



Memo

To: City Commission
From: Toby Dougherty, City Manager
Date: February 14, 2025
Re: February 20, 2025, Work Session

Please find the attached agenda and supporting documentation for the February 20, 2025, Work Session.

2025 Street Maintenance Program – Award of Bid

There is only one item on the agenda this week, and that is the award of bid for the 2025 Street Maintenance Program. Overall, City staff is happy with the bids. We did not receive a bid for pavement markings. Jesse Rohr, Director of Public Works, reached out to potential bidders and has decided to rebid that portion of the project. It will be brought back to you at a later date. For the specifics of the rest of the program, please refer to Jesse's Work Session memo. The most notable project for this year is the mill and overlay of East 17th Street.

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CITY COMMISSION WORK SESSION

City Hall, 1507 Main Street, Hays, KS

Thursday, February 20, 2025 – 4:00 P.M.

AGENDA

1. **February 6, 2025 Work Session Notes (PAGE 1)**
Department Head Responsible: Kim Rupp, Director of Finance
2. **2025 Street Maintenance Program – Award of Bid (PAGE 3)**
Department Head Responsible: Jesse Rohr, Director of Public Works
3. **Other Items for Discussion**
4. **Executive Session (if required)**
5. **Adjournment**

ANY PERSON WITH A DISABILITY NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT THE CITY MANAGER'S OFFICE 48 HOURS PRIOR TO THE SCHEDULED MEETING TIME. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE ANY REQUESTS FOR ASSISTANCE.

City of Hays
City Commission
Work Session Notes
Thursday, February 6, 2025 – 4:00 p.m.

Present: Sandy Jacobs, Mason Ruder, Reese Barrick, Shaun Musil, Toby Dougherty, Kim Rupp, and Melvin Sauer Jr.

Absent: Alaina Cunningham

January 16, 2025 Work Session Notes

There were no corrections or additions to the minutes of the work session held on January 16, 2025; the minutes stand approved as presented.

Water Reclamation Filter Media Replacement – Award of Bid

Jeff Crispin, Director of Water Resources, stated that the Water Reclamation and Reuse Facility beneficially reuses a significant portion of its total annual wastewater flow for irrigation at some of the City's recreational facilities, mostly the Fort Hays Municipal Golf Course and Bickle-Schmidt Sports Complex. The Water Reclamation Tertiary Filter helps ensure the plant effluent is of the best quality. The filter was originally equipped with panels of polyester fabric media. Initially, these were satisfactory, but after a few years, the routine cleaning has not been as effective as it was previously, making the run times on the machine higher than expected. The polyester media has reached the end of its useful life and needs to be replaced. The replaced filter media will be stainless steel, which should provide a 10-year solution.

The Water Reclamation Filter System is manufactured by Evoqua Water Technologies, an approved sole source vendor for the Water Reclamation and Reuse Facility. The 504 panels and supporting parts within the filter system are specifically designed and manufactured for this unit and not provided by another vendor. A quote was obtained from Evoqua Water Technologies for full replacement at a cost of \$48,087.90, which was under the \$70,000 budget.

At the February 13, 2025 Commission meeting, Commissioners will be asked to authorize the purchase of Water Reclamation Filter Media in the amount of \$48,087.90 to be funded from the Projects line in the Water Reclamation and Reuse Operating Budget.

Other Items for Discussion

Jarrold Kuckelman, Assistant City Manager, introduced James Bell as the new Public Relations Manager for the City of Hays.

The work session was adjourned at 4:19 p.m.

Submitted by: _____

Jami Breit –City Clerk



City Commission Work Session

Agenda Memo

From: Jesse Rohr, Director of Public Works

Work Session: February 20, 2025

Subject: 2025 Street Maintenance Program – Award of Bid

Person(s) Responsible: Jesse Rohr, Director of Public Works

Summary

Bids for the 2025 Street Maintenance Projects were opened on February 4, 2025. The projects bid with this year's program include seal coat, polypatch, curb and brick repair, major rehab (street and concrete alley), asphalt mill and overlay, and pavement markings. This memo discusses the bids received from 6 different contractors and recommends entering contracts with the low bidders for all projects. The projects awarded will be accomplished at various locations at various times throughout this year. The total amount of all proposed contracts under current consideration as bid and other in-house projects being funded out of Special Highway is \$893,835.48, which leaves a balance of \$220,956.52. However, no bid for the pavement marking project was received; therefore, a new request for bids for the pavement marking project is currently being advertised again and will be brought back to the Commission for consideration of award at a later date. The pavement marking project will be funded from the remaining Special Highway balance.

Background

At the November 21, 2024, City Commission Work Session, staff presented a proposed Street Maintenance Program for 2025. The plan presented to the City Commission at that time called for approximately \$1.1 million of contracted work to include seal coat, polypatch, curb and brick repair, major rehab (street and concrete alley), asphalt mill and overlay, and pavement markings, along with \$100,000 of in-house work and \$10,000 for the sidewalk rebate program. The sources of funding for the 2025 Street Maintenance Program are:

Available Funds in 2024

Special Highway

- State Gas Tax Refund (KDOT)	\$ 561,290
- Connecting Link Maintenance (KDOT)	\$ 74,500
- Transfer from General Fund	\$ 200,000
- Federal Aid (Exchange Program)	\$ 260,000

- Cash Carryover	\$ 68,522
Total Available	\$1,164,312

Discussion

Bids from six different contractors were received on February 4, 2025. The tabulation of bids is attached. The bid documents were structured so that contractors could bid on one or more of the 9 various projects, and separate contracts could be awarded for each type of work. The projects are detailed below, and a map showing the location of all projects is attached.

1. **Seal Coat** is a bituminous liquid mixture that is applied to asphalt pavement. Seal Coat has a smooth black finish and does not have a rock surface like Chip Seal. The seal coat will fill the fine cracks developing in the asphalt and preserve the life of the street. Most of the streets identified for seal coat last received a surface treatment 5 to 7 years ago.

The low bid for seal coat is from Circle C Paving of Goddard, KS at the cost of \$226,800.

Circle C Paving has performed work in Hays in the past and performed that work in an acceptable manner on all projects. The work was considered satisfactory and met expectations. The contractor evaluation sheet is attached.

2. **Polypatch** was once again bid as a project with 2,800 gallons of polypatch to be used on various streets throughout the City to fill large cracks and depressions. Some of the quantity will be used to prepare the streets scheduled for surface seals, and the remainder of the quantity will be used as needed to make repairs to streets that have failed in areas due to winter weather.

The low bid for polypatch is from Stripe & Seal of Hays at the unit bid price of \$14.50 per gallon for 2,800 gallons, resulting in a total cost of **\$40,600**.

Stripe & Seal has performed work many times in Hays in the past and performed that work in an acceptable manner on all projects. They have done work nearly every year for the last ten-plus years. The work was considered satisfactory and met expectations. The contractor evaluation sheet is attached.

3. **Curb and Brick Repair** is typically performed in the old brick street areas of town. This year's project will focus primarily on curb replacement and brick repairs along 10th St. from Elm to Ash. Areas of broken/damaged curb and gutter will be replaced, and any adjacent areas of brick settling will be repaired, including the concrete base under the brick.

The low bid for curb and brick repairs for the identified areas is from Morgan Brothers of La Crosse at a total cost of **\$58,500**.

Morgan Brothers performed work in Hays on several projects in 2024, and their work met all expectations of City staff. The projects were completed on time and within the budgeted amount. Communication between Morgan Brothers and staff was very good. Contractor evaluation sheets are attached.

5. **Concrete Alley Reconstruction** will include two alleys for 2025: the alley between Elm and Ash and between 10th and 11th, or what is being identified as the Depot alley. This rock alley will be paved with concrete as part of the Depot Property Redevelopment project, with a portion being funded by the City and another portion being funded by the developer. The other project will reconstruct the east portion (approx. 130 linear feet) of the alley between Main and Oak and 7th and 8th St. This segment of the alley has deteriorated to the point of needing total reconstruction. The alleys will be reconstructed with new concrete with an inverted flow line. Any necessary underground utility work will be performed before placement of the new concrete. As always, coordination will occur with adjacent businesses to ensure minimal disruption.

The low bid for reconstruction of the alleys came from Morgan Brothers of La Crosse at a cost of \$49,075 for the Depot alley and \$24,975 for the second alley near 8th and Oak St., for a total project cost of **\$74,050**.

6. **Major Street Rehab** – Two projects for street rehab are proposed for 2025. The first is a mill and overlay of E. 17th St. from Canterbury to Wheatland. This segment of asphalt street has deteriorated and would benefit from a mill and overlay to further extend the life of the street.

The low bid for mill and asphalt overlay is from Bettis Asphalt & Construction, Inc. of Topeka at a total cost of **\$259,232.70**.

Bettis Asphalt has not performed work for the City of Hays in the recent past but has completed numerous projects in the region for KDOT and various Counties. Staff spoke with a local KDOT rep in regard to Bettis as a contractor, and the reference came back positive. Bettis Asphalt is a very large company with lots of resources and are capable of performing the project as bid. Bettis will be performing work for KDOT on Hwy 183 north of Hays this summer.

The second street rehab project is replacement of most of the concrete panels on E. 19th St. between Oak and Pine St. All deteriorated pavement will be replaced with new concrete pavement, and any areas of damaged curb and gutter will also be replaced.

The low bid for the 200 blk of E. 19th St. concrete project is from Morgan Brothers of La Crosse at a total cost of **\$124,652.78**.

7. **Pavement Markings** are beginning to fade along Hall St. from 8th to 27th St. Not only are they beginning to fade, but there is also little to no reflectivity left in the paint markings, making night-time visibility difficult. The other segment being considered for new pavement markings is E. 13th St. from Main to Milner.

No bid was received for pavement markings. Staff has sent out a new request for bids (RFB), and once received, staff will come back to the Commission for request of the award of bid at that time. At least one potential contractor forgot about the bid submittal deadline and therefore didn't get a bid submitted.

Finally, approximately \$100K of the Special Highway budget will be used to augment the purchase of crack seal material, asphalt, concrete, and other

materials for City crews to perform in-house street maintenance. This budgeted amount will allow City crews to complete the reconstruction of 4th St. between Main and Fort. Approximately one half of the street was reconstructed by the Service Division in 2024. Another \$10K will be utilized for the City of Hays sidewalk rebate program.

A summary of the work proposed is listed here:

Project	Contractor	Actual Bids
Seal Coat	Circle C	\$226,800.00
Polypatch	Stripe & Seal	\$40,600.00
Curb and Brick Repair	Morgan Bros.	\$58,500.00
Concrete Alleys	Morgan Bros.	\$74,050.00
Mill and Overlay	Bettis	\$259,232.70
19 th St. Concrete Paving	Morgan Bros.	\$124,652.78
Subtotal		\$783,835.48
Sidewalk Rebate		\$10,000.00
In-House		\$100,000.00
Subtotal		\$110,000.00
Total Cost of All Projects		\$893,835.48
SP HWY Funding Available		\$1,114,792.00
BALANCE of SP HWY Budgeted Projects Fund		\$220,956.52

The seal coat and polypatch would be accomplished during the summer when warm temperatures are favorable for these surface treatments. Other projects could begin sooner, based on weather and other scheduling considerations, and continue throughout the year. All projects are scheduled to be completed no later than the end of 2025. Contact with adjacent property owners and other stakeholders will be made well in advance of any construction activities.

Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff.

Financial Consideration

As mentioned in the Background section of this memo, \$1,114,792 was identified in the 2025 Special Highway Budget for Street Maintenance. The total amount of all proposed contracts as bid and other in-house projects being funded out of Special Highway is \$893,835.48, which leaves a balance of \$220,956.52. Other projects, such as pavement markings, will be pulled from these remaining funds later in 2025. \$50,000 in contingency funds remains for any unforeseen expenses.

Options

The City Commission has the following options:

- Award contracts as recommended by Staff
- Provide alternate direction to City Staff

Recommendation

Staff recommends awarding the contracts for all projects to the low bidders as presented.

Action Requested

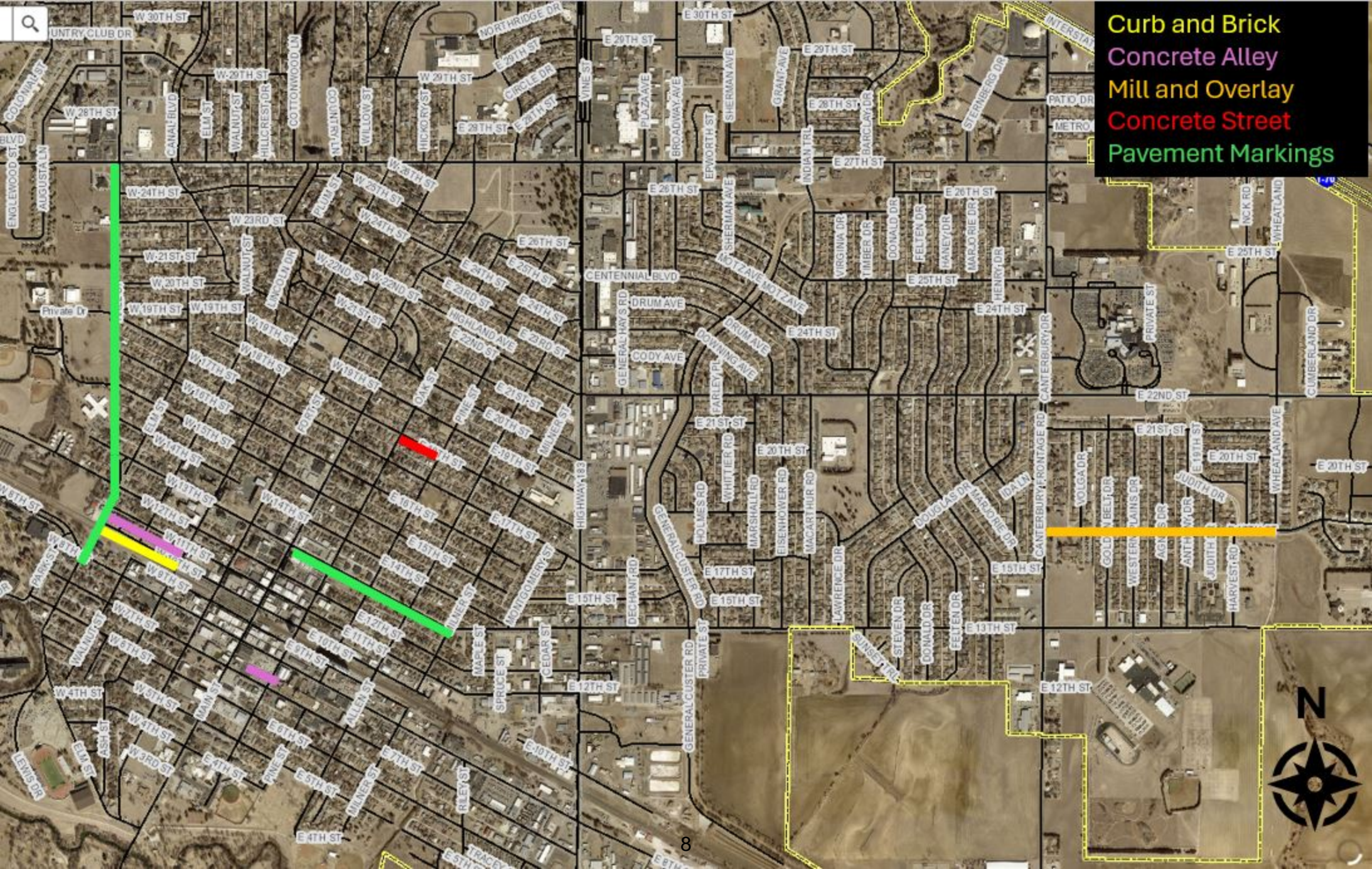
Authorize the City Manager to enter contracts for construction as follows:

- Circle C Paving and Construction LLC. in the amount of **\$226,800** for Seal Coat;
- Stripe & Seal in the amount of **\$40,600** for Polypatch;
- Morgan Brothers in the amount of **\$58,500** for Curb and Brick repairs;
- Morgan Brothers in the amount of **\$74,050** for the Depot alley and the alley at 8th and Oak;
- Bettis Asphalt & Construction, Inc. in the amount of **\$259,232.70** for the E. 17th St. Mill and Overlay Project;
- Morgan Brothers in the amount of **\$124,652.78** for the 19th St. Concrete Paving Project;

all to be funded out of Special Highway – Budgeted Projects, including purchase of materials for in-house work for items including asphalt and concrete, as well as sidewalk rebates.

Supporting Documentation

Location Map
Budget Sheet
Tabulation of Bids
Contractor Evaluation Forms



MISCELLANEOUS FUNDS

SPECIAL HIGHWAY

ACCOUNTS: 12044, 12045

DEPARTMENT / DIVISION SPENDING SUMMARY

		2023 ACTUAL	2024 BUDGET	2024 ESTIMATE	2025 BUDGET
12044	REVENUES				
	CASH BALANCE AS OF JAN 1	\$ 525,872	\$ 84,725	\$ 107,002	\$ 68,522
43311	FEDERAL AID	257,340	260,000	262,934	260,000
43353	STATE GASOLINE TAX	567,101	561,290	561,290	561,290
43354	CONNECTING LINK MAINTENANCE	74,600	74,500	74,500	74,500
43625	MISCELLANEOUS REVENUE	-	-	-	-
49512	TRANSFER FROM GENERAL FUND	200,000	200,000	200,000	200,000
	Total	\$ 1,099,041	\$ 1,095,790	\$ 1,098,724	\$ 1,095,790
	Total Available Funds	\$ 1,624,913	\$ 1,180,515	\$ 1,205,726	\$ 1,164,312
12045	EXPENDITURES				
54900	CONTINGENCY	10,450	50,000	50,000	50,000
59000	BUDGETED PROJECTS	1,507,461	1,130,515	1,087,204	1,114,312
	Total	\$ 1,517,911	\$ 1,180,515	\$ 1,137,204	\$ 1,164,312
	Unreserved Fund Balance	\$ 107,002	\$ -	\$ 68,522	\$ -

DEPARTMENT / DIVISION PROFILE

Special Highway funds are used to complete street maintenance. The revenue for this fund comes from the State Gasoline Tax, Federal Fund Exchange, KDOT Connecting Link program and transfers from the General Fund.

- **State Gasoline Tax:** Authority: Pursuant to KSA 79-3425C et seq., cities in Kansas receive a portion of the gasoline tax collected by the State of Kansas for the use of construction, alteration, repair and maintenance of streets and highways. Funds are distributed to cities on a per capita basis. Payments are received quarterly.
- **Connecting Link Maintenance:** The City receives \$5,000 per lane mile for maintenance of state highway connecting links - Vine Street (US-183) and others - that pass through the City of Hays. Total lane miles equal 14.9.

Line Item Detail/Significant Changes From Previous Budget

- **Budgeted Projects** is the amount identified for 2025 projects, which typically consists of the sidewalk maintenance/rebate program, pavement markings, crack seal, surface seals, curb and gutter repair, brick street patching, and other street maintenance projects. Staff will present the 2025 Street Maintenance Program to the City Commission toward the end of 2024 prior to soliciting bids.

Bid and Budget Summary

Project	Contractor	Actual Bids
Seal Coat	Circle C Paving	\$226,800.00
Pvmt Markings (Hall and 13th Streets)	No Bid	\$0.00
Polypatch	Stripe & Seal	\$40,600.00
Curb and Brick (various areas, incl. 10th St. at Depot)	Morgan Brothers	\$58,500.00
Concrete Alley Reconstruction		
Depot Project Alley (375')	Morgan Brothers	\$49,075.00
County Admin. Alley (East 1/3)	Morgan Brothers	\$24,975.00
Street Reconstruction		
Mill and Overlay E. 17th St. Canterbury to Wheatland	Bettis Asphalt	\$259,232.70
200 Blk E 19th	Morgan Brothers	\$124,652.78
Subtotal		\$783,835.48
Sidewalk Rebate		\$10,000.00
In-House*		\$100,000.00
Subtotal		\$110,000.00
Total Cost Of All Projects	Total	\$893,835.48
SP HWY Funding Available**		\$1,114,792.00
Contingency (Not Budgeted in)		\$50,000.00
BALANCE of SP HWY Budgeted Projects Fund		\$220,956.52
BALANCE of SP HWY Incl. Contingency		\$270,956.52

*100 Blk. W 4th, Crackseal, Concrete, Asphalt

**Not including \$50K contingency

Post-Project Review Rating Sheet - General Contractor

Project Number: 2023-25

Project Name: 2024 Street Maintenance

Type of Work: Reconstruction of 28th Street

Contractor: Morgan Brothers Construction

Start Date: 5/20/24 **Finish Date:** 7/16/24



Office of Project Management

Project Overview

- 1 Understanding of Work Performed
- 2 Pre-Construction Submittals
- 3 Compliance with Contract
- 4 Meeting Project Schedule
- 5 Quality of Contractor's Work
- 6 Quality of Subcontractor's Work
- 7 Cleanup/Punchlist in Timely Manner
- 8 Final Overview of Project

Grade*

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Timeliness

- 21 Allocation of Adequate Resources

Grade*

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Safety Overview

- 22 Safe Working Environment
- 23 Site Housekeeping and Cleanliness
- 24 Safety Towards Public
- 25 Equipment Safely Stored
- 26 Used Recommended Safety Procedures
- 27 Used Traffic Control Recommendations

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Performance of Work

- 9 Quality of Supervisory Personnel
- 10 Skillful and Knowledgeable Employees
- 11 Management of Subcontractors
- 12 Quality of Approved Materials
- 13 Work Completed in Timely Manner
- 14 Identification and Resolution of Issues
- 15 Attention to Detail
- 16 Communication w/ Inspector
- 17 Responsive to Requests

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Contractor's Business Behavior

- 28 Professionalism/Communication
- 29 Management of Scope
- 30 Management of Timeline
- 31 Management of Cost
- 32 Management of Subcontractors
- 33 Coordination with Local Utilities
- 34 Quality of Work

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Equipment

- 18 Clean and Presentable
- 19 Well Maintained and Services
- 20 Adequate Equipment to Perform Work

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* Grade Scale

E = Exceeded Expectations
M = Met Expectations
F = Failed or Below Expectations
N/A = Not Applicable


[[[RATINGS BELOW "M" REQUIRE WRITTEN JUSTIFICATION THAT IS OBJECTIVE AND IDENTIFIABLE]]]

Supporting documents and/or notes are required, and must be attached and included in project file.

Additional Narrative on Areas Rated:

4E: The entire project was started as soon as possible and finished well ahead of schedule.
5E: All the concrete is holding up very well after 30 days.
6E: M&D was very effective at removal of pavement and grading of the base.
7E: The punchlist was started the day after it was created, and finished the following day.
13E: The crew was very efficient and worked faster than expected.
16E: Communication was maintained throughout the process and was much better than past projects.
23M: The only improvement that city staff would like to see is better site cleanliness over night and weekends.

 8/7/24
Inspector's Name, Signature and Date

 8-7-24
Project Manager's Name, Signature and Date

 8/7/24
Department Head Name, Signature and Date

Copies are to be distributed to Contractor and placed in project file upon completions

Post-Project Review Rating Sheet - General Contractor

Project Number: 2023-25 Street Maintenance
Project Name: COOP Alley Reconstruction
Type of Work: Concrete Pavement
Contractor: Morgan Brothers Construction
Start Date: 8/12/24 **Finish Date:** 9/13/24



Project Overview

- 1 Understanding of Work Performed
- 2 Pre-Construction Submittals
- 3 Compliance with Contract
- 4 Meeting Project Schedule
- 5 Quality of Contractor's Work
- 6 Quality of Subcontractor's Work
- 7 Cleanup/Punchlist in Timely Manner
- 8 Final Overview of Project

Grade*

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Timeliness

- 21 Allocation of Adequate Resources

Grade*

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Safety Overview

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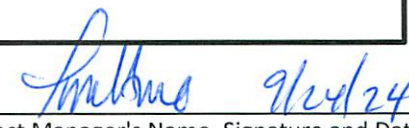
[[[RATINGS BELOW "M" REQUIRE WRITTEN JUSTIFICATION THAT IS OBJECTIVE AND IDENTIFIABLE]]]

Supporting documents and/or notes are required, and must be attached and included in project file.

Additional Narrative on Areas Rated:

7M: The punchlist was completed quickly.
16M: Communication throughout the project was maintained.
34M: All the concrete seems to be holding up well so far.

 9-24-24
Inspector's Name, Signature and Date

 9/24/24
Project Manager's Name, Signature and Date

 9/24/24
Department Head Name, Signature and Date

Copies are to be distributed to Contractor and placed in project file upon completions

Post-Project Review Rating Sheet - General Contractor

Project Number: 2023-25

Project Name: Street Maint (Curb & Gutter)

Type of Work: Removal & Replacement

Contractor: Morgan Brothers Construction

Start Date: 7/29/24 **Finish Date:** 8/20/24



Office of Project Management

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Supporting documents and/or notes are required, and must be attached and included in project file.

Additional Narrative on Areas Rated:

7E: The punchlist was finished the same day it was sent to the contractor.

Inspector's Name, Signature and Date

Project Manager's Name, Signature and Date

Department Head Name, Signature and Date

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Post-Project Review Rating Sheet - General Contractor

Project Number: 2023-25
Project Name: 2024 Street Maintenance
Type of Work: Polypatch
Contractor: Stripe & Seal
Start Date: 3/18/24 **Finish Date:** 4/10/24



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Supporting documents and/or notes are required, and must be attached and included in project file.

Additional Narrative on Areas Rated:

20M: The new machine worked well, but application still seems to leave a hump in the road.

Stephen Bellerive 4-10-24
Inspector's Name, Signature and Date

Tom Hays 4-10-24
Project Manager's Name, Signature and Date

[Signature] 4-11-24
Department Head Name, Signature and Date

Copies are to be distributed to Contractor and placed in project file upon completions

Post-Project Documentation of Performance - General Contractor

Project Number 2021-34

Project Name Seal Coat

Type of Work Sealing of asphalt streets

Contractor Circle C Contractors

Start Date 7/15/22 Finish Date 8/2/22



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Performance of Work

- 9 Quality of Supervisory Personnel
- 10 Skillful and Knowledgeable Employees
- 11 Management of Subcontractors
- 12 Quality of Approved Materials
- 13 Work Completed in Timely Manner
- 14 Identification and Resolution of Issues
- 15 Attention to Detail
- 16 Communication w/ Inspector
- 17 Responsive to Requests

M
M
N/A
M
M
M
M
M
M

Contractor's Business Behavior

- 28 Professionalism/Communication
- 29 Management of Scope
- 30 Management of Timeline
- 31 Management of Cost
- 32 Management of Subcontractors
- 33 Coordination with Local Utilities
- 34 Quality of Work

M
M
M
M
N/A
N/A
M

Equipment

- 18 Clean and Presentable
- 19 Well Maintained and Serviced
- 20 Adequate Equipment to Perform Work

M
M
M

* Grade Scale

E = Exceeded Expectations
M = Met Expectations
F = Failed or Below Expectations
N/A = Not Applicable

[[[GRADES BELOW "M" REQUIRE WRITTEN JUSTIFICATION THAT IS OBJECTIVE AND IDENTIFIABLE]]]

Supporting documents and/or notes are required, and must be attached and included in project file.

Additional Notes on Performance:

Curtis Weber 8/8/22

Inspector's Name, Signature and Date

8/8/22

Department Head Name, Signature and Date

Project Manager's Name, Signature and Date

Copies are to be distributed to Contractor and placed in project file upon completions