



CITY OF MARSHFIELD
MEETING NOTICE

**AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, AUGUST 15, 2016 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA**

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of August 1, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Tom Turchi, City Engineer and Mike Winch, Street Superintendent
5. Update on Everett Roehl Marshfield Public Library & Community Center Project – Presented by Joe Dolezal, The Boson Company
6. Approval of proposal for Engineering Services for Hefko Pool Study – Presented by Justin Casperson, Parks & Recreation Director
7. Approval of proposal for Architectural Services for Forward Financial Building Remodeling – Presented by Dan Knoeck, Director of Public Works
8. Update on Hume Avenue improvements north of Becker Road – Presented by Dan Knoeck, Director of Public Works
9. Set time and date for Board of Public Works bus tour – Presented by Dan Knoeck, Director of Public Works
10. Set time and date for first Board of Public Works meeting in September – Presented by Dan Knoeck, Director of Public Works
11. Recommended items for future agendas
12. Adjournment

Posted this 11th day of August, 2016 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

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.

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

BOARD OF PUBLIC WORKS BACKGROUND

08/15/16

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of August 1, 2016 Board of Public Works meeting
3. Citizen Comments
4. Construction Updates – Presented by Tom Turchi, City Engineer and Mike Winch, Street Superintendent
5. Update on Everett Roehl Marshfield Public Library & Community Center Project – Presented by Joe Dolezal, The Boson Company
6. Approval of proposal for Engineering Services for Hefko Pool Study – Presented by Justin Casperson, Parks & Recreation Director
See attached memo. Recommend approval of the proposal of Ayres Associates of Madison, WI and authorize execution of an agreement.
7. Approval of proposal for Architectural Services for Forward Financial Building Remodeling – Presented by Dan Knoeck, Director of Public Works
See attached memo. Recommend approval of the proposal of Design Unlimited Inc. of Marshfield, WI and authorize execution of an agreement.
8. Update on Hume Avenue improvements north of Becker Road – Presented by Dan Knoeck, Director of Public Works
See attached memo. This is an informational item only.
9. Set time and date for Board of Public Works bus tour – Presented by Dan Knoeck, Director of Public Works
Recommend holding the tour on Wednesday, September 7, 2016, leaving City Hall at 5:15 PM.
10. Set time and date for first Board of Public Works meeting in September – Presented by Dan Knoeck, Director of Public Works
Recommend holding the first Board of Public Works meeting of September on Tuesday, September 6, 2016 at 5:30 PM. The second meeting of September would be on Monday, September 19, 2016.
11. Recommended items for future agendas
12. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF AUGUST 1, 2016

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

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

EXCUSED: None

ALSO PRESENT: Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; the media; and others.

PW16-83 Motion by Wagner, second by Feirer to recommend approval of the minutes of the July 18, 2016 Board of Public Works meeting.

Motion Carried

Citizen Comments:

Alderman Jockheck wanted to apologize for comments made at the last meeting regarding North Central Avenue. All he was asking was for two potholes to be filled.

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

PW16-84 Motion by Jockheck, second by Earll to recommend approval of the Engineering Agreement with Strand Associates, Inc. for the 2016 Wastewater Utility rate review and authorize execution of the agreement.

Motion Carried

PW16-85 Motion by Earll, second by Feirer to recommend approval of 'NO PARKING THIS SIDE OF STREET' on the north and west sides of all ditched streets within 1,500 feet of Beell Stadium as follows, and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the changes:

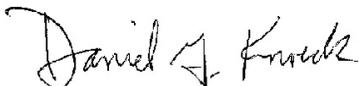
- Apple Avenue from 5th Street to 8th Street
- 6th Street from Peach Avenue to Palmetto Avenue
- 7th Street from Peach Avenue to Palmetto Avenue
- Apple Avenue from 9th Street to 15th Street
- Erickson Avenue from 9th Street to 15th Street
- Hemlock Avenue from 8th Street to 15th Street
- 6th Street from Felker Avenue to Washington Avenue
- 15th Street from Felker Avenue to Madison Avenue
- Weister Court from Hemlock Avenue to the East

Motion Carried

Recommended items for future agendas: None

Motion by Jockheck, second by Earll that the meeting be adjourned at 5:48 PM.

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield Memorandum

DATE: August 15, 2016
TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
RE: Approval of Architectural/Engineering Proposal for the 2016 Pool Study with Ayers Associates

Background

At the June 28th meeting the Common Council approved the solicitation of RFPs for pool architectural/engineering services.

Analysis

A total of six RFPs were received for pool architectural & engineering services. A smaller team from the Pool Study Committee reviewed all the proposals. The team was comprised of the following people: Rebecca Spiros, Pat Gall, Ali Luedke, Ben Lee, Kelly Cassidy & Justin Casperson. Reference checks were conducted on the top three firms with the lowest prices. The team along with the Parks and Recreation Department recommend Ayers Associates pool architectural/engineering services.

Burbach Aquatics Inc. was the lowest priced proposal; however their proposal and price are a little misleading. Burbach's has a 'life of the project' clause, whereas they are the only firm the City of Marshfield can work with from design to construction. This clause along with their reference checks led to the selection of Ayers Associates.

Rettler	\$46,500
Martin-Riley	\$44,500
Graef	\$39,750
MSA	\$29,500
Ayres	\$21,556
Burbach	\$ 8,850

Recommendation

I recommend approval of the Ayers Associates proposal and authorize staff to execute an agreement.

Attachments

Ayers Associates Proposal

Concurrence

Dan Knoeck
Public Works Director

Steve Barg
City Administrator



City of Marshfield
COMMUNITY POOL FACILITY

July 21, 2016

*WE KNOW
WATER....*



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Lakeview Park Splashpad, Middleton, WI
(Ayres Associates project)

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Kalahari Resort, Sandusky, OH (Iconica Project)

July 21, 2016

Justin Casperson
Parks and Recreation Director
630 S. Central Avenue, Suite 201R
Marshfield, WI 54449

Re: Request for Proposal for Municipal Swimming Pool Facility

Dear Mr. Casperson:

Thank you for the opportunity to submit a proposal in response to the Request for Proposal for Planning and Design services for the Marshfield Community Pool. We have developed a comprehensive team to address the unique and complex issues presented by this project. Iconica has extensive experience in pool and aquatic facility design and construction and is an excellent resource for the evaluation of existing pool facilities and providing accurate cost analysis. Carrico Aquatic Resources is the Wisconsin industry leader in aquatic facility management and operations and had been under contract with the City of Marshfield for 15 plus years. Arguably, no one knows this existing facility better. The Ayres Associates staff (formerly SAA) brings in-depth knowledge of the latest trends in outdoor aquatic facility design as well as the local project knowledge and history working with Marshfield.

This collective team is currently working with the City of Burlington to complete analysis and concept plans for a pool renovation project identical to your scenario. Iconica and Ayres also recently completed a very similar process for the State of Wisconsin Department of Natural Resources. In 2013, the team developed a feasibility and concept study for the Blue Mound State Park pool facility and provided construction documents for a complete reconstruction of the pool, addition of an interactive splashpad, and interior renovation to the bath house. The goals of this project were parallel with yours and included ADA compliance upgrades, basic safety improvements, reduction in operation costs, and the creation of a more inviting and aesthetically pleasing community attraction.

Our team is comprised of architects, engineers, landscape architects, and aquatic specialists. Together, we believe that the combination of Ayres, Iconica, and Carrico provides a strong team to address your specific planning and feasibility study needs and offers the design, estimating, and construction experience needed to enhance the Hefko Pool to a modern and inviting facility.

We look forward to the opportunity to further present our credentials and demonstrate our ability to help the City of Marshfield find the best solution for the Community Pool. If you have any questions regarding our proposal, please feel free to contact us at your convenience to discuss.

Sincerely,



Blake A. Theisen, PLA
Project Manager

608.255.0800
Direct: 608.441.3569
Cell: 608.886.6808
TheisenB@AyresAssociates.com



James E. Owen, PE
Wisconsin Regional Manager

608.255.0800
Direct: 608.441.3573
Cell: 608.963.7418
OwenJ@AyresAssociates.com

2. Firm Profiles



Recent Projects

Burlington Community Pool,
Burlington, WI

Goodrich Park Splashpad
Milton, WI

Anderson Pool Splashpad
Kenosha, WI

Ingram Park
Pleasant Prairie, WI

McKee Farms Park
Splashpad; Fitchburg, WI

Lakeview Park Splashpad
Middleton, WI

Turtle Island Adventure
Playground
Beloit, WI

Schwiebert
Riverfront Park
Rock Island, IL

Central Park
Madison, WI

Governor Thompson State
Park; Crivitz, WI

Blue Mound State Park Pool;
Blue Mounds, WI

Clarkson Dock Recreational
Area; Ashland, WI

Introducing Ayres Associates

Ayres Associates is a multi-specialty architectural/engineering firm that has assisted public and private clients since 1959, offering transportation, traffic, civil, structural, water resources, levee, and river engineering, as well as services in landscape architecture, energy corridors, architecture, environmental science, land surveying, grants, planning, aerial mapping, and GIS. Our superb project managers build long-term relationships with clients while reliably solving their problems, stretching their dollars, and masterfully navigating regulations.

Our clients are served through 13 offices in Wisconsin, Florida, Colorado, Wyoming, and Arizona. Last year, the planning and landscape architecture experts at SAA Design Group joined the engineering and architecture professionals at Ayres Associates through Ayres' acquisition of SAA. As a result, Ayres can now deliver consultant services for the entire project cycle, from early planning through construction.

Our staff brings a reputation for leadership in planning and design of urban spaces, parks, campuses, and other open spaces, as well as providing expertise in ecology and bike/pedestrian facilities. This team of design professionals has a documented history of delivering successful projects to clients regionwide, and we believe that a "whole" community is based on the strength of the public green and open space system.

Contact Person and Address

Your main contact for the project will be Blake Theisen, PLA, a project manager and landscape architect in our Badger Road office. His contact information follows:

Blake Theisen, PLA

Ayres Associates
101 E. Badger Road, Madison, WI 53713

Phone: 608.441.3569

Email: TheisenB@AyresAssociates.com

SERVICES WE PROVIDE INCLUDE:	
Landscape Design	Park Facility Condition Analysis
Master Planning	Stormwater Management Facilities
Aquatic Facility Design	Playground Assessments
Park Planning/Design	Community Sensitive Design
Recreational Trails	Grant Writing and Funding
Planting Plans	Partnership Assistance
Athletic Fields	Public Process and Consensus Building

Iconica

ARCHITECTURE, ENGINEERING, CONSTRUCTION



OWNERSHIP

Iconica is a family business owned by brothers Tom and Jim Pientka. Early on, Tom focused on engineering and Jim on construction. In the years since, they both have gained invaluable experience in design, supervision, contracting and running a business, all of which serves customers well because of their overall understanding of what makes a space functional, affordable, and, most of all, enjoyable.

HISTORY AND EXPERIENCE

Iconica's roots date back to 1973 with the founding of a small architectural firm. In later years, the firm added construction services. Both aspects of the business were successful, but it wasn't until they tried to truly combine the two that they found an entirely better way of doing business. They added engineers, interior designers, and quality control managers, and now all disciplines work together, under one roof, from start to finish. They spent countless hours perfecting their processes to take the headaches out of the building process: the delays, the finger-pointing, and the cost overruns. Now, whether tasked with a project piece or the whole thing, on time and on budget live in harmony.

Iconica has a diverse and expert staff including architects, interior designers, engineers (mechanical, electrical, plumbing and structural), estimators and construction personnel. They are experienced in many building types including office, bioscience, housing, healthcare, retail, and hospitality. Adding it up, the firm has over 300 projects and 7 million square feet designed and built since 1994.

AWARDS AND HONORS

Iconica has been recognized for their creative designs, both inside and out, for the value successful design-build projects bring to their clients, and for their business practices, including leadership and philanthropy.

- AGC Build Wisconsin Award
- AGC Environmental Excellence Award
- ABC Wisconsin – Project of Distinction – Electrical Engineering
- Salon of the Year – Salon Today Magazine
- Best of Wisconsin Business Award- Corporate Report Magazine
- Best in Business Award - In Business Magazine
- ASHRAE Technology Award
- WGBA SE2 Award of Merit

901 Deming Way
Madison, WI 53717
608.664.3500
www.iconicacreates.com





BACKGROUND HISTORY

In 1993 Tom and Sandy Carrico, with over 50 years combined experience in the pool business as lifeguards, competitive swimmers, high school and college teachers, swim coaches, and certified pool operator instructors, decided the time was right to start Carrico Aquatic Training. Beginning with aquatic education training and consulting for commercial swimming pool operators and owners, Tom originally taught certification classes and focused on swimming pool operational problems and procedures. In 1998, after years of repeated requests from several of their suppliers to move into the pool management operational business in Wisconsin, the business was expanded to a commercial swimming pool company concentrating on the operational management and supplier of water treatment systems to commercial swimming pools in Wisconsin. In 1999 the company was incorporated as Carrico Aquatic Resources, Inc. In 2000 the company opened an office in Milwaukee and added a second AFO instructor to take over the business enterprise of executing water management contracts for the Marcus Corporation. Today, the business has grown to include not only an office in Iowa, but also offices in the Milwaukee and Madison areas, with 10 employees.

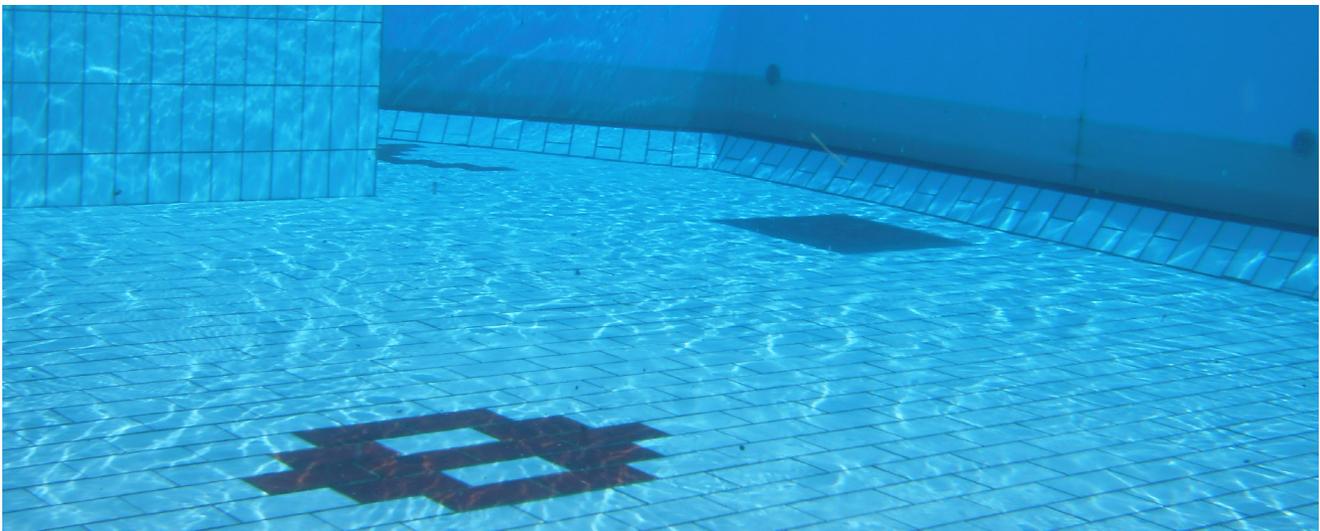
WPRA 2005 COMMERCIAL MEMBER OF YEAR

CARRICO AQUATIC RESOURCES INC.

2240 HIGHWAY AB

MCFARLAND, WI 53558

1-800-832-7147





3. Team Qualifications/Resumes

Team Qualifications

Our design professionals have a documented history of delivering successful projects to clients regionwide, and we believe that a “whole” community is based on the strength of the public recreation system. To provide the highest level of service our team will include:

- **Blake Theisen** (Project Manager – Ayres Associates) brings experience with park facility planning, universal and integrated feature design, aquatic facility design, group process, and realistic implementation strategies. Blake, a recognized expert in the field of community park and open space planning, is well-trained in the latest trends, equipment, and coordinated educational programming available to the park and recreation community. He has been responsible for the design and management of 18 pool and splashpad facilities within the last five years in Wisconsin and Illinois. His organizational and public facilitation skills have delivered successful projects to clients for more than 15 years, and he has assisted municipal clients in obtaining more than \$4 million through successful fund raising strategies.
- **Katie MacDonald** (Civil Engineer – Ayres Associates) is an expert in stormwater management, green engineering techniques, and site grading. Her extensive experience with environmental and regulatory permitting will ensure hassle-free coordination with state and local review agencies. Katie also understands the structural requirements of varying soil conditions and associated site design requirements.
- **Patrick Eagan** (Structural Engineer – Iconica) excels in technical design, graphic communication, and facility assessment. His knowledge of the latest construction techniques and material costs provides clients with accurate and dependable forecasting for bidding day. Patrick is responsible for many of the state’s private aquatic facilities.
- **Bob Feller** (Architect – Iconica) offers extensive experience with large-scale aquatic facility design, community activity spaces, and requirements such as impactful design, durability, and cost control, all while meeting needs of stakeholders. He also specializes in site narrative and barrier-free design.
- **Tom Carrico** (Aquatic Specialist – Carrico) is the owner of Carrico Aquatics Resources, Wisconsin’s largest knowledge-based pool industry firm. Tom consults with 90% of Wisconsin municipal pool owners on operations and management strategies.
- **Jason Krapfl** (Aquatic Specialist – Carrico) provides the hands-on knowledge of how pool mechanical systems actually work once the design is done. Prior to joining Carrico, Jason was the director of the Whitewater Aquatic Center and served his home community by sitting on the pool board for several years.

Together, our team will help the City develop an inviting and sustainable facility contextually appropriate for the community of Marshfield.



“For the past two years I have worked closely with Blake as his firm was hired to provide park design services for the Milwaukee County Department of Parks, Recreation, and Culture. During this time, I have appreciated Blake’s professionalism and attention to detail... We have continued to hire Blake for landscape architecture and project management services because we are pleased with the products he has provided to our parks system.

– Sarah Toomsen,
Landscape Architect
Milwaukee County Department of
Parks, Recreation, and Culture

Blake Theisen, PLA, ASLA
Project Manager/ Landscape Architect

Ayres Associates

Project management, concept graphics, site design and layout

Blake has been providing exceptional quality experience in recreational facility site analysis, planning, design and implementation since 1999. His start-to-finish involvement ensures that projects are delivered on time and as envisioned. A skilled and visionary project leader, Blake’s project expertise includes comprehensive outdoor recreation plans, park master plans, athletic complexes, community water parks, skate parks, and playgrounds. With a background in botany and ecology, he promotes environmental stewardship that informs creativity and preservation throughout facility planning and design.

Registered Landscape Architect: WI, IA, MI, IN, IL, MN, AZ, and CO; NPSI Certified Playground Safety Inspector, and ISA Certified Arborist

Related Experience:

- Burlington Community Pool Design, Burlington, WI
- Pool and Splashpad Feasibility Study, Antigo, WI
- Turtle Island, Beloit, WI
- Calvin Moody Pool and Splashpad, Milwaukee County, WI
- Blue Mound State Park Pool and Splashpad Renovation, Blue Mound, WI
- Reston Heights Pool, Madison, WI
- Tank Park Pool and Splashpad Conversion, Green Bay, WI
- Riverside Park Pool and Splashpad, Janesville, WI
- McKee Farms Park Splashpad, Fitchburg, WI
- Anderson Pool Splashpad; Petzke Park Splashpad, Kenosha, WI
- Goodrich Square Splashpad, Milton, WI
- Westlawn Splashpad, Milwaukee, WI
- Malone Park Splashpad, New Berlin, WI
- Wanick Park Splashpad, Sherwood, WI
- Sholem Aquatic Center Renovations, Champaign, IL

Katie MacDonald, PE
Project Engineer
Ayres Associates

Civil engineering and site utility engineering

Katie has 13 years experience in the municipal and civil engineering fields. She has an extensive background designing and drafting parks, streets, utilities, and stormwater management systems for parks, private residential developments, municipalities, and commercial sites. Katie is also skilled at conducting traffic studies and creating traffic impact analysis reports.

Licensed Professional Engineer:
Wisconsin

Related Experience:

- Burlington Community Pool Design, Burlington, WI
- Blue Mound State Park Pool and Splashpad Renovation, Blue Mound, WI
- Calvin Moody Pool and Splashpad, Milwaukee County, WI
- Reston Heights Pool, Madison, WI
- Tank Park Pool and Splashpad Conversion, Green Bay, WI
- Riverside Park Pool and Splashpad, Janesville, WI
- McKee Farms Park Splashpad, Fitchburg, WI
- Anderson Pool Splashpad, Kenosha, WI
- Petzke Park Splashpad, Kenosha, WI
- Wanick Park Splashpad, Sherwood, WI
- Sholem Aquatic Center Renovations, Champaign, IL
- Buckhorn State Park, Necedah, WI
- Poerio Park, Kenosha, WI
- Southport Park, Kenosha, WI
- Lakeview Avenue, Mercer, WI
- Margaret Street, Mercer, WI
- Railroad Street, Mercer, WI
- Goodrich Square Splashpad, Milton, WI
- Riverside Bicycle Trail, Burlington, WI

Bob Feller, AIA, LEED AP, NCARB

Architectural Director

Iconica

Building Evaluation, ADA compliance

As architectural director, Bob is responsible for leading and mentoring the design project managers and architectural team in terms of standards, quality, technical aspects, cost control, and integration so project goals are consistently met. Bob is also an asset in guiding clients through project pre-design phases, including site analysis, existing building evaluations, schematic design, programming, and space planning where his experience ensures projects can meet budgetary restrictions and achieve required agency approvals.

Licensed Architect: WI, IL, MN, NC, WA

Related Experience:

Burlington Community Pool Design, Burlington, WI

Blue Mound State Park Pool and Splashpad Renovation, Blue Mound, WI

Kalahari Resort, Sandusky, OH – Hotel units; condos; indoor waterpark with splash pools, lazy river, wave pool; outdoor pools

KeyLime Cove Resort and Waterpark, Gurnee, IL – Hotel units, food service, lobby, arcade, waterpark

St. Therese Elementary School, Deephaven, MN – Lead architect and project manager; renovation and addition to existing school including code upgrades and energy improvements

Bemidji High School, Bemidji, MN – Lead architect and project manager; 400,000 sf, swimming pool, classrooms

South Milwaukee High School, South Milwaukee, WI – Lead architect and project manager; 390,000 sf of new construction plus renovation of classrooms and existing pool

Patrick Eagan, PE, SE

Engineer

Iconica

Structural engineering

As engineering director, Patrick is responsible for overall management of Iconica's mechanical, plumbing, electrical, and structural engineering teams as well as geotechnical and civil consultants. He makes sure the underlying concepts and designs are solid for all aspects of the engineering systems. He also ensures proper detailing and application of materials and is responsible for the quality of the engineering plans and specifications.

Licensed Professional Engineer: WI

Related Experience:

Burlington Community Pool Design, Burlington, WI

Blue Mound State Park Pool and Splashpad Renovation, Blue Mound, WI

Three Rivers Wellness Center, Three Rivers, MI – Structural engineer; 35,000 sf, running track, aerobic/weight-lifting area, therapy and lap pools, nutrition education wing

Pitt County Wellness Center, Greenville, NC – Structural engineer; 50,000 sf, running track, aerobic/weight-lifting area, therapy and lap pools, nutrition education wing

KeyLime Cove Resort and Waterpark, Gurnee, IL – Hotel units, food service, lobby, arcade, waterpark

Danville Public Safety Building, Danville, IL – Structural engineer; 50,000 sf, 5-story cast-in-place concrete building

Cass County Justice Center, Harrison Township, MO – Structural engineer; straight shaft drilled pier foundation





Tom Carrico
Aquatic Specialist
Carrico Aquatic Resources

Management and operation planning

As chief poolologist, Tom teaches AFO classes for the Wisconsin Parks and Recreation Association and has served on national advisory councils to Stranco (US Filter) and Olin (Arch) Chemicals; has taught national certification courses in Wisconsin, Iowa, Illinois, Michigan, Ohio, Minnesota, California, and Texas; and last year taught the first AFO class to members of the National Spa and Pool Institute of Canada. Tom is a member of Wisconsin's HSF 172 code committee dealing with pool operational codes and the Department of Commerce Com 90 committee dealing with aquatic facility construction codes and design, as well as serving on an advisory subcommittee to Wisconsin Department of Agriculture regarding restricted pesticide licensing for swimming pools.

Related Experience:

Burlington Community Pool Design, Burlington, WI
Marcus Resort and Hotels, Milwaukee
Whitewater Aquatic Center
Timber Ridge Water Park, Lake Geneva
Goodman Pool, City of Madison
Various Wading Pools, City of Green Bay
Burlington Wellness Center
Moose Mountain Water Park
Municipal Pool, City of Holmen
Municipal Pool, City of La Crosse
University of Nebraska Aquatic Center
University of Northern Iowa Aquatic Center
Pollock Water Park, City of Oshkosh

Jason Krapfl
Aquatic Specialist
Carrico Aquatic Resources

Management and operation planning

Certified Aquatic Facility Operator
Certified Aquatic Examiner

Jason currently works as an Account Manager at Carrico where he provides service, training, and on-site technical expertise for aquatic facilities operations, including water chemistry, indoor air quality, filtration, automation, energy savings, staffing, pool renovations and equipment upgrades. Jason also provides on-site audits of overall aquatic safety evaluations including compliance with Red Cross and Wisconsin state rules and codes.

Related Experience:

Burlington Community Pool Design, Burlington, WI
Marcus Resort and Hotels, Milwaukee
Whitewater Aquatic Center
Timber Ridge Water Park, Lake Geneva
Goodman Pool, City of Madison
Various Wading Pools, City of Green Bay
Burlington Wellness Center
Moose Mountain Water Park
Municipal Pool, City of Holmen
Municipal Pool, City of La Crosse
University of Nebraska Aquatic Center
University of Northern Iowa Aquatic Center
Pollock Water Park, City of Oshkosh

4. Understanding/Approach/Scope of Services

PROJECT UNDERSTANDING

The purpose of this project is to complete a feasibility study and site assessment of the existing pool facility, create concept design, and provide cost estimation services for the Community Pool renovation project in the City of Marshfield. This redevelopment project will address current code compliance, improve customer experience, and offer new features and amenities.

The current pool and support bath house is outdated and does not meet ADA or current pool code requirements. The City desires to follow a critical path methodology for assessment of this facility and develop a long-term sustainable model of operation and management.

We understand that aquatic facility users desire more than just a pool. The needs of different age groups must be taken into account for a facility to be attractive for multigenerational gatherings. For example, some parents/guardians may prefer to sit in a quiet shaded area out of the main activity zones. A well-designed facility will also offer interactive experiences for pool users of all abilities and interests. Examples could include a combination of lap lanes, dive well, zero depth zone, lazy river, and splashpad.

PROJECT APPROACH

We believe in an open and transparent planning process with pre-established benchmarks for success. Public investment in terms of both time and dollars is respected from day one, and we pride ourselves on developing a high level of trust and confidence with our clients and their constituents. Keys to our success include:

Plan for implementation. A project's implementation begins with developing the partnerships that forge alliances and create a sense of investment in the outcome. Creating strong partnerships and identifying catalytic start-up projects are vital steps in realizing plan objectives.

Design for ease of maintenance. Ongoing maintenance of facilities requires significant resources. As a result, designing and managing public spaces intelligently can yield dramatic dividends. Through ongoing coordination with facility maintenance staff, managers, and others, Ayres designs and recommends strategies to minimize future costs while maximizing ecological value and recreational advantage.

Communicate effectively. We work collaboratively and in the trenches with staff and stakeholders to evolve meaningful plan alternatives and final plan recommendations. Communicating the vision and opportunity afforded by a plan requires verbal, written, and graphic communication to ensure project understanding and inspire imagination. Our first priority is to listen. We want to hear the history of this facility to date so we can understand why certain decisions were made and expectations of the community and stakeholders. The project kickoff meeting should include the key City staff with the historical knowledge of the site, as well as those responsible for future programming and maintenance responsibilities for the new facilities. During this meeting we will also review existing materials, establish project goals, formulate a detailed timeline, and tour the site. In order for our team to complete a system analysis, municipal water and sewage treatment rates must be evaluated as well as a staffing level review. These factors help us understand potential costs and maintenance obligations the City will face long term. We will provide and review examples of several of the area/regional facilities of similar nature to determine successes and failures.

Our team is also in tune with the political implications of these decisions and will involve the elected City officials from the start of the discussions to establish trust in the design team and ownership of the project. We have found that this intimate, face-to-face interaction creates connections and promotes successful partnerships that are beneficial to plan implementation. Our goal is to provide you with a sound and defensible plan and set of recommendations. The results of our analysis will be

presented to City staff, with anticipated operational costs, schematic facility layout, and required support system costs. With consensus on the initial assessment, our team will begin the preliminary design phase.

A proposed design charrette/workshop will allow staff to discuss perceived opportunities and issues with us. This hands-on meeting allows the stakeholders to be a part of the design process. We can use a wide variety of options from our toolbox to engage the participants. **Sensory experiences** such as 3-D model building with the proposed pool elements illustrate spatial relationships and help participants understand opportunities and limitations. Through special design software, we are able to manipulate shapes and spaces on the presentation screen in real time. The end result is a tangible digital site model created by all meeting participants. The results of this meeting will yield design direction for the pool, bath house, and peripheral support areas.

A large part of our success in developing feasible designs is producing accurate construction cost estimates. Because we facilitate projects across the region, we believe it is important to engage with local contractors to gauge regional pricing structures and material costs. The design team will use the strategic partnerships formed with various mid-state contractors over many years of successful project implementation in the area to complete this task. We also possess bid tabulations from several recent

aquatic facility projects and will incorporate these real-world costs into the estimate.

The project manager will provide bi-weekly updates or as needed during this planning process. Assuming a start date of August 10, 2016, we will submit the site analysis and comparative system analysis to the City by mid-September, and final concept design drawings by November 10, 2016.

The design team and the proposed schedule are flexible, and we will modify the phased timeline at the request of the City. Our team is dedicated to producing high-quality, attainable solutions through our design process and has a proven history of delivering completed projects to clients on time and on budget.

PROJECT SCHEDULE	
Task I	August 2016
Task II	September 2016
Task III	October - November 2016



Task I. Site Assessment

(Lead – Ayres, Support – Iconica, Carrico)

- Conduct background research and data collection. Acquire and review existing plans, surveys, reports, and maps related to the project.
- Attend kickoff meeting with City staff (**Meeting #1**). This meeting will address topics including:
 - Design program and budget
 - Project timeline and meeting dates
 - Priorities and restrictions
- Tour project site. Ayres will also photo-document existing conditions during this visit. Elements to be investigated include:
 - Topography
 - Drainage patterns
 - Development limitations
 - Existing adjacent park uses
 - Connectivity patterns and circulation
 - The historic and natural environment
- Complete site analysis for project area to include building condition, mechanical components, ADA issues, utilities, drainage patterns, existing structures, and circulation patterns.
- Attend review meeting with City staff, PRFC, and pool committee (**Meeting #2**) to be held onsite. The design team will present the findings of the existing facility and site analysis.
- Communicate on a regular basis (biweekly minimum) with City staff via conference call and/or email.

Deliverables for Task I (delivered electronically in PDF or native file format as requested):

- One summary memo from kickoff meeting
- One updated project timeline
- One summary of preliminary analysis, findings, and recommendations
- One Facility Analysis Plan (building and site)
- Digital site photographs
- Field notes and observations

Task II. Preliminary Design Development

(Lead – Ayres, Support – Iconica, Carrico)

- Facilitate workshop meeting/design charrette (**Meeting #3**) with City staff and Pool Committee to determine pool layout, theming, mechanical storage enclosure needs, site programming needs, maintenance responsibilities, and other desired amenities.
- Prepare two - three preliminary concept design plans. Elements to be addressed include:
 - Site layout and pool amenity layout
 - Building configuration scenarios
 - Design character images
- Prepare preliminary cost estimate for the design development drawings. Our team uses current pricing structures from other recent team project bid tabulations, industry standard costs, and input from local contractors.
- Facilitate one presentation/public meeting (**PIM #1**) in conjunction with a PRFC or Common Council meeting to present conceptual design direction and gather stakeholder input using interactive methods such as nominal process and visual preference exercises. Topics to discuss include:
 - Theme, equipment, and materials
 - Site amenities (benches, shade structures, etc.)
 - Access and connectivity
 - Seating requirements
 - ADA accessibility
 - Safety issues
 - Environmental impacts (drainage, noise abatement, light spill, parking, etc.)
- Attend review meeting with City staff and Pool Committee to refine final design direction (**Meeting #4**).
- Refine preliminary drawings into the preferred concept option to incorporate public comments and City staff comments.

- Present and review the final concept drawings to City staff (**Meeting #5**).
- Communicate on a regular basis (biweekly minimum) with City staff via conference call and/or email.

Deliverables for Task II:

- One summary memo from workshop meeting
- One summary memo from public meeting
- Presentation materials (digital format)
- One summary memo from each review meeting
- Three (3) 11x17 design development plan sets
- Staff review meeting presentation materials (digital format)
- Three preliminary cost estimates
- 24x36 color renderings of final concept plan

**Task III. Pool Management Plan
(Lead – Carrico, Support – Ayres/Iconica)**

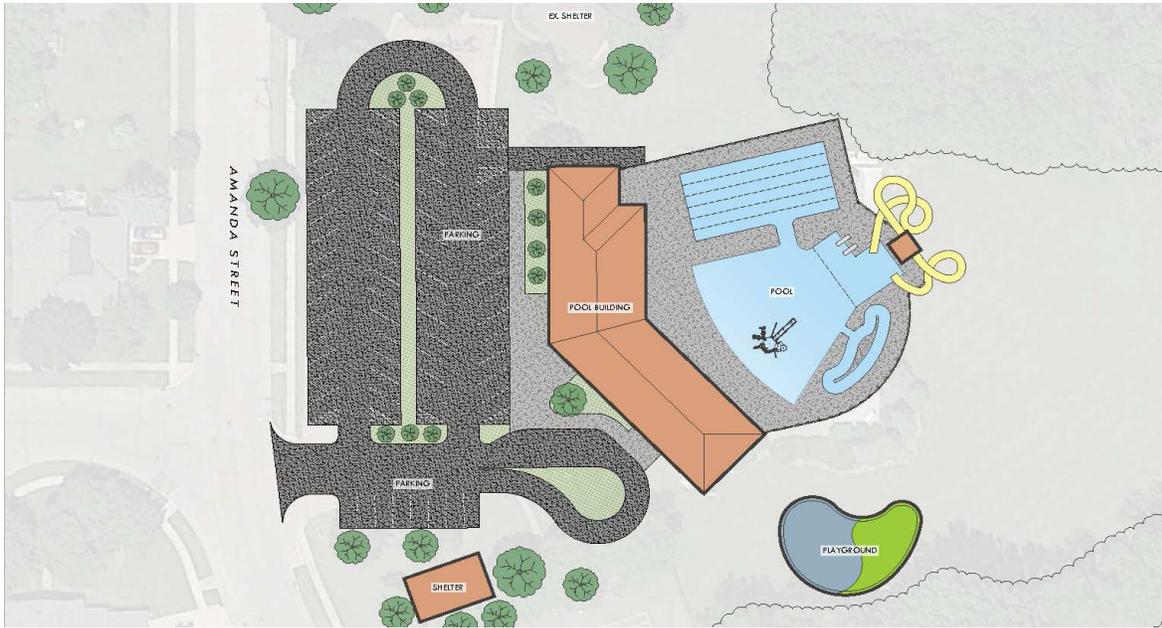
- Prepare an operational management plan to include recommendations on staffing, operations, programming, and revenue management.

Deliverables for Task III:

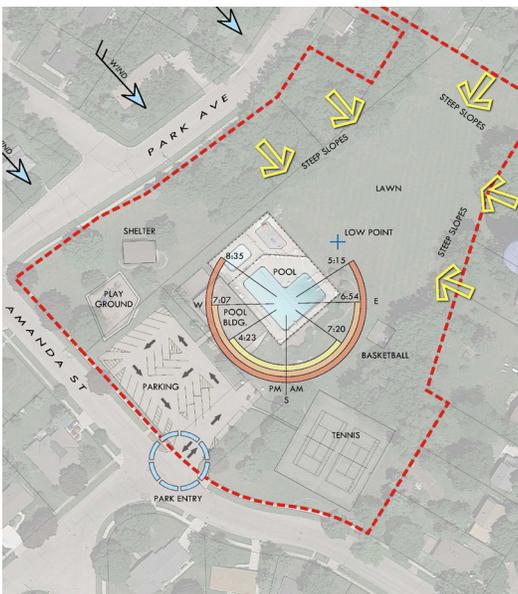
- One 8.5x11 pool management plan
- One digital pool management plan (PDF)



5. Project Experience/References



DEVOR PARK POOL Burlington, WI



Ayres led a multi-disciplinary team in the development of a new aquatic complex for the City of Burlington. The existing pool had exceeded its life expectancy and the city desired a new destination facility.

The team completed a site and facility analysis as well as an assessment of mechanical systems and staffing plan. Concepts and cost estimates were developed for the new facility to reflect three levels of development. The design team led the City through a public education and referendum process, followed by completion of construction drawings and bidding documents.

Client: City of Burlington

*Services:
Project Visioning, Analysis,
Design Development,
Cost Estimation,
and Construction
Documentation*

Reference:

Carina Walters
City Administrator
City of Burlington
300 North Pine St.
Burlington, WI 53105
262.342.1161
cwalters@burlington-wi.
gov



Project elements included a new lap pool, slides, lazy river, and zero-depth zone with spray structure. The project also included a new bath house with community room and concessions, new parking lot, and utility infrastructure replacement.

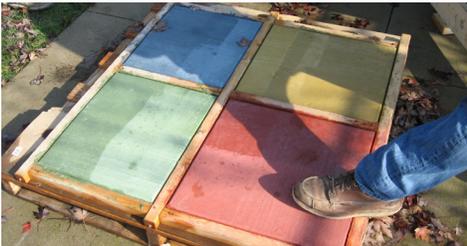


ICONICA™





ANDERSON POOL SPLASHPAD, Kenosha, WI



Kevin Poirier - Kenosha News

Ayres (formerly SAA Design Group) provided concept design and construction documents for the City of Kenosha Anderson Pool complex with the addition of a 3,800-square-foot interactive splashpad. This zero depth water feature replaced the footprint of a deteriorated 33,000-gallon, aluminum-lined intermediate pool.

The concept created a playful, colorful addition that contrasted with the abundance of gray concrete decking. Circular “droplets” of color add a variation to the surface and provide added play opportunities for smaller children, while enhancing the vibrancy of the area during the off-season. Tot areas are spaced around the perimeter with larger water features focused toward the center for older children. The third bay, the family bay, is less definable in space, but exists as a transition between the two zones. Seating areas, shade structures, and improved circulation patterns further enhance this family-friendly aquatic center. Construction was completed in 2013.

Client: City of Kenosha

*Services:
Conceptual Plan,
Construction
Documents, Construction
Administration*

*Reference:
Shelly Billingsley
Director of Public Works
City of Kenosha
625 52nd Street
Kenosha, WI 53140
262.653.4056
sbillingsley@kenosha.org*





BLUE MOUND STATE PARK POOL & SPLASHPAD Blue Mounds, WI



Ayres (formerly SAA Design Group) worked with the Wisconsin DNR to develop a feasibility study for the existing aging swimming pool complex at Blue Mound State Park as well as produce design development and construction documents for implementation. The project, a first for a Wisconsin State Park, had its grand opening on Memorial Day weekend 2015. Life cycle, operation, and maintenance costs were analyzed for the existing facility and used as a benchmark for conceptual alternative designs. The team explored various options for the site including the renovation of the existing facility to code compliance, replacing the pool in lieu of a splashpad, and a hybrid option establishing a new smaller pool and an interactive splashpad zone. Projected revenue and operation/maintenance figures were established to aid the agency in future funding allocation for the site.

Project elements included a new pool vessel, themed splashpad, bath house renovations, new parking lot, and utility infrastructure replacement.

Client: WI DNR

Services:

Project Visioning, Design Development, Construction Documents, Cost Estimating, Construction Administration

Reference:

Missy VanLanduyt

Project Manager

WI DNR

101 S. Webster St.

Madison, WI 53707

608.266.7617

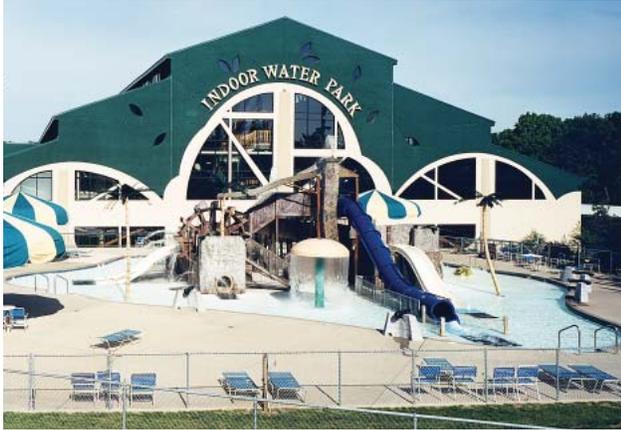
melissa.vanlanduyt@

wisconsin.gov



ICONICA™





Project Details:

- 50,000 sf indoor waterpark with lazy river, 10 slides, splash play areas
- 3 outdoor pools
- Concession areas
- Locker rooms



Treasure Island Bay Of Dreams
Wisconsin Dells, WI

Treasure Island Bay of Dreams Indoor Waterpark sits on a portion of the site formerly known as Family Land. Family Land featured a number of outdoor amusements along with an adjacent hotel. Iconica provided architecture, engineering and construction to add an indoor waterpark, connect to the existing hotel, and add a number of family suites to the hotel. The waterpark has a lazy river, hot tubs, slides and pools inside and out. Client goals centered around guest entertainment, schedule and cost control. Challenges included air and water quality, durability of materials and site drainage.

During the One-Year inspection at Treasure Island, Iconica identified a pressurization problem within the water park. Iconica took action to resolve this problem by analyzing solutions with the equipment and control systems manufacturers, resulting in the improved performance of the HVAC system and correct pressurization within the water park. The resolution brought to the owner's attention the importance of proper HVAC system maintenance and performance, assuring an enjoyable experience for the water park guests.

Additional References

Ayres/SAA Design Group

Blue Mound State Park Pool and Splashpad

Wisconsin Department of Natural Resources

Missy Vanlanduyt

Capital Development Specialist

608.266.7617

melissa.vanlanduyt@wisconsin.gov

Anderson Pool and Splashpad

City of Kenosha Public Works Department

Shelly Billingsley, PE

Director of Public Works

262.653.4149

sbillingsley@kenosha.org

Devour Park Pool

City of Burlington

Carina Walters

City Administrator

262-342-1161

cwalters@burlington-wi.gov

Carrico Aquatics

Onalaska Parks & Recreation

Dan Wick

608.781.9530

Holmen Parks & Recreation

Mike Brogan

608.526.2152

University of Wisconsin Hospitals & Clinics

Jodi Oster

608.263.7936

Village of Pleasant Prairie

Tom Patrizzi

608.620.4676

Iconica

Madison Country Day School

Barb Spurlin

Business Manager

608.850.6372

bspurlin@madisoncountryday.org

KeyLime Cove Resort

S & L Hospitality

Craig Stark

Chief Executive Officer

608.273.4677

cstark@slhosp.com

Treasure Island Bay of Dreams

Jim Mattei

Owner

608.393.9841

jim.mattei2@verizon.net

6. Fees

Intent and Assurance

Our team is committed to providing the highest level of quality service and design for this project. The staff assigned to this project have a documented history of providing successful aquatic facility projects to clients across the state and region. There are no workload, personal, or corporate conflicts for this group of staff, and we are willing and able to complete the scope of services described within this proposal under the given timeline.

Assumptions

Existing base map information will be provided by the City in digital format (CAD/GIS). Any required additional topographic or geotechnical exploration will be provided by the City and coordinated with Ayres. All existing utility information and prior planning studies for the site will be provided by the City to Ayres. All public meetings will be noticed and meetings rooms arranged by the City.

Anticipated Fees

In consideration of the preceding scope of services, our proposed fees are time and materials not to exceed as follows:

I. Site Assessment	\$ 5,636
II. Preliminary Design Development	\$ 13,672
III. Pool Management Plan	\$ 2,248
TOTAL	\$ 21,556





GOT WATER?

AYRES
ASSOCIATES

Blake Theisen, PLA
Project Manager
608.441.3569
TheisenB@AyresAssociates.com



City of
Marshfield
Memorandum

August 9, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Professional Services for Forward Financial Building Remodeling

BACKGROUND

In June, the Board of Public Works authorized staff to solicit proposals for Architectural Services for remodeling the Forward Financial Building with services to include detailed plan development, construction drawings and specifications, bidding services, move planning and construction phase services. The Request for Proposals was sent to four firms. Two responses were received.

ANALYSIS

The following firms were invited to submit a proposal for the project:

Design Unlimited, Marshfield
Grunwaldt & Halverson, Black River falls & Plover
Mudrovich Architects, Wausau
Zimmerman Architectural Studios, Milwaukee

Proposals were received from Design Unlimited and Zimmerman.

A staff team consisting of Administrator Barg, Finance Director Strey, Development Services Director Angell, Human Resources Manager Rachu and myself reviewed the proposals and are recommending Design Unlimited of Marshfield. Select pages from the Design Unlimited proposal are attached for reference.

Both firms are well qualified to undertake this project. Design Unlimited offers a local presence, extensive knowledge of the building as the architect of the original building and several remodeling projects; a more aggressive schedule to get through the alternative evaluation phase and design development; and at a slightly lower cost. The cost comparison is as follows:

	<u>Design Unlimited</u>	<u>Zimmerman</u>
Base Fee	\$47,000	\$51,000
Estimated Reimbursables	<u>\$ 3,600</u>	<u>Not Provided</u>
Total	\$50,600	\$51,000 plus reimbursables

RECOMMENDATION

Approve the proposal of Design Unlimited of Marshfield for architectural services for remodeling of the Forward Financial Building and authorize execution of a professional services agreement.

Concurrence: 
Steve Barg, City Administrator



DESIGN UNLIMITED

ARCHITECTS

City of Marshfield Board of Public Works
Attention: Director Dan Knoeck
Marshfield, WI 54449

July 29, 2016

To whom it may concern,

We appreciate the opportunity to submit the following Architectural Design Services proposal for the Remodeling of the existing Forward Financial Bank Building into a new City Hall. Design Unlimited has been a part of the Marshfield Community for over 30 years and 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 the City. We have included some of those in our References and Past Relevant Projects List. Perhaps most notably, Design Unlimited of Marshfield was the Architect for the Forward Financial Bank building you will be remodeling. This experience affords us with an unmatched knowledge of the existing building's structure, systems and finishes.

We have assembled a talented team of partners to collaborate with us to ensure the City receives the highest level of professional service. Pierce Engineers and MEP Associates are industry leaders in their respective fields of Structural and Mechanical Engineering. Each design consultant has worked on over 20 Design Unlimited projects and their personnel have a minimum of ten years experience working with our firm.

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 it's 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 can be a resource for current and future City residents and visitors.

Again, we thank you for your consideration.

Sincerely,

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



Statement of Understanding

The City of Marshfield, Wisconsin is soliciting proposals for Architectural Design Services to convert the existing 24,000 sf Forward Financial Bank Building located at 207 W. 6th St. into a new City Hall. Architectural Services requested at this time include Schematic Design, Design Development, Construction Documents and Bidding and Move Planning.

A Feasibility Analysis, including Conceptual Floor Plan and Preliminary Budget Information has been provided to interested firms and will be used to spearhead initial design discussions.

Departments expected to be relocated to the new facility include Administration, Finance, Development Services, Public Works Administration, Engineering, City Clerk, Assessor, Information Technology and the Municipal Court. Some public meeting spaces are also expected to be included.

The provided Conceptual Floor Plan is intended to provide preferred adjacency of Departments along with approximate area requirements. It was prepared in an attempt to align City needs with available space while minimizing remodeling costs. The Conceptual Floor Plan is subject to further refinement. During the Schematic Design Phase, (3) potential alternates will be explored for feasibility. These alternates include enclosing the existing drive up canopy, the addition of a 2nd floor in the clerestory area and relocation of Council Chambers to the northeast corner of the existing building.

The selected firm will be expected to work with City Staff to develop comprehensive remodeling plans. Department Heads will also be reviewing potential operational changes and efficiencies as part of this process.

Interested firms are also asked to provide an explanation of their approach to Construction Administration services which will then be negotiated for at a later date upon further scope clarifications.

The project schedule assumes hiring of the Design Consultant in September 2016 and construction starting in April of 2018, with construction completed no later than early September 2018. The City must vacate the existing City Hall no later than September 30, 2018.

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 IT Department and MACTV with regards to new data/phone requirements and Audio/Visual Design. Outside of normal project discussions and meetings, we do not feel any additional requests are necessary.



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. The 18 month window listed in the RFP is extremely generous and will allow the Key Milestone Dates in Items A and B to be fluid in nature. We feel confident that if we are allowed to proceed with item C no later than November 1st 2017, we can meet your anticipated Construction Start Date of April 2, 2018. We certainly are prepared to accelerate these dates as directed.

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 develop a long-term use strategy. 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 staff circulation, security considerations and public accessibility will be analyzed. We will provide the resources necessary to 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.

Key Milestone Dates:

September 2016:	Enter into A/E Design Agreement with Owner
October 2016:	Initial Meeting with Department Heads/Key Staff
November 2016:	Develop Conceptual Floor Plan options
December 2016:	Obtain Staff Approval for Presentation to Board/Council
January 2017:	Present Recommended Floor 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. Key personnel with individual specialties including Interior Design, 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 within the planned facility. Furnishings and finishes begin to be discussed and samples are presented for review. Custom casework design begins and plumbing fixtures and requested appliances/equipment are reviewed for their compatibility with our program. 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 requested these updated documents may then again be presented to the Board of Public Works and Common Council for approval and authorization to move forward.

Key Milestone Dates:

February 2017:	Revise and Refine Floor Plan per Board/Council direction
March 2017:	Begin Design Development discussions with Staff
May 2017:	Complete Design Development Documents
June 2017:	Obtain Staff Approval for Presentation to Board/Council
July 2017:	Present Design Development Documents to Board/Council



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.

During this phase any outstanding material selections are finalized for inclusion into the project's specifications. 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. Final Life Safety and Code Compliance reviews occur and any necessary information is produced for State or Local Approval.

We will 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.

Upon completion of the Construction and Bidding Document Phase, we will be prepared to deliver (3) hard copies and digital Construction Documents to the Owner. 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.

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.

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:

August 2017:	Revise and Refine DD documents per Board/Council direction
September 2017:	Transition to Construction Documents and Bid Phase
December 2017:	Complete Construction Documents and Bid Phase
January 2018:	Project Bids
February 2018:	Review Bids and present recommendation to Board/Council
March 2018:	Execute Contracts between Owner/GC



D. Move Planning

We anticipate beginning detailed Move Planning Services during completion of Item C. We will meet with Department Heads to confirm a list of all Staff Members and FFE items that are expected to be relocated.

A comprehensive list/plan of each item to be moved along with it's corresponding future location will be produced and provided to potential moving services vendors for cost estimating so a realistic moving fee can be included in the project budget.

Approximately two months prior to project Substantial Completion, bids for moving services will be solicited from vendors. After receipt and approval, moving dates will be further refined based on project schedule.

Key Milestone Dates:

October 2016:	Obtain list from Department Heads of Personnel and FFE items
December 2017:	Confirm list from Department Heads
February 2018:	Obtain budget pricing for moving services
July 2018:	Obtain bids for moving services
September 2018:	Physical move occurs



E. 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.



**City of
Marshfield**
Memorandum

August 8, 2016

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Hume Avenue Improvements North of Becker Road

BACKGROUND

Earlier this year, the City of Marshfield entered into a Development Agreement with Nicolet Lumber for development of approximately 22 acres of land north of Becker Road and East of Hume Avenue for multi-family housing. The Development Agreement requires the City to construct improvements on Hume Avenue in 2016 to serve the new development. Back when the agreement was being drafted, the developer expected to begin construction in July of 2016, however they no longer intend to start construction this year.

ANALYSIS

A wetland delineation on the site revealed more wetlands than the developer was anticipating and as such, they have had to rework their site plan. Wetland impacts will also require additional agency approvals. These delays will make it impractical for the developer to complete the site engineering in time for construction on their site yet this year. Staff has started the engineering for Hume Avenue but has placed the project on hold pending an updated schedule from the developer. At this point, we will not be constructing Hume Avenue in 2016 but rather will bid the project over the winter for construction in 2017.

This change in project timing will require an amendment to the Development Agreement which will be brought back to the Board at a future meeting.

RECOMMENDATION

None at this time.

Concurrence: _____

Steve Barg, City Administrator