



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, MARCH 31, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Vice-Chairman Cummings
2. Approval of minutes of March 17, 2014 Board of Public Works meeting
3. Citizen Comments
4. Presentation of City Hall and Police Station Facilities Study – Presented by Dan Knoeck, Director of Public Works and Jack Blume, Zimmermann Architects
5. Award bids:
a. Contract 2014-01, North Street (St. Joseph to Wood), Alley (Central/Chestnut/4th/5th), Park Street (7th to Pine) and Veterans Parkway Dynamic Envelopes – Presented by Tom Turchi, City Engineer
b. 2014 Asphalt Paving Contract – Presented by Dan Knoeck, Director of Public Works
6. Award quotation for purchase of replacement aerial truck for Street Department – Presented by Brian Panzer, Street Superintendent
7. Update on Maple Avenue Railroad Crossing – Presented by Dan Knoeck, Director of Public Works
8. Presentation of Annual Storm Water Management Report – Presented by Tom Turchi, City Engineer
9. Recommended items for future agendas
10. Adjournment

Posted this 28th day of March, 2014 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**  
**03/31/14**

1. Call meeting to order – Vice-Chairman Cummings
2. Approval of minutes of March 17, 2014 Board of Public Works meeting
3. Citizen Comments
4. Presentation of City Hall and Police Station Facilities Study – Presented by Dan Knoeck, Director of Public Works and Jack Blume, Zimmermann Architects  
See attached draft report for City Hall and the Police Station. **Recommend to receive and place on file.**
5. Award bids:
  - a. Contract 2014-01, North Street (St. Joseph to Wood), Alley (Central/Chestnut/4<sup>th</sup>/5<sup>th</sup>), Park Street (7<sup>th</sup> to Pine) and Veterans Parkway Dynamic Envelopes – Presented by Tom Turchi, City Engineer  
See attached bid summary. **Recommend approval of the low bid of Haas Sons, Inc. of Thorp, WI in the amount of \$723,655.52 and authorize execution of a contract.**
  - b. 2014 Asphalt Paving Contract – Presented by Dan Knoeck, Director of Public Works  
See attached memo. **Recommend approval of the bid of American Asphalt of Mosinee, WI in an amount not to exceed budgeted funding and authorize execution of a contract.**
6. Award quotation for purchase of replacement aerial truck for Street Department – Presented by Brian Panzer, Street Superintendent  
See attached memo. **Recommend approval of the low quotation of Utility Sales and Service of Appleton, WI in the amount of \$162,795 and authorize execution of a purchase order.**
7. Update on Maple Avenue Railroad Crossing – Presented by Dan Knoeck, Director of Public Works  
See attached memo. **Recommend implementation of a temporary closure of Maple Avenue from Depot Street to Veterans Parkway effective May 1, 2014, for a minimum length of two months.**
8. Presentation of Annual Storm Water Management Report – Presented by Tom Turchi, City Engineer  
See attached report. **Recommend to receive and place on file.**
9. Recommended items for future agendas
10. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF MARCH 17, 2014**

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

**PRESENT:** Mike Feirer, Tom Buttke, Gary Cummings, Gordon Earll and Ed Wagner

**EXCUSED:** None

**ALSO PRESENT:** City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Panzer; Cemetery Coordinator Baltus; Library Director Belongia; Michelle Boernke and Pat Stuhr of UW Marshfield/Wood County; the media; and others.

**PW14-39** Motion by Earll, second by Wagner to recommend approval of the minutes of the March 3, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments – None**

**PW14-40** Motion by Cummings, second by Buttke to recommend receiving the Cemetery Year End Report and placing it on file.

**Motion Carried**

**PW14-41** Motion by Buttke, second by Earll to recommend approval of the low bid submitted by American Pavement Solutions of Green Bay, WI for crack sealing of asphalt and concrete streets at a cost not to exceed \$100,000, with the term of the contract being for five years with renewal on an annual basis contingent upon satisfactory completion of the prior years' work and successful negotiation of any revisions to the contract price and authorize execution of a contract.

**Motion Carried**

**PW14-42** Motion by Cummings, second by Wagner to recommend approval of the Prequalification of Contractors for 2014 construction projects as presented.

**Motion Carried**

City Administrator Barg presented the recommended 2015 – 2019 Capital Improvement Program, as prepared by the CIP Administrative Committee.

**PW14-43** Motion by Buttke, second by Earll to recommend approval of the 2015 – 2019 Capital Improvement Program and refer to the Common Council for consideration.

**All 'Ayes' Motion Carried**

**PW14-44** Motion by Wagner, second by Cummings to recommend that the first Board of Public Works meeting for April, 2014 be held on Monday, March 31, 2014 at 5:30 PM and the second meeting for April, 2014 be held on Monday, April 14, 2014 at 5:30 PM.

**Motion Carried**

**PW14-45** Motion by Earll, second by Cummings to adjourn to closed session at 5:49 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- City Hall Plaza Leases

**Roll call vote, all 'Ayes' Motion Carried**

**Present in Closed Session:** Aldermen Feirer, Buttke, Cummings, Earll & Wagner; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi.

**PW14-46** Motion by Cummings, second by Wagner to reconvene in open session at 6:00 PM.

**Roll call vote, all 'Ayes' Motion Carried**

**PW14-47** Motion by Wagner, second by Buttke to recommend approval of a lease agreement with Citizen's Employment and Training, Inc. of Eau Claire, WI for space in City Hall Plaza and authorize execution of the lease agreement.

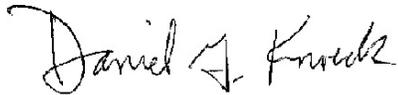
**Motion Carried**

**Recommended items for future agendas:**

- Buttke requested an updat of the project schedule for North Central Avenue from Arnold Street to Harrison Street. Knoeck gave a brief update.

Motion by Wagner, second by Cummings that the meeting be adjourned at 6:05 PM.

**Motion Carried**



Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

# City Hall Needs Analysis

Architecture, Fire Protection, Plumbing, HVAC, Electrical / Telecommunications



**City Hall**

630 South Central Avenue, Marshfield, Wisconsin 54449

Project No. 130146.01

March 31, 2014

**zimmerman**  
ARCHITECTURAL STUDIOS, INC.

ARCHITECTURE | ENGINEERING | INTERIORS | PLANNING | LANDSCAPE ARCHITECTURE

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## **Executive Summary**

Zimmerman Architectural Studios, Inc. is pleased to be requested to perform a Needs Analysis Report of the City Hall Building at 630 South Central Avenue in Marshfield, WI. The City of Marshfield has asked to provide a written report containing observations of existing conditions of the building as well as recommended costs to address office needs.

Several different purposes served the building during its existence. The original three story piece on the south end of the block was built in 1927 by Marshfield Clinic. In 1957, the Clinic expanded with a 3 story addition which fronted half of the 600 block of South Central Street. Two additions followed in 1960 with an addition of a fourth floor and 1964 with the addition of floors five through seven before the building changed hands to Mr. John Figi in 1975 and remodeled in various phases. Finally, in March of 1988, the building was purchased by the City of Marshfield and remodeled to support City Hall functions.

City Hall services that are based in the building include Administration, Assessor, City Clerk, Finance, Information Technology, Municipal Court, Parks and Recreation, Planning and Economic Development, Engineering, Public Works Administration and Building Services. Several Wood County departments are also tenants in the building. The Wood County lease expires on June 30, 2014 and Wood County is likely to move some or all of its functions from the building.

This report will identify building features, as well as the condition and type of mechanical, electrical and plumbing systems. It will also examine spatial programming needs of the City Hall departments, including findings from an Operational Review, performed by Springsted Incorporated in January, 2014, and combine the variables to make a recommendation for the future of the departments and building. Spatial layouts will be provided with a cost estimate for execution. Finally, it will provide a cost estimate for a new building with the current program.

## Architecture

As mentioned in the Executive Summary, the building is a series of several additions between 1927 and present. There are two distinct floor plates; that from the original 1927 building and that from all of the subsequent additions. The first floor contains an expanded floor plan and is the main entry to the building. The leased retail tenants occupy this floor. A drive thru window and canopy also exist at the north end of the building for a pharmacy tenant.

### Exterior

The façade for the initial and all subsequent additions is modular clay brick. The original windows have been replaced in 1989 with aluminum windows. The roofs were replaced three years ago, with the exception of one portion that is planned to be replaced in 2014. There are eleven access/exit points to the building. Several cellular antennae sit on the rooftop. The parking lot is of adequate size, but has had deferred maintenance and is in fair condition.

### Interior

The original 1927 building was constructed of three floors. In 1975, Mr. John Figi purchased the complex and removed a portion of the second floor in the original building in an effort to create a tennis court, which still exists today. An elevator provides access to the floors through a stairwell in the seven story building. The lower level contains the tennis court, a racquetball court, locker rooms and a few vacant offices; the second floor contains the Parks and Recreation Department.

The seven story addition contains access to all floors via two elevators and two stairs. The basement level is nearly the full footprint of the building and contains utility space, storage and the Council Chambers. The first floor is a retail floor, with five tenants, public restrooms and a City Hall Conference Room. The second through seventh floors have a similar floor plate with vacant space on floors 2-3, Wood County leased space on the fourth floor and City Hall offices on floors 5-7, with the exception of the Municipal Court on the second floor. Each floor in the building contains restrooms.

### City Hall Program

When purchased in 1988, the City of Marshfield was looking for sufficient space for its government offices, as it has outgrown its historic building at 112 West Second Street. The building contains more than enough space for the departments, so the City has leased its unused space since occupancy. The departments have grown modestly through the years, but overall not outgrown the three floors plus Park and Recreation space that it resides.

The City hired Springsted Incorporated in 2013 to perform an Operational Review. This review examined each department and compared them to those in Cities of similar size, as well as other factors. The report recommends an addition of a financial analyst, a Planner and possibly an Information Technology Specialist to the current staff. It also recommends a few

organizational structure modifications that could add Facilities Manager and Administrative Specialist positions to the City, though those positions could also be created by staff reallocation. Finally, though it does not recommend a staffing modification to the Assessor Department, it suggests considering outsourcing the department as a means of more efficient service to its public.

Each department director was interviewed to help determine spatial needs as well as other building-oriented issues. Most reported that staffing at its current level was acceptable, though Finance mentioned an urgent desire for an additional staff, and Planning and IT mentioned a need for 1 additional staff.

Comments from the directors regarding their department spaces were minor in nature. They focused on maintenance items such as roof leaks and comfort issues. The exception was the Finance department, which has staff on two separate floors, and not sufficient space for the staff on the seventh floor. The result of the separated department is a communication disconnect and inefficient operations.

Building location was not a concern of any directors. Parking is sufficient and the location in the center of the City makes it located optimally. Parks and Recreation has a minor concern that access to their floor by the public is difficult, but also recognizes that by being in the same building as the other services, communication is good. They also appear to be the most fluid department, as their staff has been reduced the most over the past few years and they have made program agreements with private entities to provide cooperative programs, and those agreements could continue which may change the appearance of the department.

## Fire Protection

- Observations

The Building is completely sprinkled except for parts of the 1st floor and the parks and rec area of the building. Fire protection is served by a 50hp fire pump located in Fire Pump room B21. The fire pump is in good condition.

Sprinkler heads are typically chrome semi recessed heads throughout.

- Recommendations

Provide complete sprinkler coverage on 1st floor and parks and rec area.

## Plumbing

### General

The plumbing systems infrastructure is primarily original to the building with various system upgrades over the years to fixtures, sumps and the sewage ejectors.

### Utility Infrastructure

#### Water Distribution

- Observations

A 4" domestic water service enters the building from the east.

#### Sanitary Sewer

- Observations

A 6" sanitary sewer laterals leave the building to the east.

### Interior Plumbing Systems

#### Interior Domestic Water Distribution System

- Observations

The interior domestic water distribution system originates from the 4" water service. The 4" domestic water supply continues through the building serving plumbing fixtures.

Hot water for the basement through the 4th floor is provided by a 50 gallon gas fired, 100,000 BTU water heater located in the basement. Hot water for floors 5 through 7 is provided by a 30 gallon electric water heater located on the 6th floor. Hot water took over 3 minutes to get to the lavatories on floors 3 and 4.

- **Assessment**

Piping that could be observed is in average condition with insulation missing at some locations in the basement.

- **Recommendations**

Replace any missing insulation on water piping. Provide hot water circulation for all floors to ensure hot water delivered within approximately 30 seconds at all fixtures.

### **Interior Sanitary Drainage System**

- **Observations**

The interior sanitary drainage system for floors 1 through 7 connects to plumbing fixtures and drains and is routed to the basement and exits through the east wall draining by gravity. The basement plumbing fixtures and drains are routed into two different sewage ejectors located in the Mechanical equipment room and Boiler Room and pump up to the gravity system. The sewage ejectors are in great condition.

Piping is generally constructed of no hub cast iron and in average to fair condition for its age.

- **Assessment**

As the cast iron piping has aged, cracks will begin developing in the piping at limited areas and the piping should be replaced with PVC and wrapped with insulation due to the location within plenum spaces.

- **Recommendations**

Replace cast iron drainage piping with Schedule 40 PVC at areas where piping is starting to crack. Provide plenum wrap on PVC pipe above ceilings.

### **Plumbing Fixtures**

- **Observations**

Plumbing fixtures are generally of older vintage.

- **Water Closets**

Water Closets are constructed of vitreous china, are floor mount, manual flush valve operated

- **Urinals**

Urinals are constructed of vitreous china, are wall hung, manual flush valve operated

- **Lavatories**

Lavatories are constructed of vitreous china, wall hung or counter mounted self-rimming with manually operated two handle faucets and some manual metering faucets.

- Assessment

The existing plumbing fixtures are in average condition. The majority of the plumbing fixtures in the building are not ADA compliant or water conserving.

- Recommendations

Replace water closets and urinals with water conserving models. Provide sensor operated flush valves.

Replace lavatories and faucets with water conserving models. Provide one style of faucet for easier maintenance.

Replace service sinks with updated models.

Provide ADA fixtures are required by code.

## Heating, Ventilation, & Air Conditioning (HVAC)

The City hall can be broken down into three major HVAC areas:

### **TOWER - BASEMENT THROUGH FOURTH FLOOR**

The Heating, Ventilating and Air Conditioning fans and air distribution are original to the building. The system has been updated from a dual duct constant volume system to a variable air volume system. Heating is provided to spaces through wall mounted fin tube radiation. The hot water boilers were replaced with sealed combustion boilers in the late 1990's. The automated temperature control system is a mixture of pneumatics and direct digital controls. Chilled water for the air handling systems is provided by a chiller with remote air cooled condenser. This chiller was installed within the last 5 years.

#### **Air Handling Systems**

- Observations

Air is distributed into the tower through a single air handling unit. The unit fan is variable volume supply with hot water and chilled water coils. Variable air volume boxes regulate airflow to multiple spaces on each floor. Space heating is provided by hot water finned tube radiation along the exterior walls. VAV zoning is appropriate with boxes only serving single exposures or interior spaces. Air is returned to the air handler through a combination of corridor and plenum returns located on each floor.

A second air handler serving several basement offices and storage is located in an office closet. This constant volume unit appears to be in excellent working condition.

Automatic controls serving the air handling unit are pneumatic. VAV boxes are controlled by a Siemens direct digital control system.

- Assessment

The air handling unit is original to the building, circa 1957. This unit remains in working condition due to the skillful maintenance staff, but it has far exceeded its recommended life. The duct distribution system is in fair condition overall. Several sections of ductwork, typically located nearest to the duct shaft, were found to be leaking and deformed due to the operating static pressure in the ductwork.

- Recommendations

Provide a new air handling unit to server the Lower Tower floors. Provide new controls for air handler and tie into existing DDC system.

Repair or replace leaking and deformed supply ductwork with new ductwork that is reinforced to handle the design static pressures.

### Hot Water Systems

- Observations

The boilers are hot water and were installed in the late 1990's. There are two boilers supplying the required hot water for the heating system. The hot water distribution system is set up as a primary-secondary pumping system. Automatic controls for the boilers and pumps are pneumatic.

- Assessment

These boilers are nearing the end of their recommended life. Maintenance staff have been repairing the boilers frequently due to flame failure trips.

- Recommendations

Replace the boilers with new high efficiency boilers.

### Chilled Water Systems

- Observations

The chiller, condensing unit, and pumps were recently replaced and appear to be in excellent working condition. Automatic controls for the chiller are stand-alone direct digital.

- Assessment

Chiller capacity appears to be sufficient for the system's needs.

- Recommendations

Extend the building DDC system to include monitoring and control of the chiller.

### TOWER – FIFTH FLOOR THROUGH EIGHTH FLOOR

The air distribution is original to the building. The distribution system has been updated from a dual duct constant volume system to a variable air volume system. Heating is provided to spaces through wall mounted fin tube radiation. The Heating, Ventilating and Air Conditioning fans, hot water boilers, chiller with remote air cooled condenser, and pumps, were completely replaced in 2011. The automated temperature control system is mostly direct digital control with some pneumatic controls still in place serving old exhaust fans.

### Air Handling Systems

- Observations

Air is distributed into the tower through two air handling units. One unit serves only the Seventh floor, the other unit serves floor Five and Six. The fans are variable volume supply with hot water and chilled water coils. Variable air volume boxes regulate airflow to multiple spaces on each floor. Space heating is provided by hot water finned tube

radiation along the exterior walls. VAV zoning is appropriate with boxes only serving single exposures or interior spaces. Air is returned to the air handlers through a combination of corridor and plenum returns located on each floor.

Automatic controls serving the air handling units and VAV boxes are tied into the Siemens direct digital control system.

- Assessment

The air handling units were installed in 2011. The units are in excellent condition. The duct distribution system is in fair condition overall. Several sections of ductwork, typically located nearest to the duct shaft, were found to be leaking and deformed due to the operating static pressure in the ductwork.

- Recommendations

Repair or replace leaking and deformed supply ductwork with new ductwork that is reinforced to handle the design static pressures.

### Hot Water Systems

- Observations

The boilers are hot water and were installed in 1999. There are two boilers supplying the required hot water for the heating system. The hot water distribution system is set up as a primary-secondary pumping system. Automatic controls for the boilers and pumps are tied into the Siemens direct digital control system.

- Assessment

The boilers and pumps are in excellent condition. Maintenance personnel mentioned they were noticing pitting of the hot water control valves.

- Recommendations

Perform a water quality test to determine hot water system fluid is within acceptable operating levels.

Review the secondary pumping system control pressure setpoints and control sequence within the control system to reduce the possibility of over pumping the hot water system.

### Chilled Water Systems

- Observations

The air cooled chiller and pumps were replaced in 2011 and are in excellent condition.

- Assessment

Chiller capacity appears to be sufficient for the system's needs.

- Recommendations

No recommendations for this system.

## **FIRST FLOOR RETAIL AND PARKS AND RECREATION**

- Observations

Retail spaces are served by the Tower basement level air handling unit or rooftop units. Offices and the racquetball court within the Parks and Recreation area are served by gas fired furnaces with remote air cooled condensing units. The tennis courts are heated by hot water unit heaters served by the Tower basement level hot water boilers. Temperature controls were typically stand-alone programmable thermostats.

- Assessment

The gas fired furnaces and air cooled condensing units serving the Parks and Recreation areas are nearing their expected life.

The tenant rooftop equipment was not assessed as it is the responsibility of the tenant.

- Recommendations

The gas fired furnaces and air cooled condensing units serving the Parks and Recreation areas are nearing their expected life. Budgeting should begin to replace these units within the next five years.

## **Electrical**

### **General**

Electrically, this building has been very well maintained. Some recent significant upgrades provide reliability, flexibility and expandability which could accommodate a number of renovation options.

### **Normal Power Distribution System**

Most of the electrical power “backbone” has been replaced with new equipment and cabling. The remaining original distribution equipment is generally fusible, which tends to be more reliable with age compared to circuit breakers.

There are likely a few major original components that should be tested, inspected and/or replaced. For example, we were made aware of a 1600 amp 1950’s circuit breaker that has become difficult to operate. Components like this could disable large portions of the building and could take days for replacement/repair.

1950’s vintage circuit breaker panelboards still exist and should eventually be replaced. These are the smaller panelboards normally seen on each floor, serving receptacles, lighting and other relatively small loads.

During our walk-through, a relatively low use of plug-in strips and extension cords was noticed. This would indicate there is an adequate amount of receptacles throughout that accommodates the building’s current use.

### **Emergency Power**

The entire building is backed up by a new 500 Kva diesel generator and three large transfer switches. Readings during testing indicate that the system has had plenty of capacity, even during peak times. The 275 gallon tank provides 8 to 16 hours of backup, depending on load.

### **Lighting**

Most fixtures have been re-lamped or replaced and use new modern, energy efficient lamping. Exit signs are almost all LED type.

### **Fire Alarm**

The building has a relatively new EST fire alarm system. It appears to be in good condition and device placement generally meets current codes.

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**Other Systems**

There doesn't appear to be an overall security system that provides access control and surveillance throughout the building. The City should consider installing these systems at some point to protect employees and property.

Telecommunications cabling infrastructure appears to be in good condition.

## Conclusion

Marshfield made a historical decision in 1988 when they decided to sell their historic City Hall and purchase the tallest building in the city from Mr. John Figi for their offices. The operation changed in that it became a building owner as well as a landlord. This model has provided the City with rental income over the past 25 years that has offset operational expenses and reduced the tax burden of its citizens. The shortcomings of the model are currently prevalent as vacant space has become available in the building that still requires heat and maintenance, but does not provide income. It is critical for the City to find tenants for these vacant spaces in order to maintain the model of revenue to offset expenses. Possible tenant options are City programs that are currently in other locations in the City where the City pays rent, i.e. cable television, who leases space in another building. Moves such as these may not provide the desired income to offset operational expenses, but it reduces or eliminates the rent that is paid.

The decision to abandon the current building in favor of constructing a new building or finding an existing building of an appropriate size would take a significant financial commitment. The City currently is in the process of building a new public library that will require bonding and does not want to burden its citizens further.

The current City Hall building structure is in very good condition. However, if the City chooses to remain in the building, a few long term infrastructure commitments that have been deferred need to be made. These include a larger dumpster enclosure and metal storage shed, exterior brick and concrete sealing, north stairwell repairs and flooring replacement. The largest commitment would be a controls system for the HVAC equipment. The cost commitment would provide a significant increase in efficiency and provide a favorable payback. Also, there is no security system in the building. Several department heads have stated concerns that they are not protected by camera surveillance or an access system. Installing this system would be a significant commitment and would also possibly require a monitoring agreement with a private entity or the Police Department or County Sheriff. Finally, though the parking lot is in fair condition, replacement is recommended in the next 10 years.

The program of the City departments is generally good. Departments are generally positioned adjacent to those that they work with most closely. The only major issue is the separation of the 5<sup>th</sup> floor customer area and the 7<sup>th</sup> floor administrative finance. These entities need to be together to be most efficient.

Scheme 1 in the Appendix proposes co-locating the department on the 5<sup>th</sup> floor where it can be adjacent to the City Clerk. This move would displace the Assessor, but it is understood through the 2013 Operational Review that the Assessor department could be outsourced in time. Since there is ample space in other areas of the building, it is recommended that the Assessor Department is relocated. The 7<sup>th</sup> floor space that would be vacant if Finance was co-located could be an option for a smaller Assessor Department or IT expansion.

A second option is also provided to the report that addresses minor issues as well as the issues indicated for option 1. It involves a remodel of the 5<sup>th</sup> floor to be most efficient for the Finance, Clerk and Assessor departments, and allows for Finance and Clerk expansion if Assessor is outsourced. This layout would provide all public services outside of the departments, which provides more security to the staff and also best-utilizes the conference and reception areas. It is also recommended that the 6<sup>th</sup> and 7<sup>th</sup> floors are included with the project for finish updates and general review of departmental efficiency.

Comparably, Scheme 1 would require a minimal cost to allocate the departments as desired and more significant costs to infrastructure upgrades that would pay back over time. It is a way of providing a moderate commitment to the building at a minimal cost. Scheme 2 requires a remodel of a floor and all of the costs to scheme 1, which make it a larger commitment. Customer service would be similar with both schemes, but the added level of quality for the employees could increase staff morale and reduce finishes maintenance for 10-15 years.

Finally, cost information is provided for a new building. This information is provided to assist in comparing the schemes noted above with the notion of selling the existing building and moving the current services into new construction. Various uses of the current City Hall building have been previously discussed, and it is believed that a mixed use of first floor retail and upper floor multi-family residential could occupy the building if there is sufficient demand in those markets. An appraised value of the City Hall building would be beneficial information, should the idea be studied further.

The appendices include cost information for noted deferred maintenance items, the two schemes and a newly constructed building. It also indicates floor plan layouts for the two schemes.

# Appendix A – Budget Summary

## Scheme 1

**MARSHFIELD CITY HALL**  
Remodeling Scheme 1  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
02000 Site Work & Demolition					\$0
sub-total					\$0
03000 Concrete					\$0
sub-total					\$0
04000 Masonry					\$0
sub-total					\$0
05000 Steel					\$0
sub-total					\$0
06000 Carpentry					\$0
sub-total					\$0
07000 Thermal / Moisture Protection					\$0
sub-total					\$0
08000 Doors Windows					\$0
sub-total					\$0
09000 Finishes					
Sealed Concrete	0	SF	\$0.90	\$0	\$0
Architectural Paver Tile	0	SF	\$24.00	\$0	\$0
Architectural Paver Tile Base	0	LF	\$29.00	\$0	\$0
VCT Flooring	0	SF	\$6.75	\$0	\$0
Rubber Treads and Risers	0	SF	\$12.00	\$0	\$0
Vinyl Base	630	LF	\$2.10	\$1,323	\$1,323
Carpeting	2,354	SY	\$32.50	\$76,505	\$76,505
Ceramic Tile Floor	0	SF	\$9.00	\$0	\$0
Ceramic Tile Base	0	LF	\$10.55	\$0	\$0
Epoxy Floor and Base	0	SF	\$8.00	\$0	\$0
Ceramic Tile Wall	0	SF	\$9.25	\$0	\$0
Paint Walls incl volume and gyp clg	2,354	SF	\$0.90	\$2,119	\$2,119
Paint Walls incl volume and gyp clg	0	SF	\$1.25	\$0	\$0
2x2 Acoustical Ceiling Tile - vinyl	0	SF	\$2.45	\$0	\$0
2x2 Acoustical Ceiling Tile - secure	0	SF	\$3.75	\$0	\$0
2x2 Acoustical Ceiling Tile	0	SF	\$2.75	\$0	\$0
GYP BD Perimeter	0	SF	\$6.00	\$0	\$0
GYP BD Demising - Bullet Resistive	0	SF	\$13.00	\$0	\$0
GYP BD Demising - Acoustic	0	SF	\$12.00	\$0	\$0
GYP BD Demising	0	SF	\$10.00	\$0	\$0
GYP BD Demising - High STC	0	SF	\$15.55	\$0	\$0
5/8" GYP Board Ceilings	0	SF	\$7.80	\$0	\$0
5/8" GYP Board Soffits	0	LF	\$34.00	\$0	\$0
Walk off mat	0	SF	\$22.00	\$0	\$0
Paint and Stain exterior		allow		\$0	\$0
Wood Base Chair Rail and Base	0	LF	\$25.00	\$0	\$0
Acoustical Wood Panels	0	SF	\$10.00	\$0	\$0
sub-total					\$78,947

**MARSHFIELD CITY HALL**  
Remodeling Scheme 1  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>10000 Specialties</b>					
Window Blinds	1	allow	\$1,500	\$1,500	
Platol Lockers	0	EA	\$2,100	\$0	
Detention Tables and Stools	0	EA	\$2,500	\$0	
Toilet Partitions	0	per stall	\$900	\$0	
Misc Toilet Accessories	0	allow	\$3,900	\$0	
Grab Bars	0	EA	\$195	\$0	
Mirrors	0	EA	\$275	\$0	
Mirrors	0	EA	\$1,100	\$0	
Benches	0	EA	\$85.00	\$0	
Chalk / Tack and Marker Boards	0	allow	\$500	\$0	
Evidence Pass - thru Lockers	0	EA	\$4,000	\$0	
Projection Screens	0	EA	\$2,500	\$0	
Mens and Womens Lockers	0	EA	\$500	\$0	
Elevator	0	unit	\$45,000.00	\$0	
<b>sub-total</b>					\$1,500
<b>15000C Plumbing</b>					
Plumbing	1	LS	\$0.00	\$0	
<b>sub-total</b>					\$0
<b>15000B Mechanical</b>					
HVAC	0	SF	\$15.00	\$0	
<b>sub-total</b>					\$0
<b>15000C Fire Protection</b>					
FP	0	SF	\$2.75	\$0	
<b>sub-total</b>					\$0
<b>16000A Electrical</b>					
Electrical	0	SF	\$12.00	\$0	
<b>sub-total</b>					\$0
<b>16000B Communication</b>					
Communications - Telecom and Data	2,354	SF	\$2.00	\$4,708	
<b>sub-total</b>					\$4,708
<b>Construction Subtotal</b>					<b>\$86,158</b>
<b>Division 01</b>					
General Conditions	2	MONTHS	\$6,000	\$12,000	
Overhead and Profit	95.155	%	\$0.065	\$5,600	
Building Permit	96.165	%	\$0.010	\$862	
Utility consumption during construction	106.165	%	\$0.010	\$862	
				18%	\$19,324
<b>Total Building Construction Costs</b>					<b>\$105,478</b>
<b>New</b>	2,354				
<b>Remodeled</b>	0				
<b>Total</b>	2,354				
<b>Building Cost per Square Foot</b>					<b>\$44.81</b>

**MARSHFIELD CITY HALL  
Remodeling Scheme 1  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>Construction</b>					
Division 01 - General Conditions	\$19,323				18.32%
Division 02 - Site Work	\$0				0.00%
Division 03 - Concrete	\$0				0.00%
Division 04 - Masonry	\$0				0.00%
Division 05 - Steel	\$0				0.00%
Division 06 Carpentry	\$0				0.00%
Division 07 - Thermal / Moisture	\$0				0.00%
Division 08 - Doors / Windows	\$0				0.00%
Division 09 - Finishes	\$79,947				75.79%
Division 10 - Specialties	\$1,500				1.42%
Division 11 - Equipment	\$0				
Division 15A - Plumbing	\$0				0.00%
Division 15B - HVAC	\$0				0.00%
Division 15C - Fire Protection	\$0				0.00%
Division 16A - Electrical	\$0				0.00%
Division 16B - Communications	\$4,708				4.46%
	<b>\$105,478</b>				<b>100%</b>

Median estimate 20% - deviation in 2014 dollars

20% \$21,096

Low end of median statistical curve

\$84,382 Optimistic

High end of median statistical curve

\$126,573 Pessimistic

**MARSHFIELD CITY HALL**  
Remodeling Scheme 1  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>10000 Specialties</b>					
Window Blinds	1	allow	\$1,500	\$1,500	
Platol Lockers	0	EA	\$2,100	\$0	
Detention Tables and Stools	0	EA	\$2,500	\$0	
Toilet Partitions	0	per stall	\$900	\$0	
Misc Toilet Accessories	0	allow	\$3,500	\$0	
Grab Bars	0	EA	\$195	\$0	
Mirrors	0	EA	\$275	\$0	
Mirrors	0	EA	\$1,100	\$0	
Benches	0	EA	\$85.00	\$0	
Chalk / Tack and Marker Boards	0	allow	\$500	\$0	
Evidence Pass - thru Lockers	0	EA	\$4,000	\$0	
Projection Screens	0	EA	\$2,500	\$0	
Mens and Womens Lockers	0	EA	\$500	\$0	
Elevator	0	unit	\$45,000.00	\$0	
<b>sub-total</b>					<b>\$1,500</b>
<b>15000C Plumbing</b>					
Plumbing	0	LS	\$0.00	\$0	
<b>sub-total</b>					<b>\$0</b>
<b>15000B Mechanical</b>					
HVAC	0	SF	\$15.00	\$0	
<b>sub-total</b>					<b>\$0</b>
<b>15000C Fire Protection</b>					
FP	0	SF	\$2.75	\$0	
<b>sub-total</b>					<b>\$0</b>
<b>16000A Electrical</b>					
Electrical	0	SF	\$12.00	\$0	
<b>sub-total</b>					<b>\$0</b>
<b>16000B Communication</b>					
Communications - Telecom and Data	2,354	SF	\$2.00	\$4,708	
<b>sub-total</b>					<b>\$4,708</b>
<b>Construction Subtotal</b>					<b>\$86,158</b>
<b>Division 01</b>					
General Conditions	2	MONTHS	\$6,000	\$12,000	
Overhead and Profit	06,155	%	\$0.065	\$5,600	
Building Permit	06,165	%	\$0.010	\$862	
Utility consumption during construction	06,165	%	\$0.010	\$862	
				18%	<b>\$19,323</b>
<b>Total Building Construction Costs</b>					<b>\$105,478</b>
<b>New</b>	2,354				
<b>Remodeled</b>	0				
<b>Total</b>	2,354				
<b>Building Cost per Square Foot</b>					<b>\$44.81</b>

**MARSHFIELD CITY HALL**  
Remodeling Scheme 1  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>OTHER PROJECT COST</b>					
Building / Land Acquisition	\$105,478				
• Remediate subject Properties					\$0
					<b>\$0</b>
<b>Professional Fees</b>					
	\$105,478	\$0	\$105,478		
• Architect (Structural, Plumbing, Mechanical, Electrical) incl: constr docs/constr admin	0%	\$105,478			\$6,438
• Civil Engineering/Site Consultant	0%				\$0
• Landscaping Design	0%				\$0
• Telecom / Data Design Consultant	10%	\$4,709			\$471
• FF&E Design	0%		\$500		\$0
• Construction/Program Management	0%	\$105,478			\$0
• Geotechnical & Soil Investigation					\$0
• Constr Mat Inspection & Testing					\$0
• Commissioning	0%	\$105,478			\$0
• Document Reproduction					\$2,500
- Design Phase					\$10,000
- Blading & Construction					\$527
• Consultant Reimbursables	0.5%	\$105,478			\$0
• Survey					\$0
• Televised Assessment of Existing Utilities					\$0
					<b>\$21,938</b>
<b>Furniture Furnishings and Equipment</b>					
• Office furniture/files (new)					\$0
• Interior Signage/graphics					\$600
					<b>\$600</b>
<b>Special Equipment</b>					
					\$0
					<b>\$0</b>
<b>Occupancy Expenses</b>					
• Moving costs					\$2,500
• Ground breaking ceremony					\$0
• Opening ceremony					\$1,000
					<b>\$3,500</b>
<b>Administrative</b>					
	\$105,478				
• Legal - attorney					\$0
• Insurance (Builders Risk)		1%			\$1,055
• Estimating contingency		10%			\$10,548
• Construction contingency		10%			\$10,548
					<b>\$22,151</b>
<b>Total Soft Costs</b>					<b>\$48,087</b>
<b>Total Building Construction Costs</b>					<b>\$105,478</b>
<b>Total Project Costs in 2014</b>					<b>\$153,564</b>

**Scheme 2**

**MARSHFIELD CITY HALL**  
Remodeling Scheme 2  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single-Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>02000 Site Work &amp; Demolition</b>					
Constr Entrance Tracking Mat	0	unit	\$2,501	\$0	
Permanent relocation of site utilities	0	LS	\$10,000	\$0 allowance	
Building Demolition	0	LS		\$0	
Site Environmental	0	LS		\$0	
Selective Demolition	1	LS		\$0,000	
Secure Vacated Building	1	LS		\$0	
Mass Grading	0	CY	\$7.00	\$0	
Excavation	0	CY	\$21.00	\$0	
Remove (Truck materials from site)	0	CY	\$18.00	\$0	
Fine Grading - Topsoil	0	CY	\$32.00	\$0	
Cleaning and grubbing	0	LS	\$1,000	\$0	
Demc Existing curb sidewalk/C&G	0	LS	\$5,000	\$0	
3ft Fence	0	LF	\$9.91	\$0	
Backfill	0	CY	\$32.00	\$0	
8" Stone Under Slab	0	CY	\$15.85	\$0	
12" Stone Under Slab	0	CY	\$21.55	\$0	
Concrete Curb and Gutter 18"	0	LF	\$22.00	\$0 street ramp	
Concrete Curb and Gutter 18"	0	LF	\$21.00	\$0 site paving areas	
Patch street @ new C&G + utility	0	LS		\$0	
Site Utilities - Water Main 8"	0	LF	\$65.00	\$0	
Hydrants	0	unit	\$1,750	\$0 street + site	
Site Utilities - Storm 12" PVC	0	LF	\$45.00	\$0	
Site Utilities - Sanitary	0	LF	\$45.00	\$0	
Concrete mat	0	unit	\$2,250	\$0	
Concrete Manhole	0	unit	\$1,750	\$0	
Sidewalk	0	SF	\$6.00	\$0	
Sidewalk Intersection forms	0	unit	\$3,000	\$0	
Concrete Abron(s) and paving	0	SF	\$6.20	\$0	
Sub base	0	SF	\$3.15	\$0	
Asphalt Paving - Roadway	0	SY	\$30.00	\$0	
Asphalt Paving	0	SY	\$15.00	\$0	
Exterior Storage	0	unit	\$1,800	\$0	
Landscaping - ornamentals / shrubs	0	unit	\$15,000	\$0	
Landscaping - trees, Site and service	0	unit	\$25,000	\$0	
Landscaping - turf	0	SY	\$7.00	\$0	
Decorative fencing	0	LF	\$65.00	\$0	
Rolling Gate and controller	0	unit	\$17,000	\$0	
Site Lighting	0	unit	\$3,000	\$0	
Temple Lighting	0	unit	\$4,800	\$0	
HDCP Signs and indicated doors	0	unit	\$750	\$0	
SWM Quality Feature	0	SF	\$30.00	\$0	
Foggate 25'	0	unit	\$2,500	\$0	
<b>sub-total</b>					<b>\$3,000</b>
<b>03000 Concrete</b>					
4" Slab-on-Grade	0	SF	\$4.35	\$0 incl backfill	
5" Slab-on-Grade	0	SF	\$4.56	\$0	
7" Slab-on-Grade	0	SF	\$4.75	\$0	
Patch and level slab	1	allow	\$2,500.00	\$2,500	
Footings	0	CY	\$350.00	\$0	
Strip Footings	0	CY	\$400.00	\$0	
Column Piers	0	CY	\$300.00	\$0	
4' Foundation Wall	0	CY	\$700.00	\$0	
12' Foundation Wall	0	SF	\$21.00	\$0	
Site retaining wall	0	SF	\$30.00	\$0	
Concrete Curing and patching	0	LS		\$0	
Precast Concrete Panel	0	SF	\$0.00	\$0	
Concrete Topping	0	SF	\$3.50	\$0	
Concrete Sloops	0	unit	\$980	\$0	
Concrete Ramp	0	LF	\$175.00	\$0	
Concrete Slaps	0	unit	\$2,500	\$0	
<b>sub-total</b>					<b>\$2,500</b>

**MARSHFIELD CITY HALL**  
Remodeling Scheme 2  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Price Bid						
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES	
<b>0400 Masonry</b>						
sub-total						\$0
<b>0500 Steel</b>						
sub-total						\$0
<b>0600 Carpentry</b>						
Base Cabinets	11	LF	\$150.00	\$0		
Upper Cabinets	0	LF	\$100.00	\$0		
Countertop	0	LF	\$125.00	\$0		
Conference Base	0	LF	\$100.00	\$0		
Conference Countertop	0	LF	\$125.00	\$0		
Coffee Base	0	LF	\$150.00	\$0		
Copy Upper	0	LF	\$100.00	\$0		
Copy Countertop	0	LF	\$125.00	\$0		
Copy Mail	0	LF	\$385.00	\$0		
Copy Base	0	LF	\$150.00	\$0		
Clerk Transaction Window	0	LF	\$25.00	\$0	modify	
Mac Shelves on tracks/side	0	LF	\$85.00	\$0		
Trim Windows	0	LF	\$12.00	\$0		
Ceiling Guards	0	unit	\$450.00	\$0		
2 x 4 Wood Framing	0	LF	\$7.00	\$0		
2 x 6 Wood Framing	0	LF	\$7.20	\$0		
2 x 12 Wood Framing	0	LF	\$0.00	\$0	not	
Miscellaneous headers and structural wood framing		Allow		\$0		
3/4" plywood sheathing	0	SF	\$3.00	\$0	not	
3/4" plywood sheathing	0	SF	\$2.85	\$0	wall	
Wood Trusses	0	unit	\$800.00	\$0	incl crane and erection	
Cementitious Siding	0	SF	\$7.75	\$0	50% Spoilage	
Cementitious Trim - Fascia etc	0	LF	\$15.00	\$0	20% Spoilage	
Cementitious Veneer	0	unit	\$450.00	\$0		
Miscellaneous Blocking		Allow		\$1,000		
Miscellaneous Furring		Allow		\$0		
Interior Window Sills	0	LF	\$5.00	\$0		
sub-total						\$1,000
<b>0700 Thermal / Moisture Protection</b>						
Perimeter Foundation/Under slab insul	0	SF	\$2.50	\$0		
Perimeter Waterproof	0	SF	\$2.00	\$0		
2" Cavity Insulation mastic apply	0	SF	\$2.90	\$0		
6" Batt Insulation	2,300	SF	\$5.00	\$11,500		
12" Batt Insulation	0	SF	\$8.00	\$0		
Caulking & Sealant	4,600	SF	\$0.25	\$1,150	interior only	
Air Infiltration Barrier	0	SF	\$0.75	\$0		
Vapor Barrier	0	SF	\$0.75	\$0		
Glass sheathing	0	SF	\$3.00	\$0		
EPDM Roofing	0	SF	\$3.25	\$0	\$9 gravel ballasted	
Dimensional shingles	0	SF	\$5.85	\$0	\$0 allow for putting	
EPDM Flashing @ ml	0	LF	\$20.00	\$0		
1" Penite for rafter	0	SF	\$1.40	\$0		
Faced Insul Avg 4"	0	SF	\$2.75	\$0		
Ice and water shield	0	SF	\$2.00	\$0		
Roof wall Transition flashing	0	LF	\$12.00	\$0		
Ice and water shield	0	SF	\$2.00	\$0		
Metal Corner flashing	0	LF	\$8.25	\$0		
Metal Coving	0	LF	\$14.25	\$0		
Metal Gables	0	LF	\$38.00	\$0		
Metal Downspouts	0	LF	\$30.00	\$0		
Exterior Soft Sillboards	0	Allow	\$1,500	\$0		
sub-total						\$12,650

**MARSHFIELD CITY HALL**  
Remodeling Scheme 2  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prima Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>08000 Doors Windows</b>					
Wood Doors	14	EA	\$725.00	\$10,150	
Hollow Metal Doors	1	EA	\$625.00	\$625	rated
Hollow Metal Frames	16	EA	\$345.00	\$5,175	
Borrowed Lites	0	Allow	\$750	\$0	
Glass	0	Allow	\$250	\$0	
Overhead Doors	0	EA	\$4,500	\$0	14 x 14
Overhead Doors	0	EA	\$4,000	\$0	12 x 12
Coiling Doors @ counter	1	EA	\$3,570	\$3,570	
Hardware	16	EA	\$700.00	\$10,500	
Power Assist Door	0	Unit	\$4,250	\$0	
Roof access	0	EA	\$5,000	\$0	
Bullet Resistive Window Syst	0	EA	\$4,560	\$0	
Louvers	0	Allow	\$20,000	\$0	
Wood Clad Windows	0	SF	\$35.00	\$0	
Aluminum Storefront Windows	0	SF	\$35.00	\$0	
Aluminum Break Metal covers		allow		\$0	
Aluminum Glass Doors	0	EA	\$4,500	\$0	
<b>sub-total</b>					<b>\$30,020</b>
<b>09000 Finishes</b>					
Sealed Concrete	0	SF	\$0.90	\$0	
Architectural Paver Tile	0	SF	\$24.00	\$0	
Architectural Paver Tile Base	0	LF	\$29.00	\$0	
VCT Flooring	0	SF	\$8.75	\$0	
Rubber Treads and Risers	0	SF	\$12.00	\$0	
Vinyl Base	1,078	LF	\$2.10	\$2,264	
Carpeting	575	SY	\$32.50	\$18,688	
Ceramic Tile Floor	0	SF	\$9.00	\$0	
Ceramic Tile Base	0	LF	\$10.55	\$0	
Epoxy Floor and Base	0	SF	\$6.00	\$0	
Ceramic Tile Wall	0	SF	\$9.25	\$0	
Paint Walls incl volume and gyp ckg	0	SF	\$0.90	\$0	
Paint Walls incl volume and gyp ckg	4,800	SF	\$1.25	\$5,750	
2x2 Acoustical Ceiling Tile - vinyl	0	SF	\$2.45	\$0	
2x2 Acoustical Ceiling Tile - secure	0	SF	\$3.75	\$0	
2x2 Acoustical Ceiling Tile	4,800	SF	\$2.75	\$12,650	
GYP BD Perimeter	0	SF	\$6.00	\$0	
GYP BD Demising - Bullet Resistive	0	SF	\$13.00	\$0	
GYP BD Demising - Acoustic	0	SF	\$12.00	\$0	
GYP BD Demising	4,800	SF	\$10.00	\$46,000	
GYP BD Demising - High STC	480	SF	\$15.55	\$7,153	
5/8" GYP Board Ceilings	0	SF	\$7.80	\$0	
5/8" GYP Board Soffits	50	LF	\$34.00	\$1,700	
Walk off mat	0	SF	\$22.00	\$0	
Paint and Stain exterior		allow		\$0	
Wood Base Chair Rail and Base	0	LF	\$25.00	\$0	
Acoustical Wood Panels	0	SF	\$10.00	\$0	
<b>sub-total</b>					<b>\$91,204</b>

**MARSHFIELD CITY HALL  
Remodeling Scheme 2  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid				
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS TOTALS and NOTES
<b>Construction</b>				
Division 01 - General Conditions	\$48,334		11.93%	
Division 02 - Site Work	\$5,000		1.23%	
Division 03 - Concrete	\$2,500		0.62%	
Division 04 - Masonry	\$0		0.00%	
Division 05 - Steel	\$0		0.00%	
Division 06 Carpentry	\$1,000		0.25%	
Division 07 - Thermal / Moisture	\$12,650		3.12%	
Division 08 - Doors / Windows	\$30,020		7.41%	
Division 09 - Finishes	\$94,204		23.25%	
Division 10 - Specialties	\$7,500		1.85%	
Division 11 - Equipment	\$0			
Division 15A - Plumbing	\$0		0.00%	
Division 15B - HVAC	\$90,000		22.21%	
Division 15C - Fire Protection	\$16,500		4.07%	
Division 16A - Electrical	\$72,000		17.77%	
Division 16B - Communications	\$25,500		6.29%	
	<b>\$405,209</b>		<b>100%</b>	
<b>Median estimate 10% - deviation in 2014 dollars</b>				
	10%	\$40,521		
<b>Low end of median statistical curve</b>	<b>\$364,688</b>		<b>Optimistic</b>	
<b>High end of median statistical curve</b>	<b>\$445,729</b>		<b>Pessimistic</b>	

**MARSHFIELD CITY HALL**  
Remodeling Scheme 2  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>10000 Specialties</b>					
Window Blinds	1	allow	\$2,500	\$2,500	
Pistol Lockers	0	EA	\$2,100	\$0	
Detention Tables and Stools	0	EA	\$2,500	\$0	
Toilet Partitions	0	per stall	\$900	\$0	
Misc Toilet Accessories	0	allow	\$3,500	\$0	
Grab Bars	0	EA	\$195	\$0	
Mirrors	0	EA	\$275	\$0	
Mirrors	0	EA	\$1,100	\$0	
Benches	0	EA	\$85.00	\$0	
Chalk / Tack and Marker Boards	1	allow	\$2,500	\$2,500	
Evidence Pass - thru Lockers	0	EA	\$4,000	\$0	
Projection Screens	1	EA	\$2,500	\$2,500	conference
Mens and Womens Lockers	0	EA	\$500	\$0	
Elevator	0	unit	\$45,000.00	\$0	
<b>sub-total</b>					<b>\$7,500</b>
<b>15000C Plumbing</b>					
Plumbing	1	LS	\$0.00	\$0	
<b>sub-total</b>					<b>\$0</b>
<b>15000B Mechanical</b>					
HVAC	6,000	SF	\$15.00	\$90,000	
<b>sub-total</b>					<b>\$90,000</b>
<b>15000C Fire Protection</b>					
FP	6,000	SF	\$2.75	\$16,500	
<b>sub-total</b>					<b>\$16,500</b>
<b>15000A Electrical</b>					
Electrical	6,000	SF	\$12.00	\$72,000	
<b>sub-total</b>					<b>\$72,000</b>
<b>15000B Communication</b>					
Communications - Telecom and Data	6,000	SF	\$4.25	\$25,500	
<b>sub-total</b>					<b>\$25,500</b>
<b>Construction Subtotal</b>					<b>\$356,874</b>
<b>Division 01</b>					
General Conditions	3	MONTHS	\$6,000	\$18,000	
Overhead and Profit	356,874	%	\$0.065	\$23,197	
Building Permit	356,874	%	\$0.010	\$3,569	
Utility consumption during construction	356,874	%	\$0.010	\$3,569	12%
<b>Total Building Construction Costs</b>					<b>\$405,209</b>
<b>New</b>	4,600				
<b>Remodeled</b>	0				
<b>Total</b>	4,600				
<b>Building Cost per Square Foot</b>					<b>\$88.09</b>

**MARSHFIELD CITY HALL  
Remodeling Scheme 2  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>OTHER PROJECT COST</b>					
Building / Land Acquisition	5405,209				
• Remediate subject Properties					\$0
					<b>\$0</b>
<b>Professional Fees</b>	<b>5405,209</b>	\$25,500	\$379,709		
• Architect (Structural, Plumbing, Mechanical, Electrical) incl: constr docs/constr admin	0%		\$379,709		\$30,377
• Civil Engineering/Site Consultant	0%		\$0		\$0
• Landscaping Design	0%		\$0		\$0
• Telecom / Data Design Consultant	10%		\$75,000		\$2,550
• FF&E Design	0%		\$750		\$0
• Construction/Program Management	0%		\$405,209		\$0
• Geotechnical & Soil Investigation					\$0
• Constr Mat Inspection & Testing					\$0
• Commissioning	0%		\$405,209		\$0
• Document Reproduction					\$3,500
- Design Phase					\$12,500
- Bidding & Construction					\$2,026
• Consultant Reimbursables	0.5%		\$405,209		\$0
• Survey					\$0
• Televised Assessment of Existing Utilities					\$0
					<b>\$50,933</b>
<b>Furniture Furnishings and Equipment</b>					
• Office furniture/files (new)					\$0
• Interior Signage/graphics					\$750
					<b>\$750</b>
<b>Special Equipment</b>					
					\$0
					<b>\$0</b>
<b>Occupancy Expenses</b>					
• Moving costs					\$3,500
• Ground breaking ceremony					\$0
• Opening ceremony					\$1,000
					<b>\$4,500</b>
<b>Administrative</b>	5405,209				
• Legal - attorney					\$0
• Insurance (Builders Risk)	1%				\$4,052
• Estimating contingency	10%				\$40,521
• Construction contingency	10%				\$40,521
					<b>\$85,094</b>
<b>Total Soft Costs</b>					<b>\$141,297</b>
<b>Total Building Construction Costs</b>					<b>\$405,209</b>
<b>Total Project Costs in 2014</b>					<b>\$546,505</b>

**Deferred Maintenance**

MARSHFIELD CITY HALL  
Deferred Maintenance  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>Replace Carpet</b>	5				
Floors 2, 3, 4, 5, 6, 7	575	SY	\$32.50	\$18,688	does not include credit for other City Hall projects
<b>sub-total</b>					<b>\$93,438</b>
<b>Security</b>					
Controllers, Devices, Software	1	LS	\$250,000.00	\$250,000	card access and cameras
<b>sub-total</b>					<b>\$250,000</b>
<b>Dumpster enclosure</b>	1	LS	\$4,000.00	\$4,000	
<b>Storage Shed on City Hall Site</b>	1	LS	\$6,000.00	\$6,000	
<b>Exterior Brick Tuckpoint and Seal</b>	1	LS	\$85,000.00	\$85,000	deviates from 2018 estimate by CoFM (\$65K)
<b>Replace Parking Lot</b>					
Clearing and grubbing	1	LS	\$5,000.00	\$5,000	deviates from 2018 estimate by CoFM (\$300K)
Dewater	78000	SF	\$0.15	\$11,400	
Install Silt Fence	1240	LF	\$2.50	\$3,100	
Maintain Silt Fence	3	month	\$700.00	\$2,100	
Replace Concrete Aprons	3	each	\$10,000.00	\$30,000	
Asphaltic Pavement	12600	SY	\$18.00	\$226,800	
Sub Base	1400	CY	\$28.00	\$89,200	includes \$50,000 allow for unsuitable soils
Demolish Pavement	12600	SY	\$2.50	\$31,500	
Grading, Shaping and Topsoil	76000	SF	\$0.45	\$34,200	
Landscaping allowance	1	LS	\$50,000.00	\$50,000	
Site lighting	10	each	\$4,000.00	\$40,000	
SWM Feature	1	allow	\$50,000.00	\$50,000	
<b>Repair North Stair Tower Walls</b>	1	LS	\$25,000.00	\$25,000	
<b>Phase 2 Tile Replacement first Floor</b>	1	LS	\$22,000.00	\$22,000	
<b>Repair Windows and Spandrel Panels - recaulk</b>	1	LS	\$65,000.00	\$65,000	deviates from 2018 estimate by CoFM (\$40K)
<b>Mechanical Systems</b>					
Boilers	1	LS	\$150,000.00	\$150,000	
Furnaces in South annex	1	LS	\$30,000.00	\$30,000	
Basement AHU	1	LS	\$200,000.00	\$200,000	
Controls	1	LS	\$45,000.00	\$45,000	
<b>Electrical Systems</b>					
Penthouse	1	LS	\$35,000.00	\$35,000	
Basement Service	1	LS	\$150,000.00	\$150,000	replace feeder
<b>Construction Subtotal</b>					<b>\$1,733,738</b>
<b>Division 01</b>					
General Conditions	6	MONTHS	\$6,000	\$36,000	
Overhead and Profit	1,733,738	%	\$0.065	\$112,693	
Building Permit	1,733,738	%	\$0.010	\$17,337	
Utility consumption during construction	1,733,738	%	\$0.010	\$17,337	
				10%	<b>\$183,368</b>
<b>Total Building Construction Costs</b>					<b>\$1,917,105</b>
Median estimate 10% - deviation in 2014 dollars	10%	191,711	Optimistic \$1,725,395	Pessimistic \$2,108,816	



**MARSHFIELD CITY HALL**  
Deferred Maintenance  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>OTHER PROJECT COST</b>					
Building / Land Acquisition	\$1,917,105				
• Remediate subject Properties					\$120,000
					<b>\$120,000</b>
<b>Professional Fees</b>	<b>\$1,917,105</b>	\$573,300	\$1,343,805		
• Architect (Structural, Plumbing, Mechanical, Electrical) incl. constr docs/constr admin	7%	\$1,343,805			\$94,066
• Civil Engineering/Site Consultant	7%	\$573,300			\$36,631
• Landscaping Design	7%	\$50,000			\$3,500
• Telecom / Data Design Consultant	0%	\$0			\$0
• FF&E Design	0%	\$0			\$0
• Construction/Program Management	0%	\$1,917,105			\$0
• Geotechnical & Soil Investigation					\$5,000
• Constr Mat Inspection & Testing					\$10,000
• Commissioning	0%	\$1,917,105			\$0
• Document Reproduction					\$10,000
- Design Phase					\$25,000
- Bidding & Construction					\$9,586
• Consultant Reimbursables	0.5%	\$1,917,105			\$2,000
• Survey					\$0
• Televised Assessment of Existing Utilities					\$0
					<b>\$195,782</b>
<b>Furniture Furnishings and Equipment</b>					
• Office furniture/files (new)					\$0
• Interior Signage/graphics					\$0
					<b>\$0</b>
<b>Special Equipment</b>					
• Compressor	0	\$15,000			\$0
					<b>\$0</b>
<b>Occupancy Expenses</b>					
• Moving costs					\$0
• Radio shakedown (Allowance)					\$0
• Ground breaking ceremony					\$0
• Opening ceremony					\$0
					<b>\$0</b>
<b>Administrative</b>	\$1,917,105				
• Legal - attorney					\$0
• Insurance (Builders Risk)	1%				\$19,171
• Estimating contingency	10%				\$191,711
• Construction contingency	10%				\$191,711
					<b>\$402,592</b>
<b>Total Soft Costs</b>					<b>\$718,375</b>
<b>Total Building Construction Costs</b>					<b>\$1,917,105</b>

**Total Project Costs in 2014 \$2,635,480**

**New Building**

MARSHFIELD CITY HALL  
New Building  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

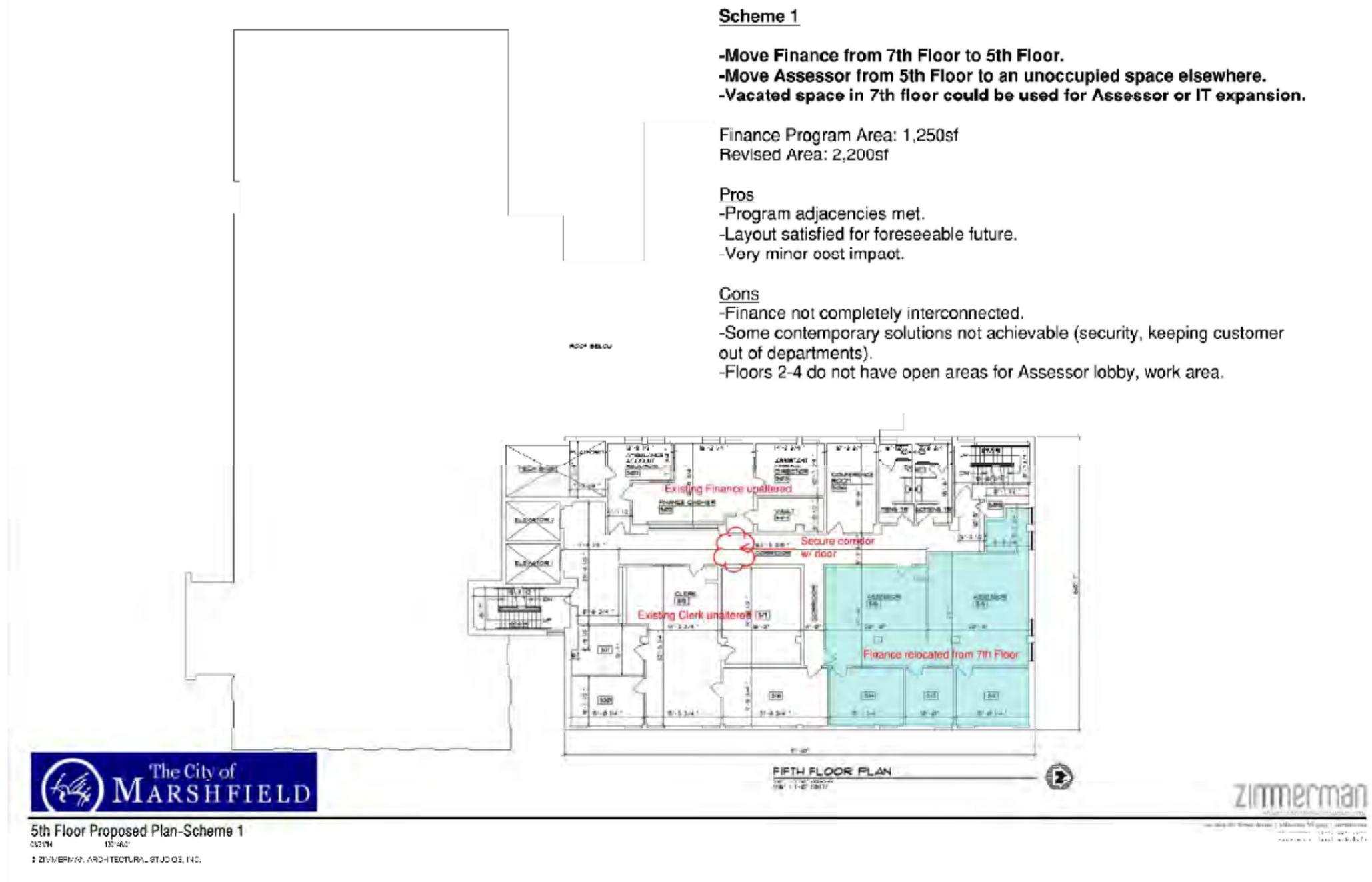
Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
New Building City Hall	23000	SF	\$175.00	\$4,025,000	\$0
<b>sub-total</b>					<b>\$4,025,000</b>
<b>Electronics</b>					
Controllers, Devices, Software	1	LS	\$250,000.00	\$250,000	
AV	1	LS	\$75,000.00	\$75,000	
Telephone	23000	SF	\$3.50	\$80,500	
IT	23000	SF	\$2.00	\$46,000	
<b>sub-total</b>					<b>\$451,500</b>
<b>Construction Subtotal</b>					<b>\$4,476,500</b>
<b>Division 01</b>					
General Conditions	14	MONTHS	\$7,500	\$105,000	job trailer and associated expense
Overhead and Profit	4,476,500	%	\$0.065	\$290,973	
Building Permit	4,476,500	%	\$0.010	\$44,765	
Utility consumption during construction	4,476,500	%	\$0.010	\$44,765	
				10%	<b>\$485,503</b>
<b>Total Building Construction Costs</b>					<b>\$4,962,003</b>
Median estimate 10% - deviation in 2014 dollars	5%	248,100	Optimistic <b>\$4,713,902</b>	Pessimistic <b>\$5,210,103</b>	

**MARSHFIELD CITY HALL**  
**New Building**  
**Estimate of Probable Construction Cost**  
**Conceptual Phase - March 31, 2014**

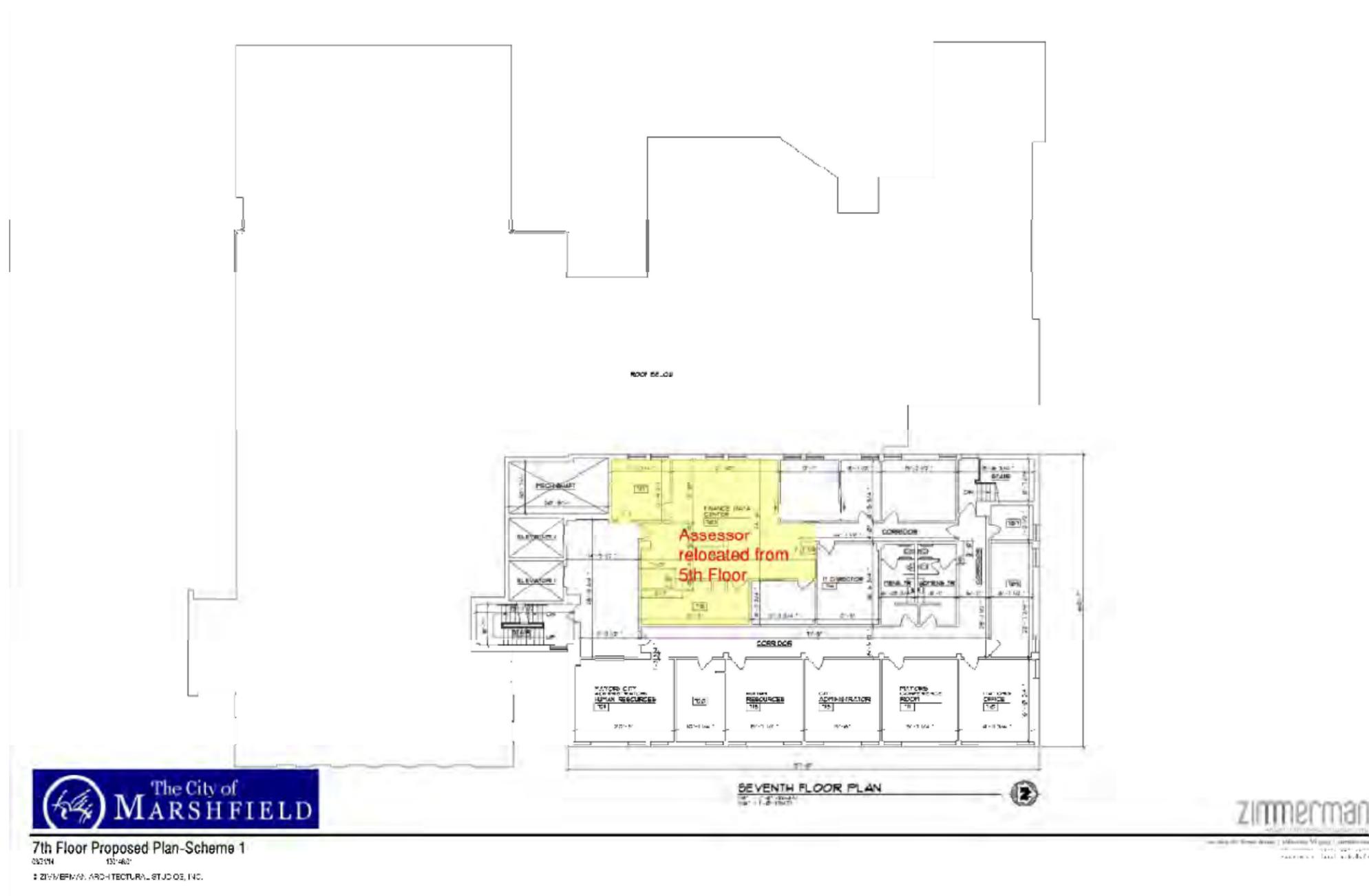
Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>OTHER PROJECT COST</b>					
Building / Land Acquisition	\$4,962,003				
• Remediate subject Properties					\$0
					<b>\$0</b>
<b>Professional Fees</b>					
	<b>\$4,962,003</b>		\$4,962,003		
• Architect (Structural, Plumbing, Mechanical, Electrical) incl. constr docs/constr admin	8%	\$4,962,003			\$396,960
• Civil Engineering/Site Consultant	7%	in Arch			
• Landscaping Design	7%	in Arch			
• Telecom / Data Design Consultant	0%	in Arch			
• FF&E Design	7%				\$31,850
• Construction/Program Management	0%	\$4,962,003			\$0
• Geotechnical & Soil Investigation					\$5,000
• Constr Mat Inspection & Testing					\$20,000
• Commissioning	0%	\$4,962,003			\$0
• Document Reproduction					
- Design Phase					\$10,000
- Bidding & Construction					\$25,000
• Consultant Reimbursables	0.5%	\$4,962,003			\$24,810
• Survey					\$2,000
• Televised Assessment of Existing Utilities					\$0
					<b>\$515,620</b>
<b>Furniture Furnishings and Equipment</b>					
• Office furniture/files (new)					\$450,000
• Interior Signage/graphics					\$5,000
					<b>\$455,000</b>
<b>Special Equipment</b>					
• Compressor	0	\$15,000			\$0
					<b>\$0</b>
<b>Occupancy Expenses</b>					
• Moving costs					\$10,000
• Radio shakedown (Allowance)					\$0
• Ground breaking ceremony					\$1,000
• Opening ceremony					\$2,500
					<b>\$13,500</b>
<b>Administrative</b>					
	\$4,962,003				
• Legal - attorney					\$10,000
• Insurance (Builders Risk)	1%				\$49,620
• Estimating contingency	10%				\$496,200
• Construction contingency	5%				\$248,100
					<b>\$803,920</b>
<b>Total Soft Costs</b>					<b>\$1,788,041</b>
<b>Total Building Construction Costs</b>					<b>\$4,962,003</b>
<b>Total Project Costs in 2014</b>					<b>\$6,750,043</b>

## Appendix B – Drawing Images

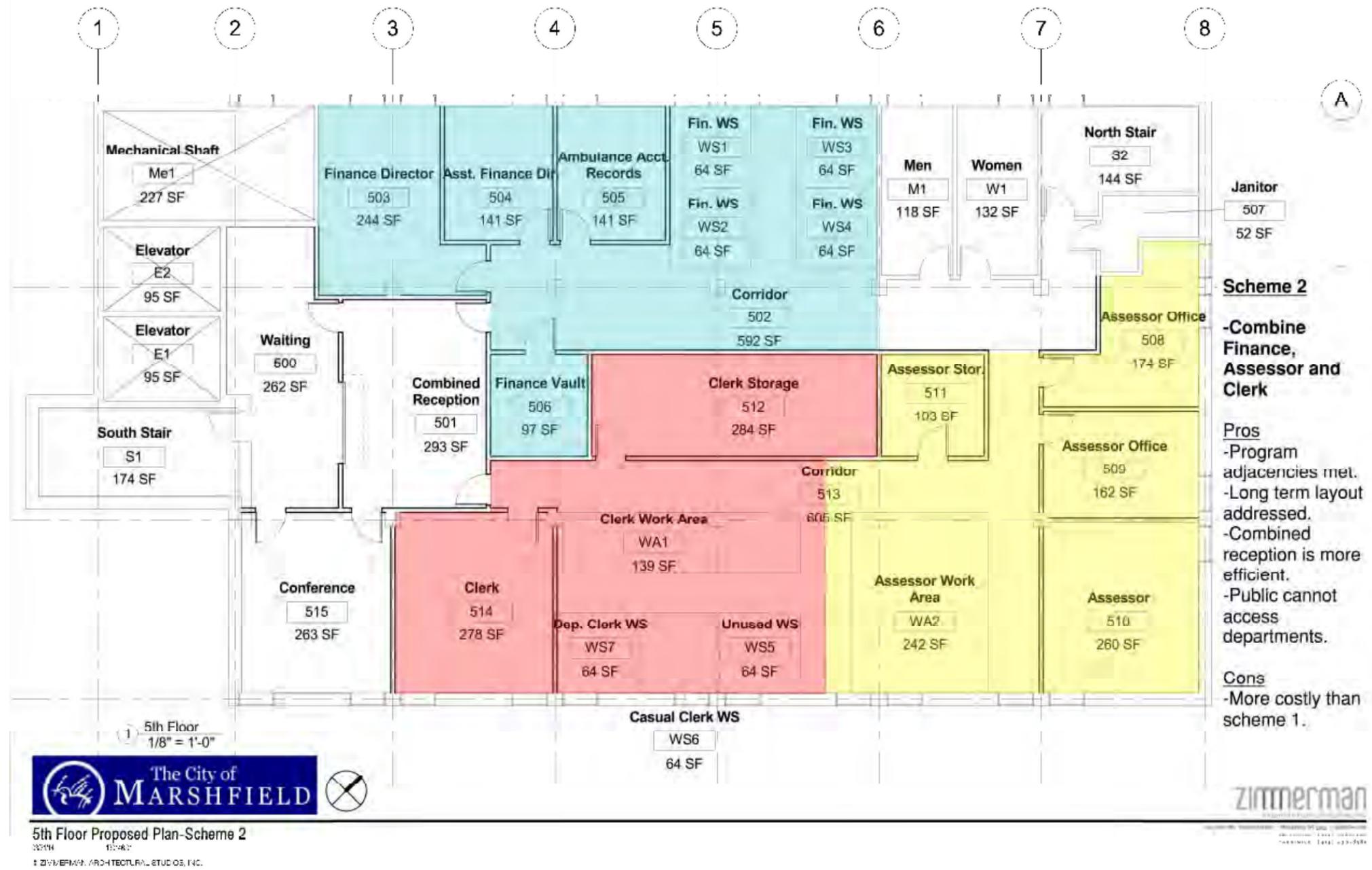
### Scheme 1 – Fifth Floor



Scheme 1 – Seventh Floor



Scheme 2 – Fifth Floor



# Police Department Needs Analysis

Architecture, Fire Protection, Plumbing, HVAC, Electrical / Telecommunications



**Police Department**

110 West First Street, Marshfield, Wisconsin 54449

Project No. 130146.01

March 31, 2014

**zimmerman**  
ARCHITECTURAL STUDIOS, INC.

ARCHITECTURE | ENGINEERING | INTERIORS | PLANNING | LANDSCAPE ARCHITECTURE

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## **Executive Summary**

Zimmerman Architectural Studios, Inc. is pleased to be requested to perform a Needs Analysis Report of the Police Department Building at 110 West First Street in Marshfield, WI. The City of Marshfield has asked to provide a written report containing observations of existing conditions of the building as well as recommended costs to address office needs.

The building was built in 1981 as a standalone Police Station. All City Police services occupy the building. In 1996, a remodel of the basement (previously unoccupied) was made to provide space for communications/dispatch, locker rooms and an elevator. Few spaces on the first floor have been modified since the building was built.

This report will identify building features, as well as the condition and type of mechanical, electrical and plumbing systems. It will also examine spatial programming needs of the Police department. Spatial layouts will be provided with a cost estimate for execution.

## Architecture

As mentioned in the Executive Summary, the building has not been modified significantly since its construction in 1981. The most significant modification was an elevator addition in 1996 which allowed for accessibility in basement spaces that were also modified.

### Exterior

The façade for the building is modular clay brick. Very few modifications to the exterior have taken place. The windows appear to be in good condition. The roof, however is likely the original and is in poor condition. Parking is adequate for squad cars and personal vehicles. There is indoor parking for four squad cars. This is a concern for a few reasons. Today's squad cars contain a significant amount of electronics which need care to extend their useful life. A temperate environment adds to their life. Additionally, this equipment requires more power and access to charging equipment is a bonus. Finally, MPD stores high powered rifles in each vehicle, which are a security risk when parked outside unattended.

### Interior

The interior of the building has had only minor modifications over the past 33 years. A few modifications occurred in the reception space. The only significant project occurred in 1996 with the addition of an elevator and added locker rooms, a communications suite and evidence storage. Since 1996, a few modifications have taken place in the basement, but the room layout remains similar.

The condition of the spaces is generally good. Finishes have been replaced over time and lighting has been upgraded.

### Police Department Program

The spaces currently used by the staff are not vastly different than the original program to the building. There have been a few program changes, but with the overall staffing numbers not changing significantly, the spaces have been reallocated without much issue. The basement spaces are currently underutilized. However, separating a department so that these spaces can be used discourages communication and efficiency. In discussions with Chief Jepsen, there is a possibility that there will be a staff increase, but that increase is minimal and can be absorbed within the building program.

The only area which is of spatial concern is evidence storage. Originally designed to be inside an apparatus bay area, it was increased in size to include a basement room during the 1996 addition. These spaces are separated which is not efficient and do not meet spatial requirements.

## Fire Protection

Currently the police station does not have a complete sprinkler system. There is one fire hose valve cabinet located in Corridor 148.

## Plumbing

The plumbing systems infrastructure is primarily in good condition. Maintenance personnel from the police station indicate there are very few maintenance or operational concerns at this time. The plumbing fixtures are in fair to average condition and replacement would not be necessary at this time. The water softener in the basement has been disconnected and could be removed if the space is needed for other equipment. The water heater was replaced in 2004 and is still in good condition. Currently the water and sanitary piping is at approximately 50% of its capacity and well distributed throughout the building which would lend itself favorably to any potential remodeling which could entail relocation of sinks and toilet rooms.

## Heating, Ventilation, & Air Conditioning (HVAC)

The Heating, Ventilating and Air Conditioning fans, air distribution, and hot water boilers are primarily in good condition. The automated temperature control system is a 30 year old pneumatic system.

### Assessment

The air handling unit supply fan serving the variable volume system has been retrofitted with a VFD, changing the system from a change-over bypass variable air volume system to a full variable air volume system. This helps to reduce the motor energy use.

The hot water boilers and pumps were replaced in the last 4 years with new high efficiency boilers.

The pneumatic control system is beyond its 20 year expected life. While it is possible to maintain the system, it will become increasingly difficult and costly to find parts and qualified repair technicians for servicing.

### Recommendations

We recommend updating the existing pneumatic control system to full direct digital control. There is an increased opportunity for energy savings through better scheduling capabilities and control points. In addition, the system can provide reminders, alerts, and trend logs, all of which assist the staff in maintaining a well-functioning system.

## **Electrical / Telecommunications**

### **General**

The electrical systems components appear to be well maintained and, with a couple of exceptions, in good condition. Some of the low voltage systems are dated and should be upgraded to meet current codes and standards.

### **Power Service and Distribution**

The normal service entrance equipment is in good condition and is located in its own ventilated room. Distribution is accomplished with fused switches. Although this type of equipment still needs maintenance, it tends to be more reliable over time compared to circuit breaker equipment. The panelboards, disconnects and wireways are generally in good condition. However, any renovation work upstairs should include the replacement of some of the older 70's era panelboards on the upper level in order to provide reliable, expandable branch circuit distribution over the long term. Most panelboards were filled with breakers. If a significant amount of additional circuits are needed, new panelboards would need to be installed.

### **Emergency Power System**

The emergency power system is supported by an older indoor Onan generator that appears to be at the end of its useful life. Coolant was noticed on the floor and the generator has a history of leaking coolant. We were told that the coolant has also made its way into the cylinders and is eroding the pistons. The engine has been rebuilt three times and new engines are no longer available for this generator. Long term continued use of this building will require the removal and replacement of the generator. The emergency panelboards are generally filled with breakers. Also, there are some load shed controls installed which would indicate the system is borderline overloaded. The installation of a new, larger generator should include an expansion and clean up the emergency power distribution system.

### **Lighting**

Lighting fixtures are mostly well maintained and in good condition. Most have been converted to use more energy efficient lamps. Most exit signs use LED lamps.

Lighting controls for interior fixtures all appear to be manual. Automatic controls should be employed in non-critical spaces to reduce energy use. Any significant renovation work will require the installation of automatic controls to comply with current energy codes.

### **Fire Alarm**

The current system does not meet the disability code requirements for visible signaling. Additional strobes should be added, especially on the upper floor. The Fire Alarm is an older Simplex 4005 system which is expandable and is still supported by Simplex.

## **Other Systems**

The radio and telecommunications systems appear to be well maintained and protected.

Security is limited to keypads and a small digital CCTV system. The City should consider expanding these systems to be more in line with those in modern police facilities. More camera views (particularly around the building perimeter) and card access should eventually be added to protect this facility.

## **Conclusion**

The current police station building is in good condition and appears to generally support the department needs well. The three areas which it falls short of expectations are squad storage, evidence storage and mechanical controls. If squad storage would be expanded to provide space for all squads, it would provide a secure space for expensive equipment while extending life. By adding a garage, space in the existing garage could be allocated to consolidate evidence storage. An addition to the building to the west would fit on the site without causing issues. The building would also benefit by adding a controls system to the mechanical equipment, which would best utilize the equipment to give it a longer life and reduce energy consumption.

The appendices include cost information for a building addition that would satisfy the facility recommendations. It also includes a diagram of an addition that would accommodate the current fleet of police vehicles.

# Appendix A – Budget Summary

**MARSHFIELD POLICE DEPARTMENT**  
Garage Addition  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single-Phase Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>02000 Site Work &amp; Demolition</b>					
Construct Entrance Trucking Mat	1	unit	\$2,500	\$2,500	
Permanent relocation of site utilities	1	LS	\$10,000	\$10,000	allowance
Building Demolition	0	LS		\$0	
Site Environmental	0	LS		\$0	
Selective Demolition	1	LS		\$5,000	
Secure Vacated Building	1	LS		\$0	
Mass Grading	0	CY	\$7.99	\$0	
Excavation	210	CY	\$21.00	\$4,410	
Remove (Truck materials from site)	210	CY	\$18.00	\$3,780	
Fine Grading + Topsoil	21	CY	\$82.00	\$872	
Cleaning and grubbing	1	LS	\$1,000	\$1,000	
Demol Existing conc sidewalk/C&G	1	LS	\$5,000	\$5,000	
5ft Fence	243	LF	\$2.91	\$698	
Backfill	170	CY	\$32.00	\$5,440	
8" Stone Under Slab	0	CY	\$15.85	\$0	
12" Stone Under Slab	190	CY	\$21.55	\$4,095	
Concrete Curb and Gutter 18"	100	LF	\$22.00	\$2,200	street lamp
Concrete Curb and Gutter 18"	0	LF	\$21.00	\$0	site paving areas
Patch street @ new C&G + utilities	0	LS		\$0	
Site Utilities - Water Main 8"	0	LF	\$95.00	\$0	
Hydrants	0	unit	\$1,750	\$0	street + site
Site Utilities - Storm 12" PVC	0	LF	\$45.00	\$0	
Site Utilities - Sanitary	0	LF	\$45.00	\$0	
Concrete inel	0	unit	\$2,250	\$0	
Concrete Manhole	0	unit	\$1,750	\$0	
Sidewalk	300	SF	\$6.00	\$1,800	
Sidewalk Intersection forms	0	unit	\$3,000	\$0	
Concrete Apron(s) and paving	3,800	SF	\$6.20	\$23,560	
Sub base	0	SF	\$3.15	\$0	
Asphalt Paving - Roadway	0	SY	\$20.00	\$0	
Asphalt Paving	0	SY	\$15.00	\$0	
Exterior Storage	1	unit	\$1,500	\$1,500	
Landscaping - ornaments / shrubs	1	unit	\$15,000	\$15,000	\$10,000
Landscaping - trees: Site and service	0	unit	\$25,000	\$0	
Landscaping - turf	65	SY	\$7.00	\$455	
Decorative Lighting	0	LF	\$95.00	\$0	
Rolling Gate and controller	0	unit	\$17,000	\$0	
Site Lighting	0	unit	\$3,000	\$0	
Tempce Lighting	0	unit	\$4,800	\$0	
HDOP Signs and truncated domes	0	unit	\$750	\$0	
SWM Quality Feature	0	SF	\$30.00	\$0	
Flagpole 25'	0	unit	\$2,500	\$0	
<b>sub-total</b>				<b>\$87,010</b>	<b>\$77,010</b>
<b>03000 Concrete</b>					
4" Slab-on-Grade	0	SF	\$4.35	\$0	incl backfill
5" Slab-on-Grade	0	SF	\$4.55	\$0	
7" Slab-on-Grade	4,600	SF	\$4.75	\$21,850	
Patch and level slab	0	allow	\$1,000.00	\$0	
Footings	75	CY	\$390.00	\$29,250	
Strip Footings	40	CY	\$400.00	\$16,000	
Column Piers	20	CY	\$300.00	\$6,000	
4' Foundation Wall	75	CY	\$700.00	\$52,500	
12' Foundation Wall	0	SF	\$21.00	\$0	
Site retaining wall	0	SF	\$30.00	\$0	
Concrete Curing and patching	0	LS		\$0	
PC Sandwich panel	0	SF	\$23.00	\$0	
Concrete Topping	0	SF	\$3.50	\$0	
Concrete Steps	2	unit	\$960	\$1,920	
Concrete Ramp	0	LF	\$175.00	\$0	
Concrete Steps	0	unit	\$3,500	\$0	
<b>sub-total</b>				<b>\$124,000</b>	

**MARSHFIELD POLICE DEPARTMENT  
Garage Addition  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>04000 Masonry</b>					
8" Concrete Block	0	SF	\$17.00	\$0	
Grout Solid	0	SF	\$5.50	\$0	
8" Concrete Block	2,960	SF	\$18.00	\$53,280	
8" Concrete Block raised	0	SF	\$20.00	\$0	
Grout Solid	1,480	LF	\$5.00	\$7,400	
Reinforcing		Allow		\$2,500	
Brick	2,960	SF	\$21.00	\$62,160	
Precast Banding 8"	0	LF	\$42.50	\$0	
Precast Banding 24"	0	LF	\$67.50	\$0	
Precast Cap	0	LF	\$60.00	\$0	
Precast Caps @ Piers	0	unit	\$125.00	\$0	
Precast Sills & Heads	0	LF	\$47.00	\$0	
<b>sub-total</b>					<b>\$125,340</b>
<b>05000 Steel</b>					
Steel Lintels	200	LB	\$9.45	\$1,890	
Steel Stairs	0	#/ft	\$3,500	\$0	mezzanine + roof
Struct Rein @ Piers	1,000	LB	\$2.00	\$2,000	
Misc Plates, Embeds and Anchors		Allow		\$1,500	
Misc Metals - bollards, pipe rail		Allow		\$1,500	
Columns	2.0	Ton	\$2,500.00	\$5,000	\$45,550
Deck	4,800	SF	\$4.25	\$19,550	
Beams / Framing	3.0	Ton	\$3,000.00	\$9,000	
Crane Rail	0.0	Ton	\$2,500.00	\$0	
Metal Roof access ladder		Allow		\$2,500	
Joists	5.0	Ton	\$1,900.00	\$9,500	
<b>sub-total</b>					<b>\$92,400</b>

**MARSHFIELD POLICE DEPARTMENT**  
**Garage Addition**  
**Estimate of Probable Construction Cost**  
**Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>06000 Carpentry</b>					
Base Cabinets	0	LF	\$150.00		\$0
Upper Cabinets	0	LF	\$100.00		\$0
Countertop	0	LF	\$125.00		\$0
Conference Base	0	LF	\$100.00		\$0
Conference Countertop	0	LF	\$125.00		\$0
Coffee Base	0	LF	\$150.00		\$0
Copy Upper	0	LF	\$100.00		\$0
Copy Countertop	0	LF	\$125.00		\$0
Copy Mail	0	LF	\$395.00		\$0
Copy Base	0	LF	\$150.00		\$0
Clerk Transaction Window	0	LF	\$25.00		\$0 modify
Misc Shelves on brackets/stds	0	LF	\$85.00		\$0
Trim Windows	0	LF	\$12.00		\$0
Corner Guards	0	unit	\$450.00		\$0
2 x 4 Wood Framing	0	LF	\$7.00		\$0
2 x 6 Wood Framing	0	LF	\$7.20		\$0
2 x 12 Wood Framing	220	LF	\$9.00		\$1,980 roof
Miscellaneous headers and structural wood framing		Allow			\$0
3/4" plywood sheathing	0	SF	\$3.00		\$0 roof
3/4" plywood sheathing	0	SF	\$2.85		\$0 wall
Wood Trusses	0	unit	\$800.00		\$0 incl crane and erection
Cementitious Siding	0	SF	\$7.75		\$0 50% Spoilage
Cementitious Trim - Fascia etc	0	LF	\$15.00		\$0 20% Spoilage
Cementitious Vent	0	unit	\$450.00		\$0
Miscellaneous Blocking		Allow			\$1,000
Miscellaneous Furring		Allow			\$0
Interior Window Sills	0	LF	\$5.00		\$0
<b>sub-total</b>					<b>\$2,980</b>
<b>07000 Thermal / Moisture Protection</b>					
Perimeter Found/Under slab Insul	900	SF	\$2.35		\$2,115
Perimeter Waterproof	840	SF	\$2.00		\$1,680
2" Cavity Insulation install apply	2,580	SF	\$2.95		\$7,552
6" Batt insulation	0	SF	\$2.50		\$0
12" Batt insulation	0	SF	\$2.79		\$0
Caulking & Sealant	4,800	SF	\$0.55		\$2,630
Air Infiltration Barrier	0	SF	\$0.75		\$0
Vapor Barrier	0	SF	\$0.75		\$0
Densglass sheathing	0	SF	\$3.00		\$0
EPDM Roofing	4,800	SF	\$3.25		\$14,950 gravel ballasted
Dimensional shingles	0	SF	\$5.85		\$0 allow for patching
EPDM Flashing 60 mil	320	LF	\$20.00		\$6,400
1" Perlite for raling	4,800	SF	\$1.45		\$6,970
Tapered Insul Avg 4"	4,800	SF	\$2.75		\$12,650
Ice and water shield	0	SF	\$2.00		\$0
Roof wall transitional flashing	320	LF	\$12.00		\$3,840
Ice and water shield	0	SF	\$2.00		\$0
Metal Counter flashing	320	LF	\$9.25		\$2,960
Metal Coping	205	LF	\$14.25		\$2,921
Metal Gullers	0	LF	\$23.00		\$0
Metal Downspouts	0	LF	\$30.00		\$0
Exterior Soffit Allowance	0	Allow	\$1,500		\$0
<b>sub-total</b>					<b>\$64,208</b>

**MARSHFIELD POLICE DEPARTMENT  
Garage Addition  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>08000 Doors Windows</b>					
Wood Doors	0	EA	\$725.00	\$0	
Hollow Metal Doors	2	EA	\$625.00	\$1,250	
Hollow Metal Frames	2	EA	\$345.00	\$690	
Borrowed Lites	0	Allow	\$750	\$0	
Glass	0	Allow	\$250	\$0	
Overhead Doors	0	EA	\$4,500	\$0	14 x 14
Overhead Doors	2	EA	\$4,000	\$8,000	12 x 12
Cooling Doors @ shops	0	EA	\$2,700	\$0	
Hardware	2	EA	\$700.00	\$1,400	
Power Assist Door	0	Unit	\$4,250	\$0	
Roof access	0	EA	\$5,000	\$0	
Bullet Resislve Window Sys)	0	EA	\$4,560	\$0	
Louvers	0	Allow	\$20,000	\$0	
Wood Clad Windows	0	SF	\$35.00	\$0	
Aluminum Storefront Windows	0	SF	\$35.00	\$0	
Aluminum Break Metal covers		allow		\$0	
Aluminum Glass Doors	0	EA	\$4,500	\$0	
<b>sub-total</b>					<b>\$11,340</b>
<b>09000 Finishes</b>					
Sealed Concrete	4,800	SF	\$0.90	\$4,140	
Architectural Paver Tile	0	SF	\$24.00	\$0	
Architectural Paver Tile Base	0	LF	\$29.00	\$0	
VCT Flooring	0	SF	\$8.75	\$0	
Rubber Treads and Risers	0	SF	\$12.00	\$0	
Vinyl Base	0	LF	\$2.10	\$0	
Carpeting	0	SY	\$32.50	\$0	
Ceramic Tile Floor	0	SF	\$9.00	\$0	
Ceramic Tile Base	0	LF	\$10.55	\$0	
Epoxy Floor and Base	0	SF	\$6.00	\$0	
Ceramic Tile Wall	0	SF	\$9.25	\$0	
Paint Walls incl volume and gyp clg	0	SF	\$0.90	\$0	
Paint Walls incl volume and gyp clg	4,800	SF	\$1.25	\$5,750	
2x2 Acoustical Ceiling Tile - vinyl	0	SF	\$2.45	\$0	
2x2 Acoustical Ceiling Tile - secure	0	SF	\$3.75	\$0	
2x2 Acoustical Ceiling Tile	0	SF	\$2.75	\$0	
GYP BD Perimeter	0	SF	\$6.00	\$0	
GYP BD Demising - Bullet Resislve	0	SF	\$13.00	\$0	
GYP BD Demising - Acoustic	0	SF	\$2.00	\$0	
GYP BD Demising	0	SF	\$2.00	\$0	
GYP BD Demising - High STC	0	SF	\$15.55	\$0	
5/8" GYP Board Ceilings	0	SF	\$7.90	\$0	
5/8" GYP Board Soffits	0	LF	\$34.00	\$0	
Walk off mat	0	SF	\$22.00	\$0	
Paint and Stain exterior		allow		\$0	
Wood Base Chair Rail and Base	0	LF	\$25.00	\$0	
Acoustical Wood Panels	0	SF	\$18.00	\$0	
<b>sub-total</b>					<b>\$3,890</b>

**MARSHFIELD POLICE DEPARTMENT  
Garage Addition  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>10000 Specialties</b>					
sub-total					\$0
<b>15000C Plumbing</b>					
Plumbing	1	LS	\$30,000.00	\$30,000	\$30,000
sub-total					\$35,000
<b>15000B Mechanical</b>					
HVAC	1	LS	\$35,000.00	\$35,000	\$35,000
sub-total					\$0
<b>15000C Fire Protection</b>					
FP	1	LS	\$0.00	\$0	\$0
sub-total					\$20,000
<b>16000A Electrical</b>					
Electrical	1	LS	\$20,000.00	\$20,000	\$20,000
sub-total					\$5,000
<b>16000B Communication</b>					
Communications - Telecom and Data	1	LS	\$5,000.00	\$5,000	\$0.000
sub-total					\$613,307
<b>Construction Subtotal</b>					\$613,307
<b>Division 01</b>					
General Conditions	6	MONTHS	\$6,000	\$36,000	
Overhead and Profit	613.387	%	\$0.085	\$39,870	
Building Permit	613.387	%	\$0.010	\$6,134	
Utility consumption during construction	613.387	%	\$0.010	\$6,134	13% \$86,136
<b>Total Building Construction Costs</b>					<b>\$655,975</b>
<b>New</b>	4,600				
<b>Remodeled</b>	0				
<b>Total</b>	4,600				
<b>Building Cost per Square Foot</b>					<b>\$142.60</b>

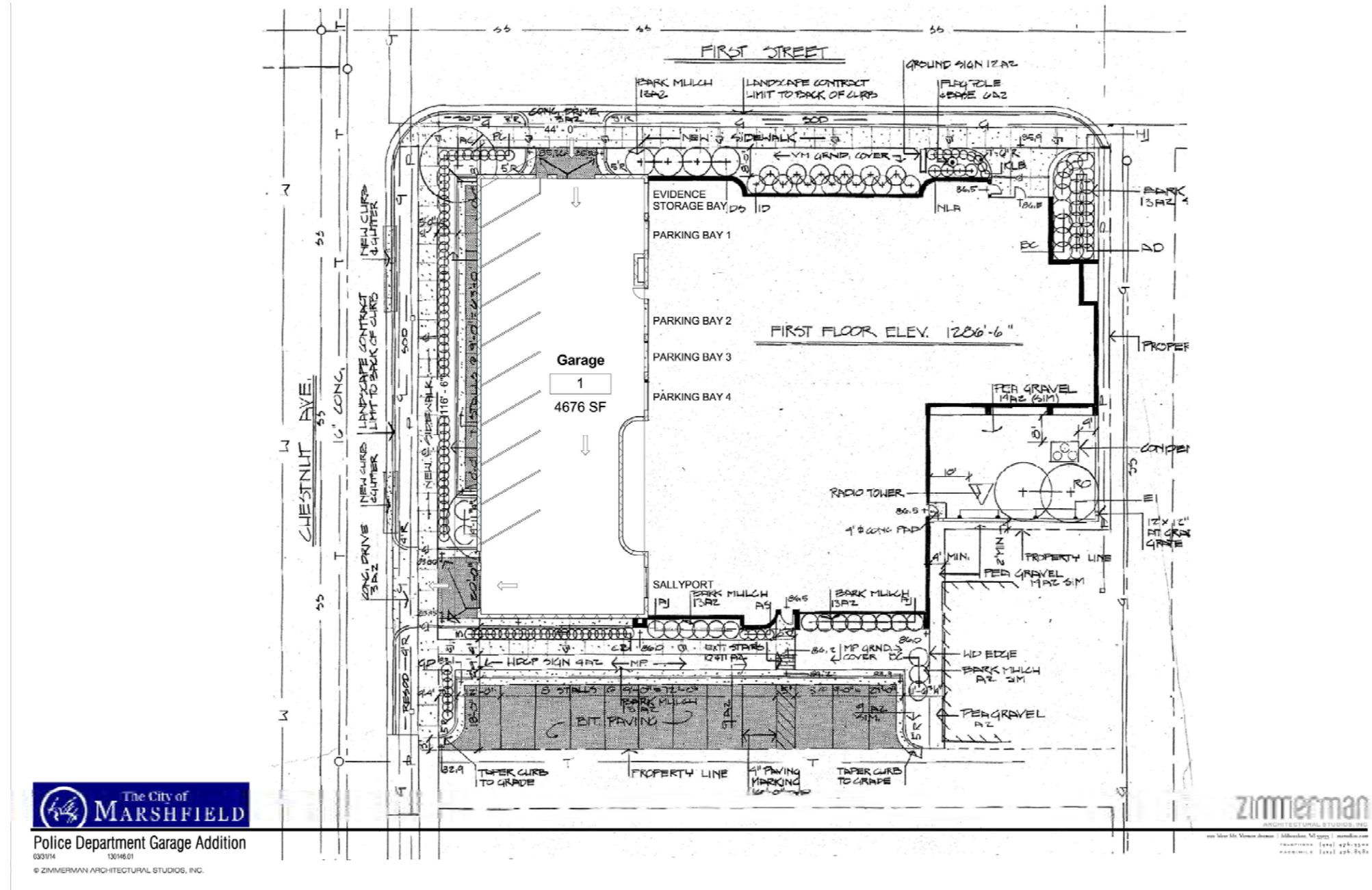
**MARSHFIELD POLICE DEPARTMENT  
Garage Addition  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014**

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>Construction</b>					
Division 01 - General Conditions			\$88,138		13.44%
Division 02 - Site Work			\$87,019		13.27%
Division 03 - Concrete			\$124,560		18.99%
Division 04 - Masonry			\$125,340		19.11%
Division 05 - Steel			\$52,440		7.99%
Division 06 Carpentry			\$2,990		0.45%
Division 07 - Thermal / Moisture			\$64,268		9.80%
Division 08 - Doors / Windows			\$11,340		1.73%
Division 09 - Finishes			\$9,890		1.51%
Division 10 - Specialties			\$0		0.00%
Division 11 - Equipment			\$0		0.00%
Division 15A - Plumbing			\$30,000		4.57%
Division 15B - HVAC			\$35,000		5.34%
Division 15C - Fire Protection			\$0		0.00%
Division 16A - Electrical			\$20,000		3.05%
Division 16B - Communications			\$5,000		0.76%
			<b>\$655,975</b>		<b>100%</b>
<b>Median estimate 5% - deviation in 2014 dollars</b>					
	5%		\$32,799		
Low end of median statistical curve			\$623,176		Optimistic
High end of median statistical curve			\$688,774		Pessimistic

**MARSHFIELD POLICE DEPARTMENT**  
Garage Addition  
Estimate of Probable Construction Cost  
Conceptual Phase - March 31, 2014

Single Prime Bid					
DESCRIPTION	QUAN.	UNIT	UNIT COST	SUB - TOTALS	TOTALS and NOTES
<b>OTHER PROJECT COST</b>					
Building / Land Acquisition	\$655,975				
• Remediate subject Properties					\$0
					<b>\$0</b>
<b>Professional Fees</b>	<b>\$655,975</b>	\$92,019	\$663,956		
• Architect (Structural, Plumbing, Mechanical, Electrical) incl: constr docs/constr admin	8%	\$663,956			\$33,837
• Civil Engineering/Site Consultant	5%	\$71,568			\$3,578
• Landscaping Design	7%	\$15,455			\$1,082
• Telecom / Data Design Consultant	10%	\$5,000			\$500
• FF&E Design	7%	\$0			\$0
• Construction/Program Management	0%	\$655,975			\$0
• Geotechnical & Soil Investigation					\$5,000
• Constr Mat Inspection & Testing					\$5,000
• Commissioning	0%	\$655,975			\$0
• Document Reproduction					\$5,000
- Design Phase					\$15,000
- Bidding & Construction					\$3,280
• Consultant Reimbursables	0.5%	\$655,975			\$2,000
• Survey					\$0
• Televised Assessment of Existing Utilities					\$0
					<b>\$74,277</b>
<b>Furniture Furnishings and Equipment</b>					
• Office furniture/files (new)					\$0
• Interior Signage/graphics					\$0
					<b>\$0</b>
<b>Special Equipment</b>					
• Compressor		\$15,000			\$15,000
					<b>\$15,000</b>
<b>Occupancy Expenses</b>					
• Moving costs					\$5,000
• Radio shakedown (Allowance)					\$0
• Ground breaking ceremony					\$1,000
• Opening ceremony					\$1,000
					<b>\$7,000</b>
<b>Administrative</b>	\$655,975				
• Legal - attorney					\$0
• Insurance (Builders Risk)	1%				\$6,560
• Estimating contingency	5%				\$32,799
• Construction contingency	5%				\$32,799
					<b>\$72,157</b>
<b>Total Soft Costs</b>					<b>\$168,435</b>
<b>Total Building Construction Costs</b>					<b>\$655,975</b>
<b>Total Project Costs in 2014</b>					<b>\$824,410</b>

# Appendix B – Drawing Images





City of  
Marshfield

# Memorandum

**TO: Board of Public Works**  
**FROM: Tom Turchi, City Engineer**  
**DATE: March 27, 2014**  
**RE: Bid Summary and Award for Contract 2014-01**

## **BACKGROUND**

Bids were opened for the above project on Monday, March 24<sup>th</sup>, 2014. The low bid was submitted by **Haas Sons, Inc. of Thorp, Wisconsin** in the amount of **\$ 723,655.52**.

Three bids were received and are shown in the following table:

<b>Haas Sons, Inc.</b> <b>203 E. Birch St.</b> <b>Thorp, WI 54771</b>	<b>\$ 723,655.52</b>	<b>Bid Bond Yes</b>
MERRILL GRAVEL & CONSTRUCTION 2505 E STURDEVANT ST MERRILL, WI 54452	\$ 792,479.62	Bid Bond Yes
Earth Inc. 4362 Dairy Road Arpin, WI 54410	\$ 796,212.80	Bid Bond Yes

## **ANALYSIS**

All projects fall within available budgeted funds with the exception of the Park Street Box Culvert Replacement (\$60,000) and the Dynamic Envelope Painting on Veterans Parkway Railroad Crossings (\$23,000). Neither of these projects were anticipated at the time of 2014 budget development. To make up this shortfall, staff proposes taking \$83,000 from the Asphalt Paving Program Overlay project on old 4<sup>th</sup> Street from 8<sup>th</sup> Street to the Railroad Tracks. This would allow approximately \$107,000 available for the 4<sup>th</sup> Street overlay project which would allow the overlay prep to be completed in 2014 but likely delay the paving until 2015.

## **RECOMMENDATION:**

**I recommend that Contract 2014-01**

- **North Street (St. Joseph Avenue to Wood Avenue) Plan No. 3582 Project No's 312111, 352112 & 312113**
- **Alley Reconstruction (Central/Chestnut/4th/5th) Plan No. 3578 Project No. 312016**
- **Park Street (7th Street to Pine Avenue) Plan No. 3581 Project No. 312190**
- **Veterans Parkway Dynamic Envelopes Plan No. 3588 Project No. 312039**

**be awarded to the low bidder of Haas Sons, Inc. of Thorp, WI in the amount of \$ 723,655.52 and to authorize execution of a contract. I further recommend that a budget resolution be forwarded to the Common Council for the consideration to transfer funds within the Capitol Project Fund (401) to balance funding for the projects as noted above.**

Respectfully submitted,

*Thomas R. Turchi*

Thomas Turchi

Concurrence:

*Steve Barg*

Steve Barg, City Administrator

*Daniel G. Knoeck*

Daniel G. Knoeck, P.E. Director of Public Works



**City of  
Marshfield**  
**Memorandum**

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March 27, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Award of Bid for 2014 Asphalt Paving Program

**BACKGROUND**

Bids were opened for the 2014 asphalt paving program on March 26. American Asphalt was the lone bidder. The attached list identifies the streets that are included in this year's paving program.

**ANALYSIS**

The attached paving list also includes an estimate of total project costs. As discussed in the previous memo regarding award of Contract 2014-01, \$83,000 is proposed to be transferred to the Park Street Box Culvert (\$60,000) and to the Dynamic Envelope Pavement Marking Project (\$23,000). Funds would be taken from the overlay project on 4<sup>th</sup> Street, leaving enough for overlay prep in 2014 but likely delaying the paving on 4<sup>th</sup> Street until 2015.

The asphalt bid also includes citywide asphalt patching of about \$116,000.

**RECOMMENDATION**

I recommend approval of the asphalt paving bid of American Asphalt of Mosinee, Wisconsin in an amount not to exceed budgeted funding and authorize execution of a contract.

Concurrence:   
Steve Barg, City Administrator

**2014 ASPHALT PAVING PROGRAM  
AS - BID ESTIMATE**

PROJECT	PROJET LENGTH (LF)	MILLING	OVERLAY	NEW SURFACE	ENGINEERING	STREET DIVISION	TOTAL
<b>OVERLAY</b>							
11th St - Central to Oak	1,320	\$0	\$84,417	\$0	\$1,188	\$104,016	\$189,621
4th-8th to RR Tracks	1,200	\$0	\$89,533	\$0	\$1,134	\$99,288	\$189,955
6th St - Oak to Columbus	2,320	\$0	\$123,641	\$0	\$2,088	\$182,816	\$308,545
Adams ave - 5th to 8th	1,250	\$0	\$71,058	\$0	\$1,125	\$98,500	\$170,683
Doege St - Peach to Palmetto	1,180	\$0	\$67,079	\$0	\$1,062	\$92,984	\$161,125
Overlay Subtotal	7,270	\$0	\$435,728	\$0	\$6,597	\$577,604	\$1,019,929
<b>MILL-in-PLACE</b>							
Apple Ave - 15th to 17th	735	\$1,168	\$0	\$28,398	\$3,859	\$34,913	\$68,337
Broadway Ave - Upham to McMillan	1,579	\$2,509	\$0	\$61,007	\$8,290	\$75,003	\$146,808
Carmen Drive - Waushara to Upham	972	\$1,544	\$0	\$37,554	\$5,103	\$46,170	\$90,372
Cherry Ave - Cleveland to Edison	640	\$1,017	\$0	\$24,727	\$3,360	\$30,400	\$59,504
Debra lane - Carmen to Hume	1,056	\$1,678	\$0	\$40,800	\$5,544	\$50,160	\$98,182
Hardacre Ave - 5th to 6th	422	\$671	\$0	\$16,304	\$2,216	\$20,045	\$39,235
Laird St. - Shawano to St Joseph	475	\$755	\$0	\$18,352	\$2,494	\$22,563	\$44,163
Renee Lane - Debra to Upham	724	\$1,150	\$0	\$27,973	\$3,801	\$34,390	\$67,314
Shawano Dr - Upham to Broadway	1,468	\$2,332	\$0	\$56,718	\$7,707	\$69,730	\$136,487
State Ave - 4th to Adler	908	\$1,443	\$0	\$35,082	\$4,767	\$43,130	\$84,421
Wisconsin Ave - 6th to Adler	1,690	\$2,685	\$0	\$65,295	\$8,873	\$80,275	\$157,128
Mill-in-Place Subtotal	0	\$16,952	\$0	\$412,210	\$56,012	\$506,778	\$991,951
<b>ASPHALT SURFACE</b>							
Park Street - 7th to Oak	1,800	\$0	\$0	\$92,074	\$15,000	\$99,000	\$206,074
<b>2014 TOTAL</b>	<b>9,070</b>	<b>\$16,952</b>	<b>\$435,728</b>	<b>\$504,284</b>	<b>\$77,609</b>	<b>\$1,183,382</b>	<b>\$2,217,954</b>

City of Marshfield  
Public Works Department - Street Division  
407 West 2nd Street  
Marshfield, Wisconsin 54449-0727



**BRIAN G. PANZER**  
STREET SUPERINTENDENT  
(715) 486-2081  
Fax (715) 387-8669  
brian@ci.marshfield.wi.us

To: Mike Feirer, Chairman, Board of Public Works  
Members, Board of Public Works  
From: Brian Panzer, Street Superintendent   
Re: 2014 Equipment Purchase - Aerial Truck  
Date: March 24, 2014

**Background**

Included in the 2014 Internal Service Fund budget are appropriations to purchase a replacement aerial truck. The truck to be replaced is a 1988 model and has reached its 25 year design life for safety re-certification. This truck is used in the city's urban forestry operations, traffic control operations (overhead sign replacements and repairs), for the installation, maintenance and removal of American flags and Christmas decorations. It is also used extensively by the Parks and Recreation Department on ball diamond and park and zoo maintenance and repairs. We have assisted every city department at one time or another with a project utilizing this truck. In addition it has been used in emergency response situations when required. As per City policy we have requested and received quotations for this piece of equipment. The approved amount for this truck in the 2014 budget is \$171,650.00.

**Analysis**

Listed below are the quotations that were received for this truck:

Utility Sales and Service  
412 Randolph Drive  
Appleton, WI 54913  
2015 Versalift VST-6000  
\$162,795.00

DUECO, Inc.  
N4 W22610 Bluemound Road  
Waukesha, WI 53186  
2015 Terex Hi-Ranger TL60  
\$175,920.00

**RECOMMENDATION**

**I recommend the following:**

Accept the low quotation of \$162,795.00 from Utility Sales and Service for a 2015 Versalift VST-6000 aerial truck.

If you have any questions in advance to the meeting please feel free to contact me. Thank you

Concurrence:

Daniel G. Knoeck, Director of Public Works

Steve Barg, City Administrator



City of  
Marshfield

# Memorandum

---

**TO: Board of Public Works**  
**FROM: Dan Knoeck, Director of Public Works**  
**DATE: March 28, 2014**  
**RE: Update on the Maple Avenue Railroad Crossing at Veterans Parkway**

## **BACKGROUND**

On March 19<sup>th</sup>, 2014, a meeting was held at the Fire Station with representatives of the Office of the Commissioner of Railroads (OCR), Canadian National Railroad (CN), Federal Railroad Administration (FRA), Marshfield Fire and Rescue, Marshfield Police Department, the Mayor, City Administrator, Director of Public Works, City Engineer, and the Wisconsin Department of Transportation (WisDOT). The purpose of the meeting was to discuss mutual concerns regarding the number of recent train/vehicle crashes at the Maple Avenue railroad crossing. From these discussions it was strongly suggested by the OCR that the City of Marshfield implement a temporary closure of the railroad crossing on Maple Avenue to assess whether or not this crossing could be closed permanently. Based on a review by the OCR, they believe that there are enough other crossing locations and a good local street network in the area that this crossing could be closed permanently. The OCR does have the authority to order a crossing to be closed, however the temporary closure approach would allow the City to evaluate the impact of a closure prior to a permanent closure. Additionally, if the City and the Railroad can negotiate a crossing closure without an order from OCR, there may be funding available to offset the cost of the closure. If the OCR orders a crossing closed, there is no opportunity for funding. The consensus at the meeting on the 19<sup>th</sup> was that a temporary closure would be a reasonable approach in response to the recent crash history. Staff is suggesting that a temporary closure be put into effect as of May 1, 2014 and continue for a period of time of not less than 2 months.

## **ANALYSIS**

In order to implement the temporary closure, Staff proposes the following steps:

- Meet with businesses in the immediate area to understand access implications, particularly for truck traffic.
- Create a public outreach campaign to inform the public of the upcoming closure.
- Collect traffic count data at key locations prior to the closure to better assess changes in traffic patterns that result from the closure.
- Evaluate the likely alternative routes that traffic will use to determine if any improvements are necessary.

During the closure, we would anticipate collecting additional traffic count data to evaluate changes in traffic patterns. In addition, staff will develop cost estimates for implementing a permanent closure, including pavement removal, traffic signal modifications, and improvements that may be needed elsewhere. These cost estimates will then be used to begin negotiations with the CN and WisDOT for cost sharing, should the crossing be closed permanently.

Upon completion of the temporary closing, we anticipate that there will be a follow up meeting with the same group that met on March 19<sup>th</sup> to assess the temporary closure and determine if a permanent closure is a workable solution.

In addition, the final determination at Maple Avenue will likely have an impact on the city's 24 hour quiet zone. If the Maple crossing remains open, the recent crash history will increase the risk factor of the quiet zone and will trigger a review by the FRA. If the Maple crossing is closed the recent crash history will not be considered in the quiet zone review.

**RECOMMENDATION**

I recommend that the Maple Avenue railroad crossing at Veterans Parkway be closed temporarily starting on May 1, 2014 for a period of time of not less than 2 months to assess the possibility of a permanent closure of the crossing.

Concurrence:



---

Steve Barg, City Administrator

**Due by March 31, 2014**

**Notice:** Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (DNR) by March 31 of each year to report on activities for the previous calendar year. This form is being provided by the DNR for the user's convenience. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

This form is for reporting on activities undertaken in calendar year 2013.

**Instructions:** Complete each section of the form that follows. If additional space is needed to respond to a question, attach additional pages. Provide descriptions that explain the program actions taken to comply with the general permit. Complete and submit the annual report by March 31, 2014, to the appropriate address indicated on the last page of this form.

<b>SECTION I. Municipal Information</b>			
Name of Municipality City of Marshfield		Facility ID No. (FIN)	
Mailing Address 630 S. Central Ave. P.O. Box 727	City Marshfield	State WI	ZIP Code 54449
County(s) in which Municipality is located Marathon, Wood	Municipality Type: (select one) <input type="radio"/> County <input checked="" type="radio"/> City <input type="radio"/> Village <input type="radio"/> Town <input type="radio"/> Other (specify)		

<b>SECTION II. Municipal Contact Information</b>			
Name of Municipal Contact Person Thomas R. Turchi		Title City Engineer	
Mailing Address 630 S. Central Ave. P.O. Box 727	City Marshfield	State WI	ZIP Code 54449
Email tom@ci.marshfield.wi.us	Phone Number (include area code) (715) 486-2034	Fax Number (include area code) (715) 384-7631	

<b>SECTION III. Certification</b>	
<i>I hereby certify that I am an authorized representative of the municipality covered under MS4 General Permit No. WI-S050075-1 for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.</i>	
Authorized Representative Printed Name Thomas R. Turchi	Authorized Representative Title City Engineer
Signature of Authorized Representative 	Date 3/26/14
Email tom@ci.marshfield.wi.us	Phone Number (include area code) (715) 486-2034
	Fax Number (include area code) (715) 384-7631

<b>SECTION IV. General Information</b>	
a. Describe what efforts the municipality has undertaken to invite the municipal governing body, interest groups, and the general public to review and comment on the annual report. On August 20, 2013 the Groundwater Guardians held a green energy expo and at this event pamphlets / education materials were given to the general public about storm water management requirements within our municipality. At this event a free raffle was held and the City gave away two rain barrels. Approximately 250 + people from the general public attended this event which was held at UW Wood County Campus.	
b. Describe how elected and municipal officials and appropriate staff have been kept apprised of the municipal storm water discharge permit and its requirements. April 22, 2014 a yearly presentation has been scheduled to present the information within this report to Marshfield's Common Council. At this meeting the presentation will encompass a summary of the revised storm water model for the City, current status of ordinance revisions and inform our elected officials of the upcoming TMDL planned for the Wisconsin River watershed.	

**SECTION IV. General Information (continued)**

c. Has the municipality prepared its own municipal-wide storm water management plan?  Yes  No

If yes, title and date of storm water management plan:

The City of Marshfield is wrapping up the ' Stormwater Quality Plan' (2014) through a grant issued by the DNR and being done by MSA. I anticipate this project being completed within the next 30 Days. A draft of the final document is available for viewing in the office of the City Engineer at 630 S Central Avenue, Marshfield, WI 54449 between the hours of 8 am and 5 pm Monday thru Friday.

d. Has the municipality entered into a written agreement with another municipality or a contract with another entity to perform one or more of the conditions of the general permit as provided under Section 2.10 of the general permit?  Yes  No

If yes, describe these cooperative efforts:

Marathon County, the Cities of Wausau, Schofield, Marshfield, Merrill, Stevens Point, and Wisconsin Rapids, The Villages of Weston, Kronenwetter, Mosinee, and Rothschild, and the Town of Rib Mountain have entered into a Cooperative Agreement. The purpose of the agreement is to develop and implement a consistent informational outreach programs, that can be utilized by all agencies, meeting the requirements of NR 216.07. The group is known as the North Central Wisconsin Storm Water Coalition (NCWSC). The coalition has an official web site <http://basineducation.uwex.edu/centralwis/stormwater.htm>.

e. Does the municipality have an internet website?  Yes  No

If yes, provide web address:

[www.ci.marshfield.wi.us](http://www.ci.marshfield.wi.us)

If the municipality has an internet website, is there current information about or links provided to the MS4 general permit and/or the municipality's storm water management program?  Yes  No

If yes, provide web address:

**SECTION V. Permit Conditions**

a. **Minimum Control Measures:** For each of the permit conditions listed below, provide a description of the status of implementation of program elements, the status of meeting measurable goals, and compliance with permit schedule in section 3 of the MS4 general permit. Provide an evaluation of program compliance with the general permit, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Be specific in describing the actions that have been taken during the reporting year to implement each permit condition and whether measurable goals have been met, including any data collected to document a measurable goal. Also, explain the reasons for any variations from the compliance schedule in the MS4 general permit.

• **Public Education and Outreach**

On April 20, 2013 UW Wood County held a Green Living Expo. Pamphlets were handed out informing the general public about the importance of storm water and ways a typical homeowner can help by installation of rain gardens or the use of rain barrels. At this event the City of Marshfield gave away two rain barrels which were constructed by NCSWC team members.

Every Spring tours of City hall are given to all of the third grades of the Marshfield School District and the engineering division has the opportunity to give a short presentation about issues within public works. We have started talking about the city's many stormwater ponds and their function as it relates to making healthier stream habitats. We also use this time to warn the children about the dangers of these storm water ponds such as thin ice, that they are not for swimming and that during rain events these ponds have very dangerous currents.

• **Public Involvement and Participation**

In an effort to entice the public to attend the April 22, 2014 Common Council Meeting to listen to the presentation to the council the City will be giving away a free rain barrel to one of the residents attending this meeting.

• **Illicit Discharge Detection and Elimination**

The City of Marshfield contracted with Schoen Engineering Solutions to complete a dry weather inspection of the major outfalls and to create an Illicit Discharge Detection and Elimination Program and plan to follow for upcoming years with recommendations. 37 major outfalls were observed and documented. The final report was submitted to the City of Marshfield in December of 2013. This report may be viewed in the office of the City Engineer at 630 S. Central Ave., Marshfield, WI 54449 between the hours of 8 am and 5pm Monday through Friday.

**SECTION V. Permit Conditions (continued)**

• **Construction Site Pollutant Control**

The City of Marshfield adopted a Construction Site Erosion Control Ordinance on March 24, 2009. The City is currently updating this ordinance to meet current standards. This revised ordinance should be in effect by June of 2014. In 2013 the City developed on line erosion control forms in fill able pdf format. These forms will be online for contractors and residential builders by May 1st, 2014 (A newly revised City web site is proposed to be online by May with a new Engineering Division page).

• **Post-Construction Storm Water Management**

The City of Marshfield adopted a Post-Construction Storm Water Management Ordinance on March 24, 2009. The City is currently updating our Post-Construction Storm Water Ordinance and anticipate that this revised ordinance will be adopted by June of 2014.

• **Pollution Prevention**

The following activities have been completed:

The City contracted with Schoen Engineering Solutions to inspect and prepare an updated Illicit Discharge Detection and Elimination Program which was completed in December of 2013. 37 priority outfalls were inspected and tested if storm water flow was present. The report / manual are located in the City Engineers office and are available for inspection Monday thru Friday between the hours of 8 am and 5 pm.

Street Sweeping - 2,119.2 lane miles swept.

Catch basin cleaning - 246 cleaned or replaced out of a total of 3,072.

Street sweepage disposal - The city of Marshfield is participating with Marathon County and other communities and has received a Low Hazard Exemption Beneficial Reuse Permit for the reuse of screened street sweepings. All sweepings are screened and the resulting sand material is used as bedding in sewer trenches or as fill material on street projects. The waste screenings are hauled to Cranberry Creek land fill.

This year the Street Division constructed a pad that the sweeper is washed upon which allows staff to capture all of the sweepings during the wash up process.

Salt & De-icer use - The City of Marshfield has installed pre-wetting equipment on all of our salt trucks. Pre-wetting improves salt performance through earlier activation and improved adhesion. As a result we have reduced salt usage by nearly 30%.

b. **Storm Water Quality Management:** Has the municipality completed a pollutant-loading analysis to assess compliance with the 20% TSS reduction developed urban area performance standard?  Yes  No

If yes, provide the following: Model used WinSLAM Version 10.0.3 Reduction (%) 32.4

If no, include a description of any actions the municipality has undertaken during 2013 to help achieve the 20% standard.

Has the municipality completed an evaluation of all municipal owned or operated structural flood control facilities to determine the feasibility of retrofitting to increase TSS removal?  Yes  No

If yes, describe:

The City of Marshfield has identified stormwater ponds that have the potential to be converted to wet ponds within the municipal limits. Since the City has met and exceeded the 20% TSS reduction requirement as required by the stormwater permit the elected officials feel other facility and utility needs out-weigh stormwater pond retrofits and due to funding limitations of state imposed levy limits and the councils reluctance to raise the tax rate, I foresee any future plans to convert these dry ponds to wet ponds being placed on hold indefinitely.

**SECTION V. Permit Conditions (continued)**

- c. **Best Management Practices Maintenance:** Does the municipality have a maintenance program for installed storm water best management practices?  Yes  No

If yes, describe the maintenance program and any maintenance activities that have occurred for best management practices in 2013. If available, attach any additional information on the maintenance program.

In December of 2012 the City contracted with Schoen Engineering Solutions to create a plan for the inspection of municipality owned dry and wet stormwater management basins. An initial inspection was completed at that time. A copy of these inspections can be viewed in the office of the City Engineer at 630 S. Central Ave. Marshfield, WI 54449 between the hours of 8 am to 5 pm Monday through Friday.

- d. **Storm Sewer System Map:** Describe any changes or updates to the storm sewer system map made in the reporting year. Provide an updated map if any changes occurred during the reporting year.  
2014 Copy Enclosed.

**SECTION VI. Fiscal Analysis**

- a. Provide a fiscal analysis that includes the annual expenditures for 2013, and the budget for 2013 and 2014. A table to document fiscal information is provided on page 6.

This past year the City contracted with MSA to revise our Stormwater Quality Plan using WinSlamm 10.0.3 at a cost of approximately 60,000 dollars. The city also contracted with Schoen Engineering Solutions to create an Illicit Discharge Detection and Elimination Program for the City of Marshfield and with the program implementation Schoen Engineering Solutions also inspected and tested 37 of the City's outfalls during periods of dry weather. These reports are available for viewing in the office of the City Engineer.

- b. What financing/fiscal strategy has the municipality implemented to finance the requirements of the general permit?

Storm water utility  General fund  Other Long Term Debt

- c. Are adequate revenues being generated to implement your storm water management program to meet the permit requirements?  Yes  No

Please provide a brief summary of your financing/fiscal strategy and any additional information that will assist the Department in understanding how storm water management funds are being generated to implement and administer your storm water management program.

Storm sewer and storm water management projects are generally by funded through tax levy and long term debt. Typically, operations and Maintenance are funded by tax levy and our capitol projects are funded through long term debt to be paid back through future tax levies. As such, storm water needs compete with other community needs where, adequate funding for all projects are not available. State imposed levy limits have severely restricted the availability of obtaining the funding needed. In addition, the Marshfield Common Council has kept a flat tax rate for nearly a decade and have placed specific limits on the amount the city can borrow for capitol projects. With the passage of Act 32 and the elimination of the 40% TSS standard, the Common Council has chosen to postpone all future capitol TSS reduction projects.

**SECTION VII. Inspections and Enforcement Actions**

Note: If an ordinance listed below has previously been submitted and has not been amended since that time, a copy does not need to be submitted again. If the ordinance was previously submitted, indicate such in the space provided.

- a. As of the date of this annual report, has the municipality adopted a construction site pollutant control ordinance in accordance with subsection 2.4.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:  
<http://ci.marshfield.wi.us/cityadministration/?id=12427> (A revise ordinance should be in place by May of 2014)
- b. As of the date of this annual report, has the municipality adopted a post-construction storm water management ordinance in accordance with subsection 2.5.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:  
<http://ci.marshfield.wi.us/cityadministration/?id=12427> (A revise ordinance should be in place by May of 2014)
- c. As of the date of this annual report, has the municipality adopted an illicit discharge detection and elimination ordinance in accordance with subsection 2.3.1 of the general permit?  Yes  No If yes, attach copy or provide web link to ordinance:

**SECTION VII. Inspections and Enforcement Actions (continued)**

d. As of the date of this annual report, has the municipality adopted any other ordinances it has deemed necessary to implement a program under the general permit (e.g., pet waste ordinance, leaf management/yard waste ordinance, parking restrictions for street cleaning, etc.)?  Yes  No If yes, attach copy or provide web link to ordinance:

[http://ci.marshfield.wi.us/cityadministration/handler.aspx?file\\_id=6694](http://ci.marshfield.wi.us/cityadministration/handler.aspx?file_id=6694)

e. Provide a summary of available information on the number and nature of inspections and enforcement actions conducted during the reporting period to ensure compliance with the ordinances described in a. to d. above.

The City of Marshfield does not have adequate staff to pro actively enforce storm water ordinances. As such, enforcement is driven by formal complaints. From the formal complaints received the City of Marshfield issued eight non-compliance letters and issued four citations in 2013. The city does not have adequate staff to fix or restore bmp's and relies solely on citations and/or letters to obtain compliance to BMP.

The City responded to two complaints of oil being dumped into the municipal storm sewer system and in each of these instances no evidence was found to collaborate or substantiate the claims made.

**SECTION VIII. Water Quality Concerns**

a. Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (A list of ORWs and ERWs may be found on the Department's Internet site at: <http://dnr.wi.gov/topic/SurfaceWater/orwerw.html>)  Yes  No If yes, list:

b. Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of the most current Wisconsin impaired waterbodies may be found on the Department's Internet site at: <http://dnr.wi.gov/water/impairedsearch.aspx?status=303d>)  Yes  No If yes, complete the following:

• Impaired waterbody to which the MS4 discharges:

Mill Creek

• Description of actions municipality has taken to comply with section 1.5.2 of the MS4 general permit for discharges of pollutant(s) of concern to an impaired waterbody:

The primary pollutant is sediment. The City of Marshfield constructed a wet detention basin at Vine Ave and 29th Street near the headwaters of Mill Creek Watershed in 2007. Another project converted a dry basin to a wet basin down stream of the fairgrounds. A wet detention basin was constructed in 2011 as a part of our Yellowstone Dr. reconstruction project. Street sweeping and catch basin cleaning activities continue to occur within Mill Creek drainage basin as well as throughout the City. 2014 revised storm water modeling completed by MSA shows that the Mill Creek Basin now achieves a 42.8% TSS removal rate with the current practices in place.

c. Identify any known water quality improvements in the receiving water to which the MS4 discharges during the reporting period.

The City of Marshfield has a mill-in-place street rehabilitation program and through this program our city has a policy to install underdrain in the bottom of the ditches as a part of the overall project. These underdrains assist with the filtration of TSS and ultimately increase the removal percentages of TSS thus benefiting the down stream receiving water bodies.

d. Identify any known water quality degradation in the receiving water to which the MS4 discharges during the reporting period and what actions are being taken to improve the water quality in the receiving water.

**SECTION IX. Proposed Program Changes**

Describe any proposed changes to the storm water management program being contemplated by the municipality for 2014 and the schedule for implementing those changes. Proposed program changes must be consistent with the requirements of the general permit.

The City of Marshfield is currently in the process of implementing a new municipal web site. This improved web site will allow each individual division / department to have control of the content displayed on their pages. The Engineering Division has created updated pages that will include the following: 1. A fillable pdf for erosion control for single and two family properties. 2. A stormwater facts page informing the general public about stormwater runoff and the effects that polluted stormwater runoff can have on the environment. 3. Useful Links related to stormwater. 4. How residents can help reduce pollution from stormwater released from their property.

Fiscal Analysis Table. Complete the fiscal analysis table provided below.

Program Element	Annual Expenditure 2013	Budget		Source of Funds
		2013	2014	
Public Education and Outreach				The City of Marshfield does a combined effort with in combination with North Central Wisconsin Stormwater Coalition (NCWSC)
Public Involvement and Participation				
Illicit Discharge Detection and Elimination	7,900			General taxes / borrowing
Construction Site Pollutant Control				
Post-Construction Storm Water Management				
Pollution Prevention				
Storm Water Quality Management (including pollutant-loading analysis)	47,987	67,304		40,100 through a Wisconsin DNR Grant and the remaining through General Tax monies.
Storm Sewer System Map				Funded through general tax monies. This a non budgeted project to continually update all utility information within the municipal limits.
Other:				