



CITY OF MARSHFIELD
MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, DECEMBER 1, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 17, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of Construction Manager Selection for Library and Community Center Project – Presented by Jason Angell, Planning & Economic Development Director
5. Award bid for Northeast Lift Station Electrical Equipment Installation – Presented by Sam Warp, Wastewater Superintendent
6. Approval of additional scope of work for Project BS-K-3957 City Hall Plaza 2nd and 5th Floor Remodel – Presented by Dick Pokorny, Building Services Supervisor
7. Award bid for 2014-2015 Sanitary Sewer Lining Contract – Presented by Tom Turchi, City Engineer
8. Approval of Janitorial Services Contract for the Street Division – Presented by Mike Winch, Street Superintendent
9. Approval of intersection layout for 4th Street and Maple Avenue – Presented by Tom Turchi, City Engineer
10. Report of Downtown Parking Coupon Books – Presented by Steve Barg, City Administrator
11. Closed Session: 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 Leases
12. Reconvene in Open Session
13. Action on matter discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

Posted this 26th day of November, 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
12/01/14

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 17, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of Construction Manager Selection for Library and Community Center Project – Presented by Jason Angell, Planning & Economic Development Director
See attached memo. **Recommend approval of the selection of The Boson Company, Inc. of Marshfield, WI as the firm to perform construction management services for the Library & Community Center Project and authorize staff to execute the appropriate contract for services.**
5. Award bid for Northeast Lift Station Electrical Equipment Installation – Presented by Sam Warp, Wastewater Superintendent
See attached memo. **Recommend approval of the bid of Staab Construction Corp. of Marshfield, WI in the amount of \$328,500 and authorize execution of a contract.**
6. Approval of additional scope of work for Project BS-K-3957 City Hall Plaza 2nd and 5th Floor Remodel – Presented by Dick Pokorny, Building Services Supervisor
See attached memo. **Recommend approval.**
7. Award bid for 2014-2015 Sanitary Sewer Lining Contract – Presented by Tom Turchi, City Engineer
See attached bid summary. **Recommend approval of the low bid submitted by Michels Corporation of Brownsville, WI at a cost not to exceed the budgeted amount of \$900,000 and authorize execution of a contract.**
8. Approval of Janitorial Services Contract for the Street Division – Presented by Mike Winch, Street Superintendent
See attached memo. **Recommend approval of the quotation submitted by Solutions LLC of Marshfield, WI and authorize execution of a contract.**
9. Approval of intersection layout for 4th Street and Maple Avenue – Presented by Tom Turchi, City Engineer
Additional information will be presented at the meeting.
10. Report of Downtown Parking Coupon Books – Presented by Steve Barg, City Administrator
See attached memo. **Recommend extending the Coupon Book Program for one more year.**
11. Closed Session: 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 Leases
12. Reconvene in Open Session
13. Action on matter discussed in closed session, if appropriate
14. Recommended items for future agendas
15. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF NOVEMBER 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, Chris Jockheck, and Ed Wagner

EXCUSED: None

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Street Superintendent Winch; Wastewater Superintendent Warp; Parks & Recreation Director Englehart; the media; and others.

PW14-153 Motion by Wagner, second by Cummings to recommend approval of the minutes of the November 3, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments - None

PW14-154 Motion by Buttke, second by Jockheck to recommend approving and accepting the donation of services from Staab Construction Corp. and Schalow's Nursery, Inc. to assist in the completion of the new bear exhibit at Wildwood Zoo at no cost to the City of Marshfield, contingent upon receiving input from the City Attorney as to whether Schalow's Nursery, Inc. would be eligible to bid on the landscape work.

Motion Carried

PW14-155 Motion by Buttke, second by Cummings to recommend approval of the prequalified contractors for the North East Lift Station project as presented.

Motion Carried

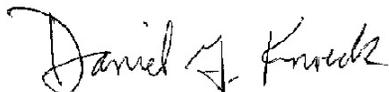
PW14-156 Motion by Cummings, by Wagner to recommend approval of the Request for Proposals for design engineering services for East 29th Street (Hume Avenue to Veterans Parkway) and authorize staff to solicit proposals.

Motion Carried

Recommended items for future agendas - None

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

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Jason Angell, Director of Planning & Economic Development
DATE: December 1, 2014

RE: Library & Community Center Project –Construction Management Services

Background

On October 28, 2014 the Common Council authorized the release of a “Request for Proposals” (RFP) for construction management services for the Library & Community Center Project. At the same meeting, the “Selection Committee” was established to consist of the following members:

Mayor Chris Meyer
Lori Belongia, Library Director
Dan Knoeck, Director of Public Works
Aaron Staab, Citizen Member
Jason Angell, Director of Planning & Economic Development

Analysis

We received a response from the following firms:

Keller, Inc.
The Samuels Group, Inc.
Boldt
Wenck Construction
Platt Construction, Inc.
The Boson Company, Inc.

After reviewing each of the proposals, the Selection Committee met on November 20th to develop a short list of firms that would be invited to participate in the interview process. The following 4 firms were invited and participated in interviews on November 25th:

Keller, Inc.
The Samuels Group, Inc.
Boldt
The Boson Company, Inc..

Upon completion of all interviews, the Selection Committee deliberated again to determine what firm would best meet our needs in providing construction management services. In the end it was felt that The Boson Company, Inc. presents the best team to represent the City in providing construction management services for this project.

Through-out the entire RFP process, the Selection Committee felt “Boson” clearly

represented their interest in this project and how they could assure a quality project would be delivered on-time and within budget through the efforts of their team. Boson has a long history of building experience (82 years) and a strong dedication to not only our community but also a proven track recorded in delivering projects through-out 8 states in the Midwest. For this reason, along with several others, it is my pleasure to bring forward this recommendation on behalf of the Selection Committee.

Staff Recommendation

Approve the selection of The Boson Company, Inc. as the firm to perform construction management services for the Library & Community Center Project and authorize staff to execute the appropriate contract for services.

Concurrence:



Dan Knoeck, Public Works Director



Steve Barg, City Administrator

November 24, 2014

City of Marshfield
630 South Central Avenue
Marshfield, WI 54449

Attention: Mr. Dan Knoeck, Director of Public Works

Subject: Analysis of Bids and Recommendation for Award
Northeast Lift Station Improvements, General Construction and
Equipment Installation - Contract B

Dear Dan:

Contract B bids for the Northeast Lift Station upgrade were received and publicly opened on November 19, 2014 for the referenced project.

One bid was received from Staab Construction Corporation as shown below. The full bid tabulation is attached.

	Staab Construction Corp.
Base Bid	\$297,000
A-1 Flow Meter Installation	\$ 3,000
A-3 Remove and Install New Wetwell Door	\$ 9,000
A-4 Paint Lower Level Walls, Ceilings and Floor	\$ 12,000
A-5 Paint Lower Level Piping and Mechanical	\$ 7,500
Total Bid	\$328,500

The bid form included additives for flow meter installation, removal and installation of a new wetwell door, painting lower level walls, ceilings and floor, and painting lower level piping and mechanical as additive items to the base bid amount as presented in the table.

Staab Construction Corporation's bid was in compliance with the bidding requirements including provision of a statement of qualifications, inclusion of a bid bond, and acknowledgment of all design addenda issued prior to the bid date. The Engineer's pre-bid cost estimate for this contract was \$510,000, and Staab Construction's total bid amount came under this estimate. Town & Country Engineering has direct experience with Staab Construction Corporation in the past and we know them to be a very competent and reliable company.

We anticipated that we might receive only one general contractor bid for this project because the major part of the project was electrical and HVAC work, and therefore there was not a significant amount of work for a general contractor unless an electrical contractor would assume the role of a general contractor. It is our belief that the other approved bidders did not realize this until they looked at the scope in detail. Even with one bidder, we feel the bid was very competitive because of the number of electrical and mechanical contractors that had interest in the project. There were over six electrical contractors that were plan holders. It is our opinion that the bid is very competitive and

we recommend accepting the bid. It should also be noted that Staab Construction has already been contracted to install two new pumps and relocate the third pump. Having Staab performing all the work will greatly reduce the City's coordination efforts.

We recommend the City award the contract to Staab Construction Corporation for a total of \$328,500, which includes all of the additive bid items. Further, we recommend a 10% contingency amount in reserve because of potential unknowns or work that may need to be added.

A review of the plans and specifications was completed by the Wisconsin DNR. The DNR has tentatively approved the project as submitted and bid out.

Town & Country Engineering, Inc. is prepared to proceed with development of construction contracts upon receiving direction from the City of Marshfield.

Contract B was the final major part of the improvements for the drywell area for the Northeast Lift Station. These overall improvements include two new pumps, relocating one of the other pumps, complete replacement of the electrical gear, control system and SCADA improvements. These improvements are for the lift station's dry well only. There are other improvements that will need to be completed in the wetwell area that is not included in this budget. The original proposed budget for work in the dry well area was estimated to be \$1,190,000 back in May when the initial study was completed. The total cost of all items mentioned above is about \$1,125,000, within the original intended budget.

If you have any questions, please feel free to contact us.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Eugene A. Laschinger, P.E.
President

cc: Mr. Sam Warp, Jr., City of Marshfield (630 South Central Avenue, Marshfield, WI 54449)

EAL:sai

J:\JOB#S\Marshfield\MF-02-08\05 Construction Administration\5.1 Bidding\Letter of Recommendation.doc

Project: Northeast Lift Station Improvements, General Construction and Equipment Installation - Contract B
City of Marshfield

Engineer's Project#: MF 04 Bid Deadline: November 19, 2014 at 2:00 p.m. local time

Contractor's Name:		Staab Construction Corporation Marshfield, WI				
Base Bid Price (lump sum)		\$297,000.00				
Schedule A - Additive Bid Items						
Item	Description	Spec No.				
A-1	Flow Meter Installation	01155	\$3,000.00			
A-2	Deleted					
A-3	Remove and Install New Wetwell Door	01155	\$9,000.00			
A-4	Paint Lower Level Walls, Ceilings and Floor	01155	\$12,000.00			
A-5	Paint Lower Level Piping and Mechanical	1155	\$7,500.00			
Total Additive Bid Price			\$31,500.00	\$0.00	\$0.00	
Schedule B - Subcontractor Listing						
Subcontracted Work	Company Name	Subcontract Value	Company Name	Subcontract Value	Company Name	Subcontract Value
Architectural/Structural	Staab	\$65,000.00				
Process Piping	Staab	\$7,000.00				
Painting	Sanchez	\$16,000.00				
Electrical	Total Electric	\$130,000.00				
HVAC	Reigel	\$50,000.00				



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Dick Pokorny, Building Services Supervisor
DATE: November 24, 2014

RE: Request for change in scope of work for 2nd & 5th Floor Remodeling Project.

BACKGROUND

The Common Council approved the relocation of the 7th floor Finance Department to the 5th floor to join this fractured department. This move was highly recommended by the recent facility study. A \$50,000.00 budget was set up for the relocation of Finance and Assessors CIP project (BS-K-3957). The project has now been completed.

ANALYSIS

During this project, the Assessors Department moved to a minimally remodeled space on 2nd floor that was vacated by Wood County. The Assessors former space was then remodeled by painting and carpeting, plus a small amount of other changes. Finance has finally been joined after their recent relocation. This leaves their former 7th floor space looking very drab and worn out. A staff review of this area noted that the walls need painting and carpeting needs to be replaced, like many areas throughout City Hall Plaza. There has been a yearly attempt to get money to fund systematic carpeting replacement via CIP BS-K-3913, to no avail. Now would be the time to do so, as the largest cost factor to this work is the relocation of occupants and furniture - both out of the space, and back into the space. The carpeting and paint are 25 years old and as the space is empty, it would be prudent to complete this work now. In retrospect, if funding ever occurs, the actual CIP project should also include painting, which it doesn't.

Staff worked hard at securing the best prices and much of the moving costs were kept low due to their direct efforts. Services were contracted to do painting and carpeting. Some costs were also incurred as needed to buy furniture to fit, and also for the relocation and reconfiguration of modular furniture by Emmons. After the project's completion, the funds remaining, total approximately \$17,000.00.

RECOMMENDATION I recommend changing the scope of this project and an approval for expending \$13,800.00 to carpet and paint the southwest portion of 7th floor.

dp

Concurrence:

Daniel G. Knoeck
Director of Public Works

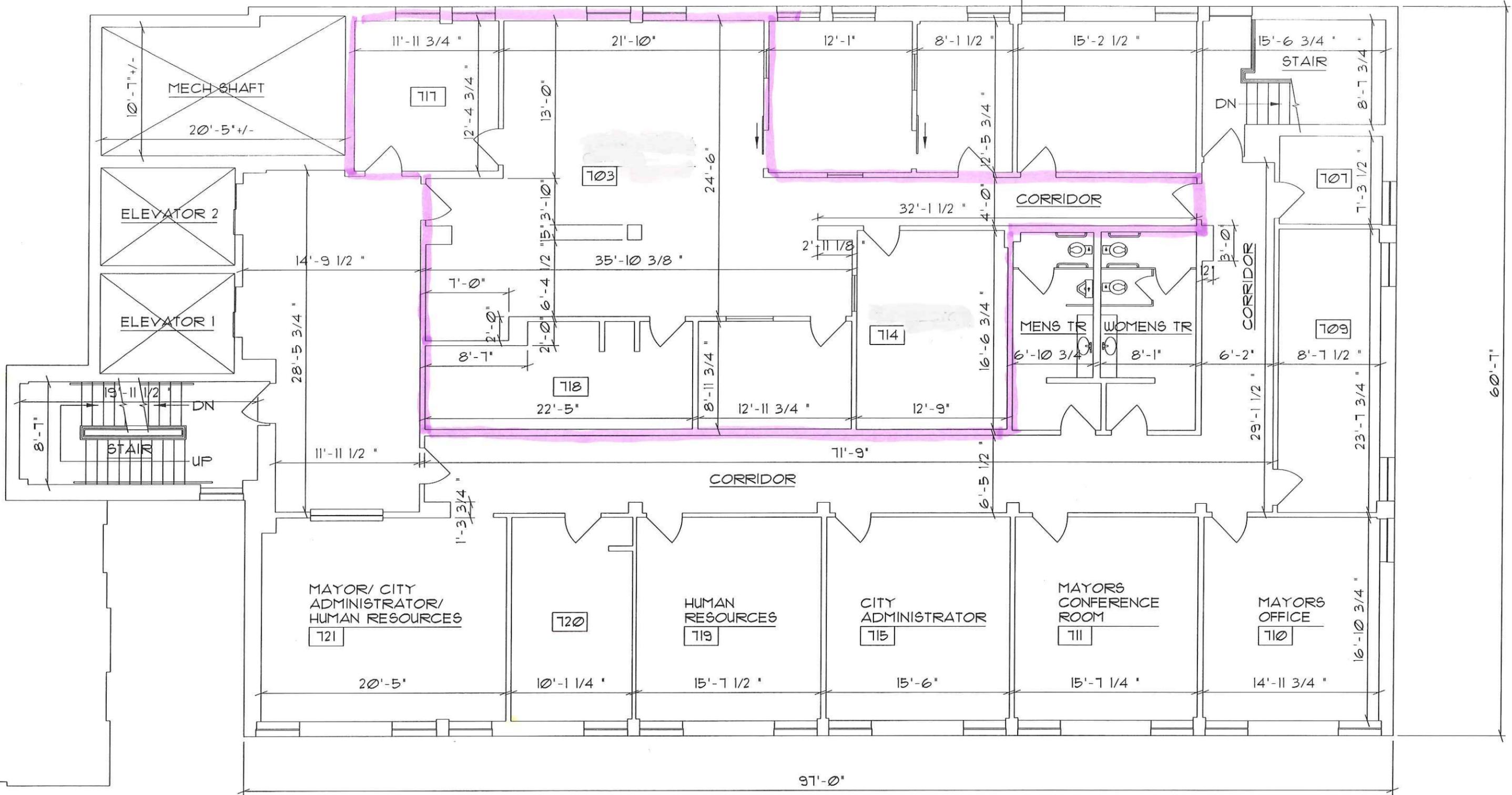
Concurrence:

Steve Barg
City Administrator

Concurrence:

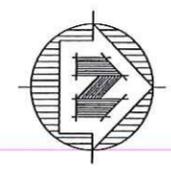
Keith Strey
Finance Director

Areas to be painted/carpeted



SEVENTH FLOOR PLAN

1/8" = 1'-0" (22x34)
1/16" = 1'-0" (11x17)





City of
Marshfield

Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: November 25, 2014
RE: Bid Summary and Award for Contract 2014-03 Sanitary Sewer Lining

BACKGROUND

Bids were opened for the above project on Monday November 24th, 2014. The low bid was submitted by **Michels Corporation** of **Brownsville, Wisconsin** in the amount of **\$ 691,690.20**.

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

Michels Corporation 817 W. Main Street Brownsville, WI 53006	\$691,690.20	Bid Bond Yes
Visu-Sewer W230 N4855 Betker Drive Pewaukee, WI 53072	\$712,270.60	Bid Bond Yes
Terra Engineering & Construction Corp. 2201 Vondron Road Madison, WI 53718	\$718,569.20	Bid Bond Yes
Insituform Tech USA, Inc. 1177 Birch Lake Blvd. N White Bear Lake, MN 55110	\$720,015.90	Bid Bond Yes
SAK Construction, LLC 864 Hoff Road O'Fallon, MO 63366	\$1,056,113.00	Bid Bond Yes
Lametti and Sons, Inc. 16028 Forest Blvd. N. Hugo, MN 55038	\$1,204,031.00	Bid Bond Yes

ANALYSIS

The low bid came in well under the project budget of \$ 900,000.00. Due to the competition for this project the 8" lining price is the lowest seen since the city began lining in 1998. Written in the contract is a stipulation that the city reserves the right to increase or decrease quantities to remain within the funded budget. Therefore, it would be in the City's best interest to line additional sanitary sewer mains at these contract unit prices.

RECOMMENDATION:

I recommend contract 2014-03 be awarded to the low bidder, Michels Corporation of Brownsville, WI in the amount not to exceed the approved budget of \$ 900,000 and to authorize execution of a contract.

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

ConCity of Marshfield
Department of Public Works
Street Division
407 West 2nd Street
Marshfield, Wisconsin 54449



Mike Winch
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
ike.winch@ci.marshfield.wi.us

To: Michael Feirer, Chairman, Board of Public Works
Members, Board of Public Works
From: Mike Winch, Street Superintendent Mike Winch
R.E.: Cleaning Quote
Date: November 25, 2014

Background: The city garage cleaning service contract which began December 3, 2012 with an automatic renewal for one additional year is about to expire. We asked for quotes from four different companies and the results are as follows.

Analysis:

	Service Master 2411 Industrial St Wisconsin Rapids WI	Solutions LLC 2001 S Central Ave Marshfield WI	Modern Janitorial PO Box 913 Marshfield WI	Central WI Janitorial 3930 8 th St S Suite 102 Wisconsin Rapids WI
Monthly Service Charge	\$1,495.00	\$1,545.00	No Quote	No Quote
Quarterly Floor stripping and new wax	\$1,335/visit	\$800/visit (.47 per sq ft)	No Quote	No Quote
Quarterly Shampoo Carpets	\$291.20/visit	\$176.12/visit (.28 per sq ft)	No Quote	No Quote

Due to past history with cleaning services we would like to try using a local company for our janitorial service at the Street Division.

Recommendation:

I would like to recommend Solutions LLC as our janitorial service.

Concurrence: Steve Barg
Steve Barg

Daniel J. Knoeck
Dan Knoeck



City of Marshfield Memorandum

DATE: November 24, 2014
TO: Board of Public Works
FROM: Steve Barg, City Administrator
RE: Downtown parking coupon books

Background

On May 19th, the Board approved the attached policy to give downtown business owners the chance to purchase “coupon books”. The intent was that if one of their customers gets a parking ticket, due to time in their store, the business owner would then give that person a coupon, which could be used to void the ticket at the police department. It was designed to offer flexibility from the 90-minute parking limit, and it was expected to be most used by businesses whose customers have a need for additional time, such as hair salons, etc.

Details

Where parking tickets usually cost \$13, a business owner could buy a book of 5 coupons for \$25. However, they were told that no refunds would be given for unused tickets, and that the program might not last beyond 2014. The City was to print the coupon books and collect all revenues from the sale of these books.

Experience

Since staff did not get Board/Council approval until May, this program wasn't promoted to downtown business owners until early summer, which probably didn't help. However, no coupon books have been sold yet. But since we have books printed now, and with the winter/spring for Main Street to market this to its members, it may make sense to try this for one more year, before making a final decision to possibly end this program.

Recommendation

Staff recommends that the Board extend the attached policy for one more year, delaying a final decision on this program's future until the November 30, 2015 Board meeting.

Policy – coupon books for downtown parking violations

This policy is designed to be in place for a one season “trial” period from June 1, 2014 through November 30, 2014. The intent is to provide relief from downtown parking regulations in cases where a customer is in a business in excess of the maximum time allowed for on-street parking and receives a ticket. To address these cases, a business owner or manager may purchase from the City a booklet containing 5 coupons, to be given to customers for use in voiding the ticket at the police station. Use of these coupons is intended to be for customers only, and should not be used to cover parking tickets received by business owners, managers, or their employees. Each business will be limited to buying a maximum of 3 booklets, at a cost of \$25 per booklet, and no refund will be given for any unused coupons; however, they may be used in subsequent years, if the program is continued. Coupons won’t be accepted if an unpaid parking ticket was issued 4 or more business days before presenting the coupon.

This policy will be reviewed after November 30, 2014 to determine its effectiveness, and if any abuses were observed. Based on the outcome of the review, the program may continue in 2015 and future years, or it may be discontinued entirely.