AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, AUGUST 14, 2017 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Vice Chairman Jockheck
2. Approval of minutes of July 31, 2017 Board of Public Works meeting
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer
5. Community Center Update – Presented by Joe Dolezal, The Boson Company
6. Approval of Engineering Services Agreement for Wastewater Utility Rate Study – Presented by Sam Warp, Wastewater Superintendent
7. Award bid for Forest Ridge Park ADA Accessible Path – Presented by Ben Steinbach, Parks Superintendent
8. Approval of Griese Park Player Shelters – Presented by Ben Steinbach, Parks Superintendent
9. Approval of Cleaning Services Contract for the 2nd Street Community Center – Presented by Justin Casperson, Parks and Recreation Director
10. Approval of Consultant Selection for the Zoo Welcome Center Project – Presented by Justin Casperson, Parks and Recreation Director
11. Presentation of Pedestrian Safety Team Report – Presented by Steve Barg, City Administrator
12. Update on award of bid for Wenzel Family Plaza Construction – Presented by Dan Knoeck, Director of Public Works
13. Recommended items for future agendas
14. Adjournment

Posted this 11th day of August, 2017 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

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It is possible that members of and possibly a quorum 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.
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Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424.
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1. Call meeting to order – Vice Chairman Jockheck

2. Approval of minutes of July 31, 2017 Board of Public Works meeting

3. Citizen Comments

4. Construction Update – Presented by Mike Winch, Street Superintendent and Tom Turchi, City Engineer

5. Community Center Update – Presented by Joe Dolezal, The Boson Company

6. Approval of Engineering Services Agreement for Wastewater Utility Rate Study – Presented by Sam Warp, Wastewater Superintendent
   See attached memo and task order.  Recommend approval.

7. Award bid for Forest Ridge Park ADA Accessible Path – Presented by Ben Steinbach, Parks Superintendent
   See attached memo.  Recommend approval of the low bid of Don Nikolai Construction in the amount of $16,400 and authorize execution of a contract.

8. Approval of Griese Park Player Shelters – Presented by Ben Steinbach, Parks Superintendent
   See attached memo.  Recommend approval for the Marshfield Youth Soccer Association to erect a player shelter on Weinfurtner Field at Griese Park.

9. Approval of Cleaning Services Contract for the 2nd Street Community Center – Presented by Justin Casperson, Parks and Recreation Director
   See attached memo.  Recommend approval of the proposal of K & C Cleaning for cleaning services at the 2nd Street Community Center and authorize execution of a contract.

10. Approval of Consultant Selection for the Zoo Welcome Center Project – Presented by Justin Casperson, Parks and Recreation Director
    See attached memo and proposal.  Recommend approval of the proposal of Design Unlimited of Marshfield, WI for the Zoo Welcome Center in the amount of $39,100 and authorize execution of an agreement.

11. Presentation of Pedestrian Safety Team Report – Presented by Steve Barg, City Administrator
    See attached report.  This is an informational item only.

12. Update on award of bid for Wenzel Family Plaza Construction – Presented by Dan Knoeck, Director of Public Works
    This is an informational item only.

13. Recommended items for future agendas

14. Adjournment
Meeting called to order by Chairman Earll at 5:30 PM in the Council Chambers of City Hall Plaza.

**PRESENT:** Ed Wagner, Chris Jockheck, Tom Witzel, Mike Feirer & Gordon Earll

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; Assistant City Engineer Cassidy; Street Superintendent Winch; Assistant Street Superintendent Bornbach; Cemetery Coordinator Baltus; the media; and others.

**PW17-82** Motion Feirer, second by Jockheck to recommend approval of the minutes of the July 17, 2017 and July 25, 2017 Board of Public Works meetings.

*Motion Carried*

**Citizen Comments:** None

Street Superintendent Winch presented a Street Division construction update. Director of Public Works Knoeck presented an Engineering Division construction update.

**PW17-83** Motion by Wagner, second by Witzel to recommend approval of the additional contractors prequalified for 2017 City of Marshfield construction projects as presented.

*Motion Carried*

City Administrator Barg presented an update on the Vaughn-Hansen Chapel.

**PW17-84** Motion by Wagner, second by Witzel to recommend accepting the proposal to raze the Vaughn-Hansen Chapel and develop a Reflection Center in place of the chapel.

*Motion Carried*

**Recommended items for future agendas:** None

There being no further business, Chairman Earll adjourned the meeting at 5:50 PM.

Daniel G. Knoeck, Secretary

BOARD OF PUBLIC WORKS
To: Gordy Earl, Chairman, Board of Public Works  
Members, Board of Public Works  
From: Mike Winch, Street Superintendent  
R.E.: B.O.P.W.’s Street Division Construction Update for August 14, 2017  
Date: August 11, 2017

Asphalt Mill-In-Place
Hawthorn Ave (cul-de-das to cul-de-sac) – to be scheduled
8th St (Linden to Holly) – to be scheduled
12th St (Central to Maple) – to be scheduled
Arnold (Hinman to cul-de-sac) – to be scheduled
Carmen (Palmetto to Waushara) – to be scheduled
Kathrine Ct (cul-de-sac) – to be scheduled
Cherry Ave (Franklin to Grant) – ditching, tiling, culvert sets, pulverizing, top soiling complete; paving scheduled for the week of August 21st.
Forest St (Cherry to Plum) – ditching, tiling, culvert set, pulverizing, top soiling complete; paving scheduled for the week of August 21st
Plum Ave (Franklin to Grant) – ditching, tiling, culvert sets, pulverizing, top soiling complete; paving scheduled for the week of August 21st
Hawthorn Ave (5th to Adler) – prep work complete; pulverizing scheduled for August 29th, top soiling and paving to be scheduled
Hume Ct – prep work complete; paving scheduled for the week of August 21st
Laird St (Adams to North Hills) – prep work complete, gas co is replacing gas main, top soiling and paving to be scheduled, pulverizing scheduled for August 29th
4th St Shoulders (Hume to Anton) – complete

Asphalt Overlays
Chestnut (Ives to Kalsched) – to be scheduled
Laurel St (Veteran’s to Wood) – to be scheduled
Walnut Ave (Doege to Ives) – on-going
Franklin (Central to Cedar) – to be scheduled
Adams Ave (5th to Adler) – complete

Street Reconstructions
21st St (E of Tamarack) – top soiling to be scheduled, paving scheduled for the week of August 21st

Storm Sewer Maintenance/Construction
Catch basin repairs
Replace storm sewer pipe on Wallonie Drive- complete, top soiling to be scheduled
Ditching and tiling at 25th/Felker/26th- complete, top soiling scheduled for the week of August 14th

Sanitary Sewer Maintenance/Reconstruction
Replace sanitary manhole on Walnut and Edison

Street Maintenance
Sweep roads- on going
Patch roads- on going
Blade roads and Alleys
Mow city owned land
Pick up dead deer
Mow city owned property
Weed control

Contracted Services
Crack filing - regular crack filling has been completed
Mowing city owned property - on going
Slag seal - complete
Mono form manholes from approved list - 10 manholes completed
Epoxy painting complete
To: Board of Public Works

From: Sam Warp Jr., Wastewater Superintendent

Subject: Engineering Services Agreement for 2017 Wastewater Utility Rate Review

Date: August 14, 2017

**Background**

Each year during the budgeting process, the wastewater rates are reviewed and updated as necessary. Strand Associates has been providing this service since the wastewater plant went into service.

**Analysis**

Attached is the proposed Task Order for the 2017 rate review. The agreement is based on actual costs, not to exceed $8,500 with some pricing for additional services, should they be necessary.

**Recommendations**

I recommend approval of the Engineering Services Agreement with Strand Associates for the 2017 Wastewater Utility Rate Review and authorize execution of the agreement.

Concurrence:

__________________________
Dan Knoeck, Director of Public Works
Task Order No. 17-01
City of Marshfield, Wisconsin (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated April 20, 2011

Project Information

Services Name: 2017 Wastewater Utility Rate Review

Services Description: Review 2016 and 2017 year-to-date operating and capital costs, anticipated projected future costs and future capital expenditures, and recommended 2018 wastewater utility rates from OWNER’s annual review of its user charge system.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Review anticipated 2018 operating budgets for the wastewater utility, including operation and maintenance costs, proposed capital expenditures, and miscellaneous sources of revenue. Develop up to three preliminary rate increase estimates based on the projected total revenues required.

2. Review billings and revenues for 2016 and the first half of 2017 for billing quantities to be used for determining 2018 rates. This includes a review of all Category B users as well as outside sources of revenue including hauled wastes, lab services, special assessments, and charges to other City departments.

3. Develop a 2018 revenue projection based on OWNER’s recommended rate increase using both a cash basis method and a utility basis method. The components of the revenue projection on a cash basis will include operation and maintenance, replacement fund contributions, existing debt service, operating reserve contribution (if required), and a projected cash flow for the utility. Review outside revenue sources such as hauled wastes and special assessment. Based on the 2018 revenue projections, develop rates for the wastewater utility including customer charges, volume charges, surcharges, and charges for special wastes such as holding tank wastes.

4. Prepare a summary letter for review by OWNER that summarizes the key assumptions used in developing the proposed rates as well as the documented support for the proposed rates.

5. Prepare recommended rates for review and adoption by the City Council.

6. Attend one Board of Public Works meeting to present the recommended rates and connection fee options. Additional meetings may require additional fee.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of $8,500.
Schedule

Services will begin upon execution of this Task Order, which is anticipated on August 15, 2017. Services are scheduled for completion on November 30, 2017.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER: STRAND ASSOCIATES, INC.®

Matthew S. Richards Corporate Secretary

DATE __________________________

OWNER: CITY OF MARSHFIELD:

Daniel G. Kneecck Director of Public Works

DATE __________________________

NOT FOR SIGNATURE
DATE: August 14, 2017
TO: Board of Public Works
FROM: Ben Steinbach, Parks Superintendent
RE: Forest Ridge Park ADA Accessible Path

Summary:
In 2015 the Parks, Recreation, and Forestry Committee reviewed the Comprehensive Outdoor Recreation Plan (CORP). During the process, it was determined that an ADA accessible path to the play equipment was a short term priority for Forest Ridge Park.

The Department created a site plan for the new ADA path. We received three quotes from local contractors.

Don Nikolai Construction $16,400
Mid Wisconsin Concrete and Excavating $19,100
Marawood Construction Services $23,175

$20,000 has been earmarked in the Capital Improvement Plan for ADA improvements

At the August meeting, the Parks, Recreation and Forestry approved the project and sent forth a positive recommendation to the Board of Public Works.

Recommendation:
Approve Don Nikolai Construction for the construction of the Forest Ridge Park ADA path and direct staff to execute a contract.

Attachment(s):
Forest Ridge Park Path Design
DATE: August 14, 2017
TO: Board of Public Works
FROM: Ben Steinbach, Parks Superintendent
RE: Griese Park Player Shelters

Summary:
During the June 2015 Parks, Recreation and Forestry Committee meeting, the Committee agreed to the project of soccer player shelters and a press box at Griese Park. This project was brought to the attention of the Department from the soccer teams and the Marshfield Youth Soccer Association (MYSA). MYSA took the lead on the plan development, building designs, and all fundraising. The Parks and Recreation Department helped with building construction and logistics. The Figi Field player shelters were completed in 2015, and the Figi Field press box was completed in 2016.

After the projects were completed, the groups decided they wanted to install player shelters on Weinfutner Field. Once again, the soccer teams and MYSA will be paying and coordinating the construction of the shelters.

Marshfield Senior High School’s Capstone Class, lead by Aaron Schuer, has been very instrumental in the construction of the buildings. The class has agreed to build the Weinfutner Field player shelters for free again.

At the August meeting, the Parks, Recreation and Forestry approved the project and sent forth a positive recommendation to the Board of Public Works.

Recommendation:
Approve the Marshfield Youth Soccer Association to erect player’s shelter on Weinfurtner Field.

Attachment(s):
Photos
Weinfurtner Field Concrete Locations

Figi Field Player Shelter and Press Box
City of Marshfield  
Memorandum

DATE: August 14, 2017  
TO: Board of Public Works  
FROM: Justin Casperson, Parks and Recreation Director  
RE: 2nd Street Community Center Cleaning Contract

Summary:  
As the development of the 2nd Street Community Center draws closer to completion, the City has to enter into a contract for cleaning services. A cleaning contract will be for the Community Center only, not for the Library.

Analysis  
A total of four proposals were received for cleaning services. Proposals include cleaning on a Monday through Friday basis, as well as some weekends when needed. The term of the contract is for 10-months, beginning November 2017 and ending August 2018. In an attempt to coordinate other facility cleaning contract, the Parks and Recreation Department recommends only a 10-month contract. The City will advertise a longer term contract with additional facilities in 2018.

<table>
<thead>
<tr>
<th>Company</th>
<th>Price</th>
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<tbody>
<tr>
<td>K&amp;C Cleaning</td>
<td>$1,170/month</td>
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<tr>
<td>S&amp;D Cleaning</td>
<td>$1,275/month</td>
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<tr>
<td>Dust Busters</td>
<td>$1,680/month</td>
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<tr>
<td>Service Master</td>
<td>$2,725/month</td>
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The Parks and Recreation Department is currently using K&C Cleaning for the cleaning of park restrooms and pleased with their performance thus far.

At the August meeting, the Parks, Recreation and Forestry approved K&C Cleaning contract and sent forth a positive recommendation to the Board of Public Works.

Recommendation:  
Approve the contract with K&C Cleaning for cleaning services at the 2nd Street Community Center and direct staff to execute a contract.

Attachment(s):  
2nd Street Community Center Cleaning Contract
City of Marshfield
Parks and Recreation Department

**Cleaning Contract**
for
2nd Street Community Center
I. OVERVIEW:
The 2nd Street Community Center is part of the new Everett Roehl Marshfield Public Library Project. The Library opened their doors on September 6, 2017. The Library’s move to the new building created room in their old building for the development of the 2nd Street Community Center. The Community Center will entail Parks and Recreation Offices, meeting rooms, arts, and crafts studio, fitness rooms, conference rooms and plenty of room to stretch your legs.

II. Term:
The term of this contract is for ten months, beginning November 2017 and ending August 31, 2018. The Contractor will be expected to start work in early November but based on unforeseen circumstances that date may move forward or backward. In an attempt to coordinate other facility cleaning contracts, the City will only execute a 10-month contract. The City will advertise a longer term contract with additional facilities in 2018. The City will not accept or negotiate an increase to the cost during the term of this contract.

III. Fee:
Contract billing is based upon completed service. The contractor will send an invoice on the first of each month detailing billable visits for service for the month prior. The contractor will invoice the special event coordinator directly for services provided to event detail.

IV. SCOPE OF WORK:
The Contractor will provide cleaning services to 2nd Street Community Center for the City of Marshfield’s Parks and Recreation Department (Owner):

2nd Street Community Center
211 E. Second Street
Marshfield, WI 54449

The contractor will be asked to provide cleaning services on a daily basis, as well as weekends and special events, when needed.

The contractor shall provide proof of adequate liability insurance before signing a contract for services, and upon renewal after that. Minimum coverage limits to be of $1,000,000 for bodily injury and property damage combined and $1,000,000 for personal injury.

The Owner will conduct background checks on those individuals assigned to the work site. The Owner reserves the right to approve or reject individuals assigned to the work site.

Additions or deletions to the contract and specifications shall be agreed upon and approved in writing only.

Should any or parts of the premises covered by this contract become unusable due to fire, natural disaster or other events, this contract or parts of this contract shall become null and void.

Complaints received by the Owner will be forwarded in writing to the contractor’s local manager for resolution. Complaints shall be addressed by the manager the next business day. The manager shall then notify the Facility Coordinator in writing of the action taken to address the complaints.

The contractor shall not assign this contract or any part thereof, to any other party, without the express written permission of the Owner.

Either party has the right to cancel services giving a 60-day written notice.
**General Services:**

1) Cleaning services shall be completed after 6:00 pm and before 8:00 am.
2) The Contractor will provide all labor, machinery, rags and chemicals not listed below that are needed for cleaning/sanitizing the facility. All liquid cleaning supplies shall be stored in spill-proof containers. Any damage resulting from spilled cleaning supplies will be repaired at contractor’s expense.
3) The Owner will provide the Contractor with trash liners, urinal deodorizers, paper products and hand soap.
4) When cleaning for special events, predetermined times will be coordinated through the contractor and the special event coordinator.
5) All keys shall be promptly returned to Owner upon termination of the contract. Final payment may be withheld by the Owner if all keys are not returned.
6) The Contractor shall provide a local manager that will serve as the contact person. The manager shall make weekly site visits to walk through the facility and assess quality of cleaning services provided. The Facility Coordinator, or his designee, may elect to accompany the manager on the walk-through. If the Owner is satisfied with the services provided, the frequency of the walk-throughs may be reduced at the Owner’s discretion.

**Specific Cleaning Services:**

**Daily:**  
Restrooms (first floor, park & recreation offices & basement)  
1) Clean & sanitize all fixtures, toilets, sinks, dispensers, urinals, partitions, mirrors, changing stations, & counter tops  
2) Empty wastebaskets/recycling, replace liners as needed & place material in designated area  
3) Dry mop floors daily & wet mop when needed  
4) Fill paper towel, toilet paper & soap dispensers  
5) Turn off lights  

Lobbies, Hallways, Waiting Areas, Lounge  
1) Vacuum floors and facility entrances  
2) Empty wastebaskets/recycling, replace liners as needed & place material in designated area  
3) Wipe off counter tops  
4) Clean glass divider office window  
5) Clean and sanitize water cooler  
6) Turn off lights  

Parks and Recreation Offices, including break room  
1) Empty wastebaskets/recycling, replace liners as needed & place material in designated area  
2) Wipe off countertops & tables  
3) Clean & sanitize interior & exterior waste/recycling cans  
4) Vacuum floors where needed  
5) Do not dust, nor touch desks or windowsills  
6) Turn off lights  

**All other rooms First Floor:** Small Conference Room 108, Conference Room/Classroom 127 & 131, Billiards Room 125, Exercise Room 128, Arts & Crafts Room 109, Small Multi-Purpose Room 129, Group Fitness Room 110, Kitchen 133, Large Multi-Purpose Room 132,  
**Basement:** Kitchen 011, Bee Bee Forum Room 010  
1) Take out all garbage and recycling
2) Sweep & Vacuum where needed
3) Clean & sanitize interior & exterior waste/recycling cans
4) Wipe off countertops & tables
5) Turn off lights
6) Spot-clean & sanitize walls as needed

**Weekly:**  
**Lobbies, Hallways, Waiting Areas, Lounge, Stairs**  
1) Vacuum entire floor once per week  
2) Sweep & wet mop all hard surface floors and stairs once per week  
3) Clean the glass entrance doors once per week  
4) Clean & sanitize interior & exterior waste/recycling cans  
5) Elevator – Vacuum, clean & sanitize buttons, grab bars & walls

**Parks and Recreation Offices & Breakroom**  
1) Vacuum entire office once per week

**All other rooms First Floor:** Small Conference Room 108, Conference Room/Classroom 127 & 131, Billiards Room 125, Exercise Room 128, Arts & Crafts Room 109, Small Multi-Purpose Room 129, Group Fitness Room 110, Kitchen 133, Large Multi-Purpose Room 132,  
**Basement:** Kitchen 011, Bee Bee Forum Room 010  
1) Vacuum, dry and wet mop all floors at least once per week

**General Administration: Daily**  
1) Turn off all lights and lock all proper doors before leaving  
2) Identify your staff to public as cleaning service provider  
3) Report irregularities & repairs  
4) Report all cleaning and toiletry supply needs  
5) Keep and maintain a clean & orderly janitorial area

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**OWNER**  
City of Marshfield  
Parks and Recreation Department  
Justin Casperson, Director

_________________________________________  __/__/__
Signature Date

**CONTRACTOR**  
K&C Cleaning, LLC  
11579 Country Trunk S  
Milladore, WI 54454

_________________________________________  __/__/__
Signature Date
DATE: August 14, 2017
TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Zoo Welcome Center RFP

Summary:
At the June 5th meeting, the Board of Public Works approved the solicitation of RFPs for the Zoo Welcome Center. The Zoo Welcome Center project includes an expanded & relocated cougar exhibit, ADA restrooms, an animal handling area and an educational center.

Analysis
A total of six proposals were received for architectural & engineering services. Proposals include schematic design, design development, cost estimates, construction drawings & bid documents, and construction phase services.

<table>
<thead>
<tr>
<th>Firm</th>
<th>Cost</th>
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<tbody>
<tr>
<td>HSR</td>
<td>$32,000</td>
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<tr>
<td>Design Unlimited</td>
<td>$39,100</td>
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<td>Ayers</td>
<td>$46,888</td>
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<td>McMahon</td>
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<td>WDM</td>
<td>$66,665</td>
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<td>HGA</td>
<td>$69,784</td>
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A small committee comprising of Steve Burns, Ben Steinbach, Floyd Hamus, Alderman Tom Buttke and I reviewed each proposal. The proposals were scored on a matrix using the following criteria (1) Quality & Content of Proposal (2) Technical Approach/Expertise (3) Ability to Meet the Schedule (4) Strength of Project Team/Firm (5) Previous Experience with the City of Marshfield (6) Cost. Based on the matrix scores, the committee felt Design Unlimited was the strongest firm because of their impressive approach, project team, previous experience with Marshfield, and cost. HSR had the lowest cost, but did not have the expertise, a strong team, and had no experience working with City of Marshfield. We feel the best firm for the price is Design Unlimited.

At the August meeting, the Parks, Recreation and Forestry Committee approved Design Unlimited Inc. for architectural and engineering services related to the Zoo Welcome Center and sent forth a positive recommendation to the Board of Public Works.

Recommendation:
Approve the proposal from Design Unlimited Inc. for architectural and engineering services and direct staff to execute a contract.

Attachment(s):
Design Unlimited Proposal
DESIGN SERVICES

ZOO WELCOME CENTER & COUGAR EXHIBIT
PROPOSAL FOR ARCHITECTURAL SERVICES
Table of Contents

Cover Letter
Firm History
Statement of Understanding
Responsible Personnel
Related Projects
Additional References
Scope of Services
Fee Proposal

Proposal Contact:
Dan Helwig, A.I.A.
Design Unlimited of Marshfield, Inc.
1029 West McMillan Street
Marshfield, WI 54449
(715) 384-3207
dan@designunlimitedmfl.com
City of Marshfield Board of Public Works  
Attention: Justin Casperson – Director of Parks & Recreation  
Marshfield, WI 54449  

July 12, 2017  

To whom it may concern,  

We appreciate the opportunity to submit the following Architectural Design Services proposal for the Wildwood Zoo Welcome Center and Cougar Exhibit. Design Unlimited has been a part of the Marshfield Community for over 30 years and we remain committed to assisting the City and the surrounding area in it’s future growth and vitality.  

Through our firm’s history, we have been fortunate to be involved in dozens of projects throughout Marshfield, including the nearby Wildwood Station.  

We have assembled a talented team of partners to collaborate with us to ensure the City receives the highest level of professional service. MSA Associates Marshfield Office will provide Civil Engineering Services. They recently provided Civil Engineering Services for the Kodiak Bear Exhibit and Zoo Maintenance Building. Pierce Engineers and MEP Associates are industry leaders in their respective fields of Structural and Mechanical Engineering. Finally, we are excited to have Zimmerman Architectural Studios join us as a consultant. They bring a wealth of experience in animal containment and exhibit design including the Milwaukee County Zoo Feline House Renovation.  

Our office is located right here in Marshfield, allowing us to be flexible with Staff schedules and an easily accessible partner throughout the design process. As a local firm, we have regular interaction with City Staff and have a vested interest in seeing this project meet its’ fullest potential.  

We look forward to the possibility of collaborating with selected City Staff and Committee Members, along with other stakeholders, to ensure your project exceeds expectations and continues to add to Wildwood Zoo’s legacy as Marshfield’s most popular destination.  

Again, we thank you for your consideration.  

Sincerely,  

Dan Helwig, Architect, AIA  
President, Design Unlimited of Marshfield, Inc.
July 11, 2017

Chris Helwig, Project Architect
Design Unlimited
1029 W. McMillan Street
Marshfield, Wisconsin 54449

Re: Proposal for Civil Engineering Services
City of Marshfield - Wildwood Park & Zoo Cougar Exhibit

Dear Mr. Helwig:

The City of Marshfield’s Wildwood Park & Zoo continues to stand out as a regional destination that fosters a partnership between animal conservation, education and recreational opportunities. A Welcome Center and improved Cougar Exhibit demonstrate the City’s commitment to creating the best resident and visitor experience. Education is paramount to our society, which is evident in the City’s integration of a vision and mission at the forefront of the zoo improvements. A Welcome Center creates an accommodating congregation space to facilitate and educate the youth and public on the finite resources in the world and embrace water conservation, or “ONE WATER.” Enriching life through clean water and resource recovery, as well as protecting public health, are important sustainable practices to improve the world as the City embarks on a site design for the Welcome Center.

MSA Professional Services, Inc. (MSA) and our multi-disciplinary team want to develop the infrastructure for this outreach hub and cost-effectively achieve the City’s desired results. Our project team will provide an expedited, detailed and thoughtful design process, while maintaining the effective collaborative relationships we have forged with this project’s regulatory and local stakeholders. Our local presence will result in prompt and community-focused service.

MSA met with City staff to discuss this important project and determine the major goals of the site design. It is understood that creating an all-inclusive Welcome Center with retail and educational space, park restrooms and cougar exhibit accessible within the existing building site, is the leading goal for the project. With these objectives, numerous obstacles will need evaluated, including visitor experience at the main entrance and exhibit circulation, the existing building’s suitability to be remodeled and meet ADA accessibility, and stormwater management. Knowing the stakeholders’ desires and by putting all options on the table prior to beginning the project, will allow the teams to determine the feasibility of all aspects of the project.

We look forward to helping you make a strategic investment by creating a natural space that brings education of wildlife and family adventure closer together. MSA exists to positively impact the lives of others, and this project is an opportunity to deliver on our promise and display our continued commitment to serving the Wildwood Park & Zoo and its vision/mission.
Firm History
Firm President Dan Helwig graduated from the University of Wisconsin-Milwaukee School of Architecture in 1973 and he has called Marshfield his home since. After working in the Architectural studio of a local contracting firm for ten years, he founded his independent Architectural firm, Design Unlimited of Marshfield, in 1984.

In the following years, Design Unlimited transitioned from a base in custom residential design to a varied commercial background that includes: dental offices, financial institutions, municipal projects, medical facilities, retail centers, and office buildings. The firm has been honored by Dental Economics, a leading national publication, for ‘Office of the Year’ and also had PreventionGenetics’ Corporate Headquarters recognized as a ‘Top Project of 2013’ by the Daily Reporter.

Sustainable, efficient design has been a common trademark even during the firm’s earliest years. Today, that responsible design thinking continues with the firm’s use of geothermal HVAC systems, natural daylighting, cool roof technology, LED lighting, short growth timber and finish products containing low VOCs and high recycled material content.

During the construction boom of the early 2000s, Design Unlimited grew from three to nine full time personnel with varied backgrounds including Architecture, Interior Design, Specification Writing and Project Management. AutoCAD and 3D rendering software were also added to the firm’s resources. Today, Design Unlimited utilizes the latest software advances to assist clients in visualizing their projects.

Modern construction can be a challenging undertaking. The best design features on paper are worthless if they cannot be realized. Thoughtful approach and analysis are required during the design process to ensure that the vision conveyed to the client and contractor is accurate and attainable. We work through each aspect of a project from the ground up, from storm sewers to steel framing and from concrete to vinyl wall covering, ensuring that we understand and can convey the intent of our designs during construction.

We’ve always believed that community involvement is essential to building our firm’s relationships and reputation. Dan has served as both a Board Member, past President and Foundation President of the Marshfield Area Chamber of Commerce and Industry, been a long standing member of Rotary International, and also continues to serve as an Elder at Christ Lutheran Church. Design Unlimited has participated in numerous school to work programs for local students to gain an introduction to the design field through interviews, office field trips, and even supervised construction site visits.

Design Unlimited has completed more than 400 projects across Wisconsin, the Upper Peninsula of Michigan, Minnesota, Illinois and Colorado. Some of the firm’s notable projects are Wildwood Station, First Presbyterian Church, the Ronald McDonald House, the House of the Dove, Forward Financial Bank, Prairie Run Dental, two facilities for PreventionGenetics and its’ own Prairie Crossing. The varied styles of each of the firm’s projects demonstrate Design Unlimited of Marshfield’s diversity. From the Prairie Style to clean, contemporary lines, Dan has consistently delivered projects that convey his client’s vision.

In 2009, the firm received one of it’s most coveted honors, being named Marshfield’s ‘Small Business of the Year.’ The award came during the firm’s 25th anniversary and was truly a culmination of decades of rewarding involvement in Marshfield and the surrounding area.

Today Design Unlimited continues along it’s earliest paths, providing sensible, responsible and sustainable design to a diverse client base. Our talented staff provides professional service and values each of our projects as opportunities to engage in successful partnerships with Owners, contractors and local officials, and ultimately to enhance the experiences of the user.
Statement of Understanding
Statement of Understanding

The Board of Public Works for the City of Marshfield, Wisconsin is soliciting Architectural Design Services Proposals for the renovation of the existing Cougar Exhibit and supporting structure into a new Wildwood Zoo Welcome Center and expanded Cougar Exhibit.

City Staff provided a tour of existing facilities and additional project information on June 29, 2017. Representatives from Design Unlimited and MSA Associates, our consulting Civil Engineer, were present to gain a more thorough understanding of the project goals and expectations.

Based on the materials received to date, and the subsequent facility tour, we currently understand the RFP requirements to include:

Renovation of the existing 1,400 +/- square foot building. This portion of the project may also include a possible addition if necessary. Program requirements for the remodeled/expanded facility include:

- An animal handling area meeting or exceeding the current size (10’x20’+/-) - The handling area should include a minimum of (2) animal access doors to the exterior habitat, (2) independent feeding points, (2) handler service entrances, a sliding partition and an animal access door from the handling area to the staff area should caging for animal transport be required.
- An enlarged exterior large cat animal exhibit – The current exterior exhibit is approximately 600 square feet. City Staff would prefer the new animal exhibit encompasses between 3,500 and 4,000 sf. The new exhibit area is required to be fully enclosed (covered) and consideration should be given to additional species being incorporated in the future. City Staff has indicated they will assist with certain technical specifications they would like incorporated into the Construction Documents.
- New ADA compliant Men’s and Women’s rest rooms containing a minimum of (2) fixtures in each - Primary access to each rest room shall be from the exterior of the facility with secondary access from the interior as a lower priority.
- A Wildwood Zoo Welcome Center designed to serve as a multi-purpose space - The Welcome Center may ultimately serve a variety of user groups including the Zoo Store and Rotary Winter Wonderland. It is also expected to be used by Zoo Staff for educational presentations and may also have various conservation materials on display.
The selected firm will be expected to work with City/Zoo Staff to develop an initial schematic option, including renderings, which will then be used for additional fundraising efforts as necessary. Upon final budget direction from the City, comprehensive Construction and Bidding Documents are expected to be delivered in hard copy and electronic format per the requirements of the RFP. Architectural Services requested in the RFP include Schematic Design, Design Development, Construction Documents and Bidding and Construction Services.

The project schedule assumes hiring of the Design Consultant in September 2017 and construction starting in March of 2019, with a construction completion date to be determined. It was inferred at the elective building tour that the Zookeeper would prefer to keep the existing exterior animal exhibit and handling area in place during construction activities. Our team’s intention is to examine that request during the initial schematic design phase and inform Zoo staff of any potential conflicts as early as possible.

We have also been asked to also provide a list of expected use of City Staff, equipment, materials or additional data that will be required. We expect to have detailed discussions with the City’s Park and Recreation Department and Wildwood Zoo leadership throughout the design process. Discussion with Zoo leadership will include expectations on technical requirements of the animal containment and exhibit areas. Our team will rely on the technical expertise of a consulting firm with extensive experience in these areas. This is further explained in subsequent portions of our proposal. We also will request any infrastructure information that the City has including any existing building and utility information.

Outside of normal project discussions and meetings, we do not feel any additional requests other than those stated above are necessary.
Responsible Personnel
Principal

Daniel J. Helwig, AIA
President, Architect

Experience
Dan founded Design Unlimited of Marshfield, Inc. in 1984. In the following two plus decades, his firm has been responsible for over 300 projects including dental offices, public works facilities, churches, retail spaces, financial institutions, community buildings, and commercial offices. He also has provided master planning services for three residential subdivisions and one mixed use development in the Marshfield area. Under his direction, Design Unlimited continues striving to provide functional, sustainable and value driven design to new and repeat clients alike.

Dan’s industry experience has included firm management, Design and Project Architect roles, Feasibility studies, cost estimates, site analysis and zoning considerations, variance petitions, code analysis, material selections, and bidding/construction administration. He serves as the primary contact between the Owner and the design team, and when requested, will be responsible for presenting project updates to the Owner and their representatives.

He lives in Marshfield with his wife Sharon.

Select Project Experience:
- House of the Dove, Marshfield, WI
- Prevention Genetics, Marshfield, WI
- Center for Oral and Maxillofacial Surgery, Madison, WI
- Columbus Family Dental, Columbus, WI
- Abby Bank, Weston, WI
- Baltus Bread and Butter Shop, Marshfield, WI
- Time Federal Savings Bank, Medford, Marshfield and Wausau, WI
- Village Family Dental, Prairie Du Sac and Spring Green, WI
- First Presbyterian Church, Marshfield, WI
- First Universalist Unitarian Church, Wausau, WI
- Lincoln Community Bank, Merrill, WI
- United FCS, Marshfield and Medford, WI
- Wildwood Station, Marshfield, WI
- Opportunity Development Center, Marshfield & Wisconsin Rapids, WI
- Jack Hackman Field, Marshfield, WI
- River Cities Bank, Wisconsin Rapids, WI
- Portage County Bank, Plover, WI
- Dental Clinic of Marshfield, Marshfield, WI
- Heritage Bank, Marshfield, WI
- Prairie Crossing, Marshfield, WI
- Price Credit Union, Prentice, WI
- Prairie Run Dental, Marshfield, WI
- Toboggan Run Dental, Rice Lake, WI
- Northern Lights Medical Clinic, Marinette, MI
- Church of Jesus Christ of Latter Day Saints, (23) locations
- Ministry Healthcare St Joseph’s Hospital Heliport, Marshfield, WI
- Dr. Chris Stevens Dental Office, Sun Prairie, WI

Education
Bachelor of Science, Architecture
University of Wisconsin, Milwaukee

Professional Affiliation
- Architect, WI - A-4447
- Architect, MI - 1301040391
- Architect, MN - 41599
- American Institute of Architects
- Wisconsin Society of Architects
- National Council of Architectural Registration Boards - Certification

Service Organizations
- Marshfield Area Chamber of Commerce and Industry
  2009 Small Business of the Year
  Foundation Member
  2004 President
  Past Board Member
- Marshfield Rotary Club
  Member
- Marshfield Elks Lodge # 665
  Member
- Sustainable Marshfield Committee
  Member
Richard C. Pierce, PE, SE
Principal, Structural Engineer, Pierce Engineers

Experience
With 33 years of experience, Mr. Pierce offers a broad range of expertise. Mr. Pierce is responsible for directing and providing the structural engineering services offered by the staff of PIERCE ENGINEERS, INC. (PE). Founded in 1991 and incorporated in 1995, he has fostered the growth of PE, creating an reputable engineering firm with technical expertise, diverse experience, and a good rapport among architectural and construction clients.

He has a strong background in designs with post-tensioned, conventionally reinforced and precast concrete systems, structural steel framed systems, building renovation, pier, piling and spread footing foundation systems for numerous building types.

He is actively involved schematic design, assisting to review structural systems for cost, performance, project schedule, and construction. He offers creative solutions to structural design and enjoys engineering challenges. Throughout the remainder of design and construction, Mr. Pierce maintains a supervisory role.

Mr. Pierce is also active in the local engineering community, serving on advisory committees for local universities, mentoring senior design students, and providing charity work locally and in developing countries.

Education
M.S.C.E. Structures, University of IL at Urbana; Champaign, IL
B.S. in Civil Engineering Honors, University of IL at Urbana; Champaign, IL

Registrations
Licensed Professional Engineer in the state of AL, AR, AZ, CA, CO, FL, GA, HI, IA, IL(SE), IN, KY, MA, MD, MI, MN, NC, NJ(SE), OH, PA, TN, TX, VA, WA and WI
Jeff Urlaub, PE
President/CEO MEP Associates

Experience
Jeff has led MEP Associates to the forefront of technology, recognizing innovative, environmentally responsible designs as cost-effective and long-term solutions. He is a registered professional mechanical engineer in 20 States and has over eighteen years of experience in HVAC design, project management, design of engineered systems and mechanical service. Through various professional organizations, Jeff is active in continuing to explore new technologies that enhance our Client’s ability to achieve their goals.

Jeff founded MEP with the intent to provide owners, facility managers, and administrators with energy conscious design concepts that provide essential energy conservation with proven cost savings. Over the past decade, Jeff’s extensive expertise and experience has made MEP a highly respected leader in the mechanical design field.

MEP Associates has worked with over 30 Wisconsin school districts including Marshfield, Spencer and Stratford.
Tim Coach, CET
Senior Project Manager, Plumbing & Fire Protection /MEP Associates

Experience
Tim has gained extensive knowledge in the design of process and fluid flow systems, design of plumbing systems, and the design of heat and energy transfer systems within his thirteen years of industry experience. Tim is responsible for the design and specifications of plumbing systems, fire protection systems, and medical gas systems. He performs calculations, sizes the equipment and prepares the plumbing design and construction documents. He also provides storm water, sewer, natural gas, fire suppression water, domestic water, irrigation water and other special water and waste systems project design.

Paul Culver, DES
Senior Electrical Engineer /MEP Associates

Experience
Paul is a Senior Project Engineer in the Madison office with 15 years experience in the consulting engineering and electrical construction industry. Paul is a licensed Designer of Engineering Systems and a master electrician in the state of Wisconsin. He has experience working on both public and private sector projects, in the following market segments; Healthcare, Industrial, Higher Education, K-12, Community and Arts, and Sport Venues. With Paul’s experience he adds value to all stages of the project, from programming through construction.

Education
Bachelor of Science; Electrical Engineering technology, Milwaukee School of Engineering

General Education: University of Wisconsin – Waukesha

Associates Degree, Electronics, Waukesha County Technical College

Professional Affiliations
Designer of Engineering Systems – Electrical, Wisconsin

Tim Coach, CET
Senior Project Manager, Plumbing & Fire Protection /MEP Associates

Experience
Tim has gained extensive knowledge in the design of process and fluid flow systems, design of plumbing systems, and the design of heat and energy transfer systems within his thirteen years of industry experience. Tim is responsible for the design and specifications of plumbing systems, fire protection systems, and medical gas systems. He performs calculations, sizes the equipment and prepares the plumbing design and construction documents. He also provides storm water, sewer, natural gas, fire suppression water, domestic water, irrigation water and other special water and waste systems project design.

Education
Associate of Applied Science, Civil Structural Technology, Chippewa Valley Technical College, Eau Claire, WI

Political Science Coursework, University of Wisconsin - Eau Claire, Eau Claire, WI

Professional Affiliations
American Society of Plumbing Engineers (ASPE)

National Fire Protection Association (NFPA)
Kurt Zimmerman, AIA, LEED-AP

Vice President | Designer
Zimmerman Architectural Studios

Experience: Architect – Since 1991

Education: Bachelor of Architecture, University of Notre Dame, 1986

Registration: Wisconsin Architect 1991

Mr. Zimmerman features a unique combination of public attraction, education (including several Milwaukee County Zoo exhibits) and municipal facility design experience. This background gives him a strong understanding of municipal government procedures, standards and budget parameters. He strives to produce designs that inspire, educate and feature flexible / high performance environments. He works closely with the engineering consultants and coordinates the information with the client as the project develops.

Mr. Zimmerman is also a nationally recognized leader in the field of sustainable design. His personal experience includes working with the U.S. Green Building Council’s initial pilot project that established the LEED certification system for buildings. He has also been actively involved with Johnson Controls (one of the world’s first LEED certified buildings).

Project Experience:
- Milwaukee County Zoo Feline Building Addition and Renovation
- Milwaukee County Zoo Macaque Island - Macaque Holding Facility
- Potawatomi Casino Expansion
- Discovery World Conceptual / Fundraising Design
- Sojourner Family Justice Center, Milwaukee, WI
- Waukesha County Health and Human Services Center
- Waukesha County Parks and Recreation Offices & Workshop
- Third District Police Station and Citywide 911 Center – Milwaukee, WI
- Heartlove Place
- Milwaukee Airport Amtrak Rail Station – Milwaukee Wisconsin
- Milwaukee Jewish Home Renovation and Hospice Addition
- Menomonee Valley 2.0 Master Plan Update
- Housing Authority of the City of Milwaukee Convent Hill Housing Development
- Johnson Controls Brenigel Technology Center - Milwaukee, WI (LEED NC Silver & LEED EB Gold)
- Sealed Air Corporate Headquarters - Racine, WI (LEED EB – Gold)
- Middleton Police and Municipal Court – Middleton, Wisconsin
- Sheboygan Police and Municipal Court – Sheboygan, Wisconsin
- Saukville Police and Municipal Court – Saukville, Wisconsin
- Platteville Police and Municipal Court – Platteville, Wisconsin
- Fox Point Police and Municipal Court – Fox Point Wisconsin
- Oak Creek Police and Municipal Court – Oak Creek, WI
- South Bend Police and Municipal Court – South Bend, IN
Mr. Trader works with municipal governments to design and construct infrastructure. He has designed and provided construction services for municipal streets, sewer and water main extensions and replacements, lift stations, industrial parks, stormwater systems and park improvements; and prepared stormwater management, drainage and erosion control reports. His expertise includes planning, estimating, scheduling and coordination with funding programs, as well as fulfilling state, federal and local government regulations and permit requirements.

**EDUCATION**
B.S., Environmental Engineering
University of Wisconsin-Platteville

**AFFILIATIONS**
Professional Engineer, WI

**SELECTED PROJECT EXPERIENCE**

**Wildwood Park & Zoo Kodiak Bear Exhibit**, Marshfield, WI  
*Worked with the City of Marshfield Park and Recreation Department to provide civil/site engineering services for a new grizzly bear exhibit.*

**Wildwood Park & Zoo Maintenance Building Site Plan**, Marshfield, WI  
*Worked with the City of Marshfield Park and Recreation Department to provide civil/site engineering services for a new maintenance building at Wildwood Zoo.*

**Wildwood Park & Zoo Parking Lot Reconstruction**, Marshfield, WI  
*Worked with the City of Marshfield Park and Recreation Department and planned and designed parking lot improvements. Assisted the City’s public works department as they constructed the project.*

**Prairie Run Subdivision**, Marshfield, WI  
*Roadway design, site grading and stormwater design/modeling for 100-acre subdivision.*

**Veterans Parkway Condominiums**, Marshfield, WI  
*Roadway design, site grading and stormwater design/modeling for private subdivision.*

**Griese Park North Soccer Field Development**, Marshfield, WI  
*New parking lot, soccer field and stormwater drainage design.*

Mr. Borchardt’s professional experience as a project engineer, design engineer and field engineer on several transportation, utility and construction projects has amplified his practical knowledge and leadership qualities, which are necessary to help a project reach successful completion. His responsibilities include managing, design and project development. Mr. Borchardt’s education, skill level and experience in municipal engineering are a valuable contribution to your project team. He has worked with several communities to integrate the Envision rating system into project designs.

**EDUCATION**
B.S., Civil Engineering
University of Wisconsin-Platteville

**AFFILIATIONS**
Professional Engineer, WI  
Envision Sustainability Professional

**SELECTED PROJECT EXPERIENCE**

**CARBO Ceramics – Quarry Roadway Design**, Marshfield, WI  
*Roadway design for loaded semi and dump trucks that haul sand from the quarries to CARBO Ceramics for processing. The facility was designed for 75 trucks daily. Roadway was designed for clay and silt subgrade soils.*

**Prairie Run Subdivision Roadway Design**, Marshfield, WI  
*Managed project, which included roadway, cul-de-sac and utility design. Roadway was designed for clay and silt subgrade soils.*

**Northern Management Columns Apartments**, Marshfield, WI  
*Stormwater management design, construction management and coordination with the owner and City of Marshfield.*

**Riverfront Greenspace Enhancements**, Wisconsin Rapids, WI  
*Project engineer for the design of three riverfront parks and connecting trail. Improvements included retaining wall design, kayak & canoe launch, rest room facilities, shade structure, ADA improvements, fishing jetties, sculptural decks, cantilever balcony over the river, amphitheater seating, decorative railings and pedestrian lighting. MSA prepared and submitted the stewardship grant application that helped the City obtain $1,220,000 through a competitive grant process.*
Related Projects
Wildwood Station
Marshfield, WI

Project Information
Wildwood Park, Marshfield
5,018 s.f. New Construction (250 Capacity)

Project Features
- 2,533 s.f. Covered patio for rain/shine use
- (2) Covered Grilling Areas
- Abundant natural daylighting
- Easily Divided for two events with Soundproof partition
- Storage area for tables & chairs
- Screened refuse areas
- Close Proximity to additional resources

Project Contact:
Ed Englehart (715) 305-5881
Restroom Project at Wildwood Park & Zoo
Jack Hackman Field
Marshfield, WI

Project Information
Jack Hackman Field, Marshfield

Project Features
- Press Box
- Concession Stand
- ADA Restrooms
- Covered Bleachers

Project Contact:
Ed Englehart (715) 305-5881
ANIMAL HOLDING, PAVILION & PARK STRUCTURE DESIGN EXPERIENCE

Milwaukee County Zoo | Feline House Renovation
Milwaukee, Wisconsin

Zimmerman has provided a variety of planning and design services to the Milwaukee County Zoo over the past 20 years. Early assignments include master planning for the Children’s petting zoo exhibit, master planning and design of the Old Style Terrace. More recently, the firm has been responsible for delivery of master planning and design services for the Macaque Island viewing platform and Feline House renovation.

The Feline House renovation was among Zimmerman’s most complex assignments. We led an extensive team of leading zoo and public attraction experts. Budget and schedule considerations led the team to provide a full renovation scheme for the existing feline facility. Working within the confines of the existing footprint, the team provided interior environments that provide more intimate viewing potential for zoo patrons, and more realistic environments for the animals. The renovated facility houses lions, tigers, cheetahs, hyenas and snow leopards. The exterior habitats were rejuvenated as part of the project as well. Construction was sequenced to occur during the fall, winter and early spring months, as the majority of the Zoo’s patrons visit during the summer season.
Milwaukee County Zoo
Macaque Holding Facility and Viewing Platform
Wauwatosa, Wisconsin
Zimmerman was selected to generate a design for a new Macaque holding facility and improvements to the “Monkey Island” viewing platform at the Milwaukee County Zoo. The project is designed to allow visitors to view Macaques both in an outdoor and indoor environment. The existing design, produced in the 1950’s, limited visitors to outdoor viewing of Macaques almost exclusively as the indoor holding area was below grade.
Milwaukee County Zoo | Flamingo Holding and Exhibit

Milwaukee, Wisconsin

Zimmerman Architectural Studios was engaged to provide design services for the fast track delivery of a new holding facility and exhibit for the Zoo’s Flamingo and Black Swan population.

The exhibit features a lush yard and pond, along with walking paths and benches for easy viewing of these striking birds.

The flamingo building (not open to the public) serves as a wintering home for the flock, as well as a comfortable place to reside when they need warmer temperatures. Although they’re tropical birds, flamingos are remarkably tolerant and can even walk in the snow. However, they will have access to a warm environment if needed, as the building’s temperature will be controlled in winter, with special fans placed above the doors.

Inside the building, the birds can enjoy fresh air circulated by air vents and filters, indoor wading pools and resilient flooring that is easy on their feet. A spacious kitchen area for preparing the flamingos’ food and extra space for housing other birds, such as penguins, will make it easier for the zookeepers to care for the collection.
Zimmerman has delivered more than 15 Zoo, Park and Welcome Center projects. Our experience is
founded on studied and built work that incorporates the components you have identified. The diversity
and breadth of our organization allows you access to state of the art problem solvers and creative
application of systems, program, and built strategies early when the budget is set and with the
confidence that the strategy implemented will be buildable. Our skill set includes: program generation,
building planning and design; cost modeling and budget management and full engineering and
architectural services from concept through construction and equipment install.

The following is a partial list of space needs assessments completed:

- Milwaukee County Zoo – Florence Mila Borchert Big Cat Country
- Milwaukee County Zoo Macaque Holding Facility (pavilion design)
- Milwaukee County Zoo Flamingo Holding Structure
- Milwaukee County Zoo Old Style Terrace (pavilion design)
- Milwaukee County Zoo Heritage Farm Children’s Zoo Master Plan
- West Bend Athletic Complex (pavilion design and athletic field lighting)
- Pewaukee Lake Pavilion (pavilion design)
- Boys and Girls Club Camp Whitcomb Mason (pavilion design)
- Zacharias Acres (pavilion design)
- We Energies State Fair Park Energy Park (pavilion and outdoor lighting design)
- Lac Lawrann Conservancy Visitors Education Center (pavilion design)
- Road America Gear Box Concessions Area (pavilion design)
- Summerfest Grounds Improvements – North Gate Entry
- Summerfest Grounds Improvements – North Stage Design
- Summerfest Grounds Improvements – Miller Lite Oasis
- Summerfest Grounds Improvements – Harley-Davidson Road House Stage
- Wauwatosa Hart Park Improvements (pavilion design)
- Racine Festival Hall and Colonnade (pavilion design & outdoor [ice rink] venue lighting)
- Milwaukee Urban Treehouse (pavilion design)
- Washington County Fairgrounds Silver Lining Performance State
WILDWOOD PARK & ZOO PROJECT SUMMARY
Recent projects completed for the City of Marshfield Park and Recreation Department

**Kodiak Bear Exhibit**
MSA provided civil/site engineering services to create a new Kodiak Bear Exhibit. Now the home of two Kodiak bears, Boda and Munsey, the project involved the expansion of an existing 1,200-square-foot primary outdoor exhibit with additional 4,600 square feet of space. In addition, a new “Bear Woods” site was created to provide additional outdoor and enrichment space for the bears, which is connected to the primary exhibit by an enclosed bridge. MSA completed a topographic survey and gathered field data necessary for design. In addition, our team provided a site plan, erosion control plan and grading plan. An NOI stormwater permit application was also required for this site.

**New Maintenance Building**
As the Wildwood Zoo continues to grow and expand, the Department was in need of a maintenance building to streamline a number of zoo operations. Once complete, the new building will house vehicles, equipment, materials, a kitchen, offices, a workshop, master gardener space and animal containment area. MSA completed a topographic survey, gathered field data necessary for establishing property lines and completing the design, and provided both certified survey mapping and construction staking tasks.

**Parking Lot Reconstruction**
The Department wanted to reconstruct the existing parking lot to 60’ x 240’ in size. The new layout accommodates two 20-foot parking lanes on each side of a 20-foot driving lane. MSA provided planning and design services for these improvements. The key to this project was fulfilling the Department’s desire to explore the cost-conscious option to mill and overlay the existing parking area, as opposed to a complete reconstruction.

ADDITIONAL ZOO EXPERIENCE
Recent Wisconsin zoo projects

**Zoo Master Plan, Wisconsin Rapids, WI**
MSA is in the process of plan design for zoo entrance, circulation, exhibit improvements and expansion opportunities.

**Arctic Passage Exhibit, Henry Vilas Zoo, Madison, WI**
MSA conducted an existing site survey and prepared a drainage and utility plan for the Zoo’s new Arctic Passage Exhibit and other smaller projects, including additions to the Children’s Zoo.
RELEVANT EXPERIENCE

MARSHFIELD PROJECT SUMMARY
Recent projects completed in the City of Marshfield, WI

Prairie Run Subdivision
MSA designed roadway, utilities, stormwater improvements and grading for the 100-acre subdivision.

Veterans Parkway Condominiums
Design of roadways and utilities, stormwater management and grading for the private subdivision.

UW-Marshfield Villas Site Design/Stormwater Plans
MSA completed the civil/site design grading erosion control, stormwater management plan, and parking lot and lighting design for the new four-story dormitory at the University of Wisconsin-Marshfield Wood Coventry.

Carbo Ceramics Site Design/Stormwater
Designed several site improvements to be implemented in phases for new frac sand facility. Several stormwater BMP’s and permits were required.

City of Marshfield Stormwater Master Plan
Creation of a WINSLAMM model of the City of Marshfield, including private BMPs to determine the pollutant load being discharged by the City.

Marshfield Homes Stormwater Pollution Prevention Plan
Drafted an SWPPP for Marshfield homes site, including recommendation of improvements to control runoff and sediments.

Marshfield Utilities Parking Lot and Stormwater
MSA designed a new parking lot with post-construction stormwater BMP and completed permits, with site grading design.

2010/2014 Street and Utility Projects
Street projects, which involved grading new ditches to contain surface water runoff.

Central Avenue Reconstruction
Reconstruction of Central Avenue (Main Street), including storm sewer sizing and required permitting.

WATER CONSERVATION EXPERIENCE
Site planning and landscape design

Madison Metropolitan Sewerage District (MMSD) Shop One Site Improvements
MMSD conducts free tours of its Nine Springs Treatment Plant to educate the public on the wastewater treatment process and water conservancy. Shop One serves as an outreach hub and meeting space, which provides an accessible learning environment. MSA evaluated parking, bus accessibility, multi-modal transportation, sustainable landscape planning and stormwater management.
FUNDRAISING SERVICES
Helping navigate the best options between the public and private realms

Public Funding
MSA's dedicated staff of in-house funding experts take off some of the burden by finding funding opportunities, coordinating applications and fulfilling the requirements of funding agencies. Our expertise includes:
- Tax incremental financing (TIF)
- Grant writing
- Grant administration
- Project financing
- Municipal advisor services

Private Funding
Private fundraising solutions can provide the missing piece of the puzzle. MSA provides nonprofit development and fundraising services, including:
- Campaign planning
- Fundraising feasibility studies
- Donor recognition planning
- Fundraiser training
- Prospect identification
- Prospectsolicitation
- Case statement development
- Presentation materials development
- Planned giving solutions
- Sponsorship program development
- Event development
- Incorporation of technology-based tools
- Reporting

Project Spotlight: Friends of the Baraboo River
After working with four municipalities to create the Baraboo River Corridor Plan, MSA helped create a nonprofit support group, Friends of the Baraboo River, to assist with fundraising and overall support to implement the Plan.

To date, the group has secured nearly $900,000 of the $1.5 million needed for short-term projects identified in the Plan.

EXPERIENTIAL DESIGN
Leveraging the StriveON mobile application

MSA is an exclusive partner of StriveON, a location-based mobile app that leverages the power of geofences to create engaging experiences in communities within a defined geospatial area. For agencies, StriveON is a way to tell the story of your community, create a sense of place and pass along educational content—all while tracking usage for parks, trails and other facilities. For users, StriveON is a way to interact with natural resources and receive real-time notifications about community events. As an optional service, MSA will help create content specific to Wildwood Zoo and help guide implementation and rollout.
Additional References
March 27, 2015

Re: Design Unlimited

Please accept this letter of recommendation for Design Unlimited, Marshfield, Wisconsin. I served as the Parks and Recreation Director for the City of Marshfield from March 13, 1995 until my recent retirement on March 13, 2015. Prior to that time, I spent 20 years working in municipal Parks and Recreation Departments in Iowa.

I became acquainted with Dan Helwig and his Design Unlimited team shortly after coming to Marshfield in 1995 as the City was trying to find a solution to the aging Wildwood Park pavilion. Dan stepped forward to join in the discussions and share ideas with the many city leaders that came together to make a recommendation to the Common Council on this high profile community facility. Dan and Design Unlimited played an integral part in the very successful Wildwood Station Building that was constructed in Wildwood Park to replace the old pavilion. This unique public/private endeavor utilized private donations, local in-kind services, and public funding. It was the efforts and creativity of Design Unlimited that established the concept and helped guide the project to a very successful outcome. I was involved at the planning stage and then operated the building for over 15 years, making me truly appreciate the work performed by Design Unlimited. The design functioned as we hoped. The products and materials presented a quality appearance and proved to be long lasting in a heavily used public facility.

In addition to the Wildwood Station, I was also able to work with Design Unlimited for the design and construction of a park restroom building at Wildwood Park and a combination park shelter/restroom building at Weber Park. These two projects reaffirmed the talent and skills of the Design Unlimited staff in designing and managing the construction process through to a successful outcome. Both facilities functioned as designed with no need for modifications and little preventive maintenance.

One additional important local project that Design Unlimited played a key role in was the Jack Hackman Baseball Field press box, concession, restroom building, and spectator seating areas for the field. Again working with local fund raisers and area contractors, Design Unlimited created the design and construction documents and guided the construction process to completion.

Finally, I would like to add that the entire staff from Design Unlimited were always great to work with whether we had an active project or not. They were always there as a resource, willing to help address any problem or question that I might have. I highly recommend Design Unlimited for your architectural needs.

I would be happy to discuss my experiences with anyone.

Ed Englehart, CPRP
April 1, 2015

To Whom it May Concern:

Ministry Saint Joseph’s Hospital is a licensed 504-bed tertiary care hospital located in Marshfield Wisconsin. We provide all major medical and surgical specialties, and our services include adult and pediatric trauma, a Children’s Hospital, and a comprehensive stroke center, among others. Our primary service area is the surrounding five counties however as a rural referral center, nearly 40% of our patients come from outside of this five county region.

In 2008, Ministry Saint Joseph’s Hospital recognized the need to build a new hospice care/palliative care facility to replace our aging House of the Dove Hospice House which was a converted convent and when opened in 1989 as a hospice house was the first of its kind in Wisconsin, and second in the nation. Our goal was to continue that tradition through a $4.5 million campaign to replace the house. Dan Helwig, AIA and Design Unlimited of Marshfield, Inc. was not only a generous donor, but was the full service Architect on the project. Our experience working with Design Unlimited of Marshfield was nothing but phenomenal. Dan is a respected and active member of our community, and he shared in our vision for the House of the Dove engaging hospital and foundation board members, caregivers, patients, and prospective donors in the design, development, and construction process.

In addition to this direct work with Dan, Ministry Saint Joseph’s Hospital has had the pleasure of utilizing Wildwood Station in Marshfield many times, as a venue for fundraisers and recognition events. Wildwood Station is able to accommodate over 250 people, and its location nestled within the park setting, is effective for many types of special events. This venue is a feather in the cap of our community and in the architectural portfolio of Design Unlimited.

It is without reservation that I recommend Dan Helwig, AIA and Design Unlimited for the project to build a new multi-use shelter at Powers Bluff. Do not hesitate to contact me if you desire additional information.

Sincerely,

Brian Kief, Regional Vice President, Ministry Health Care, and President, Ministry Saint Joseph’s Hospital
June 9, 2016

To Whom it May Concern:

We are a Nationwide Heavy Truck Dealer and Manufacturing Operation with 5 locations throughout the United States. Our organization has used Design Unlimited over the years on multiple projects and have additional projects in our plans that we will continue to use this firm for. They have an excellent reputation throughout the area. Not only do they do exemplary work for their customers, but they are very involved in the community, giving back of their time and talents. This speaks volumes about an organization.

I would be happy to answer any questions you might have.

Regards,

Terry Frankland, President
V & H, Inc.
1505 S Central Ave
Marshfield WI 54449

Office: (715) 486-8800 or 1-800-826-2308
Cell: (715) 897-0330
Fax: (715) 389-9815
May 3, 2007

AbbyBank had a significant challenge when expanding into the Weston community. As a banker, I understood what our customers and community needed from a bank facility but was uncertain how to get there. What design and construction process should I use to create a high quality facility within my cost and time constraints?

Design Unlimited solved my dilemma. Working with the AbbyBank team, Design Unlimited listened to our ideas and provided feedback. They designed the building, coordinated the bidding, and supervised the construction process. In other words, they took AbbyBank from the idea stage to the final punch list with no surprises.

The result is a very attractive, efficient, cost effective building which my customers, community, and shareholders are proud of.

Sincerely,

Patrick McCrackin
President
Other Past Local/Relevant Project Experience

St. Vincent De Paul Exterior Remodeling and ADA Lift
Marshfield, WI

Schalow’s Garden Center
Marshfield, WI

Baltus Bread and Butter Shop
Marshfield, WI, Wisconsin Rapids, WI

PreventionGenetics
Marshfield, WI
(2) new facilities, multiple remodeling projects

House of the Dove
Marshfield, WI

Marshfield Middle School
Secure Entrance Addition/Building Remodeling

Marshfield Senior High School
Secure Entrance Addition/Remodeling, Main Office Remodeling

Heritage Bank
Marshfield, WI, Spencer, WI
Multiple projects

Time Federal Savings Bank
Wausau, WI, Marshfield, WI, Medford, WI, Eau Claire WI, Phillips, WI
Multiple projects

City of Marshfield
Jack Hackman Field, Wildwood Station, Wildwood RRs, P&R Office Buildout,
Common Council Chambers, Municipal Court Chambers

St. Joseph’s Hospital Helipad

Marshfield Area YMCA
Fitness Center Addition, Family Locker Room Remodeling

Badger Housing Associates
(10)+ State of Wisconsin Office Buildings for DNR, DOC and DMV Occupancy
Scope of Services
Scope of Services

A brief description of our technical approach for each Phase of work follows. Per your request, we have also listed some Key Milestone Dates. Our construction start date is later than your RFP indicates. We certainly can accelerate our design services as the Owner’s review and approval processes allow.

A. Schematic Design Phase

During the initial Schematic Design Phase our team will collaborate and cooperate with stakeholders to refine project goals, confirm space needs and discuss technical details that may affect even the initial schematic design(s). Early on we will also review all available conceptual information and provide realistic recommendations on project scope related to the anticipated budget.

Preliminary plans will begin to be produced for stakeholder review and our experts will facilitate discussions about the alternates the Owner has identified. Items including visitor circulation, sightline considerations and public accessibility will be analyzed. We will provide the resources necessary for each meeting along with a list of recommended discussion points.

Near the conclusion of the Schematic Design Phase we will be prepared to deliver copies of a Staff approved Floor Plan to the Board of Public Works and Common Council for review, comment and endorsement. It is also expected that the preliminary budget will be discussed upon presentation of these options. After this initial feedback we will make requested revisions and prepare to transition into the next phase of the design process.

We would also anticipate that near the end of the Schematic Design Phase, approved conceptual materials will be utilized to further Fundraise.

Key Milestone Dates:

September 2017: Enter into A/E Design Agreement with Owner

October 2017: Initial Meeting with Department Head/Key Zoo Staff
Develop Conceptual Floor/Site Plan options

November 2017: Refine initial Conceptual Floor/Site Plan options
Obtain Staff Approval for Presentation to Board/Council

December 2017: Present Recommended Floor/Site Plan to Board/Council
B. Design Development Phase

Upon successfully completing Schematic Design we transition into a more detail oriented Phase known as Design Development. We will begin this Phase by further refining the approved conceptual floor plan based on recent Board and Council feedback.

We continue meetings with the Owner’s representatives. Further discussion occurs on technical details relating to animal containment and exhibit areas. Key personnel with individual specialties including Plumbing, Power and Lighting Systems and HVAC Design are brought to the forefront to lead discussions on desired remodeling items and their practicality.

We develop and refine sections, interior elevations and site drawings to further show relationships between the project site and surrounding areas. Our team participates in design discussions to coordinate our efforts and ensure that time sensitive items are completed on schedule.

Near completion of Design Development, any requested renderings and colored plans are presented. Copies of Design Development Drawings will be provided as requested. If necessary, these updated documents may again be presented to the Board of Public Works and Common Council for approval and authorization to move forward.

Additional Fundraising efforts continue as necessary

Key Milestone Dates:

January 2018: Revise and Refine Floor/Site Plan per Board/Council direction
February 2018: Begin Design Development discussions with Staff
April 2018: Complete Design Development Documents Obtain Staff Approval for Presentation to Board/Council Present revised documents to Board/Council (if necessary)
May 2018: Fundraising begins (if necessary)
C. Construction and Bidding Document Phase

Once final approval is obtained from the Owner, we will begin our Construction and Bidding Document Phase. During this portion of the project, comprehensive drawings for Architectural, Interior, Structural and Mechanical Design are produced. Final coordination between all disciplines occurs to ensure adequate cross referencing is noted and accurate.

Building sections continue to be produced to aid in Interior, Structural and Mechanical Design. Room finish schedules, door schedules and details and ceiling plans are developed and reviewed. Containment and Exhibit Area plans and details are finalized and reviewed with the Key Zoo Staff. Final Life Safety and Code Compliance reviews occur and any necessary information is produced for State or Local Approval. A list of potential Alternate Bids may also be developed at this time.

We prepare a detailed set of specifications we call the Project Manual. In addition to all current relevant CSI sections, we also include Information for Bidders, Project Contact Information and an Advertisement for Bids.

During the bidding process, we act as the main contact for all questions and requests for information. We will conduct a Prebid Meeting and Walkthrough for all interested bidders. We issue and necessary Addenda prior to the bid date to ensure all planholders have adequate time to incorporate answers and revisions into their bids. At this time, we also submit your project for State and Local approvals to ensure that once bids are received and approved, we are ready to begin construction.

Once bids are received, we will provide a detailed bid tally sheet for use by the Owner to easily compare bids. We then assist with qualifying any bidders that are under consideration and ultimately provide a General Contractor recommendation to the Owner. This process also includes a review of any listed subcontractors to help ensure they are qualified and capable of performing their scope of work.

Key Milestone Dates:

October 2018: Revise and Refine DD documents per Board/Council direction
Transition to Construction Documents and Bid Phase

December 2018: Complete Construction Documents and Bid Phase
Project Bids

January 2019: Present Bids to Board/Council

March 2019: Start Construction
D. Construction Administration Services

After receiving Approval from City Staff, the Board of Public Works and the Common Council, we will prepare an American Institute of Architects Standard Form of Agreement between Owner and General Contractor, or assist with preparation of an alternate contractual agreement.

Prior to actual construction beginning, we require the General Contractor to administer a mandatory Preconstruction Meeting with ALL subcontractors and relevant suppliers to ensure there is a thorough understanding of project procedures and applicable workplace rules. We attend this meeting to assist and provide clarification as necessary.

A detailed list of submittal requirements is provided in our Project Manual. We review each submittal for conformance, consult the Owner when necessary and approve all required submittals. This submittal process will begin immediately after contract execution for long lead time and critical path items.

Upon commencement of construction activities, we attend bi weekly jobsite progress meetings to discuss schedule, review progress and answer questions and concerns. These meetings typically shift from bi weekly to weekly during certain periods of intense or critical activity. We invite our Owners to attend these meetings as they wish.

We feel it is important to note again that our office is located just a few minutes from the project. It is not uncommon for us to visit job sites in Marshfield 1-2 times a week to answer questions, monitor progress and inspect workmanship. We feel this is a tremendous asset to a local Owner.

After Mechanical, Plumbing and Electrical rough in work is completed, a Rough In Inspection is held and a Rough In Punchlist is completed and distributed. This is followed up by Substantial Completion Walkthroughs and Punchlists near project completion. Once applicable work is completed, Punchlists are initialed, dated and returned to us for review.

At project completion, a Final Walkthrough/Inspection is administered. Typically at this time a Compliance Statement can be issued to the State and Local AHJ allowing for issuance of an Occupancy Permit.

Our CA Services do not end upon turn over to the Owner. All of our projects have a full one year warranty on any workmanship performed (longer warranties exist for equipment and various materials). We will conduct a Warranty Inspection approximately 10 months after Substantial Completion and issue a Warranty Checklist to the GC for remediation before the warranty period expires.
Exhibit A

City of Marshfield Board of Public Works
Attention: Justin Cas person – Director of Parks & Recreation
Marshfield, WI 54449

July 12, 2017

To whom it may concern,

Enclosed you will find our team’s Architectural Service Fee Schedule for your Wildwood Zoo Welcome Center and Cougar Exhibit.

We have spent an extensive amount of time reviewing your RFP and certainly feel we have the entire requested scope of services included. We have utilized an anticipated project budget of $400,000 to determine our efforts and expenditures. We feel it is important to note that if the project scope and budget increase, we would expect that a reasonable discussion of a fair fee increase may be held.

Per the RFP and additional clarifications provided to us, we have excluded the following. We are fully prepared to provide each item listed upon further request.

- Reproduction of Construction and Bidding Documents (above and beyond those stated in Fee Schedule)

All other reimbursable costs not specifically listed on our Fee Schedule are assumed to be included in our base fee.

We have also included an hourly rate schedule for key project team members. This schedule will only be used should the project Scope change significantly.

Thank you for your consideration.

Sincerely,

Dan Helwig, Architect, AIA
President, Design Unlimited of Marshfield, Inc.
ARCHITECTURAL SERVICES FEE SCHEDULE
Welcome Center and Cougar Exhibit

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Fee</th>
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<tbody>
<tr>
<td>A</td>
<td>Schematic Design</td>
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<td>B</td>
<td>Design Development</td>
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<tr>
<td>C</td>
<td>Construction Documents &amp; Bidding</td>
<td>$18,000</td>
</tr>
<tr>
<td>D</td>
<td>Construction Administration</td>
<td>$3,400</td>
</tr>
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</table>

Assumed Reimbursable Costs (Not to Exceed*)
- State Approval Fees: $1,500
- Plan Reproduction for Approvals/Record Drawings: $600
- Plan Reproduction for Meetings/Presentations: N/A
- Travel (mileage, per diem, etc.): N/A
- Shipping (USPS, UPS, Fed Ex, etc.): N/A

All Reimbursable Costs listed within section 11.8.1 of AIA Document B101-2007 are omitted with the exception of those specifically noted above.

Total Base Fee Proposal: $39,100

*Design Unlimited of Marshfield bills Direct Reimbursable costs at a rate of 1:1 with no associated mark up. The costs listed are assumed as ‘Not to Exceed’ with the Owner only being billed for actual costs incurred.

Alternate Proposed Fee: $7,000

Assist the City with creation of a master plan for the Welcome Center and cougar exhibit at the Marshfield Zoo. This includes an elevation of existing site features, development of three area relationship diagrams, one concept drawing with character images and planning level cost estimates. The final master plan will aid the City in the development of future budgets to identify phasing, accommodate final design/construction drawings and construction funding for future improvements as approved by the City.
2017 Hourly Rate Schedule  
Effective January 1, 2017

TITLE RATE
Principal $135.00
Project Architect $115.00
Project Manager $100.00
Interior Designer $95.00
Specification Writer $85.00
AutoCAD Technician $75.00
Accounting/Administrative $65.00

Hourly rates are arrived at by adding taxes, benefits and other employer expenses to an employee’s hourly pay rate and also include a reasonable increase for overhead and profit.

Reimbursable Expenses (in addition to compensation for professional services if not included in contract):

- Blueprinting* $3.00/ 22” x 34” and 24”x 36”; $5.00/ 42” x 30” and 36” x 48” sheets
- Photocopies* $0.35/ 8½” x 11” sheet, $0.50/11” x 17”
- Vehicle Mileage Current IRS rate
- Airfare: Negotiated on a per trip basis
- Field Supplies: Charged to project at cost
- Review Fees: If required shall be paid directly by Owner
- Per Diem: $120 per day (location dependent, may increase with advance notice)

* Blueprinting and photocopying cost are subject to adjustment during the calendar year. Cost may vary according to document size. Costs listed are for black and white only. Color printing costs vary depending on media requested.
The Pedestrian Safety Team was created as a result of the Downtown Parking Team report. The Team is comprised of 9 members, including 4 City officials, 4 representatives from Main Street Marshfield, and a citizen member. The Team was asked to study concerns related to pedestrian safety in the downtown area, and make recommendations to improve safety and offer the best experience possible for visitors and shoppers in the City’s central business district. During the 3 meetings held from May through July, the Team reviewed a variety of ideas, before focusing on its attention on the 5 recommendations cited below:

**Truck traffic**
As you might know, there have been many complaints over the years about truck traffic in the downtown area, as this tends to create excessive noise and an industrial feeling.

- **Recommendation:** Request that the City Council adopt an ordinance prohibiting vehicles (except those making local deliveries) with more than 2 axles, effective January 1, 2018. Significant efforts would be made to work with local trucking firms on alternate routes.

**Landscaping**
For various reasons (aesthetics, traffic calming, etc.), the idea of placing decorative landscaping or plantings in median areas (where appropriate) was discussed.

- **Recommendation:** Request that the City Council authorize placement of 8 large flower pots in median areas along Central Avenue as follows: 3 each in the 200 and 300 blocks, and 2 in the 400 block, with actual locations subject to approval by appropriate City staff.

**Crosswalks**
One concern expressed by city residents and visitors alike is safety at crosswalks, especially with 2 lanes of traffic moving in each direction. Before deciding on a recommendation, many options were considered, including raised crosswalks, more signage, and other ideas.

- **Recommendation:** Request that City Council authorize and allocate funds for solar power flashing crosswalk signs (activated by pedestrians) at intersections along Central Avenue over the next few years, starting with 8th, followed by 3rd, then possibly 5th and/or 6th.

**Walk lights**
Pedestrians must often wait for a long time at signalized intersections for walk lights to activate after pushing a button, causing frustration and leading to bad choices (crossing mid-block, etc.)

- **Recommendation:** Request that Team members work with the City’s engineering staff to assess options and make changes, if appropriate. Ideas already identified include having walk lights come on whenever the light is green, and programming the system to make push button activation more responsive during times of the day when traffic is lighter.

**Traffic enforcement**
It is challenging to enforce traffic laws downtown, but driving behavior such as speeding, unsafe turns, and failing to yield to pedestrians in crosswalks creates an insecure feeling for shoppers.

- **Recommendation:** Request that the Police Department spend more time (when possible) enforcing traffic laws in the downtown area.