

Public Works Committee

Tuesday, November 19, 2019

6:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes from the meeting held on October 8, 2019.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding a proposal for architectural services related to the design and bidding of improvements to the Public Works Facility.
 - b. Discussion and action regarding project bidding plan for 2020 Capital Improvements.
5. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, December 10, 2019 at 6:00 pm.
6. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Public Works Committee Minutes

Tuesday October 8, 2019

1. CALL TO ORDER, ROLL CALL

The meeting was called to order by Village Board Trustee Jerry Adrian at 6:00 p.m.

Members present: Village Board Trustee; Jerry Adrian. Committee Members: Richard Vela, Marv Meyers, Chris Fredrick. *Absent*: Elizabeth Bohuski, Dan Kolk, Terry Lawrin

Staff present: Jim Hessling (Director of Public Works), Aimee Irwin (Assistant to the Director), Brian Berquist (Town & Country Engineering), Tim Stieve (Town & Country Engineering).

2. PUBLIC APPEARANCES

None.

3. APPROVAL OF MINUTES

Discussion and action regarding the minutes from the meeting held on September 10 2019.

- Richard Vela suggested adding the detail regarding speed bump placement to occur spring of 2020.
- Motion by Jerry Adrian to approve minutes with applicable edits. Seconded by Chris Fredrick. Motion passed 4-0.

4. BUSINESS

a. Discussion and action regarding time period placement for speed bumps on Lake Edge near South Court.

- Jim Hessling provided background regarding the time period placement. Committee members discussed various options such as installation during the spring and removal in the fall.
- Motion by Marv Meyers to install temporary speed bumps beginning in the spring through the fall at the discretion of the Public Works Director. Seconded by Chris Fredrick. Motion passed 4-0.

b. Discussion and action regarding the creation of a snow plowing policy.

- Committee members discussed policy with recent edits. Chris Fredrick suggested one edit to page 8. Richard Vela suggested edits to page 6 for the equipment list. Committee members discussed various ways to reword the equipment list and decided to

remove it. Chris Fredrick suggested to add description of the levels are on the detailed maps in Appendix C. Richard Vela brought up the discussion regarding page 8 time allotments for snow removal.

- Motion by Chris Fredrick to the Village Board to approve the policy provided at this meeting with the necessary edits discussed.

Seconded by Marv Meyers. Motion passed 4-0.

c. Discussion and action to install street lighting at the Bashford Street Parking Lot

- Jim Hessling provided background regarding the street lighting request at the Bashford Street Parking Lot. Two proposals were provided. One proposal has decorative lighting while the second option is more basic in nature. Committee members discussed the two options including that the proposed decorative lighting would be similar to the lighting currently at the Gazebo. Jim Hessling stated that the Village would maintain the decorative lighting.
- Motion by Richard Vela to recommend to the Village Board the lighting of Bashford Street Parking Lot utilizing the decorative lighting proposal. Seconded by Jerry Adrian. Motion passed 4-0.

d. Discussion and action regarding the installation of streets lights on Elvehjem Road at Grandview Marsh Conservancy Trail Crossing and Hidden Farm Road

- Jim Hessling provided background regarding this item based on the previous meeting discussion on September 10, 2019. Richard Vela asked if data was gathered from the police department regarding activity in this area given the concerns provided by the citizens whom attended the previous meeting. Jim Hessling stated there was not formal information gathered from the police department. Committee members discussed the proposal with the two light placement.
- Motion by Chris Fredrick to recommend to the Village Board of installing one light at the following locations: Grandview Marsh Trail Crossing and Hidden Farm Road. Seconded by Marv Meyers. Motion passed 4-0.

e. Presentation of the Public Works Monthly Report from the Director.

- Jim Hessling provided an update on public works activities in the village for the month of September 2019.

5. SCHEDULE NEXT MEETING DATE

- a. Tuesday November 12, 2019

6. ADJOURNMENT

- a. Motion by Chris Fredrick to adjourn at 6:57 p.m. Seconded by Marv Meyers. Motion passed 4-0.

Respectfully submitted by Aimee Irwin



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 19, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding a proposal for architectural services related to the design and bidding of improvements to the Public Works Facility.

PREVIOUS ACTION:

The Committee reviewed the plan and toured the facility at its meeting on September 10, 2019.

ISSUE SUMMARY:

Earlier this year we toured and reviewed plans for improvements to the Public Works Facility. The funding for which was included in the 2020 Budget as part of the current program year for the 2019-2023 Capital Improvement Plan. Enclosed within your packet is a conceptual drawing of the planning improvements as well as an estimated cost. The project will remodel the offices, create new work spaces, add new storage opportunities to the garage, repave the yard, replacement roof, and add sustainable elements to the site. In order to implement this work we need to shift from planning to design and included within your packet is a proposal from the architect to move the project into the design/bid phase. Staff will work with the consultant to prepare a design for the Committee to review and approve prior to going for bid.

FINANCIAL/BUDGET IMPACT:

The 2020 Budget is set to be approved with \$1,000,000 in funds to support the proposed improvements estimated for the project. Only about \$700,000 of this is proposed for borrowing as the remainder will come from a sinking fund setup to address maintenance needs of our facilities.

The cost for the proposal is \$66,500 and is included within the total budget for the project.

VILLAGE PLAN REFERENCE:

Included project within the 2019-2023 Capital Improvement Plan and included for approval within the 2020 Budget.

ORDINANCE REFERENCE:

None.

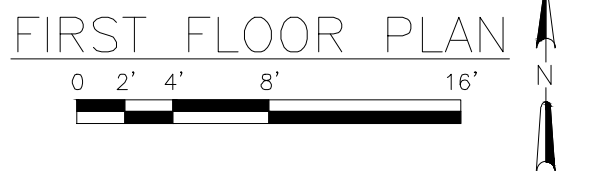


BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 2019-08-15 DPW Preferred Alt
2. 2019-08-15 DPW OPPC
3. McFarland DPW Final Design and Bidding Proposal_Strand Associates



JOB NO.
1426.003

PROJECT MGR.
BRENDAN KRESS

SA

STRAND
ASSOCIATES®

SHEET
A1.1
####

McFarland DPW Evaluation

Preliminary Project Budget - DPW

Date: 08/15/2019 - Rev. XX/XX/XXXX



Project Square Footage = 19,385

Square Foot Cost Estimate (hard costs)

Note: Cost primarily derived from RSMeans Cost Guides + recent project cost comparisons

System / Component	Qty	Unit	Unit \$	SD Budget	Notes
Site Repairs/Development					
Repave East Lot, Within Fence	1	LS		\$110,000	
		subtotal		\$110,000	
Exterior and Interior Improvements					
Roof Replacement - Roof Hugger System	19,385	sf	\$8	\$155,080	
Panel Replacement and Bollards (16)	1	LS	\$25,000	\$25,000	
Mezzanine	750	sf	\$100	\$75,000	
Level 1 Renovation	1,610	sf	\$40	\$64,400	1
Level 2 Renovation	945	sf	\$80	\$75,600	1
Level 3 Renovation and New Construction	400	sf	\$150	\$60,000	1
		subtotal		\$455,080	
		Sub-Total Component Costs		\$565,080	
General Requirements		10%		\$56,508	
Contractor Overhead and Profit		15%		\$84,762	
Estimating Contingency		10%		\$56,508	
		Estimated Construction Total		\$762,858	
Owner FF&E Costs (NIC by owner)					
FF&E Budget	2,955	sf	\$10.00	\$29,550	Office Area Only
		Total		\$29,550	
Project Soft Costs					
A/E Fee Budget				\$91,543	
Plan Review Fees				\$2,500	
Site Survey and Geotech				\$0	Not Req'd
Legal, Insurance, Testing				\$5,000	
Owner Contingency @ 5%				\$38,143	
		Total		\$137,186	
Total Project Cost Summary					
Construction Total				\$762,858	
FF&E Total				\$29,550	
Soft Cost Total				\$137,186	
				\$929,594	

Notes:

1 Costs per sf include demolition of existing and modifications to existing or new MEP systems



November 15, 2019

Mr. Matt Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Re: Proposal for Engineering Services for Department of Public Works Building Renovation

Dear Mr. Schuenke:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to provide our proposal for Final Design and Bid-Phase Services for the Village of McFarland Department of Public Works Building Renovation. This letter discusses our *Project Understanding*, *Scope of Services*, *Project Schedule*, and *Proposed Fees*.

Project Understanding

It is our understanding that the Village wishes to begin final design for renovations to the existing Public Works Building, which will include renovation of the existing entry and reception area to include a new entrance on the south side of the building; modifications to the existing storage room to create new office space; the addition of a new Lab/Water Testing Room; a new 750-square-foot (sf) mezzanine; modifications to the existing mechanical system, including a new air handling unit; and replacement of the roof. Site improvements will include repaving the storage yard to the east of the existing building. The scope below reflects our understanding of the necessary services to complete design of the facility.

Scope of Services

Our proposed Scope of Services is as follows:

- **Final Design Services**
 - Conduct a project kickoff meeting with the Village to review the program, general layouts, and project details based on the approved preliminary design prepared by our firm in August 2019.
 - Perform topographic survey of the project site, limited to the site work areas.
 - Review State of Wisconsin and Village of McFarland codes and requirements applicable to the Department of Public Works Building Renovation.
 - Prepare design development drawings, specifications (50 percent completion), and other documents to describe the size and character of the civil, architectural, structural, mechanical, electrical, and communication systems.
 - Prepare an opinion of probable cost at approximately 50 percent completion.
 - Participate in a 50 percent completion design development document review meeting to be held at the project site and attended by two staff members.
 - Incorporate review decisions and comments, as appropriate, into drawings and specifications following the 50 percent design development review meeting.

Mr. Matt Schuenke
 Village of McFarland
 Page 2
 November 15, 2019

- o Prepare bid documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2013 edition, technical specifications, and engineering drawings as follow:
 - Site drawings, as required, for the repaving of the existing east storage yard
 - Architectural and structural building drawings, sections, details, schedules, and specifications
 - Plumbing, heating, ventilation, and air conditioning drawings, details, isometric drawings, schedules, and specifications
 - Electrical and communications system drawings and specifications, including power and lighting
 - o Prepare a final opinion of probable cost.
 - o Participate in a 90 percent completion design development document review meeting to be held via screen-share technology.
 - o Submit final drawings and specifications sealed by a registered architect or engineer to the State of Wisconsin Department of Safety and Professional Services and the Village of McFarland.
- **Bid-Related Services**
 - o Distribute bid documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to the Village of McFarland for publishing. Prepare five hard copy sets of bid documents for the Village's use.
 - o Attend prebid meeting.
 - o Prepare addenda, if required, and answer questions during bidding.
 - o Attend bid opening, tabulate and analyze bid results, assist the Village in the award of a single lump sum Construction Contract, and provide a bid results letter to the Village.
 - o Prepare three sets of Contract Documents for signature by contractor and the Village.

Information Provided by the Village of McFarland

- Access to Village of McFarland Department of Public Works staff.
- Access to the existing Public Works Facility site.

Project Schedule

Task	Date
Executed Contract (Begin Work)	December 6, 2019
Final Design	December 6, 2019 – February 7, 2020
● Attend 50% Design Review Meeting	January 10, 2020
● Attend 90% Design Review Meeting	January 31, 2020
● Complete Final Design	February 7, 2020
Bid Phase	February 7, 2020 – April 3, 2020
● Advertise for Bidding	March 6, 2020
● Award Construction Contract	April 3, 2020
Construction Phase	April 3, 2020 – July 31, 2020

Mr. Matt Schuenke
Village of McFarland
Page 3
November 15, 2019

Proposed Fees

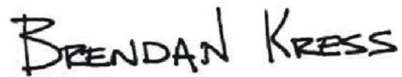
The services defined above can be provided for an estimated fee, based on hourly rate plus expenses, of \$58,800 for Final Design Services and \$7,700 for Bid-Phase Services.

This letter is not to be considered an agreement between Strand Associates, Inc.® and the Village of McFarland, but, rather, as an indication of the potential costs of a project of this nature. If approved, we will prepare a Task Order and submit it to the Village of McFarland for review and signature. Once the Task Order is executed, work on the project will begin.

Thank you again for the opportunity to submit this proposal. We look forward to continuing to work with the Village of McFarland and Department of Public Works staff. If the Village has any questions, comments, or needs additional information, please call me at (608) 251-4843.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in black ink that reads "BRENDAN KRESS". The letters are slightly slanted and connected in a casual, professional style.

Brendan Kress, AIA

9901971/BMK:mah



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, November 19, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Jim Hessling, Public Works Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding project bidding plan for 2020 Capital Improvements.

PREVIOUS ACTION:

None

ISSUE SUMMARY:

The issue here is how the village wants to proceed with general Public Works maintenance projects. The current process is all maintenance work was bid and awarded to the lowest bidder. The village experienced problems with the low bidder for the 2019 Street Maintenance project. The contractor, who was new to the village, assured us after the award, that they could perform to our standards. Once we got into the project, the low bidders performance was questionable. This project resulted in increased time and energy from engineering and public works ultimately increasing the total cost for the project.

We would like to have the ability to use proven vendors of our choice, within various laws, to perform the necessary work that is outside the public works realm.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Bid v Proposal email

Aimee Irwin

From: Jim Hessling
Sent: Friday, November 15, 2019 11:00 AM
To: Aimee Irwin
Subject: FW: Committee meeting items
Attachments: CIP Budget Estimates.pdf; Sighting Road sketch.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
| 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association



From: Brian Berquist <brian@tcengineers.net>
Sent: Friday, November 15, 2019 10:53 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: Committee meeting items

Jim-

Here is the budget estimate sheet for the anticipated 2020 projects, and sketch for the Sighting Road sump line route.

Bid vs Proposal:

Wisconsin law requires the Public Works Construction projects be bid out using a fairly prescribed procedure. Guidance from the League of Wisconsin Municipalities and legal challenges have resulted in a working definition of Public Works Construction that means items that are considered maintenance and/or a service life of less than 10 years is not covered by those requirements. Specific examples are water tower painting, ditch cleaning, and crackfill/chipseal.

Many communities have chosen to request proposals for these types of projects and select a vendor on more than just cost to get better control over finished product. Given the issues experienced this year with crackfill/chipseal awarded to simply the lowest bidder, the Village may want to consider instead requesting proposals that would be evaluated by the Village in totality (cost, work history, knowledge of Village expectations, and the incentive to want to be selected again next year).

Regards,

Brian
Brian R. Berquist, P.E., President
brian@tcengineers.net
Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719
(608) 273-3350 Fax: (608) 273-3391