



CITY OF MARSHFIELD

MEETING NOTICE

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

1. Call meeting to order – Secretary Knoeck
2. Election of Board of Public Works Chairman
3. Election of Board of Public Works Vice-Chairman
4. Approval of minutes of April 14, 2014 Board of Public Works meeting
5. Citizen Comments
6. Construction Update
7. Reconsideration of temporary closure of Maple Avenue railroad crossing – Presented by Dan Knoeck, Director of Public Works
8. Approval of quotation for Skid Steers and Snowblower purchase for Street Division – Presented by Brian Panzer, Street Superintendent
9. Award bid for Cemetery Mausoleum Project – Presented by Mike Baltus, Cemetery Coordinator
10. Consideration of requirements for compulsory connection to municipal water supply at 2808 Huetter Street – Presented by Dan Knoeck, Director of Public Works
11. Approval of change in scope for City Hall Penthouse Roof/Guardrail project – Presented by Dick Pokorny, Building Services Supervisor
12. Approval of Relocation Order and Right-of-Way Plat for Wildwood/McMillan Connector trail project – Presented by Ed Englehart, Parks & Recreation Director
13. Approval of consultant selection for Wildwood/McMillan Connector Trail project real estate acquisition – Presented by Ed Englehart, Parks & Recreation Director
14. Approval of consultant selection for Veterans Parkway Resurfacing project (McMillan Street to Mann Street) – Presented by Dan Knoeck, Director of Public Works
15. 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.
 - Purchase of property for Hume Avenue street opening
16. Reconvene in Open Session

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BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
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COUNCIL CHAMBERS, CITY HALL PLAZA
(Page 2)**

- 17. Action on matter discussed in closed session, if appropriate
- 18. Recommended items for future agendas
- 19. Adjournment

Posted this 2nd day of May, 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

05/05/14

1. Call meeting to order – Secretary Knoeck
2. Election of Board of Public Works Chairman
3. Election of Board of Public Works Vice-Chairman
4. Approval of minutes of April 14, 2014 Board of Public Works meeting
5. Citizen Comments
6. Construction Update
This is an informational item only.
7. Reconsideration of temporary closure of Maple Avenue railroad crossing – Presented by Dan Knoeck, Director of Public Works
This item was referred back to the Board of Public Works by the Common Council.
8. Approval of quotation for Skid Steers and Snowblower purchase for Street Division – Presented by Brian Panzer, Street Superintendent
See attached memo. **Recommend approval of the quotation of FABCO Equipment of Schofield, WI for a Caterpillar 272D1 XHP skid steer, a Caterpillar 236D skid steer and a Caterpillar SR321 snow blower and authorize execution of a purchase order.**
9. Award bid for Cemetery Mausoleum Project – Presented by Mike Baltus, Cemetery Coordinator
See attached bid summary. **Recommend approval of the low bid of Cold Spring of Cold Spring, MN at a cost of \$123,170 and authorize execution of a contract.**
10. Consideration of requirements for compulsory connection to municipal water supply at 2808 Huetter Street – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend that notification to 2808 Huetter Street to connect to municipal water supply be postponed until a change in ownership occurs after a water service has been stubbed into the property line or upon failure of the existing well, whichever occurs first.**
11. Approval of change in scope for City Hall Penthouse Roof/Guardrail project – Presented by Dick Pokorny, Building Services Supervisor
See attached memo. **Recommend completing the reroofing project in 2014 without the guardrail project.**
12. Approval of Relocation Order and Right-of-Way Plat for Wildwood/McMillan Connector trail project – Presented by Ed Englehart, Parks & Recreation Director
See attached memo, Relocation Order and Right-of-Way Plat. **Recommend approval.**
13. Approval of consultant selection for Wildwood/McMillan Connector Trail project real estate acquisition – Presented by Ed Englehart, Parks & Recreation Director
See attached memo. **A recommendation will be presented at the Board of Public Works meeting.**
14. Approval of consultant selection for Veterans Parkway Resurfacing project (McMillan Street to Mann Street) – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval of the proposal of Gremmer & Associates, Inc. and authorize execution of an agreement.**
15. 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.
 - Purchase of property for Hume Avenue street opening
16. Reconvene in Open Session
17. Action on matter discussed in closed session, if appropriate

18. Recommended items for future agendas

19. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF APRIL 14, 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: Alderperson Smith; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Assistant City Engineer Cassidy; Cemetery Coordinator Baltus; Bill Penker; Lavonne Lindner; Liz Welter, Marshfield News Herald; and others.

PW14-56 Motion by Cummings, second by Earll to recommend approval of the minutes of the March 31, 2014 Board of Public Works meeting.

Motion Carried

Citizen Comments:

- Bill Penker, 600 South Sycamore Avenue, He reviewed the audio and visual from the last meeting and can't see why somebody wants to close the Maple Avenue crossing. If you go back to the recent newspaper article, there is a key quotation from the State Railroad Commissioner stating that we have an unsafe crossing here. He asked why is it unsafe and when did it become unsafe. We have not been told anything like that and he feels that the Railroad Commissioner owes the public that might be impacted a clear explanation as to why. Was this a design problem that after 10 years suddenly became apparent? Nobody knows. It is also noted in the article that all the recent crashes have been due to driver error. This is not a good reason to close a major intersection. The article also states that the Railroad Commission said there have been too many near misses. What is a near miss, how many were there and when did they occur? If Maple is closed and traffic switches to Vine and then you have the same occurrences at Vine are they going to close Vine Street? Or if it happens at Chestnut or Central will they be closed? It doesn't make sense. There are no firm answers and too many what-ifs. You are between a rock and a hard place on this one. There must be some type of intermediate answer. The public needs to know what the data is. He would like to see the Board get some type of negotiated settlement in part to allow data collection before a temporary closure. He also asked if a modified quiet zone could be considered. He feels decision making on too little information is not good.
- City Engineer Turchi stated that the April 22, 2014 Common Council meeting will include a presentation on storm water and will include a drawing for a free rain barrel from those present and signed up.
- Lavonne Lindner, 622 North Plum Avenue, said that people have come up to her recently and a person named Michelle was on main street and Veterans Parkway and she had to back up and turn diagonal to get out of where she was and another person told her that they almost had one too so there are times when it's not known what is happening.

Motion PW14-53 was postponed from the previous meeting.

PW14-53 Motion by Wagner, second by Earll to 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.

Knoeck presented results of his discussions with area businesses that would be impacted by the closure and reported that CN is planning to do some crossing maintenance at Central Avenue this spring which would affect scheduling of a temporary closure, should it be approved.

PW14-57 Motion by Wagner, second by Cummings to recommend amending Motion PW14-53 to close Maple Avenue on a date to be determined by the Director of Public Works based on the timing of planned improvements to the Central Avenue railroad crossing.

Cummings, Earll & Buttke voted 'No' Motion Failed

Vote on original motion PW14-53

Cummings, Earll & Buttke voted 'No' Motion Failed

PW14-58 Motion by Wagner, second by Earll to recommend approval to pursue the renewal of the Cemetery Maintenance Contracts with both Catholic and Lutheran cemeteries.

Motion Carried

PW14-59 Motion by Buttke, second by Earll to recommend approval of revisions to Chapter 25 of the Municipal Code – Construction Site Erosion Control – as presented and request an ordinance be drafted for Common Council consideration.

Motion Carried

PW14-60 Motion by Buttke, second by Earll to recommend that a construction manager be hired for the Library & Community Center project and that a selection committee be established to develop a Request for Proposals and undertake the selection process.

Wagner voted 'No' Motion Carried

PW14-61 Motion by Buttke, second by Earll to recommend “No Parking When the Band Shell is in Use” be posted on the south side of Arnold Street from Chestnut Avenue to 50 feet west of the west line of Walnut Avenue and that upon approval the Administrative Code of Traffic and Parking Regulations be amended accordingly.

Motion Carried

PW14-62 Motion by Cummings, second by Earll to adjourn to closed session at 6:48 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.

- Purchase of right-of-way for Hume Avenue Street Opening

Roll call vote, all 'Ayes' Motion Carried

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

PW14-63 Motion by Cummings, second by Buttke to reconvene in open session at 6:56 PM.

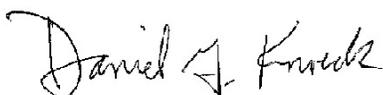
Roll call vote, all 'Ayes' Motion Carried

There was no action taken in open session on the closed session item.

Recommended items for future agendas - None

Motion by Buttke, second by Wagner that the meeting be adjourned at 6:56 PM.

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

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



Brian G. Panzer
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
brian@ci.marshfield.wi.us

To: Michael Feirer, Chairman, Board of Public Works
Members, Board of Public Works

From: Brian Panzer, Street Superintendent *Brian Panzer*

R.E.: B.O.P.W.'s Street Division Construction Update for May 5, 2014

Date: May 1, 2014

Asphalt Mill-In-Place

Streets with ongoing prep work:

Carmen Drive – Waushara Drive to Upham St.

Debra Lane – Carmen Drive to Hume Ave.

Renee Lane – Debra Lane to Upham St.

This work includes: ditching, drain tile installation, culvert resets, re-landscaping, asphalt milling, new asphalt surface and shouldering on all streets

Streets to be scheduled:

Broadway Ave. – Upham St. to McMillan St.

Laird St. – Shawano Drive to St. Joe's Ave.

Shawano Drive – Upham St. to Broadway Ave.

Apple Ave. – 15th St. to 17th St.

Cherry Ave. – Cleveland St. to Edison St. (after sanitary sewer replacement)

Hardacre Ave. – 5th St. to 6th St.

State Ave. – 4th St. to Adler Road

Wisconsin Ave. – 6th St. to Adler Road

Asphalt Overlays

Street(s) with ongoing prep work:

11th St. – Central Ave. to Oak Ave.

This prep work includes: storm water M.H., inlet and main repairs/replacements and resets, base concrete replacement, yard drain repairs/replacements, curb replacement, sidewalk and X-walk replacements and re-landscaping prior to a new asphalt surface being applied

Streets to be scheduled:

6th St. – Oak Ave. to Columbus Ave.

Adams Ave. – 5th St. to 8th St.

Doege St. – Peach Ave. to Palmetto Ave.

Street Reconstruction with New Curb and Gutter and Asphalt

Park St. – 7th St. to Pine Ave.: to be scheduled

Street Reconstruction

Upham St. – Central Ave. to 300' east: to be scheduled

Storm Sewer Maintenance/Construction

-New storm sewer main at Renee Lane and Debra Lane: ongoing

-General storm water ditching with drain tile installation as required throughout the city

-Storm water inlet, M.H. and main repairs/replacements with associated street restoration throughout the city

-Installation of driveway culverts with related ditching throughout the city as required

-X-culvert and inlet culvert replacements as required throughout the city

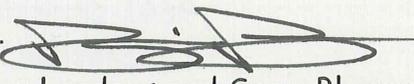
Sanitary Sewer Maintenance/Reconstruction

- M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing
- M.H. replacements or Mono-forming and main repairs from Clearwater Committee priority list: to be scheduled

Street Maintenance/Construction

- Crack sealing of concrete streets: ongoing
- Crack sealing of asphalt streets: to be scheduled
- Concrete patching; 4th St. – 8th St. west to the end: to be scheduled
- Specialized joint sealing on concrete streets: to be scheduled
- Slag sealing of asphalt streets: to be scheduled
- General asphalt patching, city wide as required: to be scheduled



To: Mike Feirer, Chairman, Board of Public Works
Members, Board of Public Works
From: Brian Panzer, Street Superintendent 
Re: 2014 Equipment Purchase - Skid Steer Loaders and Snow Blower
Date: April 28, 2014

Background

Included in the 2014 Internal Service Fund budget are appropriations to replace a skid steer loader and purchase a tractor mounted snow blower. There are currently two skid steer loaders in the fleet which are used extensively during snow and ice removal operations to clear snow and ice from the core downtown and other areas of the city including; sidewalks, bump outs, parking stalls, turn lanes, intersections, bridges and all other areas to space limited to be effectively cleaned with the much larger frontend loaders. During street and sewer construction and maintenance activities they are used for back filling, grading, asphalt and concrete patch preparation, landscaping and again in any area where the larger equipment would be ineffective and less cost efficient. As mentioned above the Street Division does utilize two skid steer loaders in all phases of our operations, four seasons, one larger for use with the snow blower and the areas mentioned and one smaller for use on sidewalks and areas as mentioned plus both are utilized on all construction and maintenance activities.

After evaluating the snow and ice removal operations over this past winter the best use of the funding that is available would be to upgrade one skid steer loader to a larger size and also purchase a larger snow blower attachment for this machine. This would increase productivity and create greater efficiencies in our overall operations.

As per City policy we have requested and received quotations for the replacement of the skid steer loader and also the snow blower. The approved amount for this skid steer replacement and snow blower purchase in the 2014 budget is \$55,000.00.

Analysis

Based on the need to replace both skid steer loaders after their extensive use this last winter and their age we did request and receive quotations on both sizes of skid steers that are in the fleet to compare features and prices. Listed below are the quotations that were received. Please note that the quotations are on various sizes of Caterpillar equipment due to the fact that over the history of the City owning and utilizing skid steer loaders we have had the best return in investment from the Caterpillar machines as it relates to increased productivity from less down time, lower operating costs and best parts and service availability when required.

In addition the trade-in values of these machines remains very high which allows the justification to recommend the replacement of both machines at this time. The prices listed below are reflective of the Cities final cost with the trade-ins.

FABCO Equipment, Inc.
9601 Christie Lane
Schofield, WI

Skid Steers

Caterpillar 277D XPS	\$40,780.00	Caterpillar 246D XPS	\$31,100.00
Caterpillar 272D1 XHP	\$24,200.00	Caterpillar 236D	\$23,531.00
Caterpillar 262D XPS	\$17,900.00		

Caterpillar SR321 skid steer mounted snow blower \$6,254.00

RECOMMENDATION

Based on the funding that is available in the 2014 budget, the need to replace both machines at this time and the favorable quotation prices that were received I would recommend the purchase of the Caterpillar 272D1 XHP skid steer at a cost of \$24,200.00, the Caterpillar 236D skid steer at a cost of \$23,531.00 and the Caterpillar SR321 snow blower at a cost of \$6,254.00 for a total cost of \$53,985.00. The 2015 budget would have included the request to replace the second skid steer loader as a priority.

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

To: Board of Public Works
From: Mike Baltus, Cemetery Coordinator
Re: Bid Summary and Award for Project CM-N-4401, Cemetery Mausoleum

Background

Bids were opened for the above project on Tuesday April 29th, 2014. The bidders were required to submit the following: Lump sum base bid: Furnish and install a 64 Crypt and 48 Niche Mausoleum: A bid Bond or certified check for 5% of the base bid: Plans and specifications for the Mausoleum, which include foundation plans.

Four bids were received and they are as follow

Coldspring

17482 Granite West Rd.

Cold Spring, MN. 56320-4578	\$123,170.00	Bid Bond Yes
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Mork Mausoleum

W235 54479 Amber Ct.

Waukesha, WI. 53189	\$135,500.00	Bid Bond Yes
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Marshfield Monument

435 S. Central Ave.

Marshfield, WI 54449	\$176,000.00	Certified Check Yes
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Tribute Companies Inc.

352 Cottonwood Ave.

Harland, WI. 53029	\$185,000.00	Bid Bond Yes
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Recommendation:

I would recommend that the Contract for project CM-N-4401, Cemetery Mausoleum be award to the low bidder of Coldspring of Cold Spring, MN in the amount of \$123,170.00

Respectfully submitted

Mike Baltus

Mike Baltus



**City of
Marshfield**

Memorandum

April 28, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Compulsory Connection to Municipal Water Supply

BACKGROUND

Current city ordinance requires that if a property has city water available but is not yet connected, buildings on the property would need to connect to the city main at the time of a change in ownership, upon notice of the Director of Public Works. This ordinance was put into effect in early 2005 in anticipation of the large water main extension along STH 13 north and Popp Avenue that served an area of the city that had not previously been served with city water. All properties adjacent to the new water main (installed in 2005) had water services stubbed into the property line even if they chose not to hook up immediately. Currently there are about 50 properties within the City that have water main in the adjacent road right-of-way but are not connected to city water. Of those 50, 9 do not have a water service stubbed to the property line. The question that has come up recently deals with the definition of “available” or more specifically, if a property has water main located in the adjacent right-of-way, but a water service is not stubbed from the main into the property line, is municipal water supply considered “available”? A copy of the current ordinance is attached.

ANALYSIS

Obviously, for the 41 parcels that have water services stubbed into the property line, but are not yet hooked up, municipal water supply is clearly available and those properties would be subject to mandatory connection at the time of a change in ownership. Of the 9 remaining parcels, 2 have water main in the near ditch so while not stubbed into the property line, water supply is available without having to cross the street. Of the other 7, 6 of them are located on the east side of S Central Avenue and water main is on the west side. The Central Avenue right-of-way width is 120 feet and would likely require boring under the street to connect a water service from the main on the west side to a property on the east side. The final property is located at 2808 Huetter Street and similarly, the water main is on the far side of the right-of-way across from the property.

The owner of 2808 Huetter is currently trying to sell the home. During this process, the mandatory connection to city water came to light and the question came up regarding the definition of "available". This property was not part of the water main installation project in 2005 but rather the adjacent water main was installed as part of the water tower project in 2008. There were no water services installed as part of the 2008 project. As such, the owner of 2808 Huetter did not receive any mailings regarding the water main installation or future connection requirements. In this case, the owner has gotten cost estimates to connect to city water and they range from \$4,625 to \$6,243. The owner feels that these costs are excessive and will impact her ability to sell the property and she is asking for some relief.

Ultimately, the goal should be to have all city parcels connected to city water supply when there is water main in the adjacent road right-of-way, however in this case it would seem reasonable to provide some relief to the property owner who was not previously notified of the mandatory connection requirement.

An alternative that could be considered in this case is to postpone notification by the Director of Public Works to connect to city water until such time of the next change in ownership at some point in the future. In the meantime, City staff would plan to install a water service stub to the property line either in conjunction with the next street improvement project on Huetter or with a future sewer & water services installation contract. The cost of the water service would then be assessed to the property owner and from that point forward, municipal water supply would clearly be "available"

RECOMMENDATION

I recommend that notification to 2808 Huetter Street to connect to municipal water supply be postponed until a change in ownership occurs after a water service has been stubbed into the property line or upon failure of the existing well, whichever occurs first.

Concurrence: 
Steve Barg, City Administrator

Sec. 14-04. Compulsory connection to sewer and water.

(1) *Notice to connect.* Whenever the public sewer or water system becomes available to any public, commercial, mercantile or business building or any building used for human habitation, the director of public works shall notify in writing the owner, agent or occupant thereof to connect thereto all facilities used for human habitation. If the person to whom notice has been given fails to comply within 30 days after notice, the director of public works shall cause the necessary connections to be made; and the expense thereof shall be assessed as a special tax against the property pursuant to § 281.45 Wis. Stats. Such connection shall be subject to applicable plumbing permits and inspection by the plumbing inspector.

(2) *Exception.* Owners of property within the city limits upon the effective date of this ordinance and having buildings used for human habitation served by a private well at the time water main becomes available shall not be required to connect to the public water main until a change in ownership of the property occurs, or upon failure of the private well, whichever occurs first. Property owners served by a private well that have water main available on the effective date of this ordinance shall not be required to connect to the public water main until a change in ownership of the property occurs, or upon failure of the private well, whichever occurs first.



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Dick Pokorny, Building Services Supervisor
DATE: April 22, 2014

RE: Update on Penthouse Roof/Guardrail Projects BS-K-3943 & BS-K-3944

BACKGROUND

During the December 2, 2013 Board of Public Works meeting, Building Services presented the general plan of how this combined project would be handled. It was hoped that this project could incorporate a guardrail system when our highest roof was replaced. The existing old roof has an extensive amount of antennas and cabling spread out all over it. A guardrail system could then be used to support and organize all of these items plus make future roof work easier and less costly. At that time we realized that we needed to hire a company that would design and supervise the installation. The Board recommended that we hire Edge Consulting Engineering, Inc. to produce a design that we could develop budget pricing and logistics for the project.

ANALYSIS

Edge Consulting Engineering produced a viable plan that a local roofing contractor and local mechanical contractor reviewed. A budget for the construction was developed. In the meantime a letter went out to all 14 entities that have antennas and equipment attached to the penthouse notifying them that it was possible that this project may proceed in 2014. We also solicited information concerning removal and re-installation of their equipment. One of the leaseholders informed us that we had no right to require them to remove their equipment for any reason and if it occurred, we would have to pay all costs to take it off, get it running in a different spot, and put it back when the project was completed. Their estimate was approximately \$100,000.00. Our lease with them does not address this situation. Staff also noted additional costs were needed for providing fiber optic cable and electrical connections at the new location, a new platform for them on the roof and additional engineering. These additional costs totaled at least \$32,000.00.

At this point we seek the BPW recommendation on how to proceed. Staff feels that there are two main choices. One would be to complete just a re-roofing with new materials in 2014. This would be without major disturbance of all that is up there and is very labor intensive. That cost is projected to be \$80,000.00. Another choice would be to delay the project to 2015 and increase the budget to accommodate the changes. That cost has yet to be determined as we are negotiating with the leaseholder.

RECOMMENDATION

At the discretion of the Board of Public Works.

dp

Concurrence:

Daniel G. Knoeck
Director of Public Works

Concurrence:

Steve Barg
City Administrator

Memo

To: Board of Public Works
CC: Dan Knoeck, Director of Public Works
From: Ed Englehart, Parks and Recreation Director
Date: April 30, 2014
Re: Request to approve relocation order and r/w plat for Wildwood-McMillan Connector Trail project.

Background

The Wildwood-McMillan Connector Trail project is intended to construct a pedestrian/bicycle trail between Wildwood Park and McMillan Street. In 2009, the City of Marshfield entered into an agreement with the Wisconsin Department of Transportation for development of the trail. The project agreement estimated the total project cost to be \$1,014,000 and the Wisconsin Department of Transportation would reimburse the City an amount of \$811,000. In late 2010, the City and the Wisconsin Department of Transportation entered into an agreement with Strand Associates, Inc. to provide design engineering services for the project at a cost of \$190,808.16. The design process has taken significantly longer than was originally planned; however, recently WISDOT approved the project's Design Study Report (DSR) and the R/W Plat prepared by Strand Associates, allowing the City to proceed with the right-of-way acquisition.

The cost estimate for the project has now increased to \$1,516,649. The State funding assistance is capped at \$811,000. The City has currently budgeted \$206,649 for the project and included an additional \$390,000 of city funding and \$109,000 of outside funding in the 2015 Capital Improvement Program to complete the project in 2015.

Analysis

With the approval of the Design Study Review and the R/W Plat the City can now enter into the real estate acquisition phase of the project. This phase secures the right of way that has been identified in the plans necessary to construct the trail project. Included is the issuance of a Relocation Order that indicates the City's intent to acquire the use of the property identified in the project's R/W Plat. The R/W Plat includes twenty (20) parcels. Some parcels require only temporary limited easements (TLE) for construction purposes while others require permanent limited easements (PLE) for a portion of the trail to be located on. Some such as the Wisconsin Central LTD. parcel (former Marshfield-Texas Spur rail line) may require purchase of the parcel. The Wisconsin Department of Transportation will take the lead in securing the railroad parcel. The City will require real estate consultant services to complete the clearing of the R/W for the project. It is expected to take six to eight months to complete the real estate portion of the project. The initial step to begin the process is to issue the Relocation Order and approve the R/W Plat. See attached Relocation Order, R/O Plat, and map showing location of the trail project.

Recommendation

I recommend the Board of Public Works approve the Wildwood-McMillan Connector Trail project's R/W Plat and Relocation Order for the Mayor's signature.

Concurrence: _____



Steve Barg, City Administrator

RELOCATION ORDER

LPA1708 08/2011 (Replaces LPA3006)

Project 6995-10-00	Road name Wildwood-McMillan Connector Trail 17th Street South to McMillan Street	Highway Local Street	County WOOD
Right of way plat date 3/25/14	Plat sheet number(s) 4.01-4.09	Previously approved Relocation Order date None	

Description of termini of project: Beginning at a point located 1526.06 feet south and 1304.98 feet west of the northeast corner of section 18, T25N, R3E, Thence northerly along the reference line of project ID 6995-10-00 to a point located 1607.33 feet south of and 4.76 feet west of the northwest corner of section 8, T.25N., R.3E.

Also,

Beginning at a point located 1178.86 feet south of and 878.10 feet east of the west quarter corner of section 5, T.25N., R.3E. Thence northerly along the reference line of project ID 6995-10-00 to a point located 535.99 feet south and 600.56 feet west of the north quarter corner of section 5, T25N, R3E, as shown on the plat of right of way or a copy thereof marked:

R/W Project Number 6995-10-00
Wildwood-McMillan Connector Trail
17th Street South to McMillan Street
Local Street
Wood County

To properly establish, lay out, widen, enlarge, extend, construct, reconstruct, improve, or maintain a portion of the connector trail designated above, it is necessary to relocate or change and acquire certain lands or interests in lands as shown on the right of way plat for the above project.

To effect this change, pursuant to authority granted under Sections 62.22, Wisconsin Statutes, the City of Marshfield orders that:

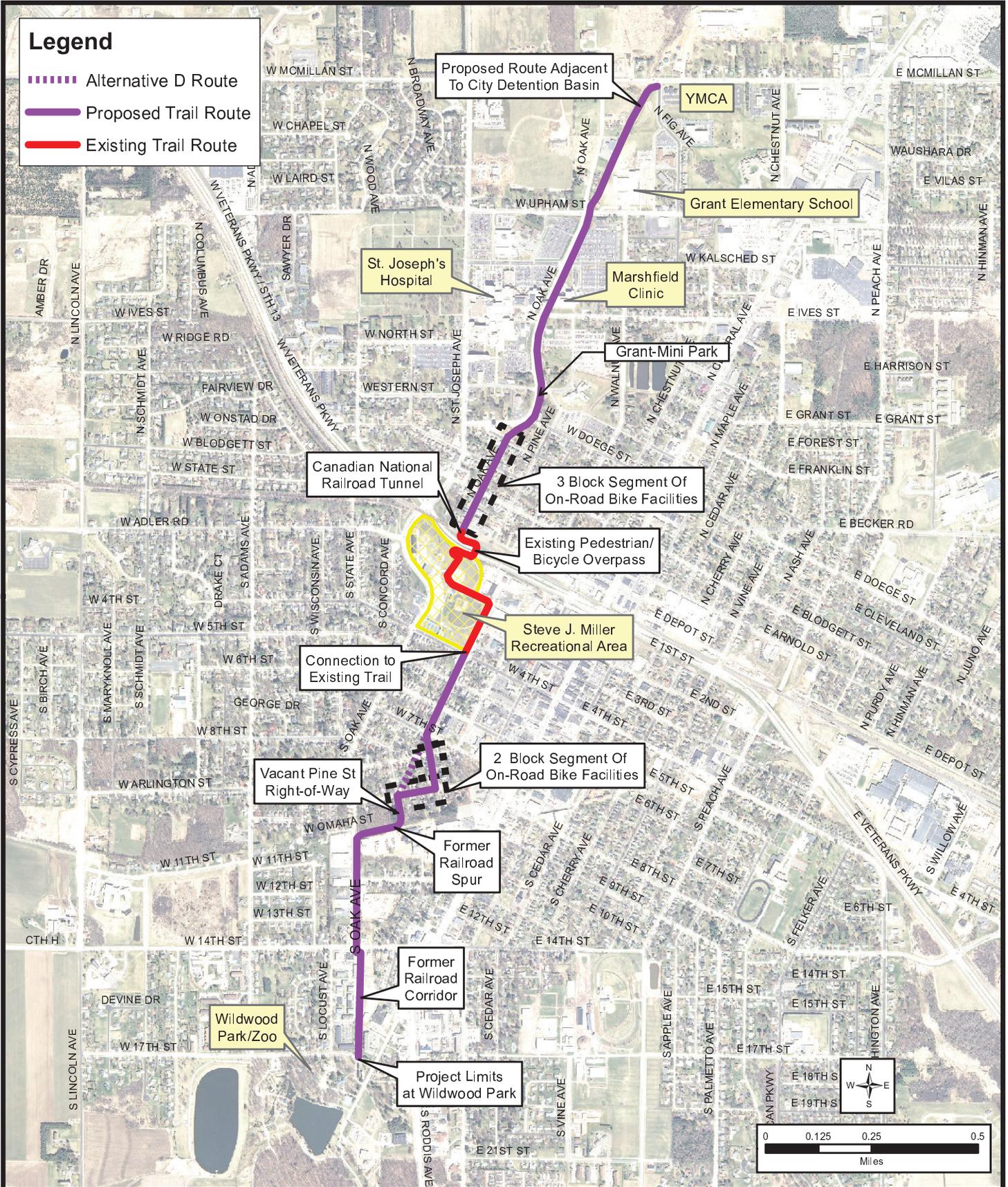
1. The said road is laid out and established to the lines and widths as shown on the plat.
2. The required lands or interests in lands as shown on the plat shall be acquired by: City of Marshfield
3. This order supersedes and amends any previous order issued by the: N/A

(Name/Title)

(Date)

Legend

-  Alternative D Route
-  Proposed Trail Route
-  Existing Trail Route



OVERVIEW MAP - ALTERNATIVE C (PREFERRED) WILDWOOD-MCMILLAN CONNECTOR TRAIL

**17TH STREET - MCMILLAN STREET
CITY OF MARSHFIELD
WOOD COUNTY, WISCONSIN**



EXHIBIT C.1

Memo

To: Board of Public Works
CC: Dan Knoeck, Director of Public Works
From: Ed Englehart, Parks and Recreation Director
Date: May 2, 2014
Re: Request to approve Real Estate consulting service agreement for Wildwood-McMillan Connector Trail project.

Background

The Wildwood-McMillan Connector Trail project is intended to construct a pedestrian/bicycle trail between Wildwood Park and McMillan Street. In 2009, the project agreement estimated the total project cost to be \$1,014,000 and the Wisconsin Department of Transportation would reimburse the City an amount of \$811,000. The project cost estimate updated by Strand Associates in early 2014, following the completion of the Design Study Report (DSR), has now increased to \$1,516,649. The State funding assistance is capped at \$811,000. The City has currently budgeted \$206,649 for the project and included an additional \$390,000 of city funding and \$109,000 of outside funding in the 2015 Capital Improvement Program to complete the project in 2015.

The guidelines attached to the Federal/State funding assistance for this project identify specific processes and procedures that are required for the City to qualify for the agreed reimbursement. Due to the number of parcels and the need to use WISDOT certified real estate professionals to secure the necessary right-of-way for the project, it is necessary for the City to secure real estate consulting services for this element of the project. A request for proposals was developed outlining the required services (see attached). Two qualified firms, MSA Professional Services and Steigerwaldt Land Services, Inc. submitted proposals.

The Wisconsin Department of Transportation will take the lead in acquisition of the Wisconsin Central Railroad parcel needed for the project.

Funding for these services is included in the updated project cost estimate and current budgeted funding for the project is available to cover these costs.

Analysis

Both firms that submitted proposals are well experienced in providing these types of services for projects similar to the Wildwood-Connector Trail project and would be able to meet the schedule requested for completion of these services. In reviewing the fees for the staking of the R/W for the project for use by the appraisers, negotiators and final monumentation, it was discovered that one of the firms failed to provide a cost for the full scope of staking that is required for this process. I have requested a clarification of their cost proposal for this element of their services. I expect to have this information either later today or on Monday morning. This information is necessary for a more complete comparison of the two proposals. Another consideration is that Public Works Director, Dan Knoeck, is out of town and has not been able to review the two proposals to provide his comments in regards to a recommended action. Dan is available to review the proposals on Monday prior to the Board of Public Works meeting.

Due to this situation, I am not providing a recommended action at this time, but will do so at the Board of Public Works meeting on Monday. I am also not attaching the two proposals since I am awaiting clarification of cost information from one of the firms. I will provide the Board with copies of the proposal and recommendation at the meeting on Monday. Due to the need to keep this project moving ahead to meet the goal of completing it in 2015, I hope the Board will be able to take action on the recommendation at the meeting on Monday.

Recommendation

A recommendation will be presented to the Board of Public Works meeting following receipt of a clarification of costs from one of the firm's responding to the request for proposals.

Note: Since no recommendation has been made, there is not a concurrence signature from the City Administrator.

Concurrence: _____

Steve Barg, City Administrator

City of Marshfield

Request for Proposal (RFP)
for
Real Estate Acquisition Services
for

Project # 6995-10-70

Wildwood-McMillan Connector Trail
17th Street to McMillan Street
Wood County

Issued by: City of Marshfield, Wisconsin

Submit RFP responses to: Ed Englehart, Director Parks & Recreation
Marshfield Parks and Recreation Department
Suite 201 R
630 S. Central Ave.
P.O. Box 727
Marshfield, WI 54449

**Proposal must be received no later than 2:00 P.M. on
Thursday, May 1, 2014**

For further information on this RFP contact: Ed Englehart, Director Parks & Recreation
Phone: 715-486-2042
Email: ed.Englehart@ci.marshfield.wi.us

Late proposal will be rejected

Issued: Wednesday, April 16, 2014

I. GENERAL INFORMATION

A. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for real estate acquisition services.

B. Definitions

The following definitions are used throughout this RFP, i.e.:

- Municipality means City of Marshfield
- Consultant means staff or Principal Consultant
- Principal Consultant means firm or individual which contract will be named under.
- Functional area means those areas typically recognized as task areas of appraisal, acquisition, relocation, and lands management.
- Sub-consultant means firm or individual doing work under Consultant.
- Proposer means firm or individual submitting proposal

C. Scope

1. Background

The City of Marshfield has deemed it practical and necessary to engage in a real estate contract for services to include, but not limited to, project management, acquisition, appraisal, and lands management.

The Principal Consultant will be required to provide the expertise and resources to accomplish many coordination and public involvement activities as well as the specific tasks relating to the functional areas.

This design and construction of this project is partially funded with federal and state monies and the right-of-way and easement rights must be acquired following the Uniform Relocation Act. Consultants must be approved by Wisconsin Department of Transportation for fee negotiations.

The project design is being completed by Strand Associates with their Right of Way plat attached to this RFP. Strand Associates also completed the Encroachment Report (February 2013) for the project which is also attached to this RFP.

2. Project Description

The City of Marshfield plans to construct the Wildwood-McMillan Connector Trail as WisDOT project 6995-10-70. The project is divided into two sections as shown on the enclosed plat.

- Section 1 south: West 17th Street north to East 4th Street
- Section 2 north Doege Street north to approx. 1,100' north of Upham Street.

The project as shown on the R/W plat (3/25/14) prepared by Strand Associates (6995-10-00) includes the acquisitions of approx. 1.8 acres of fee and TLE from the Wisconsin Central Railroad, 19 parcels with TLE or PLE/TLE, 5 release of rights from utilities and 11 encroachments.

The Wisconsin Central Railroad parcel will be acquired by WisDOT Peter Bradley. The Consultant shall prepare a standard abbreviated appraisal with before and after values and forward to City for approval and ultimate review & approval by WisDOT.

3. Project Schedule

- The preliminary R/W plat dated March 25, 2014 is attached.
- PSE date is April 25, 2015.
- Bid letting date is June 25, 2015
- All acquisitions will need to be completed no later than **February 5, 2015** to allow WisDOT review and certification by March 31, 2015.

4. Scope of Real Estate Services to be Performed

Services to include, but not limited to:

- Provide a Real Estate Project Manager
- Pre-project conference
- Preparation of Project Data Book
- Preparation of nominal value offers
- Preparation of a standard abbreviated appraisal with before and after values for the Wisconsin Central Railroad parcel
- Secure Release of Utility Rights
- Complete acquisition services
- Preparation of all parcel files
- Prepare and maintain project spread sheets
- Recording all appropriate documents
- Coordinate the disposition of encroachments
- Prepare all appropriate documents
- Stake R/W for the project for use by appraisers and negotiators, and final monumentation.
- Plat revisions coordination
- Preparation of R/W Certifications

The City of Marshfield will provide updated title information. The City will pay the cost of recording fees for the documents as a reimbursable expense to the Consultant.

D. Procuring and Contracting Agency

This RFP is issued by the City of Marshfield which is the sole point of contact during the selection process. The contract resulting from this RFP will be a two party contract between the Consultant and the City of Marshfield.

City of Marshfield reserves the right to accept or reject all Proposals, to waive any technicality in any Proposal or part thereof, and to accept any Proposal or part thereof that is deemed to be in the best interest of City of Marshfield.

II. PREPARING A PROPOSAL

A. General Instructions

The evaluation and selection of a consultant will be based on the information submitted in the proposal, plus references, and accompanied compensation for the services required. Submittals should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

Proposals are expected to describe a plan that can be accomplished within the framework described herein and identify any constraints, limitations or special arrangements that may be required to perform the tasks needed. Proposals are expected to present ideas in sufficient detail to demonstrate an understanding of the process, and an appreciation for the degree of communication and effort needed to carry out the duties effectively and successfully.

The proposal shall:

- Provide pertinent company information including office locations, number of employees, etc.
- Identify the specific tasks involved in the performance of the proposed work effort.
- Identify the means in which these tasks would be implemented.
- Identify the Principal individual(s), qualifications, and experience of those proposed to do the work. Identify any sub consultant(s) proposed to do the work.
- Identify similar project experience.
- Identify the time frame in which the services will be provided.
- Identify cost for services including reimbursable expenses.

B. Incurring Costs

The City of Marshfield is not liable for any cost incurred by proposers in responding to this RFP. The City of Marshfield is not liable for any cost incurred by proposers in preparing any cost calculations or submittals for this request.

III. PROPOSAL SELECTION AND AWARD PROCESS

A. Evaluation Team

The City of Marshfield will evaluate the proposals based on scope, qualifications of staff, references, familiarity with the project, and price considerations.

B. References

Proposers must include in their RFP a list of references for the Consultants and Sub-consultants. References should include organizations name, including contact name, address, and telephone number. Selected organizations, or individuals, may be contacted to determine the quality of work performed and personnel assigned to the project.

C. Right to Reject Proposals

The City of Marshfield reserves the right to reject any and all proposals if determined that they do not satisfactorily meet the needs or qualifications required in accomplishing the tasks defined, to waive any

technicality in any Proposal or part thereof, and to accept any Proposal or part thereof that is deemed to be in the best interest of City of Marshfield.

IV. SUBMITTING THE PROPOSAL

Proposers may submit two original hard copies or a PDF on or before the date and time indicated on the cover sheet of this RFP.

All proposals submitted will become the property of the Municipality to which they are submitted, whether that Consultant and/ or Sub-consultant is selected or not, and may not be returned.

Compensation Sheet for RFP for Project ID 6995-10-70

Wildwood-McMillan Connector Trail

17th Street to McMillan Street

City of Marshfield

Service Provided	Method of Payment	Estimated Number	Unit Cost	Total Estimated Cost
Project Management	Lump Sum	1	\$	\$
Project Data Book	Lump Sum	1	\$	\$
Full Narrative Appraisal	Lump Sum	1	\$	\$
Appraisal Review	Lump Sum	1	\$	\$
Acquisition for Land Parcels – PLE, TLE	Each	19	\$	\$
Acquisition for Land Parcels - Fee	Each	1	\$	\$
Secure Release of Utility Rights	Each	5	\$	\$
Coordinate the disposition of encroachments	Lump Sum	1	\$	\$
Stake R/W for project for use by appraisers, negotiators, and final monumentation	Lump Sum	1	\$	\$
	Total Cost Not to Exceed			\$

Cost of recording documents will be reimbursable actual cost item



**City of
Marshfield**

Memorandum

April 28, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Consultant Selection for Veterans Parkway Resurfacing Project

BACKGROUND

In March of 2014, the Board of Public Works approved a request for proposal for engineering services for a resurfacing project on Veterans Parkway from McMillan Street to Mann Street. This segment of Veterans Parkway was reconstructed in 2005. The asphalt pavement has shown early signs of distress with significant cracking and some rutting. This segment of Veterans Parkway within the Marshfield City limits is a Connecting Highway and as such the City has maintenance jurisdiction. In 2012, staff worked with WisDOT to develop a plan to resurface the roadway whereby the City will pay for the engineering cost and WisDOT will pay for the construction costs. The City entered into a project agreement with WisDOT to that effect in 2012. Proposals for engineering services were received from 5 firms as summarized below.

ANALYSIS

All of the firms that submitted proposals are qualified for this project. A staff committee consisting of the Director of Public Works, City Engineer, Assistant City Engineer, and Civil Engineer II reviewed the proposals and ranked Gremmer & Associates, Inc. of Plover, Wisconsin as our first choice. The key factor that stood out in Gremmer's proposal is their emphasis on understanding the reason for the premature pavement failure before a final solution is determined. The selection is based primarily on qualifications but cost is also a consideration. The firms are listed below:

<u>Firm</u>	<u>Location</u>	<u>Cost</u>
Becher-Hoppe	Wausau, WI	\$62,899
Gremmer	Plover, WI	\$49,803
MSA	Marshfield, WI	\$55,796
OTIE	Stevens Point, WI	\$79,453
Quest	Wisconsin Rapids, WI	\$65,693

RECOMMENDATION

I recommend approval of the proposal of Gremmer & Associates, Inc. of Plover, WI, for the Veterans Parkway resurfacing project and authorize execution of an engineering services agreement.

Concurrence: 

Steve Barg, City Administrator