

**Public Utilities Committee**

**Tuesday, January 18, 2022**

**6:00 PM**

**McFarland Municipal Center  
Community Room**

**AGENDA**

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/85924613020>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 859 2461 3020

Press \*9 to raise/lower hand. Press \*6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
  - a. This is an opportunity for members of the public to address the Public Utilities Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [aimee.irwin@mcfarland.wi.us](mailto:aimee.irwin@mcfarland.wi.us) to be included as part of the meeting.
3. APPROVAL OF MINUTES.
  - a. Discussion and action regarding the minutes from the Public Utilities meeting held on December 21, 2021.
4. BUSINESS.
  - a. Discussion and action to make a recommendation to the Village Board regarding design services for Paulson Road as a 2023 project.
  - b. Discussion and action to make a recommendation to the Village Board regarding a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study.
  - c. Discussion and action to make a recommendation to the Village Board regarding a proposal by Town & Country Engineering for design services for Lift Station #2 rehabilitation.
  - d. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.
  - e. Discussion regarding funding allocation to the utilities funds associated with street projects.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, February 15, 2022 at 6:00 p.m.

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](mailto:cassandra.suettinger@mcfarland.wi.us)

VILLAGE OF MCFARLAND  
**Public Utilities Committee Minutes**

*Tuesday, December 21, 2021 - 6:00 PM*

**1. CALL TO ORDER, ROLL CALL.**

Ed Wreh called the regular meeting of the Public Utilities Committee to order at 6:04 PM in the Municipal Center Community Room. This meeting was held via Zoom webinar.

Members present: Chris Fredrick, Marc Nielsen, Edward Wreh, Eric Kryzenske

Members not present: Pauline Boness, Carrie Nelson

Staff Present: Streets and Utilities Superintendent Lee Igl, Assistant to the Public Works Director Aimee Irwin, Town and Country Engineering staff Brian Berquist and Tim Stieve.

**2. PUBLIC APPEARANCES.**

- a. *This is an opportunity for members of the public to address the Public Utilities Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [aimee.irwin@mcfarland.wi.us](mailto:aimee.irwin@mcfarland.wi.us) to be included as part of the meeting.*

None.

**3. APPROVAL OF MINUTES.**

- a. *Discussion and action regarding the minutes from the Public Utilities meeting held on October 19, 2021.*

Motion by Village Trustee Edward Wreh, seconded by Eric Kryzenske, to approve the minutes from the Public Utilities meeting held on October 19, 2021 with one correction. Motion carries 4 - 0 - 0.

- b. *Discussion and action regarding the minutes from the joint meeting of Public Works and Public Utilities Committees held on November 9, 2021.*

Motion by Village Trustee Edward Wreh, seconded by Member Eric Kryzenske, to approve the minutes from the joint meeting of Public Works and Public Utilities Committees held on November 9, 2021. Motion carries 4 - 0 - 0.

**4. BUSINESS.**

- a. *Discussion and action to make a recommendation to the Village Board regarding the 2022 Terminal Drive Street and Utility Improvements project and authorize for bid.*

Brian Berquist reviewed the 2022 CIP project map. Tim Stieve reviewed the provided

plan for Terminal Drive. Included with the project plan is a small amount of sanitary sewer replacement, while the bulk of the utility work will be focused on storm water along the entire project corridor.

- Chris Fredrick asked if a turning template was included for the intersection at Siggelkow for semi-truck traffic. Tim Stieve responded that the template was utilized for the plan. Lee Igl stated that semi-truck traffic occurs currently even though the vehicles should not be utilizing it.
- Ed Wreh what would be financial impacts on an additional sidewalk from the Terminal Drive intersection and along the north side of Siggelkow Road. Tim Stieve responded that discussions are ongoing with the property owner but a large expense is not anticipated. Berquist also said that a 10% contingency is included with project budgets. Therefore, any additional cost could utilize the contingency if necessary.
- Chris Fredrick asked if there would be any water utility work. Tim Stieve stated that no water utility work is planned for this project. However, there may be minor hydrant relocations or adjustments.
- Eric Kryzenske asked why this project was separated from the other utility projects. Tim Stieve responded that staff felt the work planned was a bit different than other projects and anticipated a different variety of contractors for this project.

Motion by Village Trustee Edward Wreh, seconded by Chris Fredrick, to recommend approval to the Village Board regarding the 2022 Terminal Drive Street and Utility Improvements project and authorize for bid. Motion carries 4 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding the 2022 Street and Utility Improvements project and authorize for bid.

Tim Stieve presented and reviewed the plans for the 2022 Street and Utility Improvements project. Stieve stated that the proposed work for Bremer Road is due to multiple water main breaks in a 200 foot length of roadway from the intersection with Lake Edge Road. The project scope would include 200 feet of water main replacement connecting to the water main at Lake Edge Road. Stieve also added that a recent water main break to the east of the project corridor which occurred last week, could be added to the project scope if desired by the Committee. Lee Igl stated that the recent water main break was due to a large rock found on top of the pipe, which is the same reason the other water main breaks have occurred within the current project scope.

- Marc Nielsen asked how the committee would recommend the additional eastern area. Berquist recommended including the recommendation of the committee within the final motion.
- Ed Wreh asked what the cost estimate would be if additional water main replacement was added. Stieve responded that doubling the current estimate would be a good basis.
- Ed Wreh asked how Bremer Road was selected. Stieve responded that the area was contemplated for emergency work previously due to water main breaks.

However, the remaining project locations are based on the Long Range CIP plan.

Tim Stieve reviewed the project plans for Card Avenue & Bellevue Court. Stieve stated that the water main in this area is older, which is partially driving this project. The project will have the challenge of being a tight corridor on Card Avenue. With the project scope for Card Avenue, a temporary water main service will be required for residents while replacing the water main and all services within the area. For Bellevue Court, there may not be a temporary water main service required while completing the more traditional water main replacement.

Tim Stieve reviewed the project plans for Hidden Farm Road, stating that the project is mostly a street reconstruction but a new curb and gutter is proposed. Stieve presented an updated cross section based on the recommendation of the Public Works Committee from their December meeting. Following the Hidden Farm Road plan, Stieve reviewed the plan for Storck Road. The project includes no utility work, but work will include street reconstruction from the intersection of Siggelkow Road to Interstate 39/90.

- Ed Wreh asked what the supplemental bid item entails that was included within the packet. Aimee Irwin and Brian Berquist responded that this item will be to obtain pricing for possible mill and overlay projects if identified in the future and as funds are available within the 2022 budget.

Motion by Village Trustee Edward Wreh, seconded by Chris Fredrick, to recommend approval to the Village Board regarding the 2022 Street and Utility Improvements project and authorize for bid including the additional 180 feet on Larson Beach Road in connection to the Bremer Road project scope. Motion carries 4 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding 2022 Storm Sewer Improvements project and authorize for bid.

Tim Stieve presented and reviewed the 2022 Storm Sewer Improvements project. The Osborn Storm Water Pond portion of the project will involve removing the current structure, keeping the endwalls but completing minor repairs and cleaning up larger rocks that would not be required for proper flow. The project may require some tree removal, but it is recommended to keep as much as possible. The Terminal Drive Storm Water Outfall will involve correcting the undermined area and trying to correct the flow of the area. This portion of the project will have the challenge of accessing the area and will require coordination with the railroad for access.

- Ed Wreh asked about our experience of coordination with the railroad. Stieve stated that it shouldn't be too difficult and they have had good luck with obtaining the necessary permits in the past.

Motion by Village Trustee Edward Wreh, second by Chris Fredrick, to recommend approval to the Village Board regarding the 2022 Storm Sewer Improvements project and authorize for bid. Motion carries 4 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposal (RFP) for meter replacement installation services.

Aimee Irwin reviewed the enclosed Request for Proposal for meter replacement installation services. Irwin stated that the RFP was drafted after similar RFPs. The RFP would obtain one contractor for the three-year period to complete the project with 50W endpoints in year one or 2022, 60W endpoints in year two and 100W endpoints in year three. The scope of services would include the contractor completing cross connection inspections at residential properties and sharing all data gathered in terms of meters, services at locations and cross connection inspection results.

- Chris Fredrick asked about the outreach efforts to notify that this RFP is available. Irwin stated that staff have obtained a few companies that they will directly contact regarding the RFP and the RFP will be advertised on several platforms.
- Ed Wreh asked if the proposals received would return to the committee for review. Irwin stated that staff would conduct the initial review and present their recommendation to the committee.

Motion by Village Trustee Edward Wreh, seconded by Eric Kryzenske, to recommend approval to the Village Board regarding the issuance of a Request for Proposal (RFP) for meter replacement installation services. Motion carries 4 - 0 - 0.

e. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for Forcemain locating services.

Lee Igl reviewed the enclosed Request for Proposal (RFP) for Forcemain locating services. An RFP was previously conducted earlier in 2021. However, the budget for the services was up to \$25,000. The proposal received from the previous RFP was \$90,000 and therefore a proposal was not selected. The enclosed RFP has additional funds for the project in 2022, up to \$100,000, and has excluded the locating of the forcemain at McDaniel as was found recently.

- Ed Wreh asked if the proposals are anticipated to be around \$90,000. Igl and Brian Berquist both anticipate that proposals will be similar to the previous proposal at \$90,000.
- Wreh asked if we have the internal expertise to locate the forcemains within the department. Igl responded that the department does not have the expertise nor the people power to locate the forcemains.
- Wreh clarified if the \$100,000 is included within the 2022 budget. Igl responded that \$100,000 is included within the budget.

Motion by Village Trustee Edward Wreh, seconded by Chris Fredrick, to recommend approval to the Village Board regarding the issuance of a Request for Proposals (RFP) for Forcemain locating services. Motion carries 4 - 0 - 0.

f. Discussion and action to make a recommendation to the Village Board regarding a proposal to conduct maintenance at Well #1.

Aimee Irwin reviewed the enclosed proposal from CTW for maintenance at Well #1.

The maintenance work would be similar to the work conducted at Well #4 and currently being completed at Well #3. According to DNR records, Well #1 last had maintenance conducted in 1992. The maintenance would also be required to be completed prior to the tuck pointing that is set to begin April 1, 2022.

- Ed Wreh asked if 1992 was a long time for maintenance to be conducted. Irwin responded that, yes, it is a longer length of time. Marc Nielsen also commented that the maintenance of the wells was included within the last completed DNR inspection report. Berquist stated that there are no DNR requirements for when maintenance should occur.
- Ed Wreh asked if additional processes have been updated to improve our maintenance schedules. Irwin responded that in response to the DNR inspection report from 2019, the department has completed maintenance at the other two wells and continues to conduct other maintenance identified within the report. Committee members discussed the fact that items identified within the report have resulted in the asset management planning and the Long Range CIP.

Motion by Village Trustee Edward Wreh, seconded by Chris Fredrick, to recommend approval to the Village Board regarding a proposal to conduct maintenance at Well #1. Motion carries 4 - 0 - 0.

g. Presentation of the Public Works Director's monthly report.

The Public Works Director's monthly report was presented and members were asked if there were questions regarding the report.

- Ed Wreh asked if the maintenance being conducted on Well #3 was delayed. Lee Igl responded that we do not have a completion date yet but maintenance continues with recent blasting being conducted today. Igl added that we are waiting for the arrival of new parts but there is uncertainty about when those arrive due to supply chain issues.
- Chris Fredrick asked if any discussions had occurred related to Well #5. Berquist responded that the Well #5 site has been identified and approved by the DNR. Berquist also stated that for the construction of Well #5 a construction authorization would be required from the PSC to protect the rate payers. The need for Well #5 is based on parameters set by the DNR and PSC referenced as the firm well capacity. Berquist stated that a more formal review of the capacity will be conducted in the near future.

**5. SCHEDULE NEXT MEETING DATE.**

a. Tuesday, January 18, 2021 at 6:00 p.m.

**6. ADJOURNMENT.**

Motion by Village Trustee Edward Wreh, seconded by Chris Fredrick, to adjourn at 7:19 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the

public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,  
Aimee Irwin  
Assistant to the Public Works Director



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 18, 2022

**SECTION:** Business

**DEPARTMENT:** Public Works

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

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding design services for Paulson Road as a 2023 project.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Enclosed within your packet is a proposal from the Village Engineer in order to start design for the reconstruction of Paulson Road. This project was approved within the Paving and Utility Plan for full reconstruction in 2023. Design work needs to begin now as it is a large project and full reconstruction covering all of the utilities. Work would include topographic survey, design and public input meetings. Design of the roadway will happen throughout the 2022 calendar year.

The proposal is presented with the assumption that Paulson Road from Siggelkow Road to Larson Beach Road would be reconstructed. Presently, through traffic is not allowed about halfway through Paulson Road and provides for emergency access only through a locked gate. Village Staff would like to discuss making this a through street and through the design process including public information meetings that can be further evaluated.

**FINANCIAL/BUDGET IMPACT:**

The total cost of the proposal is as follows:

- Design Engineering - \$117,000
- Bidding/Construction Admin - \$104,000
- Resident Construction Observation - \$67,000

Total proposal cost is \$288,000. Approximately half of this will be expended in 2022 through the design process with the remainder picked up in 2023 as part of finalizing the design, going out for bids, and actually constructing the project. Funds are provided in the 2022 Budget for the design process and that cost is shared between the Capital Projects and Utilities Funds. The budgeted amount of \$100,000 is split equally four ways. The proposal is a little higher for design to account for the larger project to make Paulson Road a through street, and provide for additional public information meetings to address design issues within that process.



**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation for approval to the Village Board regarding Town & Country's proposal for design services for the 2023 Paulson Road project.

**ATTACHMENTS:**

1. Paulson proposal

January 13, 2022

Mr. Matt Schuenke, Administrator  
Village of McFarland  
5915 Milwaukee Street  
P.O. Box 110  
McFarland, WI 53558

Subject: Engineering Proposal for Engineering Services; Paulson Road Street and Utility Improvements

Dear Matt:

Thank you for the opportunity to provide a proposal for engineering services for the Paulson Road Street and Utility Improvements project. We understand the Village desires to reconstruct Paulson Road from Siggelkow Road to approximately 2,700 feet south to the Ridge Road intersection near the railroad tracks and convert it to a typical urban cross-section with curb & gutter on both sides and sidewalk along at least one side. Connecting the two existing gated dead-ends of Paulson Road will also be considered. We propose to provide the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record all existing features along the project area needed for completion of design and construction. This will include but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.
- **Public and Elected Official Engagement:** The Village has examined this project several times since 1999 but deferred, often due to the concerns voiced by adjacent residents related to potential through traffic. We recommend several iterative meetings prior to and parallel with design development to ensure the final design addresses the community's needs.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).

The following tasks will eventually be needed in order to construct the project, but can be included later at Village direction or made part of a separate proposal:

- **Specifications:** Construction specifications will include a complete bidding package for anticipated 2023 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid opening, analyze the bids received, and attend a meeting with Village officials to formally recommend award of the bid.
- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for water main at 50-foot intervals and all bends and fittings, actual and offset stakes for all storm sewer structures and piping at 50-foot intervals, and offset stakes for new curb & gutter at 25-foot intervals.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications.
- **Resident Project Representative Services:** A resident project representative will observe all underground construction and communicate with Village and Town & Country staff during the project as questions and issues arise. We understand that this may also be provided by Village staff.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The Village's GIS maps will be updated accordingly, along with the water system map. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering:	\$ 117,000
Bidding and Construction Administration:	\$ 104,000
Resident Construction Observation:	<u>\$ 67,000</u>
Estimated Total:	\$288,000

The observation costs assume approximately 3 months of resident observation. This could be reduced if you elect to use your own staff. These figures are considered not-to-exceed without prior authorization from the Village.

It should be noted that the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement:

- Wetland determinations and delineations. There are portions of the project site containing wetland indicators, though given the current scope, all work would be within the existing developed footprint, so this is not likely needed.
- Soil borings and reports.
- Archeology services, if needed.
- Trench and soil compaction tests during construction.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference via our existing Task Order Contract with the Village.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,

TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.  
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland (*via email*)

BRB:sai

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**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 18, 2022

**SECTION:** Business

**DEPARTMENT:** Public Works

**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 by Town & Country Engineering to conduct a Water System Needs Assessment Study.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

A Water System Needs Assessment Study will help the village identify challenges and deficiencies within the village's water impact fee structure and would be the basis for adopting a revised impact fee ordinance in order to help offset costs associated with continued growth and impacts on the water system. The last assessment was completed by the Village Engineer in 1997 and this current update would follow a similar methodology. Once completed, the Auditor can prepare an update to the impact fees so that these are properly applied to address growth in the future. To reference the 1997 Assessment please click [here](#).

**FINANCIAL/BUDGET IMPACT:**

The proposed cost of the work to perform the study is estimated at \$18,500. This would be paid out of Contractual Services line within the Capital Projects Fund through a transfer from the Water Utility. The amount budgeted for this work is \$15,000.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation for approval to the Village Board regarding Town & Country's proposal to conduct a Water System Needs Assessment Study.

**ATTACHMENTS:**

1. 2022 Water System Public Facilities Needs Assessment Scope

# SCOPE OF SERVICES

## MEMORANDUM

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Date: January 5, 2022

To: Mr. Matthew Schuenke, Administrator  
Village of McFarland  
5915 Milwaukee Street, P.O. Box 110  
McFarland, WI 53558

From: Brian Berquist, P.E.

Subject: Scope of Services - Public Water Facilities Needs Assessment

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Town & Country Engineering has been working with the Village on various studies and upgrades to their water supply, storage, and distribution system over the years, including a needs assessment in 1997 related to water impact fee implemented by the Village with Virchow Krause, the Village's auditor. Recent development interest from private parties make updating the previous impact report desirable, particularly related to a potential new drinking water well.

The Village of McFarland Water Utility has three active water supply wells, Wells 1, 3 and 4, one 750,000-gallon elevated storage tank on Holscher Road, and one 500,000-gallon elevated storage tank on Burma Road. Having an updated public water facilities needs assessment covering the current and potential future service areas will allow the Village to consider all options for continued use and expansion of their water system in a seamless fashion.

We are submitting the following scope services for the water system public facilities needs assessment to be used by the Village to potentially update its water impact fee, and will include:

- Updating the current and future water needs from the 1997 effort, including working with the Village for areas of planned or desired expansion/development.
- Evaluation of existing water supply (wells) and storage (reservoir) capacities compared to current and anticipated future uses.
- Review of current and anticipated future distribution area for identification of potential pressure zones. We will incorporate data and conclusions from the 2018 East Side Utility Service Study.
- Prepare alternatives to address supply or storage capacity deficiencies, physical deficiencies or areas needing improvement, and system pressures. Cost estimates will be prepared for all necessary improvements.
- Propose cost allocation for present and future users.
- Prepare a final report and submit to the Village auditors for use in updating the impact fee.

The estimated engineering cost for the above scope will be billed on an hourly basis and **will not exceed \$18,500.**

The above scope assumes the following information will be provided by the Village:

- Existing plans and equipment information for wells and Burma Road reservoir.
- Inspection reports for wells and reservoirs.

### TOWN & COUNTRY ENGINEERING, INC.

Madison ♦ Rhinelander ♦ Kenosha  
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- Existing monthly and annual water pumpage and usage data.
- Village comprehensive plan and/or planned expansion areas within the Village.
- ISO reports for the Village.

Several items may be desired as a follow up to the public water facilities needs assessment, however are not included in this scope.

- Water impact fee report or water system rate case with PSC. This would be completed by the Village auditor.
- Review and evaluate existing hard infrastructure including wells/well houses, booster station, and reservoirs. Identify deficiencies and/or potential areas of improvement.
- Site evaluation, design, or construction engineering for a new reservoir or well.

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to the Village of McFarland and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BRB:sai

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**TOWN & COUNTRY ENGINEERING, INC.**

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**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 18, 2022

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Jim Hessling, Public Works Director

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding a proposal by Town & Country Engineering for design services for Lift Station #2 rehabilitation.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Lift Station #2, located along Pheasant Run, is planned for an upgrade. This station was constructed back in the late 1970's and is an underground steel-canned unit that houses the pumps and motors along with controls. This station handles over 50% of the village's daily volume of sewage pumped into Madison Metropolitan Sewerage District's conveyance pipes. Lift station #2 is responsible for handling the ongoing growth on the eastside of the village. Design work is needed this year in order to proceed with construction next year.

**FINANCIAL/BUDGET IMPACT:**

The proposed cost of the work is estimated at \$52,000 for design engineering. This would be paid out of Contractual Services line within the Capital Projects Fund through the sanitary sewer utility. The budgeted amount for this work was \$45,000.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation for approval to the Village Board regarding Town & Country's proposal for design services for Lift Station #2 rehabilitation.

**ATTACHMENTS:**

1. LS 2 letter

January 14, 2022

Mr. Matt Schuenke, Administrator  
Village of McFarland  
5915 Milwaukee Street  
P.O. Box 110  
McFarland, WI 53558

Subject: Engineering Proposal for Preliminary Engineering Services; Lift Station #2 Replacement

Dear Matt:

The Village of McFarland is planning to replace Lift Station No. 2 in 2023. The lift station was constructed in 1979 as a steel underground structure, but the existing pump vault has some corrosion and is due for replacement. The pump vault is a confined space that requires operators to access it routinely to check on the pumps, valves, and controls located within the structure approximately 20 feet below ground. In addition, additional development on the Village's east side has used up some of the remaining capacity of the station.

It is our understanding that the Village would entertain reusing the existing wetwell structure if possible. If the wetwell cannot be reused, the entire lift station including the wetwell will need to be replaced and constructed in a nearby location. The lift station has a capacity of approximately 680 gpm currently, but the service area of this lift station will be reviewed with respect to this sizing to confirm if more or less capacity is required for the current and future design requirements.

The proposed scope of services for preliminary engineering services for this work is as outlined below:

1. Site Survey:
  - a. Conduct a topographic survey of the intersection and lift station site as required to develop a site plan for the proposed work. Existing above ground features, including the roadway, trees, fencing, utilities, and home will be located as part of this survey.
  - b. An inventory of the existing lift station site and structure will be completed by Town and Country Engineering, including a review of the existing utilities as applicable.
2. Facilities Plan
  - a. Prepare a Facilities Plan document for submittal to WDNR outlining the need for the project.
3. Design Services:
  - a. Develop and present the future design loadings to the Village staff for the

- new lift station. Design loadings for the lift station will be calculated based on the current flows, as well as the Village's current facilities planning area.
- b. Perform hydraulic calculations, wetwell and valve vault design, pump sizing, forcemain confirmation, and electrical design for the new lift station.
  - c. Evaluate options for the valve vault to be integral or adjacent to the wetwell, or utilizing an above-ground structure.
  - d. Prepare plans, specifications, and engineering report for submittal to the WDNR.
  - e. Provide electrical service design for the new pumps, control panel, and related level monitoring and/or float control equipment. The design drawings will include an electrical 1-line diagram, as well as a control panel elevation, and pad detail. A standby generator will be included in the design.
  - f. Coordinate with the electrical utility on the requirements for the power service.

The cost of the Engineering Services as listed above is not-to-exceed \$52,000. Costs will be invoiced on a Time and Material basis with charges only for the hours and expenses incurred. The following items are not included in the budget, and will be handled separately upon request if needed:

- Design and construction support for force main improvements, if needed.
- Soil borings and soil engineering report.
- Wetland evaluations related to the site, although the delineations from the Grandview Conservancy may be sufficient.
- Easement acquisition, if necessary.
- Negotiation of property acquisition if needed.

The following items would eventually be needed to bid and construct the Lift station, but given the potential different styles and sizes of lift stations that may eventually be selected by the Village, we felt it would be better to provide those in a future, separate proposal.

Bidding Services:

Respond to questions during bidding, and prepare addenda as required to address concerns with the bid documents.

Wisconsin DNR Loan Document Preparation (if WDNR funding is used):

Assist the Village with the preparation of loan application documents to secure CWF loan and principal forgiveness funding for the project. Executed contracts will need to be delivered to the DNR by June 30<sup>th</sup> of the construction year.

Construction Services:

- Review of the lift station and related equipment submittals / shop drawings, as well as the O&M manuals for this equipment.
- Respond to contractor questions regarding concerns or issues during construction.
- Conduct three site inspections during critical phases of construction.
- Conduct a final site visit to review the installed equipment and electrical at substantial completion of the project.

Loan Administration (if WDNR funding is used):

- Review Pay Applications prior to payment to confirm they conform to DNR CWF requirements. Contractor wage rates and lien waivers will also be reviewed as part of the application review, and a recommendation will be made regarding the thoroughness of each application.
- Prepare the Request for Disbursement applications required by the DNR for reimbursement of the Village for the portions of the project to be covered under the loan.
- Coordinate with the DNR on Change Orders processed by the Village to be included in the CWF loan.
- Assist the Village with closing out the loan with the Wisconsin DNR upon completion of the project.

We at Town & Country Engineering, Inc. wish to thank you for allowing us to serve the Village on this project. If you have any questions regarding the above material, please feel free to call.

Very truly yours,

TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.  
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland (*via email*)

BRB:sai

J:\JOB#S\McFarland\MC-00-00\O&E and Scopes\Task Order Contract\Task Order No. 4 - Lift Station No. 2 Replacement\Attachment A LS 2.docx

  
VILLAGE OF  
**Mcfarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 18, 2022

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Jim Hessling, Public Works Director

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

As part of our ongoing storm sewer maintenance program, the department will be starting a Storm Sewer Line Cleaning and Televising program to help aid us in future maintenance activities. The cleaning and televising of the pipes will aid us in maintenance along with projecting future capital expenditures if something out of the ordinary is found. The estimated cost for both cleaning and televising are in the range of \$1.50 per foot. It is our intent to get this price down as we have about 30,800 feet or almost 6 miles of pipe to work on.

**FINANCIAL/BUDGET IMPACT:**

Funds for this work were included in the 2022 Capital Budget in the amount of \$47,500.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommendation for approval to the Village Board regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.

**ATTACHMENTS:**

1. Storm Sewer Line Cleaning and Televising RFP 12082021 for 2022 jrh



## Request For Proposals

### Storm Sewer Line Cleaning and Televising

RFP Issuance Date: January 25, 2022

RFP Due Date: February 22, 2020 10:00 a.m.

*Please Submit to:*

Village of McFarland  
Attn: Jim Hessling  
5915 Milwaukee Street, PO Box 110  
McFarland, WI 53558  
**STORM SEWER LINE CLEANING AND TELEVISIONING  
SERVICES FOR VILLAGE OF MCFARLAND**

## SCOPE OF SERVICES

This Scope of Services will become an integral part of the contract between the Village of McFarland and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Village pursuant to the provisions set forth below.

1. **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for cleaning storm sewer lines and closed-circuit television inspection (CCTV) services under the direction of the Village of McFarland Public Works Director.
2. **BACKGROUND:** The Village desires a private contractor to perform these services to maintain a clean collection system, as well as to properly assess the condition of the collection system pipeline.
3. **VILLAGE OF MCFARLAND DESIGNATED REPRESENTATIVE:**  
Jim Hessling  
Public Works Director  
5115 Terminal Drive  
McFarland, WI 53558  
608-838-7287  
[jim.hessling@mcfarland.wi.us](mailto:jim.hessling@mcfarland.wi.us)
4. **WORK REQUIREMENTS:**
  - A. **CLEANING** – The Contractor will be given a list of line sections to be cleaned. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will clean at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 30,800 feet. This includes sewer mains located in the street and easements. As a condition of the work, the Contractor will be required to use water to clean the footages specified. Bulk water purchases are the responsibility of the contractor.
  - B. **TELEVISIONING** - The Contractor will be given a list of line sections to be televised. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will televise at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 30,800 feet. This includes sewer mains located in the street and easements. Should deficiencies in the pipeline or in the area of a manhole structure be noted during operations; additional photographic evidence will be required of the deficiencies to alert the Village of possible repair needs. The Contractor shall provide an electronic copy of the television inspection report upon completion of the work.

## C. GENERAL REQUIREMENTS

- i. A copy of the collection system map will be given to the contractor at the onset of the contract, to assist in this endeavor.
- ii. During the course of the contact, additional infrastructure may be incorporated into the collection system from new development, or other such causes. The village has a right to require the contractor to perform additional cleaning and inspection work at the price per foot quoted by the contractor.
- iii. It is understood that this will take multiple weeks, or months, to clean the specified section of the system. Once operations commence, updates will be required by the Village as part of their notification process to residents and businesses. It is also understood that more frequent updates should be given, if the Village or the Contractor feels there is need. Final cleanings shall be completed by December 1<sup>st</sup> of the contract year, to give Village staff adequate time to review the deliverable and decide if the contract will be renewed.

5. **SCHEDULES/TIMELINES:** The initial term of the contract is from May 2, 2022 through December 31, 2022; with the option to renew by the Village for three (3) successive one (1) year periods, under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor during the previous year.

### **QUALIFICATIONS AND SUBMISSION REQUIREMENTS**

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Including but not limited to the following:

- Company history and background.
- Qualifications of the Contractor.
- Relevant past project experience of the Contractor.
- Availability of resources and reliance on subcontractors.
- No fewer than three municipal references.

All reports are required to be submitted in an electronic format. The following information will be required on the report.

- Manhole number to and from
- Any manhole issues
- Pipe size
- Date and time cleaned
- Any noted problems in this section of pipe

## TERMS AND CONDITIONS

Each proposal will be reviewed to determine if it meets the requirements contained within this RFP. Failure to meet the requirements for the RFP may be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in the Village's best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Architect from compliance with the contract requirements if the Architect is awarded a contract.

The Village will require the use of its standard contract template. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Contractor of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor.

All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Contractor in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted. Furthermore, the Village reserves the right to award to multiple Contractors or to a single Contractor deemed to be fully qualified and best suited among those submitting proposals.

## COST PROPOSAL FORM

The Village of McFarland invites your proposal to provide Storm Sewer Line Cleaning and Televising Services for the Village of McFarland Sewer System to be received until 10:00 a.m. on February 22, 2022 at the Village of McFarland Municipal Center, 5915 Milwaukee St, McFarland WI 53558.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Village of McFarland.

This shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do annual Storm Sewer Line Cleaning and/or Televising, as specified.

<u>Description</u>	<u>Total Price</u>
Cleaning and Televising cost per foot	\$

<u>Description</u>	<u>Total Price</u>
Cleaning cost per foot	\$

<u>Description</u>	<u>Total Price</u>
Televising cost per foot	\$

*I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.*

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Firm Name \_\_\_\_\_

Date \_\_\_\_\_

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, January 18, 2022

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Aimee Irwin, Assistant to the Public Works Director, Jim Hessling,  
Public Works Director

**AGENDA ITEM:** Discussion regarding funding allocation to the utilities funds  
associated with street projects.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The practice regarding funding allocation of street projects was previously discussed by committee members at the Public Utilities Committee meeting held on October 19, 2021. During the meeting, committee members reviewed Town & Country's experience with other Wisconsin municipalities along with questions from committee member, Marc Nielsen, and responded to by Village Staff and Engineer. Further discussion was requested by committee members at the conclusion of the October meeting.

Following the October meeting, staff gathered comparable municipal utilities regarding their water rates and their allocation process for street costs when utility work occurs. The comparable municipalities include: Middleton, Deforest, Waunakee, Cottage Grove, Stoughton, Oregon, Monona and Deerfield. The allocation process was also emailed to SWAPS members and additional responses were received from Whitewater, Watertown, Fort Atkinson, Janesville and Jefferson. Included within the packet are three documents. The Allocation Response document summarizes the responses from municipalities in terms of their allocation process. The document titled Rate Tariff Data shows water rates for Public Fire Protection, water base, water usage (volume) and billing cycle for identified comparable municipalities. The Comparative Monthly Data document compiles the rate tariff data into an estimated monthly bill between the comparable municipalities. This data was gathered to aid in continued discussion.

Village Staff proposes to continue to apply the 50% ratio as a guideline for planning. The Village Engineer through the design process will review this cost allocation and make adjustments based on the actual work to be conducted. It will be cost inefficient to extend resources to ensuring every single penny is placed in the correct fund, and the Engineer is capable of allocating these resources appropriately going forward as we do now. The overall impact to our rates has been nominal as we continue to project as a the lowest water rate even after the last increase when reviewing rates in our peers from that case.

**FINANCIAL/BUDGET IMPACT:**



None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for additional discussion. No further action is required on this.

**ATTACHMENTS:**

1. Allocation Response
2. Rate Tariff Data
3. Comparative Monthly Data

Municipality	Method
McFarland	50% of street construction costs are allocated to water utility when water utility improvements occur.
Middleton	Code directly to applicable utility. Code road improvements to utility if road improvements were not planned.
Oregon	No allocation to the utility for street costs. Street costs funded by streets.
Waunakee	Allocate based on project needs--streets take care of road costs, any costs to water is funded by water utility etc.
Deforest	Allocate based on project needs--streets take care of road costs, any costs to water is funded by water utility etc.
Stoughton	Utility is responsible for entire cost of the trench width
Monona	If work is related solely to replace water or sewer then utility will pay the whole project cost.
Deerfield	<i>No response received</i>
Cottage Grove	allocated to appropriate entity per the actual cost (or best engineer's estimate)
Whitewater	If street is in need of reconstruction, expense is paid for by street regardless if utility is being replaced
Watertown	When full reconstruction of a roadway occurs and utilities included, pavement is split between utilities and streets
Fort Atkinson	1/3 of road costs to whatever utility pipe is being replaced (water, sewer and storm)
Janesville	Charge back to the utility the pavement cost based on the width of the trench for work
Jefferson	Costs broken down and expensed to each utility and streets, including engineering costs for the project.

Municipality	Last Rate Adjust.	Public Fire Protection	5/8" Water Base	Volume Charges (Residential)	Billing	Notes
McFarland	8/13/2021	Charged to Village of McFarland	\$16.00	First 67,000; \$2.76. Over 67,000; \$1.92	Bi-monthly, per 1,000 gal.	
Deerfield	9/28/2017	Charged to Village of Deerfield	\$12.00	First 10,000; \$5.15. Next 30,000 \$4.60. Over 40,000 \$3.00	Monthly, per 1,000 gal.	
Monona	7/1/2021	Charge based on assessed value	\$11.00	First 2,500; \$4.18. Next 3,750; \$4.93. Over 6,250; \$6.35	Monthly, per 1,000 gal.	Volume charges vary based on customer class
Oregon	12/28/2011	Charge based on meter size \$6.85 for 5/8"	\$5.67	First 10,000; \$2.44. Next 30,000; \$1.98. Over 40,000; \$1.74	Monthly, per 1,000 gal.	
Stoughton	6/1/2021	Charge based on meter size \$7.83 for 5/8"	\$9.27	All water volume \$2.90	Monthly, per 1,000 gal.	Volume charges vary based on customer class
Cottage Grove	7/1/2019	Charge based on meter size \$33.59 for 5/8"	\$25.34	First 30,000; \$3.93. Next 70,000 \$3.88. Next 100,000; \$3.83. Over 200,000; \$3.09	Quarterly, per 1,000 gal	
Waunakee	1/15/2019	Charge based on meter size \$8.88 for 5/8"	\$6.75	First 13,000; \$2.65. Next 53,000; \$2.35. Over 66,000; \$1.93	Monthly, per 1,000 gal.	
Deforest	1/1/2021	Charge based on meter size \$8.65 for 5/8"	\$7.21	First 10,000; \$3.04. Next 156,667; \$2.58. Over 166,667; \$1.85	Monthly, per 1,000 gal.	
Middleton	7/2/2019	Charged based on meter size \$12.45 for 5/8"	\$13.91	All water volume \$2.61	Quarterly, per 1,000 gal	Volume charges vary based on customer class

**Comparative Data (monthly basis)--Residential, 5/8" meter**

<b>Municipality</b>	<b>Water Base</b>	<b>Usage for 5,000</b>	<b>Average Res. Water bill</b>	<b>If Public Fire Protection added</b>	<b>Total Water Bill</b>
McFarland	\$8.00	\$13.80	\$21.80	N/A	\$21.80
Middleton	\$4.64	\$13.05	\$17.69	\$4.15	\$21.84
Oregon	\$5.67	\$12.20	\$17.87	\$6.85	\$24.72
Waunakee	\$6.75	\$13.25	\$20.00	\$8.88	\$28.88
Deforest	\$7.21	\$15.20	\$22.41	\$8.65	\$31.06
Stoughton	\$9.27	\$14.50	\$23.77	\$7.83	\$31.60
Monona	\$11.00	\$22.78	\$33.78	Unable to determine	\$33.78
Deerfield	\$12.00	\$25.75	\$37.75	N/A	\$37.75
Cottage Grove	\$8.45	\$19.65	\$28.10	\$11.20	\$39.29