form E.1: Recyclables Collection from Residential Dwelling Units

City of Roseville
RFP for Recycling Services

Form E.1: Recyclables Collection from Residential Dwelling Units (RDUs)

A. City Owns the Carts

Proposed price for weekly and every other week (EOW) Recyclables collection from RDUs. The City will own the large (95-gallon) Recycling carts. New received Recycling cart assembly and delivery will be performed by the City's cart vendor. Your proposed prices should include all Recyclables processing/marketing/education/reporting costs and associated charges, and cart management. Recycling cart pickup and delivery is at City's direction.

Recyclables Service from RDUs (\$ per RDU per month)

Three-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW	4.28	4.49	4.71
WEEKLY	No bid	No bid	No bid

Five-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW	4.25	4.46	4.69	4.92	5.17
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%. Form E - 3

City of Roseville
RFP for Recycling Services

B. Contractor Owns the Carts

Proposed price for weekly and EOW Recyclables collection from RDUs. The Contractor will own the large (95-gallon) Recycling carts. Your proposed prices should include all cart management. Recycling cart pickup and delivery is at City's direction.

Recyclables Service from RDUs (\$ per RDU per month)

Three-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW	5.12	5.38	5.64
WEEKLY	No bid	No bid	No bid

Five-Year Term

Proposed Recycling Service Fee per RDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW	5.05	5.30	5.56	5.85	6.14
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E.2: Recyclables Collection from Multi-Dwelling Units

City of Roseville
RFP for Recycling Services

Form E.2: Recyclables Collection from Multi-Dwelling Units

A. City Owns the Carts, Contractor Owns Dumpsters

Proposed price for Recycling service from Multi-Dwelling Units. All Recycling carts will be owned by the City. Assume the dumpsters will be owned by the Contractor. Initial Recycling cart assembly and delivery will be rolled-out by the City's cart vendor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Dwelling Units (\$ per Multi-Dwelling Units per month)

Three-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW	3.00	3.15	3.31
WEEKLY	No bid	No bid	No bid

Five-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW	3.00	3.15	3.31	3.48	3.65
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

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City of Roseville
RFP for Recycling Services

B. Contractor Owns the Carts, Contractor Owns Dumpsters

Proposed price for Recycling service from Multi-Dwelling Units. All Recycling carts and dumpsters will be owned by the Contractor. Your proposed price should include all Recyclables processing/marketing costs and associated charges.

Recyclables Service from Multi-Dwelling Units
(\$ per Multi-Dwelling Units per month)

Three-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW	3.00	3.15	3.31
WEEKLY	No bid	No bid	No bid

Five-Year Term

Proposed Recycling Service Fee per MDU per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW	3.00	3.15	3.31	3.48	3.65
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E.3: Recyclables Collection from City Buildings and Parks

City of Roseville
RFP for Recycling Services

Form E.3 Recyclables Collection from City Buildings and Parks

A. City Owns the Carts, Contractor Owns the Dumpsters

Recycling services in City Buildings and Parks includes servicing carts within or adjacent to parking lots and buildings (less than 25 feet from parking lot) and on trails/pathways on a dollar-per-pull basis. City owns carts, contractor owns dumpsters. (see Attachment A Exhibit D for location details)

The Contractor will be required to comply with the Roseville Parks Safety Plan

<http://www.cityofroseville.com/436/Recycling>.

The Respondent should also provide a recommended schedule for servicing the City Buildings and Parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Three-Year Term

Recycling Service Fee (\$ per pull)	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
At or adjacent to parking lots	7.00	7.35	7.72
On the parks trails	7.00	7.35	7.72

Five-Year Term

Recycling Service Fee (\$ per pull)	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
At or adjacent to parking lots	7.00	7.35	7.72	8.10	8.51
On the parks trails	7.00	7.35	7.72	8.10	8.51

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 7

City of Roseville
RFP for Recycling Services

B. Contractor Owns the Carts and Dumpsters

Recycling services in City Building and Parks includes servicing carts within or adjacent to parking lots and buildings (less than 25 feet from parking lot) and on trails/pathways on a dollar-per-pull basis. Contractor owns carts and dumpsters (see Attachment A Exhibit D for location details).

The Contractor will be required to comply with the Roseville Parks Safety Plan <http://www.cityofroseville.com/436/Recycling>.

The Respondent should also provide a recommended schedule for servicing the City Buildings and Parks and include a removal and placement plan of carts in the spring and fall. Actual schedules will vary depending on weather. The Recycling Coordinator will inform the Contractor on scheduling the servicing, dates for removal, and placement of the carts.

Three-Year Term

Recycling Service Fee (\$ per pull)	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
At or adjacent to parking lots	7.00	7.35	7.72
On the parks trails	7.00	7.35	7.72

Five-Year Term

Recycling Service Fee (\$ per pull)	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
At or adjacent to parking lots	7.00	7.35	7.72	8.10	8.51
On the parks trails	7.00	7.35	7.72	8.10	8.51

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 8

Form E.4: Recyclables Collection from Opt-ins

City of Roseville
RFP for Recycling Services

Form E.4: Recyclables Collection from Opt-ins

A. City Owns the Carts

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to a RDU, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date. See Exhibit E Opt-in Recycling Program.

Recyclables Service from Opt-ins (\$ per Opt-in per month)

Three-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW	4.28	4.49	4.71
WEEKLY	No bid	No bid	No bid

Five-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW	4.25	4.46	4.69	4.92	5.17
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.

Form E - 9

B. Contractor Owns the Carts

The City allows small businesses and faith organizations to opt in to the City's recycling program through an application process. To opt in, organizations and businesses need to send in an application to the City, have a similar composition to a RDU, and be able to recycle materials in a 96-gallon recycling cart. If these requirements are met, the City will approve the opt-in application and provide the information to Contractor. The Contractor is then responsible to drop off the cart(s) and start collection on the next scheduled service date. See Exhibit E Opt-in Recycling Program.

Recyclables Service from Opt-ins (\$ per RDU per month)

Three-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year		
	1	2	3
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28
	12 months	12 months	12 months
EOW	5.12	5.38	5.64
WEEKLY	No bid	No bid	No bid

Five-Year Term

Proposed Recycling Service Fee per Opt-in per month	Contract Year				
	1	2	3	4	5
	7/1/25 to 6/30/26	7/1/26 to 6/30/27	7/1/27 to 6/30/28	7/1/28 to 6/30/29	7/1/29 to 6/30/30
	12 months	12 months	12 months	12 months	12 months
EOW	5.05	5.30	5.56	5.85	6.14
WEEKLY	No bid	No bid	No bid	No bid	No bid

Note regarding annual price increase: Rates above are shown with a 5% annual escalation, however, Waste Management of Minnesota, Inc. is requesting that annual rate adjustment be based on the greater of the Water, Sewer, Trash Consumer Price Index (CPI-WST) or 5%.



Form F: Itemized Listing of Trucks and Other Collection Equipment

City of Roseville
RFP for Recycling Services

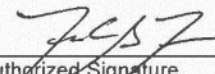
Form F: Itemized Listing of Trucks and Other Collection Equipment Technical Description of Collection Equipment and Routes

Instructions: This form shall be executed by the official authorized to bind the Respondent company.

Information should be completed for each different model of equipment proposed (including any spares). This list should include equipment to service all types of accounts including residential (Single-Dwelling Units and Multi-Dwelling Units), City Parks, and City buildings.

Make of Chassis & Body	Model	Year	#	Capacity/Cubic Yards	Fuel Type	Delivery Schedule, if not Currently Owned
Autocar / Mcneilus	ACX64	2019	106392	28 yard	CNG	
Autocar / Mcneilus	ACX64	2023	107888	28 yard	CNG	
Autocar / Mcneilus	ACX64	2015	104746	28 yard	CNG	
Autocar / Mcneilus	ACX64	2021	107132	28 yard	CNG	
Autocar / Mcneilus	ACX64	2023	107887	28 yard	CNG	
Autocar / Mcneilus	ACX64	2019	106198	28 yard	CNG	
Peterbilt / New way	520	2019	153324	10 yard	Diesel	

Signature of person duly authorized to sign submittal on behalf of the Proposer:



Authorized Signature
Frank Fello, President

Printed Name

September 11, 2024

Date

Form F - 1



Form G: Notification of Proposed Exceptions

City of Roseville
RFP for Recycling Services
Form G - 1

Form G: Certification of Acceptance of the Draft Roseville Contract or Notification of Proposed Exceptions

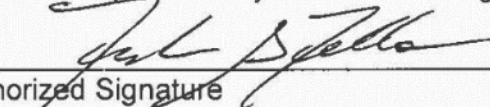
Waste Management of Minnesota, Inc. has reviewed the draft City of Roseville Comprehensive Recycling Services Contract (Attachment A) in the RFP.

☐ We have no changes to request to the draft Contract and we have no exceptions to the proposed Contract language. We hereby certify that legal counsel for our company has reviewed the draft Contract and accepts the language "as is." If awarded the Contract by the City, we hereby certify that we will execute the final Contract without any changes.

Or

☒ We have exceptions to the draft Contract language. We have identified a non-exhaustive list of some exceptions to the draft Contract in the attached exception list. We hereby certify that legal counsel for our company has reviewed the draft Contract and Contractor reserves the right to negotiate a final contract if awarded the contract. Notwithstanding anything in the RFP Packet to the contrary, the content of Contractor's Proposal is not intended to impose contractual obligations on Contractor or to constitute an offer, that, if accepted, would result in contractual obligations being imposed on Contractor. Contractor's Proposal and the pricing included in the Proposal are conditioned upon the parties' entering into a mutually acceptable contract.

Signature of person duly authorized to sign submittal on behalf of the respondent:


Authorized Signature

Frank Fello, President
Printed Name

September 11, 2024
Date

Exceptions

Waste Management of Minnesota, Inc. ("WM") submits these Exceptions to the City of Roseville Request for Proposals for Comprehensive Recycling Services; due September 11, 2024, at 4:00 PM.

WM hereby qualifies its proposal in accordance with the following comments and exceptions to the RFP and to the draft Agreement included with the RFP:

PDF Page #	Section	Description of Exception
27	2.5.7 Procedure for Non-Targeted Material	Contractor takes exception to all of 2.5.7 as the procedures are inadequate for dealing with contaminated materials.
30	2.13 Severe Weather	Contractor takes exception as to the City making the sole decision to postpone collection due to severe weather as the definition listed is unreasonably narrow.
38	4.6 End Market Certification	Contractor takes exception to identifying end market information as that is proprietary.
40	5.1 Term of Contract	Contractor takes exception to the City's unilateral ability to renew or extend the contract. Any option to renew or extend the contract shall be mutually agreeable by the parties.
41	5.5 Liquidated Damages	Contractor takes exception to Liquidated Damages as it is not a reasonable estimate of the City's damages and requests to negotiate these to mutually acceptable terms.
49, 50	6.21 Entire Contract	Contractor reserves the right to negotiate a final contract once bid has been awarded to Contractor.
103	Exhibit F	Contractor has submitted Single Stream Specifications. Please see page 31.
129	Form G	Contractor takes exception and will submit a revised Form G.
	Additional Provisions	" <u>Waste Materials</u> " means all non-hazardous solid waste, organic waste, and if applicable, Recyclable Materials (as defined in Section 12) generated by District or at District's Service Address(es). Waste Materials includes " <u>Special Waste</u> ", such as industrial process wastes, asbestos-containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, for which District shall complete a Special Waste Profile sheet to be approved by Contractor in writing. Waste Materials excludes, and District agrees not to deposit or permit the deposit for collection of (i) any waste tires, (ii) radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, bio- hazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under applicable federal, state, or local laws or regulations, (iii) any materials containing information protected

		by federal, state or local privacy and security laws or regulations (unless tendered to Contractor pursuant to an additional Exhibit L to this Agreement), (iv) any other items or material prohibited by federal, state or local laws or regulations, or that could adversely affect the operation or useful life of the facility(ies) receiving District's Waste Materials, or (v) Special Waste not approved in writing by Contractor (collectively, " <u>Excluded Materials</u> "). Title to and liability for Excluded Materials shall remain with District at all times.
		Force Majeure. Contractor's performance of the Service may be suspended and its obligations hereunder excused during the pendency of a cause or causes beyond its reasonable control, such as by way of example and not limitation: acts of war, public enemy, civil disturbance, riot or disorder; epidemic or pandemic; acts of God such as landslide, lightning, earthquake, fire, storm, the impending approach of a storm, or flood; explosion; restraining orders, interference by civil or military authorities, strike, statute, ordinance, government order or ruling; or other similar causes. In the event of an occurrence of a <i>force majeure</i> event, Contractor shall notify the District immediately, in writing, describing the particulars of the circumstances preventing performance of the Service and its expected duration.

WM's response to Roseville's RFP is conditioned on these exceptions. Waste Management of Minnesota, Inc. agrees to work in good faith with Roseville to negotiate a mutually agreeable Contract that is acceptable to both parties.



Form H: Acknowledgement of Receipt of Addenda

City of Roseville
RFP for Recycling Services

Form H: Acknowledgement of Receipt of Addenda

Please acknowledge receipt of addenda to the City's RFP for Recycling Collection Services with your signature. An opportunity to acknowledge up to five (5) addenda is included in this form but does not necessarily mean that five (5) addenda will be provided.

Addendum 1 _____
Addendum 2 _____
Addendum 3 _____
Addendum 4 _____
Addendum 5 _____

**WM acknowledges receipt of the City's
2024 Recycling RFP: Response to
Questions dated August 23, 2024 with
seven attachments.**

Signature of person duly authorized to sign submittal on behalf of the Proposer:



Authorized Signature

Frank Fello, President, Waste Management of Minnesota, Inc.

Printed Name

September 11, 2024

Date

ffello@wm.com

Email Address

952-229-5333

Telephone

Form H - 1



Consent of Surety for Performance Bond



Endurance Assurance Corporation
4 Manhattanville Road
Purchase, NY 10577

Date: September 11, 2024

To: City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Principal: Waste Management of Minnesota, Inc.
Bid Date: September 11, 2024
Description: Comprehensive Recycling Services

Dear Sir/Madam:

We, Endurance Assurance Corporation, hereby agree that in the event an award is made to Waste Management of Minnesota, Inc. on the project as captioned, we will execute the necessary Performance and/or Payment Bonds that may be required.

Sincerely,

Endurance Assurance Corporation

Susan Ritter
Attorney-in-Fact



POWER OF ATTORNEY

11078

KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation**, a Delaware corporation, **Endurance American Insurance Company**, a Delaware corporation, **Lexon Insurance Company**, a Texas corporation, and/or **Bond Safeguard Insurance Company**, a South Dakota corporation, each, a "Company" and collectively, "**Sompo International**," do hereby constitute and appoint: **Brook T. Smith, Raymond M. Hundley, Jason D. Cromwell, James H. Martin, Barbara Duncan, Mark A. Guidry, Jill Kemp, Lynnette Long, Amy Smith, Deborah Neichter, Theresa Hintzman, Beth Frymire, Leigh McCarthy, Michael Dix, Susan Ritter, Ryan Britt, Kelsy Hoagland, Jacob Motto, Jennifer Edwards** as true and lawful Attorney(s)-in-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety: bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million Dollars (\$100,000,000.00)**.

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the sole shareholder of each Company by unanimous written consent effective the 15th day of June, 2019 and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 15th day of June, 2019.

Endurance Assurance Corporation

By: *Richard M. Appel*
Richard Appel; SVP & Senior Counsel



Endurance American Insurance Company

By: *Richard M. Appel*
Richard Appel; SVP & Senior Counsel



Lexon Insurance Company

By: *Richard M. Appel*
Richard Appel; SVP & Senior Counsel



Bond Safeguard Insurance Company

By: *Richard M. Appel*
Richard Appel; SVP & Senior Counsel



ACKNOWLEDGEMENT

On this 15th day of June, 2019, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/she is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By: *Amy Taylor*
Amy Taylor, Notary Public - My Commission Expires 3/9/21



CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the sole shareholder of each Company by unanimous written consent effective June 15, 2019 and said resolutions have not since been revoked, amended or modified:

"RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: **RICHARD M. APPEL, BRIAN J. BEGGS, CHRISTOPHER DONELAN, SHARON L. SIMS, CHRISTOPHER L. SPARRO, MARIANNE L. WILBERT**

; and be it further

RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds, undertakings or obligations in surety or co-surety for and on behalf of the Company."

3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 11th day of September, 2019.

By: *Daniel S. Lurie*
Daniel S. Lurie, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. **Please read this Notice carefully.**

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website - <https://www.treasury.gov/resource-center/sanctions/SDN-List>.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870



Conclusion

For decades, WM has had the opportunity and pleasure of serving the residents and businesses of Minnesota. WM will continue its tradition of service excellence that residents and businesses have come to know, trust, and expect in Roseville. With over 130 Blaine Hauling-based employees and the largest fleet of compressed natural gas (CNG) collection vehicles in the area, WM has the resources, experience, and know-how to fulfil all duties and requirements as the recycling collector for the City of Roseville. And those local resources are all backed up by the largest recycling services provider in North America.

In entering into a partnership with WM, the City of Roseville is assured of a unique combination of benefits unmatched by any other firm, including:

We can increase diversion. We offer thoughtfully considered solutions to meet Roseville's sustainability goals. From Smart Truck® technology, to our Recycle Right® contamination reduction education, we have the tools your residents need to sustainability manage their household waste stream.

We reduce emissions. Our fleet is fueled with clean-burning CNG which reduces greenhouse gases. These trucks are also quieter than trucks powered with diesel. Our commitment to routing efficiency further reduces emissions, saves miles, and reduces wear and tear on City infrastructure.

We use the latest technology to keep you safe and satisfied. Our trucks are equipped with the latest safety technologies, and we are the only company that can offer WM Smart Truck® service verification.

We are experts in transition. We have expertise already in place and can be equipped with the necessary resources to meet your target commencement date of July 1, 2025. From the moment we are awarded your contract, our team will concentrate on delivering dependable recycling collections and enhancing your residents' sustainability journey.

We provide cost-effective solutions. We offer competitive rates.

We are safe. We have zero tolerance for unsafe actions and conditions and make safety a value without compromise. WM has long exceeded the waste industry's performance in terms of key metrics like the rate of on-the-job injuries. We also support the development of a safer industry and are committed to sharing best practices on safety with our peers.

We can be counted on. We are a company that is here to stay both locally and nationally. We are invested in this community, our people, our technology, and our future. Our financial strength provides peace of mind that we can meet our obligations and continue to evolve with the waste industry and grow with the City.

We are reputable. We have the right culture, the right technology, and the right assets in place, to reliably and consistently serve the City of Roseville. WM delivers service with honesty and integrity in everything we do. We lead by doing things the right way, every day. Recognitions we have received for ethical leadership include the Ethisphere Institute's "World's Most Ethical Companies" award, where WM is a 14-time honoree; Fortune Magazine's "World's Most Admired Companies", four

straight years from 2019-2022; and Corporate Responsibility Magazine's, "100 Best Corporate Citizens", annually since 2015

We value education. WM's recycling and sustainability outreach leads the industry. The comprehensive online content offers a multitude of educational outreach tools for all sectors, including residential, multi-family, commercial, industrial, educational, governmental, and even student curriculum.

We are the leader in sustainability. WM's commitment to sustainability is demonstrated through three main pillars:

- Material is REPURPOSED. We're reimagining a circular economy.
- Energy is RENEWABLE. We're innovating for climate progress.
- Communities are THRIVING. We're empowering people to live sustainably.

Please refer to the complete WM 2024 Sustainability Report located at [Building Today, For Tomorrow® | WM 2024 Sustainability Report](#) for details on our past achievements and future goals for enhancing sustainability in our communities.

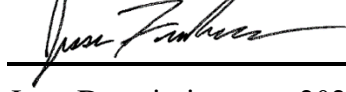
WM is the proven, reliable service provider the City of Roseville can count on. WM offers customer-centric technology that helps educate residents on how to maximize diversion at their residence. Combine this with a fleet of clean, CNG trucks with lower emissions, and the choice is clear. Roseville's sustainable tomorrow starts with selecting WM as its residential recycling provider.

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: October 7, 2024

Item No.:

Department Approval



City Manager Approval

Item Description: 2024 Recycling Service Proposals

BACKGROUND

At their July 22, 2024 meeting, the Roseville City Council approved the release of a Request for Proposals (RFP) for Recycling Services beginning July 1, 2025. Staff released the RFP on August 2, 2024, and accepted four proposals on September 11, 2024.

As a review, in 2021, the City entered into an Agreement for Comprehensive Recycling Services with the Neighborhood Recycling Corporation, d.b.a. Eureka Recycling, for the term of January 1, 2022 – June 31, 2025.

City staff updated the Request for Proposals (RFP) used in 2021 in order to solicit proposals for recycling services beyond 2025. As part of this process, we have made presentations to the Public Works, Environment and Transportation Commission (PWETC) and City Council, solicited their feedback, and have modified the RFP per their direction.

The City received four proposals for recycling services:

- Ace Solid Waste
- Eureka Recycling
- Walters Refuse & Recycling
- Waste Management

The four contractors that submitted proposals currently provide curbside trash and/or recycling services to communities in the Twin Cities metropolitan area and are all very capable of providing the service to the City of Roseville. Staff has reviewed the proposals and scored them based on the criteria and scoring structure listed in the RFP and shown below:

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	30%
How Well Proposal Meets Community Values:	
<i>Equity</i>	10%
<i>Other community values elements</i>	10%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

* The City will use the following formula to score the proposed price:

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of 40 points.

The key components of the Base Proposal that will be included in the overall discussion are:

- Cart Ownership: Contractors provided costs for both City-owned and Contractor-owned carts (currently contractor-owned).
 - Two provided both options, two provided only the City-owned option.
- Term of contract: Contractors provided costs for 3-year and 5-year contract terms.
 - Two provided both options, two provided only the 5-year option.
- Revenue Share: No revenue share was provided in the Base Proposal.
- Recycling service in Parks: Contractors responded with pricing for individual cart pick up in parking lots, walk service to buildings and drive up service to bins along trails in Parks.
- Zero Waste Events: Contractors' pricing included Zero Waste Events support: Taste of Rosefest, Run-and-Roll, Earth Day, and the Wild Rice Festival. Two events added to the RFP were Juneteenth and Tapped & Uncorked.
- Service Level: Contractors provided bi-weekly servicing of single dwelling units, and weekly servicing of multi dwelling units as part of the Base Proposal.

The key components in the Alternate Proposal that will be included in the overall discussion are:

- Revenue Share: No contractor provided a revenue share option.
- Service Level: One contractor provided an alternate collection schedule.

All materials leading up to the Council meeting will reference the Contractors as "Proposer 1," "Proposer 2," and so on. At the meeting we will match the contractors with their scores.

Below is the scoring of the Base Proposals based on the lowest average annual cost to the City. The final scores can vary based on the options included in the overall contract, contract term, City-owned vs. contractor-owned carts, servicing level, and revenue share.

3-Year Proposal		w/ pricing			
Criteria	Max Points	Proposer 1	Proposer 2*	Proposer 3*	Proposer 4
Project Capability	30	25.71	16.61	15.80	23.04
Community Values (Equity)	10	8.89	6.27	6.67	8.65
Community Values (Other)	10	7.19	5.05	4.69	5.55
Value Added	5	2.86	0.00	0.00	0.00
Past Performance	5	5.00	5.00	5.00	5.00
Price	40	30.05	0.00	0.00	40.00
Score	100	79.70	32.92	32.16	82.24
	Separation	-2.54	-49.32	-50.08	0.00
<i>*Proposer 2 & 3 didn't provide a 3-year proposal price</i>					

5-Year Proposal					
Criteria	Max Points	Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	30	25.71	16.61	15.80	23.04
Community Values (Equity)	10	8.89	6.27	6.67	8.65
Community Values (Other)	10	7.19	5.05	4.69	5.55
Value Added	5	2.86	0.00	0.00	0.00
Past Performance	5	5.00	5.00	5.00	5.00
Price	40	30.56	31.84	26.29	40.00
Score	100	80.21	64.76	58.45	82.24
	Separation	-2.03	-17.48	-23.79	0.00

51

52 The results of the proposal scoring, along with the proposals, was presented to PWETC on
53 September 24, 2024. PWETC recommended Proposer 4 with bi-weekly single dwelling service,
54 weekly multi dwelling service, and City-owned carts. No revenue share was proposed by any
55 contractor.

56 PWETC had comments about Proposer 4's proposal. There were several differences identified from
57 our current collection process:

- 58 • Cartons & Aseptic containers were listed as not accepted.
- 59 • Composition study's and collection reports were not highlighted.
- 60 • Education and outreach was only described as being online.

61 Staff met with Proposer 4 and received clarification on the collection process. Proposer 4 confirmed:
62 cartons and aseptic containers are accepted in the curbside recycling service; a composition study
63 can be completed at no additional cost; and education and outreach materials can include printed
64 materials. Details including the above items can be finalized once contract negotiations are
65 underway.

66 Staff is asking that the City Council receive a presentation from staff summarizing the proposals and
67 scores, then select a contractor and options for the Recycling Services contract beyond 2025. Staff
68 will then negotiate a final contract with the selected contractor and return to the Council at a future
69 meeting for final approval of the contract.

70 **POLICY OBJECTIVE**

71 Chapter 403 of the City Code establishes a system of curbside recycling as a public utility for
72 Residential Dwellings and Multi-Family Complexes in the city. In order to meet the goals and
73 requirements of this Chapter, the City must contract with a private contractor for the collection of
74 recyclable materials.

75 **BUDGET IMPLICATIONS**

76 Proposer 4 has the lowest average annual collection cost, which is also slightly lower than our
77 current 3-year average collection cost. This cost assumes the City purchases the carts which would
78 incur an additional cost that would be taken up as a separate council action later in the meeting.
79 Staff has been using an estimated contract price that included a potential cart purchase for the 2025
80 budget process, but a more detailed fee analysis will be performed and presented to Council after a
81 final contract has been negotiated.

82 The costs associated with the recycling program are paid for out of the Environmental Fund, and the
83 City has established a Recycling Fee that all residential properties pay on their Utility Bill. This fee
84 is analyzed annually in order to fund the citywide recycling service. This fee will be adjusted as a
85 result of the final cost for recycling services as provided by the selected contractor.

86 Based on the proposed pricing, including the City purchasing carts, the quarterly Recycling Fee
87 would increase from \$14.55 to \$14.99 (~3%).

88 **RACIAL EQUITY IMPACT SUMMARY**

89 There should be no equity impacts associated with the Recycling RFP, as the recycling program is
90 citywide and offered to all residents.

91 **STAFF RECOMMENDATION**

92 Staff recommends that a motion be made to authorize staff to negotiate a contract with Proposer 4
93 for a three-year term, with City-owned carts.

94 **REQUESTED COUNCIL ACTION**

95 Motion to Authorize staff to negotiate a contract with Proposer 4 for a three-year term, with City-
96 owned carts.

97 Prepared by: Ryan Johnson, Environmental Manager
Attachments: 1. Presentation
2. 2024 Request for Proposals
3. Ace Solid Waste Proposal
4. Eureka Recycling Proposal
5. Walters Refuse & Recycling Proposal
6. Waste Management Proposal

2024 Recycling RFP Proposal Review

City Council

October 10, 2024



2024 Recycling RFP Proposal Review

2024 Criteria

➤ Base Proposal

➤ Community Values

- Equity
- Other community value elements

➤ Value Added

- Contract Term: 3 or 5 Year
- Cart Ownership (City vs. Contractor)
- Biweekly servicing of SDUs & Weekly for MDUs
- Zero Waste Event Staffing
- Collection within Roseville Parks
- No revenue share

➤ Alternate Proposal (Optional)

- Revenue Share
- Alternate servicing schedules

Table 2
Proposal Evaluation Criteria

Minimum Qualifications	
<i>Relevant experience, references and capacity</i>	Pass/Fail
Category	Weight
Project Capability	30%
How Well Proposal Meets Community Values:	
<i>Equity</i>	10%
<i>Other community values elements</i>	10%
Price*	40%
Past Performance (e.g., Survey of other Cities)	5%
Value-Added Plan	5%
Total	100%

Notes:

* The City will use the following formula to score the proposed price:

Lowest proposed total annual cost estimate divided by Respondent's price multiplied by the maximum score of 40 points.

2024 Recycling RFP Proposal Review

RFP Scoring, Before Pricing

➤ Scoring, Before Pricing

- 7-person review team: 1 Administration, 1 Community Development, 1 Parks & Recreation, and 4 from Public Works.

Composite Score w/o Pricing						
Criteria	Max Points		Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	30		25.71	16.61	15.80	23.04
Community Values (Equity)	10		8.89	6.27	6.67	8.65
Community Values (Other)	10		7.19	5.05	4.69	5.55
Value Added	5		2.86	0.00	0.00	0.00
Past Performance	5		5.00	5.00	5.00	5.00
Price	40		0.00	0.00	0.00	0.00
	100	Score	49.65	32.92	32.16	42.24
		Separation	0.00	-16.73	-17.49	-7.41

2024 Recycling RFP Proposal Review

RFP Scoring, With Pricing

3-Year Proposal			Composite Score w/ pricing			
Criteria	Max Points		Proposer 1	Proposer 2*	Proposer 3*	Proposer 4
Project Capability	30		25.71	16.61	15.80	23.04
Community Values (Equity)	10		8.89	6.27	6.67	8.65
Community Values (Other)	10		7.19	5.05	4.69	5.55
Value Added	5		2.86	0.00	0.00	0.00
Past Performance	5		5.00	5.00	5.00	5.00
Price**	40		30.05	0.00	0.00	40.00
	100	Score	79.70	32.92	32.16	82.24
		Separation	-2.54	-49.32	-50.08	0.00

*Proposer 2 & 3 didn't provide a 3-year proposal price

5-Year Proposal			Composite Score w/ pricing			
Criteria	Max Points		Proposer 1	Proposer 2	Proposer 3	Proposer 4
Project Capability	30		25.71	16.61	15.80	23.04
Community Values (Equity)	10		8.89	6.27	6.67	8.65
Community Values (Other)	10		7.19	5.05	4.69	5.55
Value Added	5		2.86	0.00	0.00	0.00
Past Performance	5		5.00	5.00	5.00	5.00
Price**	40		30.56	31.84	26.29	40.00
	100	Score	80.21	64.76	58.45	82.24
		Separation	-2.03	-17.48	-23.79	0.00

**Price score was calculated by taking the proposers price and dividing by the low bid, then multiplying by 40 points.
Calculated separately for both 3 & 5-year proposals.

2024 Recycling RFP Proposal Review

Collection Costs

➤ Collection cost proposals

Base Pickup + Park Recycling											
Proposer	Service Frequency		Cart Owner		Contract Term		Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
	Weekly	Bi-weekly	Vendor	City	3-Year	5-Year					
Proposer 4 - Proposal 1-A	M	S		X	X		\$794,809	\$22,379	\$817,188	1	\$0
Proposer 4 - Proposal 1-B	M	S		X		X	\$832,902	\$23,533	\$856,435	2	\$39,246
Proposer 4 - Proposal 1-C	M	S	X		X		\$895,751	\$22,379	\$918,130	3	\$100,942
Proposer 4 - Proposal 1-D	M	S	X			X	\$933,312	\$23,533	\$956,845	4	\$139,657
Proposer 2- Proposal 1	M	S	X			X	\$1,015,758	\$60,059	\$1,075,818	5	\$258,630
Proposer 1 - Proposal 1-A	M	S		X	X		\$1,056,518	\$31,098	\$1,087,616	6	\$270,428
Proposer 1 - Proposal 1-C	M	S	X		X		\$1,073,073	\$31,412	\$1,104,485	7	\$287,297
Proposer 1 - Proposal 1-B	M	S		X		X	\$1,089,090	\$32,040	\$1,121,131	8	\$303,943
Proposer 1 - Proposal 1-D	M	S	X			X	\$1,106,009	\$32,155	\$1,138,164	9	\$320,975
Proposer 3 - Proposal 1-A	M	S	X			X	\$1,269,716	\$33,584	\$1,303,300	10	\$486,112
Proposer 1 - Proposal 2-A	MS			X	X		\$1,582,477	\$31,098	\$1,613,575	11	\$796,387
Proposer 1 - Proposal 2-C	MS		X		X		\$1,599,032	\$31,412	\$1,630,445	12	\$813,256
Proposer 1 - Proposal 2-B	MS			X		X	\$1,631,215	\$32,040	\$1,663,256	13	\$846,068
Proposer 1 - Proposal 2-D	MS		X			X	\$1,648,362	\$32,155	\$1,680,516	14	\$863,328
Proposer 3 - Proposal 1-B	MS		X			X	\$2,052,239	\$33,584	\$2,085,823	15	\$1,268,635

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Collection Costs

➤ Base Collection Proposals

- Bi-weekly collection for SUD, weekly collection for MUD, modified collection in parks, no revenue share

➤ 3-year collection costs

Base Pickup + Park Recycling - 3-Year Proposal									
Proposer	Service Frequency		Cart Owner		Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
	Weekly	Bi-weekly	Vendor	City					
Proposer 4 - Proposal 1-A	M	S		X	\$794,809	\$22,379	\$817,188	1	\$0
Proposer 4 - Proposal 1-C	M	S	X		\$895,751	\$22,379	\$918,130	3	\$100,942
Proposer 1 - Proposal 1-A	M	S		X	\$1,056,518	\$31,098	\$1,087,616	6	\$270,428
Proposer 1 - Proposal 1-C	M	S	X		\$1,073,073	\$31,412	\$1,104,485	7	\$287,297

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Collection Costs

➤ Base Collection Proposals

- Bi-weekly collection for SUD, weekly collection for MUD, modified collection in parks, no revenue share

➤ 5-year collection costs

Base Pickup + Park Recycling - 5-Year Proposal									
	Service Frequency		Cart Owner						
Proposer	Weekly	Bi-weekly	Vendor	City	Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
Proposer 4 - Proposal 1-B	M	S		X	\$832,902	\$23,533	\$856,435	2	\$0
Proposer 4 - Proposal 1-D	M	S	X		\$933,312	\$23,533	\$956,845	4	\$100,410
Proposer 2- Proposal 1	M	S	X		\$1,015,758	\$60,059	\$1,075,818	5	\$219,383
Proposer 1 - Proposal 1-B	M	S		X	\$1,089,090	\$32,040	\$1,121,131	8	\$264,696
Proposer 1 - Proposal 1-D	M	S	X		\$1,106,009	\$32,155	\$1,138,164	9	\$281,729
Proposer 3 - Proposal 1-A	M	S	X		\$1,269,716	\$33,584	\$1,303,300	10	\$446,865

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Collection Costs

➤ Alternate collection proposals: weekly collection for both single and multi-dwelling units.

Base Pickup + Park Recycling - Alternate Proposals											
Proposer	Service Frequency		Cart Owner		Contract Term		Base Pickup	Park Recycling	Average Annual Cost to City	Overall Price Ranking	Cost Difference from low bid
	Weekly	Bi-weekly	Vendor	City	3-Year	5-Year					
Proposer 1 - Proposal 2-A	MS			X	X		\$1,582,477	\$31,098	\$1,613,575	11	\$796,387
Proposer 1 - Proposal 2-C	MS		X		X		\$1,599,032	\$31,412	\$1,630,445	12	\$813,256
Proposer 1 - Proposal 2-B	MS			X		X	\$1,631,215	\$32,040	\$1,663,256	13	\$806,821
Proposer 1 - Proposal 2-D	MS		X			X	\$1,648,362	\$32,155	\$1,680,516	14	\$824,082
Proposer 3 - Proposal 1-B	MS		X			X	\$2,052,239	\$33,584	\$2,085,823	15	\$1,229,389

No revenue share proposals were submitted

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Comparative Rates

➤ Current annual costs

- 2022: \$781,278
- 2023: \$833,750
- 2024: \$882,980 (estimated)
- 3-year average: \$832,980

➤ Proposed low bid:

➤ 3-year

- City owned carts: \$817,188 average (not including cart cost)
- Vendor owned carts: \$918,130 average

➤ 5-year

- City owned carts: \$856,435 average (not including cart cost)
- Vendor owned carts: \$956,845 average

2024 Recycling RFP Proposal Review

Cart Ownership

Base Pickup + Park Recycling											
Proposer	Service Frequency		Contract Term								
	Weekly	Bi-weekly	3-Year	5-Year	Base Pickup	Park Recycling	Average Annual Cost to City	Cost Difference from low bid	City vs Vendor Carts	Cart Cost*	Years to pay back
Proposer 1 - Proposal 1-A	M	S	X		\$1,056,518	\$31,098	\$1,087,616	\$270,428	-\$16,869	\$544,047	32.3
Proposer 1 - Proposal 1-B	M	S		X	\$1,089,090	\$32,040	\$1,121,131	\$303,943	-\$17,033	\$544,047	31.9
Proposer 1 - Proposal 2-A	MS		X		\$1,582,477	\$31,098	\$1,613,575	\$796,387	-\$16,869	\$544,047	32.3
Proposer 1 - Proposal 2-B	MS			X	\$1,631,215	\$32,040	\$1,663,256	\$846,068	-\$17,260	\$544,047	31.5
Proposer 4 - Proposal 1-A	M	S	X		\$794,809	\$22,379	\$817,188	\$0	-\$100,942	\$544,047	5.4
Proposer 4 - Proposal 1-B	M	S		X	\$832,902	\$23,533	\$856,435	\$39,246	-\$100,410	\$544,047	5.4

*Assumes \$100,000 grant from Ramsey County

Notes: Proposer 2 & 3 didn't provide a City owned cart proposal.

M = Multi-dwelling, S = Single dwelling

2024 Recycling RFP Proposal Review

Cart Ownership

Current Annual Collection Cost										
2024	\$882,980	(Est.)								
City Owned Carts										
Proposer 4 costs										
3-year							5-year			
Year	Base	Parks	Total	Proposal vs. current cost		Year	Base	Parks	Total	Proposal vs. current cost
2025	\$756,748	\$21,294	\$778,042	-\$104,938		2025	\$753,333	\$21,294	\$774,627	-\$108,353
2026	\$794,130	\$22,359	\$816,489	-\$66,491		2026	\$790,715	\$22,359	\$813,074	-\$69,906
2027	\$833,549	\$23,484	\$857,033	-\$25,947		2027	\$831,272	\$23,484	\$854,757	-\$28,223
						2028	\$872,728	\$24,640	\$897,368	\$14,388
						2029	\$916,460	\$25,887	\$942,348	\$59,368
Carts										
Cart Quote	Ramsey County Grant	Roseville Cost	Cash Balance	2025 savings	Remainder					
\$644,047	\$100,000	\$544,047	\$369,882	\$104,938	\$69,227					

Vendor owned cart option: based on the low bid of Proposer 4, the City could pay ~\$100,000 more per year (on average) for vendor owned carts.

2024 Recycling RFP Proposal Review

Recommendation

Staff recommendation to PWETC

- Based on best value score, and low bid, authorize staff to enter negotiations with Proposer 4, with:
 - City owned carts
 - 3-year term

PWETC recommendation

- Proposer 4
 - City owned carts
 - 3-year term
 - Additional PWETC recommendations:
 - Commission provided additional comments based on some details that were not provided in the proposal:
 - Collection of cartons & aseptics
 - Composition study
 - Education and outreach past online materials

Staff met with Proposer 4 and received clarification that cartons & aseptics are collected in the servicing, composition studies and reporting happen as described in the RFP, and education and outreach can be formed to fit the City's needs.

2024 Recycling RFP Proposal Review

Timeline

Table 1
Current RFP Schedule

Event	Date/Time
RFP issued	August 2
Questions and notification of intent submitted to City	August 16 by 4:00 p.m.
City answers to questions issued	August 28 by 4:00 p.m.
Proposals due to City	September 11 by 4:00 p.m.
Possible Interviews of finalists	September 18-27
Optional tour(s) of designated MRFs	September 23-27
City Council meeting to authorize Contract negotiations	October 7
Execution of Contract	October 21 (approximately)

Note:

* These dates are subject to change as the City deems necessary.



Questions?

THANK YOU

Public Works Department

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 10.e.

Department Approval



City Manager Approval



Item Description: Adopt a Resolution in Support of the Rice Creek Watershed District State Bonding Request for the Jones Lake Project

Background

A July 2011 rain event dropped 6 inches of rain over the course of a few hours and led to multiple areas of flooding within the city. The most highly impacted areas were Fairview Avenue at Hwy 36 and Gottfried Pit on Larpenteur Avenue, as well as several residential structure issues. This rain event was considered a 0.5% chance event (200-year rainfall), and the City is still working on solving several of the issues that were identified during the event.

Following the 2011 event, New Brighton and St. Anthony Village worked with the Rice Creek Watershed District (RCWD) to complete flood studies within their cities in 2012, which focused on flood problems, solutions and costs. Roseville documented the issues caused by the 2011 event and worked internally to prioritize and determine appropriate next steps.

In 2013, the cities of New Brighton and St. Anthony Village petitioned RCWD for the establishment of a phased basic water management project. The goal of this project was to develop a comprehensive and integrated strategy for stormwater management, flood damage reduction, and water quality enhancement. The cities utilized the findings of the report to implement a series of project components to achieve reasonable stormwater management and flood damage reduction objectives. Roseville requested to be a petitioner in 2014 and RCWD accepted the amended petition in June 2014.

The petition created the Watershed Basic Water Management Project 2013-01, which is made up of several phases:

- Phase 1 consisted of phasing, coordination, and implementation proposals contained within the original petition, and a report was submitted March 31, 2014. This Phase 1 report identified two projects, Mirror Lake and Hansen Park, as key features in the overall project objectives and were ready for immediate implementation while other project components continued to be analyzed. Both the Mirror Lake and Hansen Park Projects were completed in 2018.

- Phase 2 consisted of feasibility studies that develop a regional, comprehensive stormwater management and flood damage reduction plan, to include water quality features, which identified capital improvements and other actions to be undertaken by the cities and RCWD. Phase 2 was completed in 2019.
- Phase 3 consisted of developing the implementation timelines and priorities, cost allocations and revenue generation methods for both implementation and long-term maintenance of the capital improvements and water quality features.
- Phase 4 is implementation. This phase has several components identified that need to be completed to create a viable project. Jones Lake is one project out of six within this phase and will have the largest regional improvement to improve drainage and reduce flooding. All of the projects under Phase 4 are coordinated by the RCWD and cities.

Within the reports created by the Basic Watershed Management Project, Jones Lake was identified as having significant regional importance to improve water quality and also reduce the overall risk of flooding in the cities of New Brighton, Roseville, and St. Anthony Village, and also along the 35W corridor within the Ramsey County Ditch 2, 3, & 5 drainage area.

In 2024, both New Brighton and Roseville (Res. 12051) approved resolutions supporting the RCWD State bonding request, and New Brighton also purchased additional property around Jones Lake to be better prepared for the potential project. Unfortunately, the bonding request wasn't approved.

Taking in the comments from legislators following the last request, the RCWD has updated their request to the State by adding several new details about this multi-phase project. The Jones Lake project is estimated to be \$7.8 million for design and construction, and the State bonding request is \$7.8 million.

Policy Objectives

It is City policy to keep City-owned infrastructure in good operating condition and to keep systems operating in a safe condition, and to cooperate and collaborate with adjacent municipalities and watershed districts to address intercommunity drainage issues.

Equity Impact Summary

There should be no equity impacts associated with this request. Stormwater improvements provide a system-wide benefit and all residents and property owners in the area benefit by the system operating as intended.

Budget Implications

There are no budget implications for this discussion topic.

Staff Recommendations

Staff recommends the City Council pass the resolution of support for the Rice Creek Watershed District State bonding request.

79 **Requested Council Action**

80 A motion to approve a resolution of support for the Rice Creek Watershed District State
81 bonding request.
82

83 **Prepared by:** Ryan Johnson, Environmental Manager

Attachments: 1. Resolution
2. Ramsey County Ditch 2, 3, & 5 Drainage Area Map

**EXTRACT OF MINUTES OF MEETING
OF THE
CITY COUNCIL OF THE CITY OF ROSEVILLE**

* * * * *

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Roseville, County of Ramsey, Minnesota was duly held on the 17th day of March, 2025, at 6:00 p.m.

The following members were present: , , , and Mayor .
and the following were absent: .

Member introduced the following resolution and moved its adoption:

RESOLUTION No.

**RESOLUTION SUPPORTING RICE CREEK WATERSHED DISTRICT STATE
BONDING REQUEST FOR JONES LAKE**

WHEREAS, in 2013, the City of New Brighton and the City of St. Anthony Village petitioned the Rice Creek Watershed District to address stormwater management and flooding within our cities; and

WHEREAS, Roseville petitioned the Rice Creek Watershed District in 2014 to be a co-petitioner with New Brighton and St. Anthony Village; and

WHEREAS, the Rice Creek Watershed District amended the 2013 petition and approved the inclusion of the City of Roseville in June 2014; and

WHEREAS, the Rice Creek Watershed District has implemented project improvements in Hansen Park and Mirror Lake to meet primary project objectives that were completed in 2018; and

WHEREAS, New Brighton has acquired property in and around Jones Lake to facilitate a large stormwater project that mitigates flooding risk in the petition communities; and

WHEREAS, the Jones Lake Project is phase four of a multi-phase/multi-year collaborative effort between the Rice Creek Watershed District, City of New Brighton, City of St. Anthony, and the City of Roseville; and

WHEREAS, the Jones Lake Project is estimated to be \$7.8 million for design and construction, and the project would not be possible without the assistance of State bonding given the scope and cost of the entire project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Roseville, that the City supports the Rice Creek Watershed District's request for State bonding in the amount of \$7,800,000 for the design and construction of the Jones Lake Project.

34 The motion for the adoption of the foregoing resolution was duly seconded by Member ,
35 and upon a vote being taken thereon, the following voted in favor thereof: , ,
36 , and Mayor .
37 and the following voted against the same: .

38 WHEREUPON said resolution was declared duly passed and adopted.

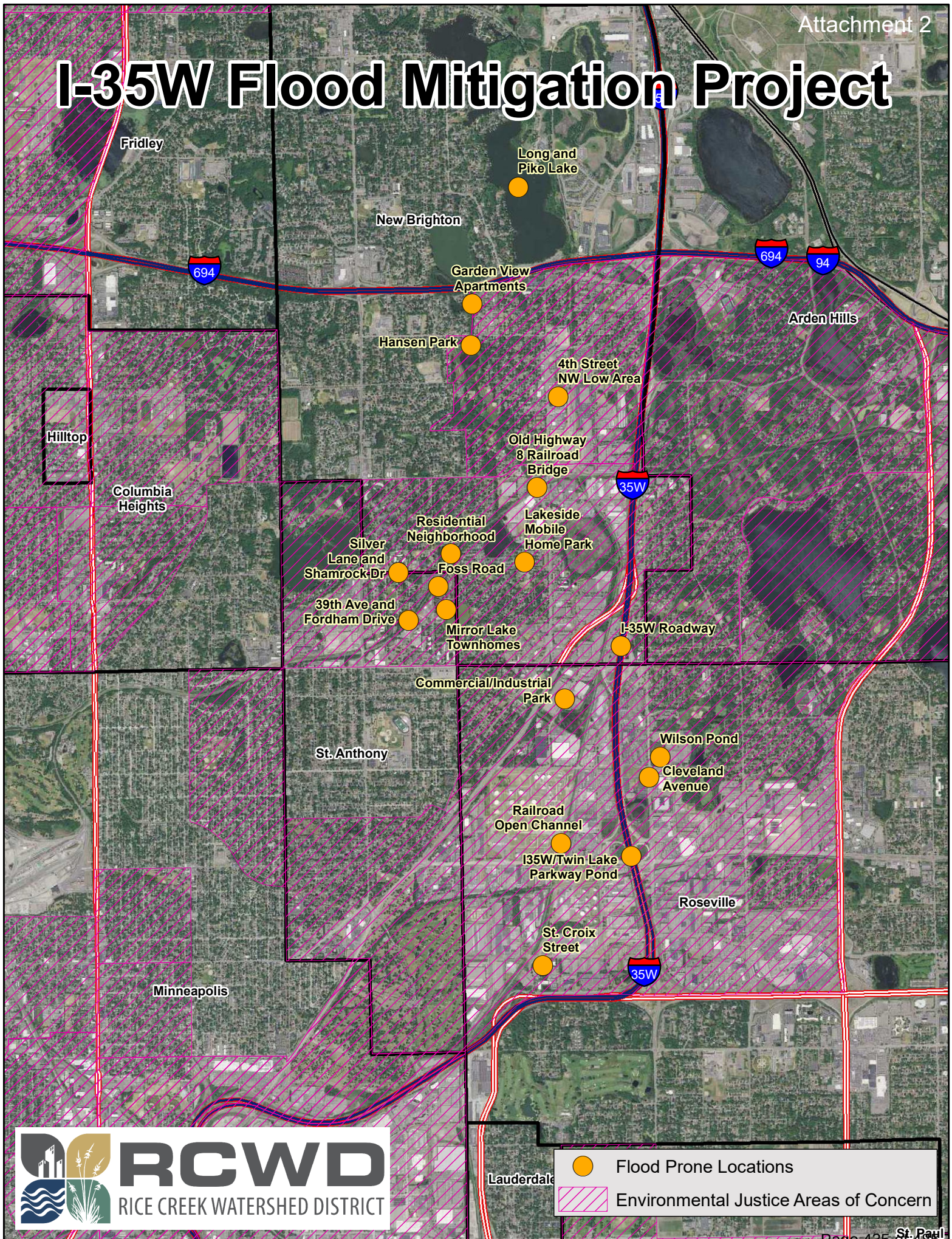
STATE OF MINNESOTA)
) ss
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified City Manager of the City of Roseville, County of Ramsey, State of Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of said City Council held on the 17th day of March, 2025, with the original thereof on file in my office.

WITNESS MY HAND officially as such Manager this 17th day of March, 2025.

Patrick Trudgeon, City Manager

I-35W Flood Mitigation Project



ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 3/17/2025

Item No.: 10.f.

Department Approval



City Manager Approval



Item Description: Authorize Agreement Between City of Roseville and Think Digital LLC for Purchase, Installation, and Training on a Scoreboard at the MN OVAL

Background

As part of the adopted 2025 Capital Improvement Plan, the scoreboard at the John Rose MN OVAL is planned for replacement this summer, based on its age and condition. The current scoreboard at the OVAL was installed in 2010 and is well beyond its expected useful life (manufacturers recommend a 10-year replacement window). Due to its age, the viewing screen consists of mismatched second-hand panels, resulting in off-color and pixelated displays. The software to run the current scoreboard is no longer supported, and replacement parts can only be purchased second hand.

The scoreboard is crucial to the OVALs operations. It is used for keeping score during Bandy games, timing during speedskating events (small and large), advertising and messaging displays (including rules) during public skating. It is also the screen used for free summer movies at the OVAL. The current condition of the scoreboard has caused significant challenges in each of these usage types.

Due to the complexity of this project, staff began preparation in early 2024 to evaluate all available options and ensure a thorough understanding of the technology. To support our efforts, the speedskating community updated their timing system (funded by the Midway Speedskating Club) to allow multiple vendors the ability to bid on this project, as opposed to their prior timing system, which worked with only one brand of scoreboard controller.

To solicit proposals, staff issued a Request for Proposal which closed on January 28, 2025. Three vendors submitted proposals to replace the scoreboard. A scoring panel consisting of two City staff members, and a key volunteer who helps run the scoreboard for large events, reviewed the proposals. Think Digital was the highest-scoring vendor. Their proposal was also the lowest priced double scoreboard, the type that is being purchased.

Category	Maximum Score	AIM	i2	Think Digital
Responsiveness	Pass/Fail	Pass	Pass	Pass
Cost	35	25.00	33.00	35.00

Effectiveness of Solution	25	23.33	17.67	21.67
Risk Plan	5	4.33	3.00	5.00
Project Capability	5	5.00	2.00	5.00
Value Added Plan	5	3.33	2.00	4.00
Past Performance Information	10	10.00	3.33	10.00
Interview Performance	15	14.00	NA	15.00
<i>8mm Double Board Cost</i>		\$347,580	\$285,971	\$270,000
	Pre-Interview Score	71.00	59.00	80.67
	TOTAL	85.00	NA	95.67

Staff have checked references and conducted a clarification meeting with Think Digital, and have determined that they are capable of completing the project as outlined.

As plans for the project progressed, two City affiliated groups, the Friends of the OVAL Foundation (\$40,000) and the Midway Speedskating Club (\$56,000), offered to contribute significant donations to allow for the installation of a larger and more high-quality scoreboard (as outlined in agenda Item 5.a). These contributions will enable the City to move from the originally planned scoreboard size of 9' x 32' to a board of 11' x 39', which will more effectively display speedskating times, game scores, messaging, and videos.

The total planned cost of the proposed scoreboard is \$304,500.

Staff worked with Think Digital LLC and the City attorney to resolve clarification items, and develop a final agreement (Attachment 1). The scoreboard is planned for installation this summer.

Policy Objectives

Authorization of this agreement is consistent with:

- The 2025 Capital Improvement Plan
- The Parks and Recreation System Master Plan
- The City's Purchasing/Competitive Bid Policy
- The City Policy for Donations

Equity Impact Summary

Although no specific equity impact has been noted with this project, this project is expected

to enhance the user experience for all visitors. The City purchasing policy was followed in the procurement of this product.

Budget Implications

The total agreed upon cost is \$304,500, to be paid with a combination of Capital Improvement Funds (\$223,500) and donations (\$81,000) from user groups. Donations will also pay for an additional \$15,000 in technological equipment (video switchers, etc) that is outside of this RFP (attachment 2).

The 2025 Capital Improvement Program budgets \$250,000 for this project. Under the current agreement, the CIP fund is committed to \$223,500 toward the project with the additional funds held for project contingencies.

Staff Recommendations

Authorize Agreement between City of Roseville and Think Digital LLC for purchase, installation, and training on a scoreboard at the MN OVAL as outlined above.

Requested Council Action

Authorize Mayor and City Manager to Sign Agreement between City of Roseville and Think Digital LLC for purchase, installation, and training on a scoreboard at the MN OVAL as outlined above.

Prepared by: Matthew L. Johnson, Parks and Recreation Director

Attachments: 1. Construction Agreement with Think Digital for Scoreboard at the MN OVAL
2. Project Budget and Funding Source Matrix

**CONSTRUCTION AGREEMENT BETWEEN CITY OF ROSEVILLE
AND THINK DIGITAL FOR
PURCHASE, INSTALLATION AND TRAINING ON A SCOREBOARD AT THE MN
OVAL**

THIS AGREEMENT (“Agreement” or “Contract”) is made this 17 day of March_ 2025, by and between the **CITY OF ROSEVILLE, MINNESOTA**, a Minnesota municipal corporation (“City”) and Think Digital a LLC (“Contractor”). City and Contractor, in consideration of the mutual covenants set forth herein, agree as follows:

1. CONTRACT DOCUMENTS. The following documents shall be referred to as the “Contract Documents”, all of which shall be taken together as a whole as the contract between the parties related to the construction of OVAL Scoreboard Purchase, Installation and Training (“Project”) as if they were set verbatim and in full herein:

- This Product, Installation and Training Agreement.
- Contractor’s Proposal, attached hereto as **Exhibit A**.

In the event of a conflict among the provisions of the Contract Documents, the order in which they shall control in resolving any such conflicts shall be determined as outlined below:

1. This contract
2. Contractor Proposal.

2. OBLIGATIONS OF THE CONTRACTOR. The Contractor shall provide the goods, services, and perform the work in accordance with the Contract Documents. Contractor shall not begin any work until both parties have signed this Agreement, and the City has reviewed and approved the insurance certificates and bonds and has given the Contractor a written notice to proceed. Contractor agrees that all work shall be done and performed in the best and most proficient manner and that all materials and labor shall be in strict conformity with the Contract Documents. All work is subject to inspection and approval by the Parks and Recreation Director, or their authorized designee. If the City rejects any material or labor as defective or unsuitable, then the Contractor must provide satisfactory remedy. If satisfactory remedy cannot be made, then remove the rejected materials and replace it with material approved by the Parks and Recreation Director, at the cost of the Contractor. The Contractor must also perform anew any rejected labor to the satisfaction and approval of the Parks and Recreation Director, or their designee, at the cost and expense of the Contractor. Contractor shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily possessed and exercised by a skilled and reputable contractor under similar circumstances. City shall not be responsible for discovering deficiencies in the accuracy of Contractor’s services.

3. CONTRACT PRICE. City shall pay Contractor for completion of the work in accordance with the Contractor’s Proposal for the 8mm 11’x39’ board in an amount not to exceed \$304,500 (“Contract Price”). Additional work performed without the City’s written approval will not entitle Contractor to an increase in the Contract Price or an extension of any time to perform.

4. PAYMENT PROCEDURES.

- City will make progress and final payments on the basis of the Contractor's Application for Payment as outlined below:
 - \$228,760 at authorization of Scoreboard Construction
 - \$15,050 Following installation of electrical and fiber
 - \$28,595 Following scoreboard installation
 - \$33,134 retainage held until final acceptance

- (1) The City shall retain 5% of the amount of each payment. In accordance with MN Statute 15.72, upon substantial completion, the City shall reduce the retainage to 250% the cost to correct or complete remaining work and the greater of 1% or \$500 pending completion and submission of all final paperwork.

- (2) Upon final completion of the work and settlement of all claims and receipt of Minnesota State Withholding Certificate the remainder of the Contract Price will be remitted in accordance with the Contract Documents.

- Payments to Subcontractors.
 - (1) Prompt Payment to Subcontractors. Pursuant to Minn. Stat. § 471.425, Subd. 4a, the Contractor must pay any subcontractor within ten (10) days of the Contractor's receipt of payment from the City for undisputed services provided by the subcontractor. The Contractor must pay interest of 1 ½ percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Contractor shall pay the actual penalty due to the subcontractor.
 - (2) Form IC-134 required from general contractor. Minn. Stat. § 290.92 requires that the City obtain a Withholding Affidavit for Contractors, Form IC-134, before making final payments to Contractors. This form needs to be submitted by the Contractor to the Minnesota Department of Revenue for approval. The form is used to receive certification from the state that the vendor has complied with the requirement to withhold and remit state withholding taxes for employee salaries paid.

- Final Payment. Upon final completion of the work, City shall pay the remainder of the Contract Price as recommended by the Parks and Recreation Director, or their designee. Final completion shall be when all of the work is completed per the Contract Documents.

5. COMMENCEMENT AND COMPLETION OF WORK. The Contractor will notify the Parks and Recreation Director in writing of its intention to commence work at least five (5) days prior to moving onto the site according to the specifications. A notice to proceed is expected to be

provided on or before March 21, 2025 The Contractor agrees to perform the same diligently and without delay and to have the work entirely completed in every respect to the satisfaction and approval of the City on or before August 1, 2025.

6. CONTRACTOR'S REPRESENTATIONS.

- Contractor has examined and carefully studied the Contract Documents and other related data identified in the Contract Documents.
- Contractor has visited the site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, and performance of the work.
- Contractor is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the work.
- Contractor has carefully studied any: (1) reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except underground facilities) and any (2) reports and drawings of a hazardous environmental conditions, if any, at the site.
- Contractor has obtained and carefully studied (or assumes responsibility for doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and underground facilities) at or contiguous to the site which may affect cost, progress, or performance of the work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents, and safety precautions and programs incident thereto.
- Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the work at the Contract Price, within the times specified herein, and in accordance with the other terms and conditions of the Contract Documents.
- Contractor is aware of the general nature of work to be performed by City and others at the site that relates to the work as indicated in the Contract Documents.
- Contractor has correlated the information known to Contractor, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

- The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the work.

- Subcontracts:

(1) Unless otherwise specified in the Contract Documents, the Contractor shall, upon receipt of the executed Contract Documents, submit in writing to the City the names of the subcontractors proposed for the work. Subcontractors may not be changed except at the request or with the consent of the City.

(2) The Contractor is responsible to the City for the acts and omissions of the Contractor's subcontractors, and of their direct and indirect employees, to the same extent as the Contractor is responsible for the acts and omissions of the Contractor's employees.

(3) The Contract Documents shall not be construed as creating any contractual relation between the City and any subcontractor.

(4) The Contractor shall bind every subcontractor by the terms of the Contract Documents. Such terms include the insurance obligations.

7. INSURANCE. Prior to the start of the project, Contractor shall furnish to the City a certificate of insurance showing proof of the required insurance required under this section. Contractor shall take out and maintain or cause to be taken out and maintained until six (6) months after the City has accepted the work, such insurance as shall protect Contractor and the City for work covered by the Contract including workers' compensation claims and property damage, bodily and personal injury which may arise from operations under this Contract, whether such operations are by Contractor or anyone directly or indirectly employed by either of them. The minimum amounts of insurance shall be as follows:

Commercial General Liability (or in combination with an umbrella policy), must include indemnity obligation

\$2,000,000 Each Occurrence

\$2,000,000 Products/Completed Operations Aggregate

\$2,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage

Personal and Advertising Injury

Blanket Contractual Liability

Products and Completed Operations Liability, in effect for at least 5 years after final payment, or the statute of repose period pursuant to Minn. Stat. § 541.051, whichever is longer.

Automobile Liability

\$2,000,000 Combined Single Limit – Bodily Injury & Property Damage

Including Owned, Hired & Non-Owned Automobiles

Workers Compensation

Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

\$500,000 – Bodily Injury by Disease per employee

\$500,000 – Bodily Injury by Disease aggregate

\$500,000 – Bodily Injury by Accident

The Contractor's insurance must be "Primary and Non-Contributory". All insurance policies (or riders) required by this Contract shall be (i) taken out by and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State of Minnesota, (ii) shall name the City, its employees and agents as additional insureds (CGL and umbrella only) by endorsement which shall be filed with the City, (iii) must be on an "occurrence" basis rather than a "claims made" basis; (iv) must be primary coverage for all claims covered. **A copy of the endorsement must be submitted with the certificate of insurance.**

Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' notice for non-payment of premium.

An Umbrella or Excess Liability insurance policy may be used to supplement Contractor's policy limits on a follow-form basis to satisfy the full policy limits required by this Contract.

8. WARRANTY. The Contractor shall be held responsible for any and all defects in its workmanship and materials which may develop in any part of the contracted service, and upon proper notification by the City shall immediately replace, without cost to the City, any such faulty work.

Per the terms of the Contractor's proposal, the following warranties shall apply:

- 100% warranty on labor for one year from the date of completion
- 100% warranty on parts for five years from the date of completion
- a 10 year guarantee that parts will be available for ten years from the date of completion

9. INDEMNIFICATION. To the fullest extent permitted by law, Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, regardless of the Contractor's insurance coverage, resulting from any negligent act or omission by the Contractor or any person employed by Contractor in carrying out the terms of this Agreement. The Contractor further agrees to obtain, maintain and pay for such Commercial General Liability insurance coverage and endorsements as will insure the obligations under the provisions of this Section, as those obligations may arise out of completed operations, including, but not limited to, the insurance coverages required in this Contract. The Contractor further agrees to comply with

the requirements of Minn. Stat. § 337.01, et seq., and to the extent insurance is not available, agrees it is liable up to the amounts of agreed upon insurance in the Contract. Contractor's indemnification obligation shall apply to subcontractor(s), or anyone directly or indirectly employed or hired by Contractor, or anyone for whose acts Contractor may be liable. Contractor agrees this indemnity obligation shall survive the completion or termination of this Contract. Nothing contained herein shall affect, alter, or otherwise be deemed as a waiver of the City's statutory tort liability limits.

10. CITY NOT LIABLE. The City, including its Council, employees, and agents, shall not be liable or responsible in any manner to the Contractor, its subcontractors, materialmen, laborers or any other person for any claim, demand, damages, actions, or causes of action of any kind arising out of the contractor's performance of this Agreement or the performance and completion of the Project described herein. Notwithstanding the foregoing, the City will be responsible for the acts and omissions of employees and agents of the City related solely to the Project described herein.

11. PERFORMANCE AND PAYMENT BONDS. The Contractor shall provide the City with the following bonds covering the construction of the work required herein: (a) a performance bond for the benefit of the City in the amount of 100% of the Contract Price, ensuring that Contractor will construct and maintain the work in accordance with the Contract Documents, and saving and holding the City harmless from all costs and charges which may accrue on account of completing the work; and (b) a payment bond in the same amount for the use and benefit of all persons furnishing labor or materials for the work and making just claims for payment for such labor or materials.

12. MISCELLANEOUS.

- Terms used in this Agreement have the meanings stated in the Contract Documents.
- City and Contractor each bind itself, its officers, partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.
- Any provision or part of the Contract Documents held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon City and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provisions.
- Data Practices/Records.
 - (1) All data created, collected, received, maintained or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government

Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

(2) All books, records, documents and accounting procedures and practices to the Contractor and its subcontractors, if any, relative to this Contract are subject to examination by the City.

- All reports, plans, models, software, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City. The City may use the information for its purposes.
- Patented devices, materials and processes. If the Contract requires, or the Contractor desires, the use of any design, devise, material or process covered by letters, patent or copyright, trademark or trade name, the Contractor shall provide for such use by suitable legal agreement with the patentee or City and a copy of said agreement shall be filed with the City. If no such agreement is made or filed as noted, the Contractor shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the work agreed to be performed under the Contract, and shall indemnify and defend the City for any costs, liability, expenses and attorney's fees that result from any such infringement.
- In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.
- Neither party may assign or transfer any interest or obligation in this Contract without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.
- In the particular event that either party shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Contract by either party, whether of the same or any other covenant, condition or obligation.
- The laws of the State of Minnesota govern the interpretation of this Contract. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Ramsey County.
- If any provision, term or condition of this Contract is found to be or become unenforceable or invalid, it shall not affect the remaining provisions, terms and conditions of this Contract, unless such invalid or unenforceable provision, term or condition renders this Contract impossible to perform. Such remaining terms and conditions of the Contract shall continue in full force and effect and shall continue to operate as the parties' entire contract.

- This Contract represents the entire agreement of the parties and is a final, complete and all-inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings or written or verbal representations made between the parties with respect thereto.
- If the work is delayed or the sequencing of work is altered because of the action or inaction of the City, the Contractor shall be allowed a time extension to complete the work but shall not be entitled to any other compensation.

CITY:
CITY OF ROSEVILLE

CONTRACTOR:
Think Digital

By: _____
Its: **Mayor**

By: _____
Its: _____

By: _____
Its: **City Manager**

By: _____
Its: _____

EXHIBIT A
Contractor's Proposal

[attached hereto]



REQUEST FOR PROPOSAL

RFP Response

**John Rose Minnesota OVAL
Video Scoreboard Replacement**



John Rose Minnesota OVAL Video Scoreboard Replacement

ATTACHMENTS

- ✓ ATTACHMENT A: Respondent Offer- Signature and Certification Form
- ✓ ATTACHMENT B: Respondent Profile Form
- ✓ ATTACHMENT C.2: Exception to Award Terms and Conditions
- ✓ ATTACHMENT D.1: Cost Proposal
- ✓ ATTACHMENT D.2: Proposal Details and Narrative
- ✓ ATTACHMENT E: Risk Plan Template
- ✓ ATTACHMENT F: Project Capability Plan Template
- ✓ ATTACHMENT G: Value Added Plan Template
- ✓ ATTACHMENT H: Reference List and Past Performance Information
- ✓ ATTACHMENT I: Milestone Schedule
- ✓ ATTACHMENT J: Statement of Non Collusion

ATTACHMENT A

RESPONDENT OFFER - SIGNATURE AND CERTIFICATION FORM

The undersigned has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP; understands all instructions, requirements, specifications, terms and conditions of this RFP; and hereby offers and proposes to furnish the products and/or services described herein at the prices quoted in the Respondent's proposal, and in accordance with the requirements, specifications, terms and conditions of this RFP.

The Respondent also certifies:

1. Its proposal is a valid and irrevocable offer for the City's acceptance for a minimum of 90 days from the Submittal Date and Time shown in the Submittal Guidelines (Page 2) of this RFP to allow time for evaluation, negotiation, selection, and any unforeseen delays, and that its proposal, if accepted, shall remain valid for the life of the contract.
2. It is a reputable company regularly engaged in providing products and/or services necessary to meet the requirements, specifications, and terms and conditions of this RFP.
3. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, and accepts terms and conditions of this RFP.
4. It is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
5. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. The Respondent acknowledges that the City will rely on such statements, information, and representations in selecting the successful Respondent.
6. It is not currently debarred or suspended from doing business with the Federal Government, the State of Minnesota, the City of Roseville, or any of their respective agencies.
7. It shall be bound by all statements, representations, warranties, and guarantees made in its proposal, including but not limited to, representations as to performance, and financial terms.
8. Submission of a proposal indicates the Respondent's recognition that some subjective judgments may be made by the City as part of the evaluation.

Signature: *Matthew Duffy*

Name: Matthew Duffy

Title: Owner Think Digital Signs LLC

Date: January 28, 2025

ATTACHMENT B RESPONDENT PROFILE FORM

Purchase Orders should be emailed to:

Firm Name: Think Digital Signs LLC	
Contact Person: Matthew Duffy	Title: Owner
Street: 3980 Wooddale Avenue S, #301	
City, State, Zip: St Louis Park, MN 55416	
Phone: 612-669-6700	Fax:
Web Address: www.ThinkDigitalSigns.com	
E-Mail Address: mattduffy@thinkdigitalsigns.com	

Payments should be mailed to:

Firm Name: Think Digital Signs LLC	
Contact Person: Matthew Duffy	Title: Owner
Street: 3980 Wooddale Avenue S, #301	
City, State, Zip: St Louis Park, MN 55416	
Phone: 612-669-6700	Fax:
Do you accept Master Card?	Yes: _____ No: <u>X</u> _____
Payment Terms: Net 30	
Federal Tax ID#: 27-5482418 or Social Security #:	MN State Tax ID#: 3556175
Signature of Authorized Agent: <i>Matthew Duffy</i>	Date: 01/28/2025

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice. There are no margins, text, or other markings on the page.

ATTACHMENT D.1 PROPOSAL COST

Please utilize this form and fill in only the blanks provided.

PROJECT TEAM

Vendor System Supplier:	<u>Watchfire Signs (Hardware/Software/System Vendor)</u>
Name of Project Manager:	<u>Brad Lyons / Tyler Kuemmerle</u>
Vendor System Supplier:	<u>Think Digital Signs LLC</u>
Name of Project Manager:	<u>Matthew Duffy</u>
Vendor System Supplier:	<u>Sign Maintenance Lighting and Electrical (Installer)</u>
Name of Project Manager:	<u>Steve Lawrance</u>

SCHEDULE (Single Board and Double Board)

Project Duration (Production): 12 Weeks (Calendar Days)

Note: The Production Duration should include the total time from the Notice To Proceed to date of shipping.

Project Duration (Substantial): 14 Weeks (Calendar Days)

Note: The Substantial Duration should include the total time from the Notice To Proceed to substantial completion.

Project Duration (Total Time): 15 Weeks (Calendar Days)

Note: The Total Project Duration should include the total time from the Notice To Proceed until final project payment is made. This includes: permitting, warranties, long lead items, punch list items, commissioning, and final payment, etc)

DETAILS: All Video Board Sizes and Options

Pixel Type (True of Virtual)	<u>"True" Pixel</u>
Is This Board Rated to Operate at (-25) Fahrenheit (Yes/No)	<u>YES</u>

What is your proposed solution's video control system? Watchfire Ignite Sports

Does Your Solution Allow for Multiple External Video Signals to Be Broadcast Simultaneously?	<u>We can process one (1) video input. We can display a double wide video feed by using cropping/scaling into appropriate template zones.</u>
---	---

Note: The Total Project Duration should include the total time from the Notice To Proceed until final project payment is made. This includes: permitting, warranties, long lead items, punch list items, commissioning, and final payment, etc)

COST:

Video Board Attributes	Pixel Resolution	Electrical Rqmts (240v)	*Price	New Fiber	Pull New Electric
Single-Wide (10mm Pixel Resolution)					
9x16	270 x 480	48 Amps	\$ 158,000	X	
10x17	300 x 510	52 Amps	\$ 170,000	X	
11x19	330 x 570	70 Amps	\$ 187,000	X	
Double-Wide (10mm Pixel Resolution)					
9x32	270 x 960	87 Amps	\$ 238,000	X	X
10x35	300 x 1050	108 Amps	\$ 262,000	X	X
11x39	330 x 1170	137 Amps	\$ 292,000	X	X
Single-Wide (8mm Pixel Resolution)					
9x16	324 x 576	57 Amps	\$ 162,000	X	
10x17	360 x 612	62 Amps	\$ 174,000	X	
11x19	396 x 684	83 Amps	\$ 202,000	X	X
Double-Wide (8mm Pixel Resolution)					
9x32	324 x 1152	103 Amps	\$ 245,000	X	X
10x35	360 x 1260	128 Amps	\$ 270,000	X	X
11x39	396 x 1404	163 Amps	\$ 301,000	X	X
X	If the wire supports it, we might be able to install an upgraded breaker in the existing electric panel. If yes - subtract \$8,000.				
*Price is all inclusive. Includes: Video Board, Video Board Control System Hardware & Software, Installation, Training, Post Installation Support, Fiber and Required Electrical. Client is Tax Exempt: Exemption Certificate Required.					

Think Digital Signs (Watchfire Sign Dealer)

Name of Company

Matthew Duffy

Printed Name of Firm Representative

Matthew Duffy

Signature of Firm Representative

612-669-6700

Phone

Fax

01/28/2025

Date

ATTACHMENT D.2

PROPOSAL DETAILS AND NARRATIVE QUESTIONS

Please answer the following questions as succinctly as possible. If answers are different for the two proposal options (16:9 and 32:9 boards) please clearly distinguish that on your answers.

Format: Respondents may use the word document template provided by the City, or create their own template but shall ensure that each question is clearly and directly answered.

General Narrative for Rose Oval Video Board and Control System Proposal

Our primary objectives are to deliver high quality products, easy to use software and systems, and responsive customer service. Our proposed solution for the Rose Oval video board and control system combines advanced technology, flexible functionality, and user-friendly tools to create a high-impact, reliable system tailored to Oval's specific needs. Built entirely with Watchfire Signs' industry-leading products, this system will deliver exceptional quality and performance. The combined service and support from Watchfire Signs and Think Digital Signs will ensure the Rose Oval's video board project and overall experience are a success.

Key Product Features

LED Video Board

- Watchfire's S10mm (or S8mm) Sports engineered modules and system controller. The video board's higher refresh rates provide broadcast quality video and photographs.
- Customizable Sizes: Available sizes range from 9x16 to 11x39, offering flexibility to meet the Oval's budget and venue requirements.

Ignite Sports Operating System

- Content Display: Designed to manage and display content efficiently on the video board.
- Templates and Zones: Supports flexible content layout using pre-configured templates and customizable zones.
- Video Feed Adaptability: Capable of taking video feeds in 9x16 or 9x32 aspect ratios, scaling and cropping them to fit the designated template zones seamlessly.

Bandy Scoring System

- Specialized Scoring Tools: Includes a scoring system and wireless controllers for scoring and timing Bandy games.
- Integrated Display: Presents scoring data within designated template zones on the video board, ensuring clear and professional presentation.

Content Management and Scheduling

- Flexible Management: Offers robust tools to store advertising, videos, and still images.
- Automated Scheduling: Enables the creation of playlists and calendars to automate content playback without requiring active operation.

Control Room and Equipment

- State-of-the-Art Technology:
 - Ignite Sports rack-mounted PC for efficient system operations.
 - Pixel Engine to handle large volumes of data seamlessly.
 - HDCP-compliant hardware for playing movies and other premium content.
- Wireless Controllers: Facilitate convenient scoring and timing for Bandy games.
- Fiber Optic Connectivity: Ensures fast and reliable communication between the control room and video board.

Electrical and Fiber Requirements

- Two (2) 6-Wire Fiber Cables approximately 400' in length. The quote includes pulling the fiber through an existing fiber conduit. Assumes conduit will support new fiber. The quote does not include installing new conduit.
- Depending on the video board size and resolution, the current available power may need to be upgraded. If more power is needed, our quote includes pulling new wire through an existing conduit. Assumes existing conduit will support new wire. The quote does not include installing new conduit.

Key Service Features

Installation and Startup Support

- Watchfire assigns a dedicated project manager coordinating all manufacturing, system configuration, installation and overall project management.
- Onsite Watchfire technician during installation.
- Matt Duffy from Think Digital Signs will oversee training and initial startup activities. Matt will be present during the installation and setup of the control room and system operating equipment.
- We will collaborate with Rose Oval on an initial kick-start program to train staff and prepare the system before installing the video board.

Ongoing Support

- Watchfire offers industry-leading sports-focused customer support 7 days a week. Technicians can remotely diagnose and repair your Ignite Sports PC and video board.
- Think Digital Signs is a local Company. We answer the phone 7 days per week. When you call, we are there to help.
- Think Digital Signs will include free onsite service for the first 6 months of the video board's operation and time & material fees after that. Services could include anything from the video board isn't displaying content, the Ignite Sports PC is malfunctioning to your system operator is out and you need help setting up and running the system for an event.

Project Success: Our primary objective is to ensure your project succeeds.

Our solution combines advanced LED video boards, strong control systems, and adaptable content management tools to make the Rose Oval a top venue for sports and entertainment. With Watchfire Signs' reliability and Think Digital Signs' customer service, this solution meets current needs and adjusts for future opportunities.

Long-Term Partnership

We hope to support the Rose Oval and City of Roseville for many years. For instance, the digital monument sign in front of the property will eventually need replacement. We will offer partner discounts and incentives to maintain the Rose Oval's ongoing static and digital signage requirements. We have examples of other cities we have partnered with to provide multiple digital sign projects. Our capabilities and incentives would include interior and exterior digital signage.

We will work with the Rose Oval staff on a feasibility plan to study if the Oval could effectively increase revenue from the operation of the video board. From additional advertising to crowd favorites like Birthday & Valentine Shoutouts we have a lot of experience helping organizations drive additional revenue. We would look at staff availability and the Oval's overall desire and ability to operate an additional program.

Environment

Temperature:

- The facility & scoreboard will stay open & continue operating down to -25 deg F
- The scoreboard "may" still be auto-operating down to -40 deg F
- The scoreboard environment can also reach temperatures >100 deg F
- What is your scoreboard's rated temperature range?
If required, what customization is needed to achieve our operating temperatures?
 - -40F to 140F
- Lightening - Is the scoreboard protected from lightning strikes?
 - Video board is to be installed with lightning rod. Additional surge protectors are built into the video board.

Bandy (Hockey) Controller:

- Entering data to display on the scoreboard for Bandy (Hockey subset) is performed outside in the full environment (rain, snow, cold, etc.).
- What is your Bandy (Hockey) controller's operating parameters (i.e. rain, snow, cold, etc.)?
 - The Bandy scoring controller is a Microsoft Surface Pro.
 - Is it installed into a case with a handle.
 - Its primary operating conditions would be that of a Microsoft Surface Pro.
- Is your scoring controller wifi or wired (either is acceptable, but wired might require pulling new cable).
 - The scoring controller is wireless. It has a range of approximately 1,000'.
- Will the controller require electrical power, or is it battery operated?
 - The scoring controller is battery powered.

Life Expectancy and Brightness Levels

Video Board Usage:

- On average, the scoreboard will be running 10 hours per day, for 360 days (annual running time of >3,500 hours)
 - What is your estimated Video Board / Scoreboard lifetime (xx,xxx hours) under these conditions?
 - Our video displays are rated at 100,000 hours (11.4 years) half life. That means if the board were powered to 100% (entire board the color white) the LEDs would be 50% as bright as the day the display was first installed. The display is never operated at 100%. At night it will operate at a fraction of its daytime brightness.
 - The video board should last 15-20+ years before you are considering an upgrade.
 - Our video displays have a 5-year parts warranty and a minimum 10-year parts availability guarantee.
 - How many hours of operation can we expect before the LED brightness levels are reduced to 50%, relative to being new?
 - 100,000 hours of full power operations (you will likely operate the sign during the day at 80-85% full brightness and at night 10%)
 - Even at 100% full brightness for 10 hours per day – 50% brightness would be reached in 27 years.
 - How many hours of operation can we expect before the LED brightness levels are reduced to 25% relative to being new?
 - We don't calculate this number as it is past the expected lifetime of the display.
 - How would you characterize the decline in brightness level? Is it linear over time, or exponential, or...?
 - Brightness decline is mostly linear over the first 100,000 hours but it's highly dependent on the content and operating environment.
 - If we need to swap-out a LED module, can we adjust the brightness level of the replacement segment on-site by ourselves? With Manufacturer Support?
 - With the assistance of the Watchfire service team.
 - Can your tech support staff connect to the scoreboard remotely to adjust the brightness level of an individual LED module?
 - Yes.

Training and Support

- What forms of training are provided? Onsite, Webinar, Self-paced, etc.
 - Self-Paced Video Tutorials (for life of video board)
 - Live one-on-one webinar training (for life of video board)
 - Onsite Training during pre-install, installation and post-install for 3 months as needed.
 - Watchfire Call Center is available during open call center hours (see below for open hours) to answer product functional and technical operation questions.
 - Think Digital Signs is available 7:00am – 10:00pm every day for training and product operation questions. Contact can be via phone, text or email.
- Is on-site training included?
 - Onsite training will be provided during pre-install, installation and post-install for 3 months as needed.
 - Watchfire will have a certified technician onsite the day of installation to assist with install and commission all hardware and software.
- If onsite training is provided, how many people and what is the length of time you recommend?
 - Live Webinar training is available for the life of the video board. Live webinar training is the most effective long-term form of training as the trainee can be logged into the Oval's Ignite Sports PC or using a Watchfire Sports PC configuration.
 - Onsite training will be provided during pre-install, installation and post-install.
 - Onsite training will be delivered by an Online Watchfire trainer and a local Think Digital Signs trainer to assist setup and answer questions.
 - We can set up a training room with a video monitor or screen projection and train a group of people. We can accommodate as many people as can fit into the training room and effectively see the display screen or monitor.
- If webinar-based training is provided, how long is it available? Is it included or fee based? Is it individual or group based?
 - Live Webinar training is provided for the life of the video board.
 - It can be delivered one-on-one or to multiple login attendees.
 - You can schedule live Webinar training sessions as often as is required.
 - We can cover general topics or dive deep into your specific questions and issues.
- What is your response time for support requests? Do you offer local support?
 - The Watchfire Sports Customer Call Center Hours (Minneapolis Time):
 - Monday – Saturday: 7:00am – 9:30pm
 - Sunday: 7:00am – 5:00pm
 - Think Digital Signs availability to provide support help:
 - Monday – Sunday: 7:00am – 10:00pm
 - Watchfire generally answers all inbound service calls within 1-5 minutes.
 - Watchfire can log into the Ignite Sports PC remotely to provide effective local support via the remote call center.
 - Think Digital Signs is available to come onsite 7 days per week. See Concordia University Testimonial Letter. When there were issues, Think Digital Signs was onsite to resolve. You will have the Owner's direct cell phone number which will ring from 7:00am – 10:00pm every day of the week.
 - Think Digital Signs is a local Twin Cities based company. We can show up to provide support 7 days per week. Onsite responsiveness will be provided as quickly as is practical.

- Support could include (but is not limited to) issues like these:
 - Video board or Ignite Sports PC are not operating.
 - Video feed from Oval's cameras and speed skating scoring system are not being displayed on video board.
 - Bandy scoring controller is not communicating with Ignite Sports PC.
 - One or more modules on the video board are not displaying content.
 - You have an event scheduled and all your Video Board Control System Operators are not available. Think Digital Signs can come onsite to aid the operation of the system. We will provide the onsite support you need to ensure the operation of the Ignite Sports PC and the Watchfire video board connected to your video and scoring systems is successful.
- Think Digital Signs will provide onsite support for 6 months included.
 - After 6 months onsite support will be provided on a time and materials fee basis.
- Onsite Technical and Installation Support
 - SML Electrical (the project installers) are a local Twin Cities Based company. They are available on short notice to provide onsite support.
 - Onsite installation support will include issues like: Maintenance to the video board: power supplies, module replacement, electronics and wiring issues, electrical and fiber communication and conduit issues.
- All support requirements (hardware, software, training, system operation, electrical and communication infrastructure) will be provided by local, highly responsive partners (Think Digital Signs and SML Electrical) and easily accessed remote partner Watchfire. You will have the support you need when you need it.

Documentation

- Describe what documentation will be provided and if it applies to every component? This could consist of: Operations manuals, Frequently asked questions (FAQs), Troubleshooting, Parts lists, Wiring diagrams, As-built drawings.
 - Documentation will include:
 - Software and installation manuals on all components.
 - Parts List
 - Wiring Diagrams
 - Video Board Shop Drawings that include sign assembly, power requirements, wind load requirements and weight of video board.
 - Network, Communication, Electrical and Parts Configuration
 - Product Support: Telephone Numbers, Contact Methods and Call Center and Contact Hours of Operation.

Warranty

- What is your standard warranty policy?
- Do you offer extended warranty?
- If yes, what is the cost for 5 full years of parts & labor coverage, and would that include any on-site visits?
 - Standard Warranty (provided in our quote):
 - 5 Year Parts
 - 1 Year Labor
 - Extended Warranty: While extended warranties are available, we suggest not purchasing. In our experience, the costs of extended warranties are more expensive than self-funding post warranty parts purchases.
 - Based on the sizes of the video boards being considered, an extended warranty could be provided for an additional \$3,000 - \$5,000 per year.

Bandy (Hockey) templates modifications

Bandy uses a reduced Hockey template (score, time and period).

- Does your proposed Hockey template allow for fields to be deleted, or relocated, as displayed on the Video Board (Scoreboard)?
 - The Ignite Sports operating system supports scoring of a large variety of sports.
 - We support the Score, Time and Period requirements.
 - We will help you create 1-3 Bandy scoring templates as part of the system installation and training.
 - The system is very flexible and creation of new Bandy templates is intuitive and easy.
 - Bandy templates can be shown in their own zone on the video board and can be overlay scoring templates placed over live video content.
 - The time, scoring and periods will be managed using the wireless scoring controller (Microsoft Surface Pro).

Video Switcher/Signal Sources

We are planning to purchase a replacement video-switcher based on SDI inputs/outputs. We currently have several TriCaster Studio Switchers and a Broadcast Pix Switcher that we plan to use for backup purposes, or to manage an independent video stream (2nd input) into a double-wide video board

Input signal sources will include:

- Video-switcher, or perhaps multiple video-switchers, probably SDI based
- DVD players (hdmi)
- TV broadcasts (via a re-broadcasting license) (hdmi)
- Mirror-imaged computer monitor signals (hdmi)
- Potentially a direct camera input (hdmi or SDI)
- Output video signals can be either SDI or HDMI signal.
- Depending on the aspect ratio of the video board (either single 16:9 or double 32:9), we will send 1, or up to 2, video source/s to the video board
- How many external video inputs can your video board control system handle?
 - The Ignite Sports PC can process one (1) video input.
- Are there any special features required on the video switcher to be compatible with your proposed Video Board (Scoreboard)?
 - No special features are required.
- Can your video board control system scale and crop the input video signal?
 - Yes. We can process a video signal with a double-wide - two (2) 16:9 aspect ratio video feeds – signal and using cropping & scaling display the separate video images into the appropriate template zones on the video board.

LIVE Graphic Overlays,

A nice feature to have would be the ability to display LIVE scores, run-times, etc. on the top of a video image. We have done this before by focusing a camera on a scoreboard, then using an optical-to-text converter, and finally adding it to our broadcast using a CG.

- Will your video board (scoreboard) include a similar feature? If yes, then describe the process.
 - Ignite Sports provides flexible and simple configuration customization features.
 - Click, drag, and drop operation allows unlimited numbers of templates and display zones. You can overlay video zones with scoring zones. The scoring zone can be opaque or slightly transparent.
 - You can overlay one large video zone with a smaller video zone for picture-in-picture functionality.
- In addition to scoring data, what kinds of content can be used to overlay a video image?
 - Advertising
 - Stills
 - Animations/Videos
 - Playlists
 - Video over video:
 - Live video feeds
 - Stored video files
 - Static Images, animated graphics and video files
 - Player and/or participant photos and profiles
 - Library of EasyArt static and animated graphics
 - Crowd messages and prompts
 - Any content you can show on the video board can be displayed as an overlay zone.

Dimensions (Control Room Requirements)

Counterspace and rack space is at a premium. Please provide dimensions of the following,

- Main Video Board (Scoreboard) controller desktop unit, if applicable?
 - Desktop hardware includes a monitor, keyboard and mouse.
 - Desktop hardware is connected to the rack mounted Ignite Sports PC via provided KVM Extender.
 - Bandy scoring controller is a Microsoft Surface Pro Tablet.
- Main Video Board (Scoreboard) controller rack-mount component? How many RU units are needed?
 - The Ignite Sports PC is rack mounted (4U)
 - Pixel Engine (2U)
 - We provide a 12U Wall or Mobile rack.
- Other rack mount supporting components? (RU units)
 - We provide a 12U Wall or Mobile rack.
 - The rack will contain:
 - Ignite Sports PC
 - HDCP compliant Pixel Engine
 - Power Strip
 - Power Supply
 - KVM Switch
- Any other components to be located in the control room?
 - Long Range Wireless Access Point for communication to the wireless Bandy scoring controller.

Fiber Optic Signal Transmission,

There is an existing fiber optic line running from the control room to the existing video board, it is unclear if that fiber is suitable for the new video board?

If a new fiber optic line is required, we would like extra fibers to be included:

- Avoids having to pull a new fiber line (bundle?) if 1 of the fibers were to fail
 - It would be prudent to field terminate a full 2nd set of backup fiber/s
 - Non video board (scoreboard) related item – if a new fiber cable (bundle) has to be pulled, then if feasible & reasonable, we would like to have 2 terminated sets of fiber that can be used for networking purposes – unrelated to the video board. This is for a different organization and they would provide switches, etc. Thus, we are just asking for terminations on some fibers that could be used for that purpose (nothing more).
 - There are multiple pathways through underground conduits that go between the control room and the scoreboard. Some of these fill with water and are subject to freezing in the winter. The supplier will have to determine if armour-jacketed fiber is required or not.
- Please describe your communication from the control room to the video board.
- The Ignite Sports PC is connected to the video board via fiber optic cable.
 - One pair for video and one pair if audio is being used.
- How much fiber will/can you provide? Will there be back up fibers in the cable bundle?
- Watchfire will provide up to 1,000' of fiber cable.
 - We will provide two (2) 6 pair fiber cables (approx. 400' each).
 - We will use a pair for the video feed and a 2nd pair as a backup.
 - That will leave four (4) pairs for the Oval to use for other purposes.
 - We are planning on pulling the new fiber cables.

Ethernet Transmission,

Will the proposed video board (scoreboard) and video board control system have a direct ethernet connection for:

- Troubleshooting
 - LED panel brightness adjustments
 - Etc.
- If yes, will that also require a fiber optic transmission line (bundle)?
- The video board is hard wired via fiber cable to the Ignite Sports PC.
 - The Ignite Sports PC will require an Internet connection for Watchfire to provide remote diagnostic and remediation services.
 - The PC can be connected to the Internet via a wired or wireless internet connection.
 - Watchfire can access video board diagnostics through the Ignite Sports PC.
 - Watchfire technical support or an onsite system operator can adjust the brightness of the video board.
- Will you need access through a public internet system?
- Yes. The Ignite Sports PC will require an Internet connection at those times that Watchfire remote diagnostic support is being requested and provided.

Transmission of Multiple Independent Signals,

- Will the proposed video board (scoreboard) require additional fiber lines to transmit multiple independent externally or internally generated video, text, etc. signals, or does the video Board Controller resolve everything before the final signal is fed to the board?
 - All the Ignite Sports video and data being transmitted to the video board will be delivered via the one "live" pair of fiber cables. We will have a spare set if required at some future time.
 - The final image sent to the video board is configured in the Ignite Sports PC.

Additional Video Board Functionality

Ability to segment the video board for advertising and information purposes as follows:

- 3 segments, approx. 10' x 10' (left), 10' x 20' (center), 10' x 10' (right), or similar
- Please describe how the 3 areas get their individual feeds?
 - Ignite Sports enables you to manage and customize the organization of content for stress free operation.
 - The built-in layout editor allows for extensive region and zoning possibilities at no additional cost. You can create a variety of display options by using templates, display zones and content playlists.
 - You are not limited to any specific size zones, regions or templates. By cropping and scaling all content can be appropriately sized for any region in which you are displaying it.
 - All content contained in the Ignite Sports PC or fed into the PC can be displayed together or independently using templates, zones, regions and playlists.
 - Live Video
 - Speed skating scoring data
 - Live Bandy scoring data
 - Other video content from video switcher
 - Advertising stills, animations and videos
 - Overlay text and images
 - Recorded videos
 - Live movies
 - Streamed video content
 - Crowd prompts
 - EasyArt stills and animations
- Can we play 3 pre-recorded video signals to the board (from within the scoreboard controller), or will 2 of the 3 signals (on the sides) be constrained to text & photos? If they are constrained, then how does the controller manage the formatting?
 - Yes – you can play 3 pre-recorded videos to the video board at the same time.
 - You can accomplish this with zones and play lists. We can configure/size the zones to accurately scale and display the videos.
- If we can send video signals to the 10' x 10' segments of the extended board, then how will they be displayed? Will they be compressed or clipped?
 - All the cropping and scaling happens inside the Ignite Sports PC.
 - We will create templates that cover the entire video board. Each template will contain zones and regions that display independent content.
 - The video board is just a display. All the intelligence and display mapping is configured and controlled in the Ignite Sports PC.
- Can the center segment of the board act as a video monitor, while text and photo advertisements scroll up on both sides?
 - Yes. This is easily accomplished with Ignite Sports Layout Editor and content playlists.

Animations

Historically, we have had several years where the evergreen trees were fully lit with lights. The cost has become prohibitive, thus, the video board (scoreboard) could possibly become our replacement “wow factor”. As such, random animations intertwined with video and text would be ideal.

We may have a temporary staff member start up the video board control system in the morning and run all day unattended. We would like to play videos, animations, static content, advertising etc.

- Can your video board (scoreboard) system, controls, & software, be automated to change between 1, 2, or 3 boards, or will this require operator intervention to remap the board configuration?
 - Ignite Sports can be set up to operate unattended. It can play any number of playlists, videos and content.
 - If the template or zone configuration requires changing that will require an operator. This would simply require switching the template and playlist on the operator console (a 15-30 second operation). We can create simple 1-page “how to” documents to support all required processes.
- Can your video board control system be set up for day long playing of video content, animations, advertising etc?
 - Yes. We would use playlists. Playlists can contain any length of content.
 - When a playlist ends, it can be configured to replay or start another playlist.
- If yes – please describe how content is created and set up? And how is the schedule created, maintained and run?
 - All content is created or uploaded and stored on the Ignite PC internal or external hard drive.
 - Ignite Sports enables the customization and organization of content using playlists for stress-free system operation.
 - The operator would select the appropriate template for the playlists being selected. The template can contain as many zones as you want. Each zone can play a separate independent playlist of content. Each playlist and its associated content would be configured to fit into the zone in which it is being played.
 - Template
 - 1 to n number of zones
 - Each zone will be configured with its own playlist.
 - Each play list can contain any number and length of content from stills, videos, animations and EasyArt.

Operating Scenarios

We will have four (4) primary operating scenarios:

■ Speed skating event

- All content is provided by the video switcher as video input to the video board.
- The video board control system needs to accept the video feed and scale/crop the resulting video signals and display on the video board.
- If a double-wide board is chosen, then, 2 external video signals would be sent to the board at the same time and displayed side-by-side, edge-to-edge, with minimal distortion.

Response:

- Ignite Sports will take one (1) video input signal.
- Single-Wide Display: The video image will be scaled into a zone that fits the entire video board.
- Double-Wide Display: Ignite Sports will crop the non-image portions of the video feed and scale the video elements to fit the entire video board.

■ Bandy Event

- The video board control system will be used to score and time the Bandy event.
- The scoring controller will be used for time and score.
- The scoring controller will be outside and communicate via wireless or wired communications back to the control room.
- The video board will display video content from the external video switcher – scaling and cropping appropriately.
- The Bandy score and time will be displayed either in its own zone on the video board or as an overlay on one of the video signals.
- If a double-wide board is chosen, then up to 2 external video signals would be sent to the board at the same time and displayed side-by-side, edge-to-edge, with minimal distortion, with the Bandy data overlaid.

Response:

- Just as described – Ignite Sports can accomplish the different scenarios.
- We can process the video input and display one or two video images onto the video board. The Bandy score and time can be displayed in its own zone or as an overlay over one of the video signals.
- Ignite Sports will act as the scoring system for Bandy, controlling time, period and score. The time and score will be controlled by a wireless controller (Microsoft Surface Pro) and will communicate to the Ignite Sports PC through a long-range wireless access point.

■ Movie Night in the Oval

- The video switcher will feed the movie to the video board control system. Proprietary movie content needs to be able to be displayed. We have rebroadcasting licenses.
- The video board will display the movie and potentially some advertising content.

Response:

- We will create a “movie” template with an appropriately sized zone for the movie. The remaining area (zones) of the video board can be configured for playlists of other content that could include advertising, animations or still content.
- HDCP (High-Bandwidth Digital Content Protection) is a copy-protection scheme that prevents unauthorized copying and playing of digital content.
- The Pixel Engine driving video board content is HDCP compliant.

■ Daily Playlists

- The video board control system will be turned on in the morning.
- A playlist or schedule will be started and the video board will play a variety of video, animation and static content throughout the day without intervention.
- If a double-wide board is chosen, then the board should be capable of multiple zones. A maximum of 2 external video signals could be sent to the board at the same time and displayed in various operator defined zones with minimal distortion
- Desire is to automatically switch zones, screens, etc. as part of the playlist

Response:

- The built-in layout editor allows for extensive region and zoning possibilities.
- Templates, zones and playlists enable stress free customization for day long playlists.
- If a template and zone configuration change is necessary, a PC operator will be required to change the template. This is a 10-15 second operation.
- Individual zones can contain separate playlists.
- Playlists can contain any number of content types: recorded video, animations, EasyArt stills and animations, advertising playlists, still images and overlay text.

- Please describe how your proposed solution can handle the 4 scenarios listed above.
 - See individual responses above.

Initial Kick Start

In order to be operational on day 1, and to display the full dynamic capabilities of the new video board, it would be helpful for the manufacturer to create and implement the following,

- This initial kick start would be for a fixed period of time (days?) and could be included as an extension of the training program.
 - Template the 4 main operating scenarios described above.
 - Working with our staff, populate the different templates with real text, pictures, videos, supplied by us.
 - Create or copy-over animations that can take advantage of the video boards capabilities. For winter, these could include skating scenes, winter scenes, etc. For summer, these could include inline, forest scenes, waterfalls, etc.
 - Create multiple zones with photos, videos, etc. intermixed.
 - Finally, create playlists that can automatically switch between the above scenarios, zones, inputs, etc.
- Propose what you believe is a reasonable amount of time to get this kick start?
- We can prepare and ship your Ignite PC 2-3 weeks prior to the installation of the video board.
 - This would enable some training and system setup prior to installation.
 - We will conduct 3-4 online webinar training sessions prior to Kick Start.
 - We will help create templates to support the 4 main operating scenarios.
 - We can connect the Ignite Sports PC to your video switcher and test all the video input scenarios.
 - Working with your staff, we can upload required Oval content (videos, stills and animations). And train staff on the process of uploading additional content.
 - Conduct training so that Oval staff will be able to create and test additional templates and playlists prior to installation.
 - Demonstrate how easy it is to switch between templates and playlists.
 - Create simple one-page "How to" documents to support most Oval staff operational requirements.
 - We will provide a package of still and animated graphics as part of the Kick Start project.
- Do you provide (for fee) graphic and animation services? If yes – please describe
- Watchfire: EasyArt, still and animated graphics.
 - Post installation custom graphic services are provided at \$150/hour.
 - We can provide a list of 3rd party companies providing custom still and animated graphic services.

Think Digital Signs

Name of Company

Matthew Duffy

Printed Name of Firm Representative

Matthew Duffy

Signature of Firm Representative

612-669-6700

Phone

Fax

January 28, 2025

Date

ATTACHMENT E RISK PLAN

This template must be used. Identify any risks that the proposer can foresee but DOES NOT CONTROL for this project, and solutions for mitigation. This will be used by reviewers not just to identify potential risks, but to confirm the proposers understanding of the project as expertise.

The risks should be prioritized (list the greatest risks first). The Respondent may add or delete Risk table templates, but do not exceed the **2-page** limit. Do NOT include any identifying information in the Plan. Information listed under the "Documented Performance" line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Risk 1 Description: Access to facility. Control room. Board area. Conduit and electrical rooms.
Solution: Identify primary Oval staff that can help schedule and ensure access to required facility resources. Provide staff resource to help prepare project timing plan for removal of existing board and installation of new electrical and fiber.

Documented Performance: _____

Risk 2 Description: Staff training and preparedness for board operation.
Solution: Provide Oval staff to help create training plan. Ensure required Oval staff are scheduled and complete required training. Help plan and execute Kick Start Plan.

Documented Performance: _____

Risk 3 Description: _____
Solution: _____
Documented Performance: _____

Risk 4 Description: _____
Solution: _____
Documented Performance: _____

Risk 5 Description: _____
Solution: _____
Documented Performance: _____

ATTACHMENT F

PROJECT CAPABILITY PLAN

This template must be used. The Project Capability Plan should identify the Respondent's **capability to meet the project's requirements** with a plan that meets time and cost goals. The capability claims should be prioritized (list the most important claims first). The Respondent may add or delete Project Capability Claim table templates, but do not exceed the **2-page** limit. Do NOT include any identifying information in your Plan. Information listed under the "Documented Performance" line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Project Capability 1 Claim:	<u>Product Manufacturer has a manufacturing plant with over 400 employees.</u>
Documented Performance:	<u>It routinely ships multiple video boards, scoreboards, digital signs and billboards ranging in size from 3x6 to 15 x48 from its plant every day.</u>
Project Capability 2 Claim:	<u>Video Scoreboard installations supported by proprietary video board control system.</u>
Documented Performance:	<u>Manufacturer has over 300 installations of video scoreboards and displays being support by its proprietary video board control system.</u>
Project Capability 3 Claim:	<u>Installer has experience installing big digital signs and video boards.</u>
Documented Performance:	<u>Digital billboard and sign installations ranging from 10x20 single and double sided. Installation of billboards ranging up to 14x48.</u>
Project Capability 4 Claim:	<u>Support organization has experience with sports installations requiring multiple inputs and multiple outputs. Supporting multiple sports and configuration requirements.</u>
Documented Performance:	<u>We have an installation in St Paul we can use as an example, testimonial and site visit.</u>

ATTACHMENT G VALUE ADDED PLAN

Identify any options, ideas, alternatives, or suggestions to add value to this project. Include a short description of how it adds value to the project and identify if the items will increase or decrease schedule, cost, or satisfaction. All cost and schedule impacts associated with these value added options must NOT be included in your base cost/schedule. You may add/delete additional rows if necessary but do not exceed the **2-page** limit.

One example may be a larger board than the base proposal, as outlined in Section 3.2, subheading "Size Options"

Item 1 Claim:	<u>We commit to help you implement the Initial Kick Start Program.</u>
How will this add value?	<u>Ensure Oval staff are prepared for day 1 operation of the video board.</u>
Documented Performance:	<u>We executed a similar plan at Concordia University in St Paul. Athletic department staff are available to be contacted to discuss their project.</u>
Cost Impact (%):	<u>0%</u> Schedule Impact (%) <u>0%</u>

Item 2 Claim:	<u>Engage Watchfire for additional graphic and animation creation beyond what will be provided during the installation project.</u>
How will this add value?	<u>Create more fan and community engagement.</u>
Documented Performance:	<u>Watchfire has a graphic service department. We can show you examples.</u>
Cost Impact (%):	<u>See fee sched.</u> Schedule Impact (%) <u>0%</u>

Item 3 Claim:	<u>Feasibility study to assess whether the Oval can benefit from additional advertising and revenue generating activities with the new video board.</u>
How will this add value?	<u>Would help determine the ability and desire to implement additional revenue generating activities. Additional revenue could be used to support Oval community and outreach programs.</u>
Documented Performance:	<u>We have a lot of experience helping organizations create and execute additional advertising and crowd related revenue programs.</u>
Cost Impact (%):	<u>0%</u> Schedule Impact (%) <u>0%</u>

ATTACHMENT H REFERENCE LIST

Please provide a reference list of similar projects that you have installed. List should include

- 1) East Kentwood High School
Blaine Brumels, Athletic Director
Blaine.brumels@kentwoodps.org / 616-698-6700 ext. 74560
Products: S16 (14' H x 32' W) / FireSound 2000 Stadium Audio
- 2) Oak Grove High School
Darin Sehlke, Athletic Director
dsehlke@ogr6.org / 816-833-6887
Products: S16 (13' H x 25' W) / FireSound 1500 Stadium Audio
- 3) Prairie High School
Rocky Bennett, Athletic Director
rbennett@crprairie.org / 319-350-0930
Products: S16 (14' H x 25' W) / FireSound 500 Stadium Audio
- 4) North Murray High School
Keith Robinette, Athletic Director
keith.robinette@murray.k12.ga.us / 706.695.7760
Products: 4 sided Center Hung in Gymnasium
- 5) Villa Rica High School
Mike Beers, Director
mike.beers@carrollcountyschools.com / 770.832.3568
Products: S16 (17' H x 30' W)
- 6) Harlem High School
Rebecca Sterner, Booster Club President
Rsterner01@comcast.net / 706.799.4227
Products: S16 (13' H x 25' W)
- 7) Morristown High School
Smitty Horton, Athletic Director
smitty.horton@msdk12.net / 862-258-5348
Products: S10 10x16 & 5x24 Strip Football Scoreboard
- 8) Huron High School
Jake Shulaw, Athletic Director
shulawk@huronschools.org / 734.323.9133
Products: S16 12x20 Video Display
- 9) Southern Illinois University, Carbondale, IL
Sports: Basketball (4-sided 10x16 Centerhung), Baseball (17x37), Swimming (12x23)
Noah Zarn – Video Coordinator, Live Production
Tim Leonard – Athletic Director

Attachment I

Milestone Schedule

Please include a detailed milestone schedule assuming a notice to proceed is awarded on March 1, 2025. A Milestone schedule is a required submittal but will not be graded independently, but will help to show the committee the proposer's expertise.

March 1, 2025

- Contract Awarded
- Work with City on required permits (2 weeks – driven by city)
- Deposit from city
- Two Weeks

March 17, 2025

- Orders and down payments:
 - Watchfire
 - Board Manufacturer
 - Video Board Control System (PC and Configuration)
 - SML Electrical
 - Electrical
 - Fiber
 - Board Installation
- 1 Week

Sign Manufacture:

- Product manufacture – 8 weeks (Ready for shipping by May 16, 2025)
- Shipping – 1 week
- Onsite for installation week of May 26, 2025
- Installation complete May 30, 2025

Installation:

- Remove Old Board by April 30, 2025
- Install new electrical and fiber cable by May 9, 2025
- Install new video board week of May 26, 2025
- Installation complete May 30, 2025

Training

- Ignite PC configured by April 25, 2025
- Shipped and onsite by May 5, 2025
- Training and Initial Kick Start from May 5, 2025 to May 16, 2025
- May 19 – May 30, 2025 – Additional Hands on experience.

Attachment J
Statement of Non-Collusion

The following statement shall be made as part of the proposal.

I affirm that I am the vendor, a partner of the proposing firm, or an officer or employee of the proposing firm with authority to sign on the vendor's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other vendors designed to limit competition.

I hereby affirm that the contents of this proposal have not been communicated by the proposer or its agent to any person not an employee or agent of the City.

Matthew Duffy

Signed

Matthew Duffy

Print Name

Owner

Title

Think Digital Signs

Firm Name

3980 Wooddale Ave S #301

Address

St Louis Park, MN 55416

City / State / Zip Code

612-669-6700

Telephone and Fax Numbers

mattduffy@thinkdigitalsigns.com

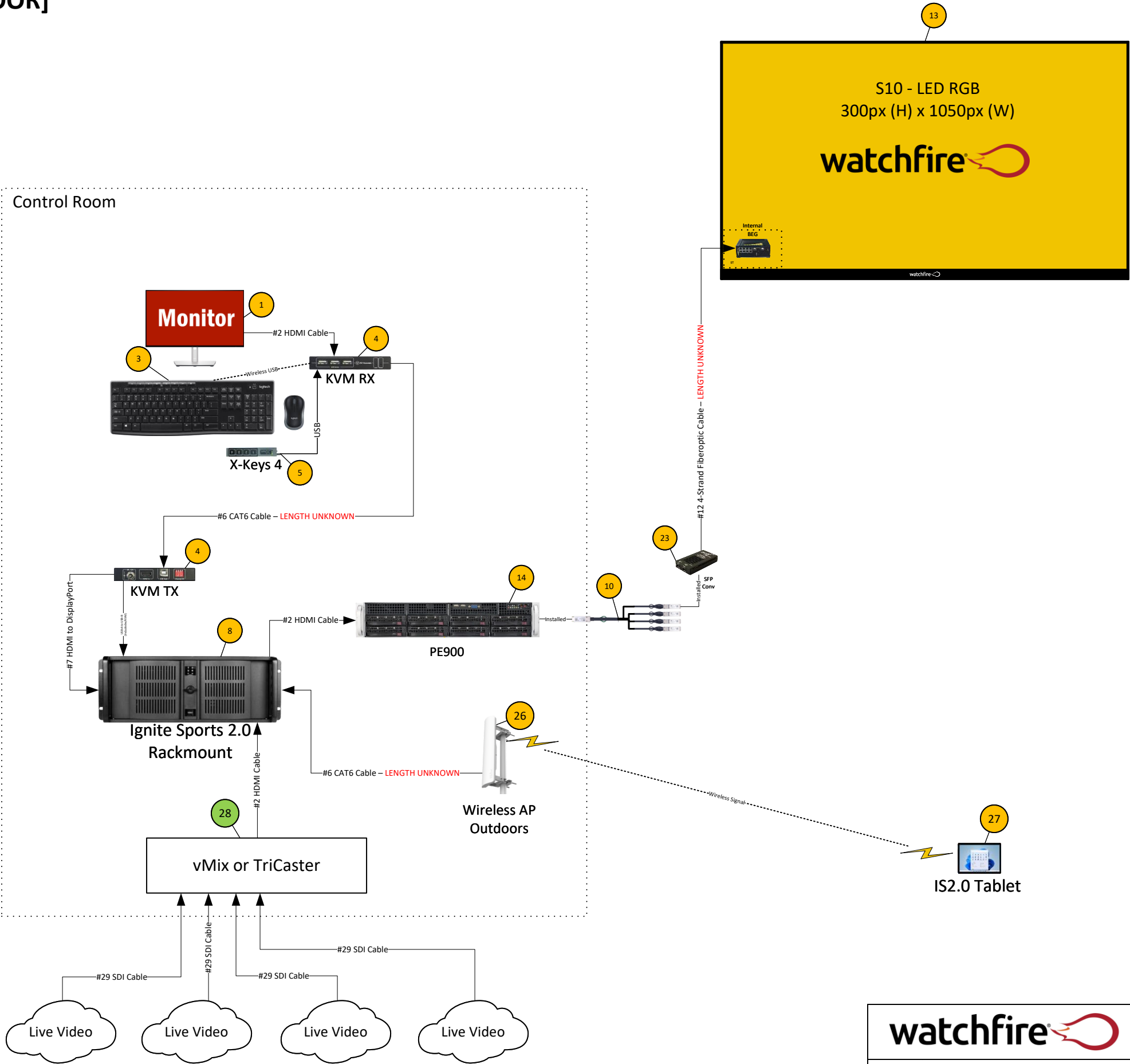
Email Address

ATTACHMENT K
Submittal Checklist

Note: all valid submittals must include each of the following as either hard copies or emailed as outlined on page 1 as a PDF.

- ✓ ATTACHMENT A: Respondent Offer- Signature and Certification Form
- ✓ ATTACHMENT B: Respondent Profile Form
- ✓ ATTACHMENT C.2: Exception to Award Terms and Conditions
- ✓ ATTACHMENT D.1: Cost Proposal
- ✓ ATTACHMENT D.2: Proposal Details and Narrative
- ✓ ATTACHMENT E: Risk Plan Template
- ✓ ATTACHMENT F: Project Capability Plan Template
- ✓ ATTACHMENT G: Value Added Plan Template
- ✓ ATTACHMENT H: Reference List and Past Performance Information
- ✓ ATTACHMENT I: Milestone Schedule
- ✓ ATTACHMENT J: Statement of Non Collusion

[OUTDOOR]



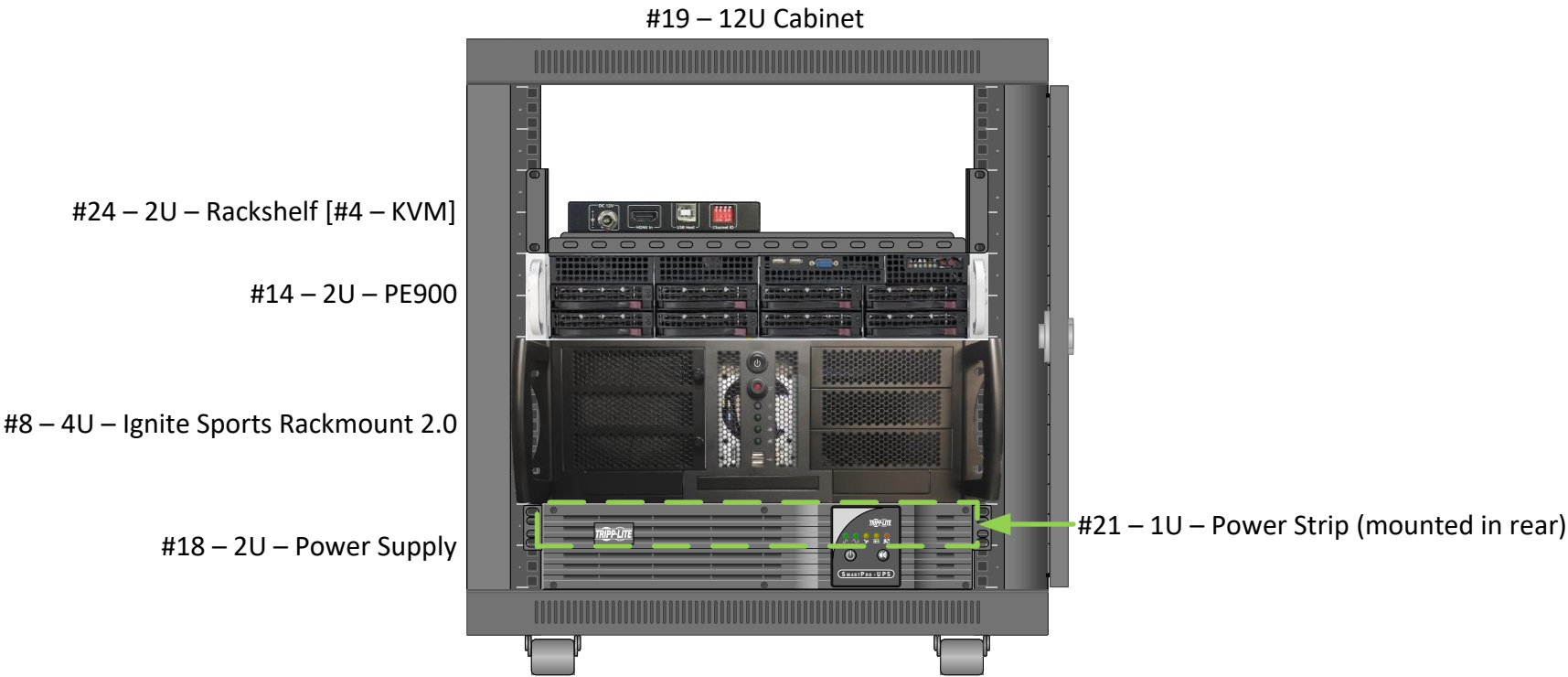
ITEM	QTY.	PART NO.	DESCRIPTION (Sign 1975315) Construction Contract - Exhibit A	
1	1	600343	Monitor, 24", Non-touch, 1080p	X
2	2	223312	Cable, Video Capture, HDMI-HDMI, 10'	-
3	2	640422	KeyboardMouseCombo,LogitechMK270	-
4	1	640445	KVM Extendr,SnglMontr,HDMI,USB	X
5	1	640374	Keyboard Stick, 4 Buttons, USB	-
6	2	Customer Supplied	Cable, CAT6, 150'Max, RJ-45 Required	-
7	2	223323	Cable, DisplayPort to HDMI, 4K, 6 ft	-
8	1	950697	Cntrl,Rack4U,IGS2.X,SCLV,GbFbr,BSi3(B)	X
9*	1	640357	HDMI Audio Extractor	-
10	1	640364	Cable, QSFP-4SFP, Gb DAC	-
11*	1	950575	PowerBar,iBoot,Configured,PE900 (B)	X
12	1	Customer Supplied	4-Strand Fiberoptic Cable	-
13	1	N/A	S10 - LED RGB - 300 x 1050	X
14	1	950522	Controller, PE900 HDCP	X
15*	1	290337	Audio Cable, RCA to 3.5mm, 6 ft	-
16*	1	44118	FIBEROPTIC COUPLER PANDUIT (B)	-
17*	1	48973	Monitor 19"/20" LCD Slim Flat Panel	X
18	1	510010	PowerSply,Unintrptible,1.2kVA,2URckmt(B)	X
19	1	520327	Cabinet,Rackmount,12U,622.3mm,WallMobile	-
20*	2	53031	Fiber Jmper;Multimode LC/STDuplex;1m (B)	-
21	1	530347	PowerStrip,Tripplite,1U,120V,12outlets	X
22*	1	53049	Adapter, USB2.0 to 10/100MbpsEthernet(B)	-
23	1	640362	Media Converter, SFP-SFP, Gb	X
24	1	500317	Rack Shelf-Universal 16in deep	X
25*	1	640333	SFP Transceiver, Multimode Gb Fiber (B)	X
26	1	950647	Configured, Ignite Sports Access Point	X
27	1	950665	Controller,IS2.0Client,Tablet,Go4	-
28	1	N/A	4-Input vMix or TriCaster	X
29	4	290330	Cable, SDI, 25'	-

*Not pictured in schematic

For Support, Go Online to <https://watchfire.force.com/s/>

watchfire®		DESCRIPTION		John Rose Oval Display	
		SIZE	NOTES	QUOTE/CO NO.	REV
DRAWN	A. Bertoy	11x17	Unreleased	2418164.5	2.0
ISSUED DATE	10/7/2024	SCALE	n/a	Schematic	SHEET 1 OF 5

[OUTDOOR]



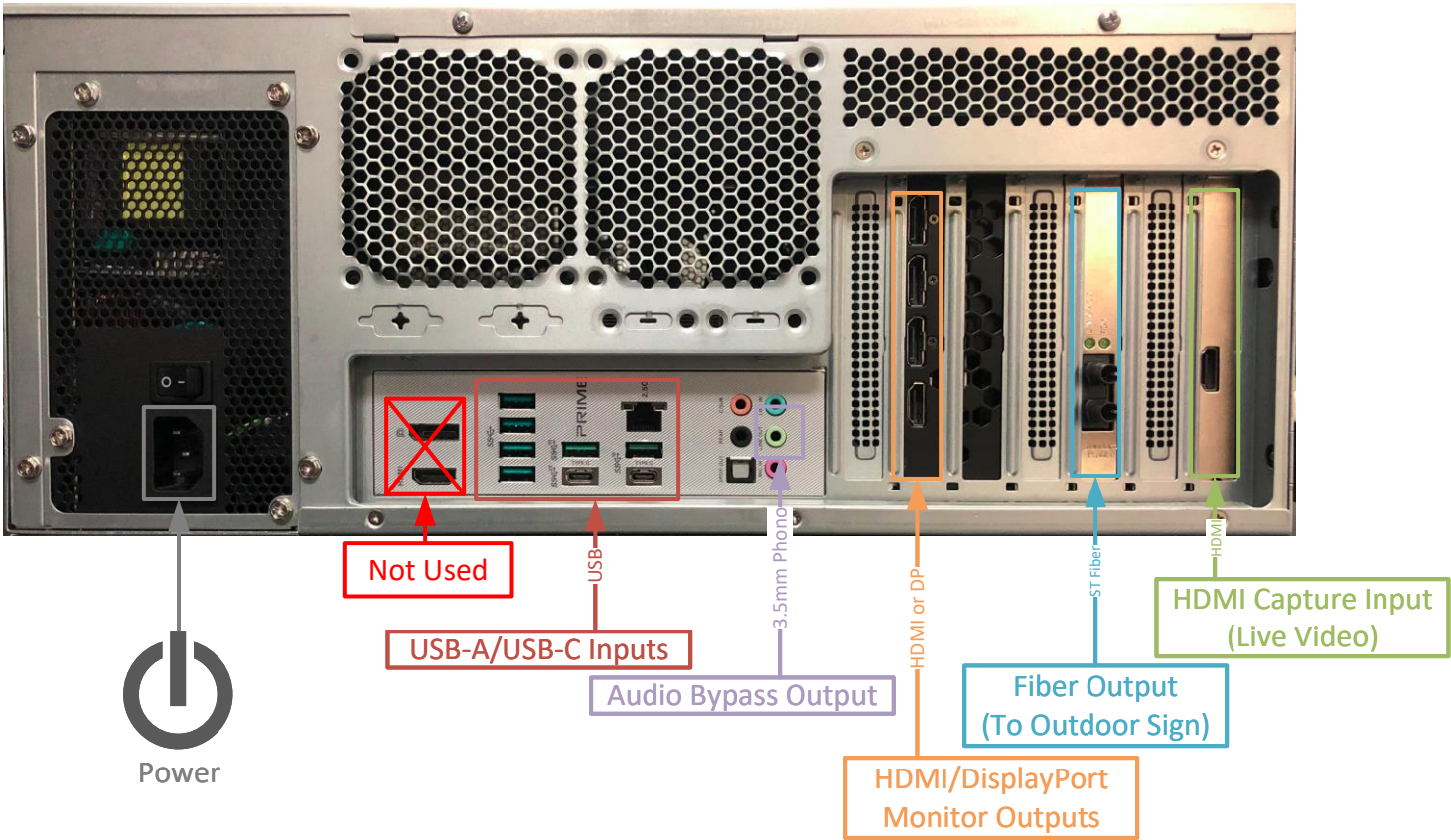
ITEM	QTY.	PART NO.	DESCRIPTION (Sign 1975315) Construction Contract - Exhibit A	
1	1	600343	Monitor, 24", Non-touch, 1080p	X
2	2	223312	Cable, Video Capture, HDMI-HDMI, 10'	-
3	2	640422	KeyboardMouseCombo,LogitechMK270	-
4	1	640445	KVM Extendr,SnglMontr,HDMI,USB	X
5	1	640374	Keyboard Stick, 4 Buttons, USB	-
6	2	Customer Supplied	Cable, CAT6, 150'Max, RJ-45 Required	-
7	2	223323	Cable, DisplayPort to HDMI, 4K, 6 ft	-
8	1	950697	Cntrl,Rack4U,IGS2.X,SCLV,GbFbr,BSi3(B)	X
9*	1	640357	HDMI Audio Extractor	-
10	1	640364	Cable, QSFP-4SFP, Gb DAC	-
11*	1	950575	PowerBar,iBoot,Configured,PE900 (B)	X
12	1	Customer Supplied	4-Strand Fiberoptic Cable	-
13	1	N/A	S10 - LED RGB - 300 x 1050	X
14	1	950522	Controller, PE900 HDCP	X
15*	1	290337	Audio Cable, RCA to 3.5mm, 6 ft	-
16*	1	44118	FIBEROPTIC COUPLER PANDUIT (B)	-
17*	1	48973	Monitor 19"/20" LCD Slim Flat Panel	X
18	1	510010	PowerSply,Unintrptible,1.2kVA,2URckmt(B)	X
19	1	520327	Cabinet,Rackmount,12U,622.3mm,WallMobile	-
20*	2	53031	Fiber Jmper;Multimode LC/STDuplex;1m (B)	-
21	1	530347	PowerStrip,Tripplite,1U,120V,12outlets	X
22*	1	53049	Adapter, USB2.0 to 10/100MbpsEthernet(B)	-
23	1	640362	Media Converter, SFP-SFP, Gb	X
24	1	500317	Rack Shelf-Universal 16in deep	X
25*	1	640333	SFP Transceiver, Multimode Gb Fiber (B)	X
26	1	950647	Configured, Ignite Sports Access Point	X
27	1	950665	Controller,IS2.0Client,Tablet,Go4	-
28	1	N/A	4-Input vMix or TriCaster	X
29	4	290330	Cable, SDI, 25'	-

*Not pictured in schematic

		DESCRIPTION		John Rose Oval Display	
		SIZE	NOTES	QUOTE/CO NO.	REV
DRAWN A. Bertoy		11x17	Unreleased	2418164.5	2.0
ISSUED DATE 10/7/2024		SCALE	n/a	Schematic	SHEET 2 OF 5

	ITEM	DESCRIPTION
1	950697	Cntrl,Rack4U,IGS2.X,SCLV,GbFbr,BSi3(B)

Watchfire Ignite Sports 2.0 Rackmount PC

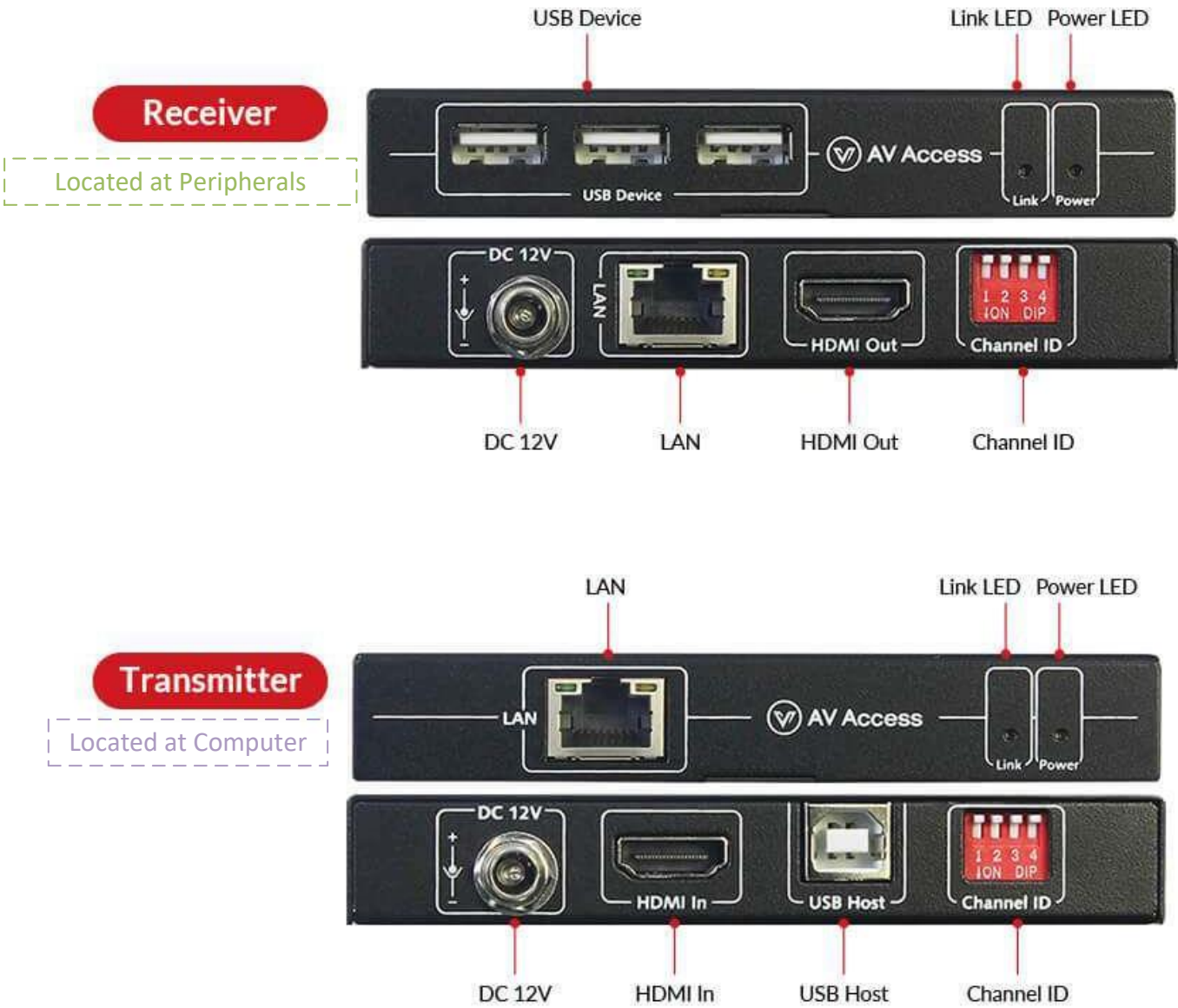


For Support, Go Online to <https://watchfire.force.com/s/>

watchfire		DESCRIPTION		IS 2.0 Rackmount Reference Photo	
		SIZE	NOTES	QUOTE/CO NO.	REV
DRAWN B.Wasson		11x17	Unreleased	2418164.5	2.0
ISSUED DATE 9/13/2023		SCALE	n/a	Schematic	SHEET 3 OF 5

	ITEM	DESCRIPTION
1	640445	KVM Extendr,SnglMontr,HDMI,USB

KVM Interface Reference



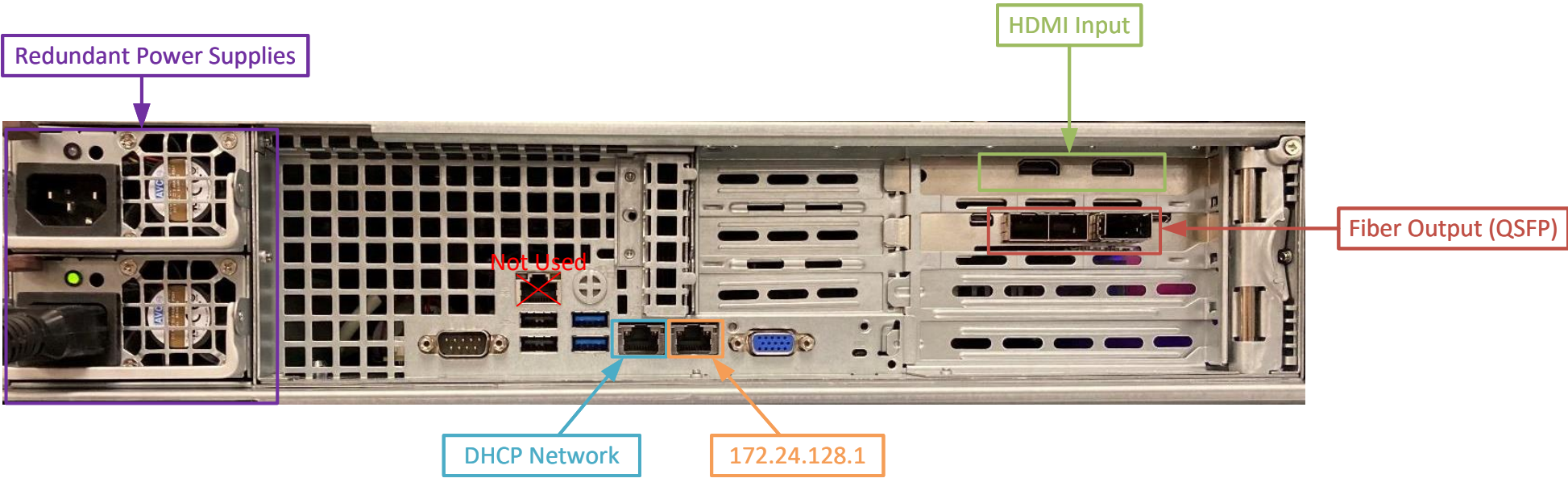
watchfire		DESCRIPTION		KVM Reference Photo	
		SIZE	NOTES	QUOTE/CO NO.	REV
DRAWN B.Wasson		11x17	Unreleased	2418164.5	2.0
ISSUED DATE 9/13/2023		SCALE	n/a	Schematic	SHEET 4 OF 5

	ITEM	DESCRIPTION
1	950522	Controller, PE900 HDCP

PE900 HDMI – HDCP
Compliant

- Dimensions:**
- Standard 19" wide Rackmount Server
 - 17.7" Deep
 - 2U Format

Watchfire PE900



watchfire		DESCRIPTION		PE900 Reference Photo	
		SIZE	NOTES	QUOTE/CO NO	REV
DRAWN A. Bertoy		11x17	Unreleased	2418164.5	2.0
ISSUED DATE 8/7/2024		SCALE	n/a	Schematic	SHEET 5 OF 5

EXHIBIT B – FINANCIAL SUMMARY

Approved Value Added Options

The City of Roseville declines all value adds in the proposal

Scope Changes

NO	DESCRIPTION	COST (\$)
1	Additional bonding cost (\$7,500 split 50/50),	\$3,750
2	<Provide a Brief Description>	\$
3	<Provide a Brief Description>	\$
4	<Provide a Brief Description>	\$
5	<Provide a Brief Description>	\$
<i>Total Approved Client Scope Changes:</i>		<i>\$3,750</i>

Final Cost Proposal

The City of Roseville accepts the Vendors Bid for an 11' x 39' 8mm Pixel Resolution Board as outlined in the vendor's proposal.

NO	DESCRIPTION	COST (\$)
1	Original Proposal Cost – 8mm 39' x 11'	\$301,000
2	Total Approved Value Added Options	\$0
3	Total Scope Changes	\$3,750
Final Project Cost		\$304,750

EXHIBIT C – RISK MANAGEMENT PLAN

A complete list of all pre-identified risks that the Vendor does not control.

Identified Risk 1:	Condition of the conduit.
Solution / Strategy:	Conduit was in good shape when most recently expected. It will be blown out. If it is collapsed, a change order to pay the direct costs may be needed.

Identified Risk 2:	Condition of the existing board structure
Solution / Strategy:	Was inspected prior to bid and appears in good shape. The vendor indicated that they will add one beam (which is included in their price). A change order would only be issued for a structural issue that could not be identified in the pre-proposal examination.

Identified Risk 3:	Client Access to the Facility
Solution / Strategy:	Staff and the vendor have accessed possible “no access dates.” It is understood that if the City does not allow the vendor access during dates, it will slow the process of installation.

Identified Risk 4:	Site Safety
Solution / Strategy:	Vendor understands that the site is public and is responsible for keeping a safe site at all times. If closures are needed on specific dates (due to the equipment use, etc), Vendor shall coordinate with the Skating Center Superintendent at least one week in advance of the necessary closure.

Identified Risk 5:	Truck Access and Weight
Solution / Strategy:	Vendor will coordinate vehicle access with Skating Center Superintendent. Vendor will provide the anticipated weight of vehicles at least two weeks prior to their arrival so staff can ensure that they can safely be driven on the OVAL surface.

John Rose MN OVAL Scoreboard Funding Source Summary (March 10, 2025)

	CIP Funds	Friends of the OVAL	Midway Speedskating	Quoted TOTAL
CONTRIBUTION AMT	\$250,000	\$40,000	\$56,000	
Scoreboard	\$223,500	\$25,000	\$56,000	\$304,500
Pre-Scoreboard Signal Processing		\$15,000		\$15,000
Scoreboard Contingency	\$15,000			
Soundsystem Updates				\$40,000
TOTAL COMMITTED	\$238,500	\$40,000	\$56,000	\$359,500
ENTITY BUDGET	\$250,000	\$40,000	\$56,000	

Scoreboard	Accepted bid of \$304,500
Pre-Scoreboard Signal Processing	Adjustments to process the video signal prior to getting into the board: switcher, controller, monitors
Contingency (5%)	Used to offset potential unforeseen cost.
Soundsystem	It will likely be more cost effective to make necessary updates to the existing soundsystem at this time

FUTURE MEETING AGENDA HIGHLIGHTS

August 5, 2024

March 24, 2025 – City Council Meeting

- Consider liquor license for Lunds & Byerly's
- Consider hotel licenses

April 7, 2025 – City Council Meeting

- Discuss massage therapy establishment cap (tentative)

April 14, 2025 – EDA Meeting

- Receive completed Housing Needs Assessment/Market study

April 14, 2025 – Work session

- Discuss Strategic Plan Goals & Success Indicators