



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
MONDAY, NOVEMBER 17, 2014 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

- 1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 3, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of donated services for Bear Exhibit Project – Presented by Ed Englehart, Parks & Recreation Director
a. Construction Advisor
b. Landscape Design
5. Prequalification of contractors for Northeast Lift Station Renovation Project – Presented by Dan Knoeck, Director of Public Works
6. Approval of Request for Proposals for East 29th Street Reconstruction Design Services – Presented by Dan Knoeck, Director of Public Works
7. Recommended items for future agendas
8. Adjournment

Posted this 14th day of November, 2014 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

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It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424

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**BOARD OF PUBLIC WORKS BACKGROUND**  
**11/17/14**

1. Call meeting to order – Chairman Feirer
2. Approval of minutes of November 3, 2014 Board of Public Works meeting
3. Citizen Comments
4. Approval of donated services for Bear Exhibit Project – Presented by Ed Englehart, Parks & Recreation Director
  - a. Construction Advisor
  - b. Landscape DesignSee attached memo. **Recommend approval of 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 no cost to the City.**
5. Prequalification of contractors for Northeast Lift Station Renovation Project – Presented by Dan Knoeck, Director of Public Works  
See attached list of prequalified contractors. **Recommend approval.**
6. Approval of Request for Proposals for East 29<sup>th</sup> Street Reconstruction Design Services – Presented by Dan Knoeck, Director of Public Works  
See attached memo and Request for Proposals. **Recommend approval.**
7. Recommended items for future agendas
8. Adjournment

**BOARD OF PUBLIC WORKS MINUTES**  
**OF NOVEMBER 3, 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; the media; and others.

**PW14-148** Motion by Cummings, second by Buttke to recommend approval of the minutes of the October 20, 2014 Board of Public Works meeting.

**Motion Carried**

**Citizen Comments - None**

Street Superintendent Winch presented a Street Division construction update. City Engineer Turchi presented an Engineering Division construction update.

**PW14-149** Motion by Buttke, second by Wagner to recommend approval of the quotation submitted by Bruce Municipal Equipment for a Vactor jetting and vacuum unit for the Wastewater Utility at a cost of \$384,755 and authorize execution of a purchase agreement.

**Motion Carried**

**PW14-150** Motion by Buttke, second by Cummings to recommend approval of the low bid submitted by Dakota Electric of Marshfield, WI for underground conduit installation at the Northeast Lift Station at a cost of \$15,910, authorize execution of a contract and direct staff to publish a Class 1 notice in accordance with Wisconsin Statute 62.15(1).

**Motion Carried**

**PW14-150** Motion by Wagner, by Cummings to recommend stop signs be posted at Hume Avenue and McMillan Street with Hume Avenue stopping both north and southbound for McMillan Street and that the Administrative Code of Traffic and Parking Regulations be amended to reflect the changes.

**Motion Carried**

City Engineer Turchi presented an overview of the Maple Avenue Reconstruction Project for 2015. Feirer asked if there would be any way to get a ramp to replace the steps on 5<sup>th</sup> Street for Crabby Dave's. Jockheck encouraged that we take this opportunity to tie the street project together with the library project. We need to soften the area to encourage more pedestrian use, possibly with more trees and less parking in this area. Cummings felt it was important to have bike lanes on both sides of Maple, just like Chestnut. Buttke said he is willing to sacrifice on street parking near municipal parking lots to allow more room for trees. Wagner is concerned about the ability of south bound traffic at 4<sup>th</sup> Street to go straight or turn right when a left turner holds up traffic. He would rather forgo the bump out on this corner to maintain the existing right turn lane.

This was a discussion item only.

**PW14-151** Motion by Cummings, second by Wagner to adjourn to closed session at 6:22 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.

- Sale of land on Adler Road near Concord Avenue.

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

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

**PW14-152** Motion by Wagner, second by Buttke to reconvene in open session at 6:41 PM.

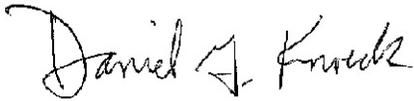
**Roll call vote, all 'Ayes' Motion Carried**

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

**Recommended items for future agendas - None**

Motion by Buttke, second by Jockheck that the meeting be adjourned at 6:44 PM.

**Motion Carried**

A handwritten signature in black ink that reads "Daniel G. Knoeck". The signature is written in a cursive style with a large initial 'D'.

Daniel G. Knoeck, Secretary  
BOARD OF PUBLIC WORKS

# Memo

**To:** Board of Public Works  
**From:** Ed Englehart, Parks and Recreation Director  
**Date:** November 13, 2014  
**Re:** Donated Services for Grizzly Bear Exhibit at Wildwood Zoo

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## **Background**

Following a successful capital campaign by the Wildwood Zoological Society to construct a new Grizzly Bear Exhibit at Wildwood Zoo, the Board of Public Works approved entering into a contract with Hammel, Green, and Abrahamson, Inc. (HGA) for architectural services for the new bear exhibit. The development of the construction documents is now underway, with an expectation of bidding the project in early 2015 and completion of construction in fall of 2015. The project is estimated to cost \$1.1 million dollars, with the city participation being \$90,000 of room tax funding.

Staab Construction Corporation and Schalow's Nursery have stepped forward to offer assistance with the project at no cost to the city.

## **Analysis**

Staab Construction Corporation has offered to assist the project by providing "Construction Management Services" by serving as an advisor to the City during the pre-construction and construction phases of the project. A listing of the services is attached for your review. The project is planned to be bid as a Single Prime Contract (General Contractor) and in that case, many of the listed services may not apply; however, they are willing to assist in the areas identified in the attached letter as they are needed. Included in the listing of services is the conceptual estimating that will need to be completed in the next few weeks. This takes the design elements at the current stage and reaffirms the cost prior to the completion of the final bid documents.

Schalow's Nursery, Inc. has also offered to assist the project by providing landscape design services at no cost to the City. They will work with the design team lead, by HGA, and will have their landscape plans incorporated into the project plans and specifications. The landscape design services were not included in the HGA contract and listed as an additional service. This will represent a savings to the project.

Both of these generous offers represent a valuable addition to the project and will help ensure the project is completed as designed, and meets the expectation of the City and the many contributors to this project.

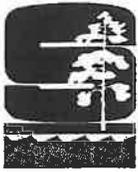
## **Recommendation**

I recommend the Board of Public Works approve and accept the donation of services from Staab Construction Corporation and Schalow's Nursery, Inc. to assist in the completion of the new bear exhibit at no cost to the City.

Concurrence: \_\_\_\_\_



Steve Barg, City Administrator



# staab construction CORPORATION

CORPORATE - 1800 S LAEMLE AVE PO BOX 900 MARSHFIELD, WI 54449  
715-387-8429 FAX 715-384-4846  
BRANCH - 4609 TRIANGLE ST PO BOX 14 MCFARLAND, WI 53558  
608-838-7909 FAX 608-838-7905

File: 7466

Mr. Ed Engiehart  
Marshfield Parks and Recreation Department  
630 South Central Avenue, Suite 201 R  
Marshfield, WI 54449

Date: 10/21/14

Phone: 715-384-4642 Fax: 715-384-7831 Email: ed@ci.marshfield.wi.us

RE: Wildwood Zoo Bear Exhibit

As per our previous discussions, Staab Construction would like to contribute to the Wildwood Zoo Bear Exhibit project by providing Construction Management Services (as an agent for the owner) during the project. The following is a scope of the services that we are offering to provide at no-cost to the owner:

### **Pre-Construction Phase:**

1. Based on schematic designs and other design criteria prepared by HGA, prepare preliminary estimate of construction costs. As the preparation of the construction documents progress, update the estimate for HGA and the Owner's review. Following the Owner's approval of the construction documents, update the estimate for final review and approval.
2. Prepare and periodically update a project schedule for HGA's review and the Owner's acceptance. The project schedule will include critical and long-lead-time items.
3. Consult with the Owner and HGA regarding the construction documents and make recommendations whenever design details adversely affect constructability, cost, and/or schedules. Provide recommendations and information to the Owner and HGA regarding the assignment of responsibilities for temporary project facilities and equipment, materials and services for common use of the contractors.
4. Advise on the division of the project into individual contracts for various categories of work, including the method to be used for selecting contractors and awarding contracts. If multiple contracts are to be awarded, review the construction documents and make recommendations as required to provide that all requirements for the project have been assigned to the appropriate contract, the likelihood of **contractual scope of work** disputes has been minimized, and proper coordination has been provided for phased construction.
5. During the bidding stage, help develop bidder's interest in the project and prepare a list of prospective bidders for HGA's review and the Owner's approval. With the assistance of HGA, issue bidding documents to bidders, establish bidding schedules, and conduct prebid conferences with prospective bidders. Assist HGA with regard to questions from bidders and with the issuance of addenda. Receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of contracts or rejection of bids.
6. Assist the Owner in preparing construction contracts and advise the Owner on the acceptability of subcontractors and material suppliers proposed by contractors. Help expedite and coordinate the ordering and delivery of materials requiring long lead time.
7. Assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the project.

### **Construction Phase – Administration of Construction Activities:**



GENERAL & PROCESS MECHANICAL CONTRACTORS – Municipal • Industrial – WATER & WASTEWATER FACILITIES



1. Provide administrative, management and related services to coordinate activities and responsibilities of the contractors with each other and with those of the Owner and HGA to manage the project in accordance with the latest approved cost estimate, the project schedule and the contract documents.
2. Receive certificates of insurance from the contractors and forward them to the Owner with a copy to HGA.
3. In collaboration with HGA, establish and implement procedures for expediting the processing and approval of shop drawings, product data, samples and other submittals. Review all shop drawings, product data, samples and other submittals from the contractors.
4. Schedule and conduct meetings to discuss such matters as procedures, progress and scheduling. Prepare and promptly distribute minutes to the Owner, HGA and contractors.
5. Update the project construction schedule incorporating the activities of the contractors on the project, including activity sequences and durations, processing of shop drawings, and delivery of products requiring long lead time. Update and reissue the project construction schedule as required to show current conditions and recommend corrective action (if necessary) to the Owner and HGA.
6. Monitor and update the estimate of construction cost. Maintain accounting records to show actual costs for activities in progress and estimates for uncompleted activities. Develop cash flow reports and forecasts for the project and advise the Owner and HGA as to variances between actual and budgeted or estimated costs.
7. Develop and implement procedures for the review and processing of contractor's applications for progress and final payments. Review and recommend payment of the amounts due to the respective contractors based on the our observations and evaluations of the progress of their work. Prepare and submit a project application for payment to the Owner based on the contractor's applications for payment. Recommendation for payment shall constitute a representation to the Owner, that, to the best of our knowledge, the work has progressed to the point indicated and the quality of the work is in accordance with the contract documents. The issuance of an application for payment shall not be a representation that we have (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the work, (2) reviewed construction means, methods, techniques, sequences for the contractor's own work, or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the Owner to substantiate the contractor's right to payment or (4) ascertained how or for what purpose the contractor has used money previously paid on account of the contract sum.
8. Transmit to HGA requests for interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise. Review requests for changes, assist in negotiating contractors' proposals, submit recommendations to HGA and Owner, and, if they are accepted, prepare change orders and construction change directives which incorporate HGA's modifications to the documents. Assist HGA in the review, evaluation and documentation of claims.
9. Assist HGA in conducting inspections to determine whether the work or designated portion thereof is substantially complete.
10. Coordinate the correction and completion of the work. Following issuance of a certificate of substantial completion of the work or a designated portion thereof, evaluate the completion of the work of the contractors and make recommendations to HGA when work is ready for final inspection. Assist HGA in conducting final inspections.
11. Secure and transmit to HGA warranties and similar submittals required by the contract documents for delivery to the Owner and deliver all keys, manuals, record drawings and maintenance stocks to the Owner. Forward to HGA a final project application for payment upon compliance with the requirements of the contract documents.
12. **General site supervision and site management (see attached list of Division 1 Responsibilities).** Coordinate the sequence of construction and assignment of space in areas where the contractors are performing work. Monitor the progress of the contractors and try to obtain satisfactory performance, recommend courses of action to **HGA and** the Owner when requirements of a contract are not being fulfilled. Schedule and coordinate the sequence of construction in accordance with the contract documents and the latest approved project construction schedule.
13. **Determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the Owner against defects and**



deficiencies in the work. In consultation with HGA, reject work which does not conform to the requirements of the contract documents.

14. Record the progress of the project and submit written progress reports to the Owner and HGA including information on each contractor's work, as well as the entire project. Keep a daily log containing a record of weather, each contractor's work on the site, number of workers, identification of equipment, work accomplished, problems encountered, and other similar relevant data as the Owner may require.
15. Maintain at the project site for the Owner one record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked currently to record changes and selections made during construction, and in addition, approved shop drawings, product data, samples and similar required submittals.

**Miscellaneous Provisions:**

1. The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the project. The Owner, or such authorized representative, shall render decisions in a timely manner pertaining to documents submitted in order to avoid unreasonable delay in the orderly and sequential progress of our services.
2. The Owner shall retain HGA (Architect) and furnish us a copy of the terms & conditions. We shall not be responsible for actions taken by the HGA.
3. Evaluations of the Owner's project budget, preliminary cost estimates, and detailed cost estimates represent our best judgment as a person or entity familiar with the construction industry. It is recognized that neither Staab Construction nor the Owner have control over the cost of labor, materials or equipment, over contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, we cannot and do not warrant or represent that bids or negotiated prices will not vary from the project budget proposed, established or approved by the Owner, or from any cost estimate or evaluation that we prepared.
4. With respect to each contractor's own work, Staab Construction shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of each of the contractors, since these are solely the contractor's responsibility under the contract for construction. We shall not be responsible for a contractor's failure to carry out the work in accordance with the respective contract documents. We shall not have control over or charge of acts or omissions of the contractors, subcontractors, or their agents or employees, or any other persons performing portions of the work not directly employed by Staab Construction.
5. Staab Construction will maintain insurance to protect us from claims which may arise out of or result from our operations for which we may be legally liable (including workers compensation, liability, and vehicle).
6. Staab Construction reserves the right to terminate or modify any and all obligations related to this proposal at anytime for any reason. **We will give written notice a minimum of 14 days before termination.**

Please review our proposal for the construction management services outlined and let us know if you have any questions and/or comments. Hopefully we can help you deliver a high quality project, on time and on budget, for the Marshfield community to enjoy. Let us know if our offer is acceptable. Thanks.

Respectfully Submitted By:  
**STAAB CONSTRUCTION CORPORATION**

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Kevin Leick                      Vice-President

***The Contractor of Choice Improving Tomorrow's Environment***





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

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November 13, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Prequalification of Contractors for North East Lift Station Project

**ANALYSIS**

The primary contract for North East Lift Station improvements is currently out for bid, with an opening date of November 19, 2014. The following contractors are found to be qualified to bid the project:

August Winter & Sons, Inc  
Appleton WI

Howard Immel, Inc  
Green bay, WI

Staab Construction Corporation  
Marshfield, WI

**RECOMMENDATION**

I recommend approval of the list of prequalified contractors for the North East Lift Station project.

Concurrence:   
Steve Barg, City Administrator



City of  
Marshfield  
Memorandum

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November 13, 2014

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: Request for Proposals for E. 29<sup>th</sup> Street (Hume to Veterans Pkwy)

**BACKGROUND**

Earlier this year, we were notified that the City was selected to receive federal funding for reconstruction of East 29<sup>th</sup> Street from Hume Avenue to Veterans Parkway. The project will be designed and bid through the WisDOT project development process. As such, it will be necessary to hire a consulting engineer for this project.

**ANALYSIS**

A copy of the Request for Proposals (RFP) is attached. Construction is currently programmed for 2018, however a critical component of the RFP is to have the design complete in sufficient time to allow the project to be advanced to 2017, should funding become available.

A selection committee made up of Engineering Division staff will evaluate the proposals and bring a recommendation forward to the Board of Public Works for consideration.

**RECOMMENDATION**

I recommend approval of the Request for Proposals for design engineering services for East 29<sup>th</sup> Street (Hume Avenue to Veterans Parkway) and authorize staff to solicit proposals.

Concurrence:   
Steve Barg, City Administrator

REQUEST FOR PROPOSALS  
DESIGN ENGINEERING SERVICES  
ID 6995-11-01  
EAST 29<sup>th</sup> STREET – HUME AVENUE to VETERANS PARKWAY  
STREET RECONSTRUCTION

CITY OF MARSHFIELD  
NOVEMBER 2014

DATE DUE: December 12, 2014, 2:00 PM  
at the Office of the Director of Public Works  
630 South Central Avenue, 6th Floor  
Marshfield, Wisconsin 54449-0727

REQUESTING ENTITY:  
City of Marshfield  
Board of Public Works  
Mike Feirer, Chairman

CONTACT: Daniel G. Knoeck, P.E.  
Director of Public Works  
630 South Central Avenue  
P.O. Box 727  
Marshfield, WI 54449-0727  
(715) 387-8424

## **I. INTRODUCTION**

The City of Marshfield has secured funding through the STP Urban Program for reconstruction of approximately 0.4 miles of East 29<sup>th</sup> Street from Hume Avenue to Veterans Parkway as show on the attached project location map, Exhibit A. The existing urban cross section is 36 foot face to face curb & gutter with concrete pavement, constructed over 6-inch granular base over native soil with no subsurface drainage system. The existing pavement is in poor condition with extensive longitudinal and transverse cracking and extreme joint deterioration. The street serves the City's east side industrial area and has been identified as an important link in the City's bicycle route master plan. There is an existing Canadian National railroad crossing on the east side of Veterans Parkway, just outside the project limits. The City is seeking proposals from qualified consultants to undertake the design process and develop PS&E documents for a state letting. The City of Marshfield is funding 100% of the design engineering for the project and will enter into a two party contract with the selected consultant.

## **II. PROJECT OVERVIEW**

The proposed improvement is a 0.4 mile reconstruction project that is anticipated to include new concrete pavement with curb & gutter measuring 36 feet face to face, over crushed aggregate base, dense, over select crushed material with a pavement drainage system. The project will also include replacement of catch basin and catch basin leads and some segments of CMP storm sewer main. New sidewalk will be constructed along the entire north side of the project and along approximately half of the south side of the project. Spot repairs of the municipal water system and sanitary sewer system are also anticipated. A copy of the existing typical section is attached as Exhibit B. It is anticipated that the roadway will be closed to through traffic for the duration of construction, however access will need to be maintained to existing businesses. Construction is currently programmed for 2018 with a target PS&E date of February 1, 2017, however the City would like to have the PS&E ready for an August 1 of 2016 delivery to allow the project to be advanced to 2017 if funding becomes available.

## **III. SCOPE OF WORK BY CONSULTANT**

The consultant will undertake design survey, soils investigation, environmental documentation, agency coordination, utility coordination, plat development, pavement design report, design study report, public involvement, preliminary and final design, final plan development, PS&E documentation and any other tasks required by the WisDOT Facilities Development Manual for a project of this type. A draft of a Design Project Scoping Checklist is attached for reference as Exhibit C. This checklist is being provided as a guide only and does not relieve the consultant of identifying all tasks required as part of the design project. The project will be administered by WisDOT's Management Consultant (MC) and will require plan review meetings at 30%, 60% and 90% completion. Review documents shall be submitted to the MC at least one month prior to the meetings. Construction administration services are not included in this Request for Proposals.

## **IV. RESPONSIBILITIES OF THE CITY**

The City of Marshfield will provide the following services as a part of the total project:

- A. Copy of original plans.
- B. Televising of existing storm sewer and sanitary sewer.
- C. Other services that are mutually agreed upon.

**V. PROPOSAL REQUIREMENTS**

The City of Marshfield requests a proposal from your firm for the provision of the services identified above. The brief proposal shall include the following information:

- A. A statement of consultants understanding that demonstrates knowledge of the project requirements.
- B. Resumes, of key staff that will be assigned to the project. Include a statement that key project personnel identified in the proposal will not be substituted during the course of the project without prior approval of the City.
- C. A description of similar project experience involving key staff to be assigned to the project. Relevant experience should be focused around the staff proposed for the project, not of the firm overall.
- D. Client references (names, addresses, phone number) of engineering staff and/or elected officials who can address the quality of the work of the individuals involved in the projects identified in V.C. above.
- E. Designation of the single point of contact for coordination of the project.
- F. Proposed use of City staff, as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
- G. Proposed services to be subconsulted, anticipated subconsultants and anticipated cost for these services.
- H. Proposed project schedule with key milestone dates identified.
- I. A summary of relevant previous work experience with the City of Marshfield.
- J. **In a separate envelope**, the estimated cost for services to be provided under this proposal including a breakdown of the anticipated hours allocated to the project staff along with their hourly rate, i.e.: Project Manager, Project Engineer, Survey Crew, Technician, Clerical, other, as well as reimbursable expenses.

Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

All submitted materials become the property of the City of Marshfield and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires. All costs associated with responses to this RFP shall be borne by the responding party.

**VI. PROJECT TIMETABLE**

<b><u>Date(s)</u></b>	<b><u>Action(s)</u></b>
November 18, 2014	RFP disseminated to pre-selected firms
December 12, 2014	Proposals Due 2:00 PM
Dec. 15 - 30, 2014	Staff evaluation of proposals and recommendation to BPW
January 5, 2015	Board of Public Works recommends one proposal to the Common Council

January 13, 2015	Common Council approves consultant selection
January 19, 2015	Consultant Contract Scoping and Notice to Proceed
*****	Detailed milestone dates to be provided in the consultant's proposal
February 1, 2017	PS&E Submittal (currently programmed)

Proposals are due in the Office of the Director of Public Works, 630 South Central Avenue, 6th Floor, Marshfield, Wisconsin 54449-0727, no later than 2:00 PM, December 12, 2014. Interested parties should submit, in two separate envelopes, five (5) hard copies of the proposal and 1 copy of the estimated cost of services. One envelope shall be clearly labeled "Proposals" and the other envelope shall be clearly labeled "Estimated Cost". All submitted materials will be evaluated by City Staff with a recommendation for a specific firm submitted to the five member Board of Public Works.

**VI. SELECTION CRITERIA**

Selection will be based upon the materials submitted and will be ranked primarily based upon the following criteria:

- A. Consultant's understanding of the project requirements.
- B. Consultant's technical approach to the project.
- C. Consultant's ability to meet the project schedule.
- D. Pertinent experience and qualifications of the project team.
- E. Consultant's previous work experience with the City of Marshfield.
- F. Relative value of the services to be provided.

**VII. EXHIBITS**

- A. Project Location Map
- B. Existing Typical Section
- C. Draft Project Scoping Checklist