



M E E T I N G M I N U T E S

DATE: September 6, 2023
TO: Phil Zavadil, City Manager, City of Saint Paul (CSP)
FROM: Joel Groves, Polarconsult (PCA)
SUBJECT: CSP A/E Contract 2023-02, Bulk Fuel Upgrade, 9/6/2023 Meeting Minutes
CC: Project File

Attendees:

Phil Zavadil (PZ) CSP City Manager
Joel Groves (JG) PCA project manager, senior civil engineer
Mike Dahl (MD) PCA senior civil engineer

Meeting convened September 6th at 2:30 PM AST on Zoom teleconference platform. Reviewed pending contract submittals, work scope, existing site conditions, project schedule.

Notice to Proceed issued August 25th. JG to forward contract submittals to PZ ASAP.

Current scope is to update 2019 bulk fuel upgrade project bid package, with revisions as reflected in contract documents (DraftConcept2022-StPaulFuelDispensing-Elec/pdf, ~-Mech.pdf, ~-Civil.pdf).

Structure bid with electronic metering system as additive alternate.

PZ also requested new bulk fuel line from truck rack to outside power plant as additive alternate to this project. This would be built with USDA-RD loan proceeds but bidding under this scope may expedite construction.

Reviewed existing site conditions. PZ sent current photos 9/5, JG to advise of any missing / supplemental photos.

Reviewed intended electronic bulk fuel meter functionality / e-ticket interface. PZ provided city enterprise software intranet infrastructure info. PZ to verify on intranet provisions at Bulk Fuel Office.

JG stated goal is to get 65% design docs out ASAP for CSP review. Goal is to maintain schedule discussed in early August to advertise this project from early Oct to Mid Nov to beat the holiday season and provide adequate equipment fab / procurement time to avoid logistic problems with summer 2024 construction. Targeting final bid / design docs to CSP for review by 10/2.

Meeting concluded 3:15 PM.

ACTION ITEMS

1. JG forward contract submittals to PZ.
2. JG review current site photos, update photo index, request any additional photos from PZ.
3. PZ to confirm intranet at Bulk Fuel Office (Ethernet hard line back to PW building?) and advise.
4. JG get design team working, direct follow up questions to PZ.