

**City of Oconomowoc**  
**Public Services Committee**  
Aldermen: Strey, Chairman / Zwart, Secy / Ellis

**Tuesday, February 04, 2020 - 7:15 PM**  
**City Hall - Conference Room 3**



**Notice:** If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
  - a. Consider/recommend Awarding Engineering Services for Bridge Inspections, Bridge Maintenance and Design with Bid Document for Peacock Dam with Municipal Dam Grant Application
  - b. Consider/recommend Authorizing Participation in the Department of Natural Resources Municipal Dam Grant Program
3. Adjourn

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Diane Coenen, City Clerk  
City of Oconomowoc

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



# MEMORANDUM

## PUBLIC WORKS

Date: February 3, 2020  
To: Common Council  
From: David Stoiser, Assistant Director of Public Works  
Mark Frye, Director of Public Works  
Re: Engineering Services for Bridge Inspections, Bridge Maintenance and Grant for Peacock Dam

## RELATES TO THE STRATEGIC PLAN

Strategic Plan:

Section II: Improve and Maintain Our Infrastructure and Facilities  
Bridge and Dam Inspection and Maintenance

## BACKGROUND

A Request for Proposals (RFP) was sent out to complete the following projects:

- Inspect all nine of the City's bridges
- Design and prepare bidding documents for a retaining wall at the northeast abutment for the North Lake Road Bridge
- Bid the previously designed maintenance for the East Grove Street Bridge (west)
- Complete plans and specifications for the repair to the Peacock Dam and submit a Municipal Dam Grant Application to offset the cost

On even numbered years, the City is responsible to have all nine of our bridges inspected. In addition to this work, we plan to bid out the maintenance for the previously designed maintenance for the East Grove Street Bridge (west) and design and prepare bidding documents for a retaining wall for the North Lake Road Bridge.

For the Peacock Dam, our plan is to submit for a Municipal Dam Grant in 2020 and bid the construction in 2021. In review of the grant application, we saw that an additional 20 points (5% of the 380 total possible points) could be obtained if plans and specs were submitted with the application so it was included with the Bridge RFP.

## ADDITIONAL ANALYSIS

**Biennial bridge inspections:** Owners of bridges that serve the public are required by the Wisconsin Department of Transportation to perform every even year an inspection to identify maintenance items. This work must be completed by a qualified Structural Engineer licensed in the State of Wisconsin. The routine inspections are not to exceed 24 months from the date of the last inspection (6/2018).

**Retaining wall design:** As part of the bridge inspections, the selected consultant would be required to incorporate suggested repairs at bridge B-67-292 (North Lake Road). As indicated in the 2018 Biennial Bridge Inspections, a retaining wall from the bridge east to the existing retaining wall needs to be constructed to protect the bridge abutment. This work must be designed with construction specifications developed for permit submittal to the Department of Natural Resources.

**Bridge Maintenance:** Planned repairs to bridge P-67-787, East Grove Street (west), were bid out early in 2019. Due to budgetary constraints work was delayed until 2020. We are now including planned repairs to this bridge with the proposed retaining wall construction at the North Lake Road Bridge.

**Application for the Municipal Dam Grant Program:** The Municipal Dam grant program provides a cost-sharing opportunity for dam maintenance, repair or modification. The grant would provide reimbursement by the DNR of 50 percent of the first \$400,000 of eligible project costs. Based on the 2016 Collins Engineering inspection of the Peacock Dam, fill is currently believed to be washing out from behind the existing horizontally laid, vertically stacked facing boards. Approvable plans and specifications need to be completed for submittal with the grant application. A cost estimate must also be created to support the proposed design with a detailed narrative description for each of the costs. Application submittal deadline is February 28, 2020.

**FINANCIAL IMPACT**

Twelve engineering firms requested the RFP with one respondent, Collins Engineering for a Not-to-Exceed amount of \$39,420.00.

TASK	DESCRIPTION	LABOR COST	BUDGET AMOUNT
<b>Task 1A: Grant Application</b>	Complete Municipal Dam Grant Application for Peacock Dam	\$ 1,950.00	
<b>Task 1B: Plans &amp; Specifications</b>	Develop Preliminary Engineering Drawings and Specifications for DNR submittal with Municipal Dam Grant Application	\$ 3,630.00	
	<b>SUBTOTAL</b>	<b>\$ 5,580.00</b>	Part of \$80,000 project cost
<b>Task 2A: Bridge Inspections</b>	Perform scheduled 2020 biennial inspection of City's 9 bridges	\$ 2,300.00	
<b>Task 2A: Bridge Inspection Report</b>	Complete and submit bridge inspection report to WisDOT	\$ 1,480.00	
	<b>SUBTOTAL</b>	<b>\$ 3,780.00</b>	<b>\$ 4,000.00</b>
<b>Task 2B: Retaining Wall Design</b>	Design retaining wall at the NE corner of N. Lake Rd. bridge B-67-292 and Fowler Lake	\$ 8,800.00	
<b>Task 2C: Bridge Maintenance</b>	Develop project specifications and incorporate planned maintenance work for bridge P-67-787 E. Grove Street (W) and proposed retaining wall into bidding documents	\$ 740.00	
	<b>SUBTOTAL</b>	<b>\$ 9,540.00</b>	<b>\$ 10,000.00</b>
<b>Task 3: Project Bidding</b>	Manage entire bidding process including advertising, plan and specification distribution, bid opening and tabulation	\$ 2,120.00	
<b>Task 4: Post Bid Tasks</b>	Process Notice of Award, contract documents, coordinate and attend preconstruction meeting	\$ 1,160.00	
<b>Task 5: Engineering Support Services During Permitting/Construction</b>	Respond to questions/issues from the Construction Management firm and/or the DNR during permitting and construction phases	\$ 10,800.00	
<b>Task 6: Estimate Construction Management Hours</b>	Design engineering consultant to estimate the number of hours for Construction Management for project (by others)	\$ 820.00	
	<b>SUBTOTAL</b>	<b>\$ 14,900.00</b>	Part of \$80,000 project cost
	<b>LABOR TOTAL</b>	<b>\$ 33,800.00</b>	
	Reimbursable Costs		
	Mileage	\$ 200.00	
	Boat Rental	\$ 110.00	
	Postage	\$ 10.00	
	Geotech investigation	\$ 5,300.00	
	<b>DIRECTS SUBTOTAL</b>	<b>\$ 5,620.00</b>	
	<b>TOTAL LABOR, FEES AND COSTS</b>	<b>\$ 39,420.00</b>	

Although a single response was received, the cost associated with the defined tasks are within the budget estimates. Engineering services is part of the overall construction cost for both the Peacock Dam (\$80,000) and Bridge Maintenance (\$110,000). The cost of Task 5, \$10,800, is based on set hours provided by the City. This item is a time and material item so we only pay for the actual hours used.

## RECOMMENDATION

**Suggested Public Services Committee Motion:** Motion to recommend to the Common Council the proposal from Collins Engineering in the amount of \$39,420.00 for the required biennial bridge inspections, bridge maintenance bid documents for East Grove Street (west) and North Lake Road retaining wall and complete dam grant application with plans and specifications for the repair to the Peacock Dam.

As per City Policy, a 10% contingency (\$3,380) is allowed for the engineering services with any expenditures exceeding the approved bid amount plus the contingency requiring Common Council approval. Net approved project cost of \$42,800.00.

## SUGGESTED MOTION

**Suggested Common Council Motion:** Motion to recommend acceptance of the proposal from Collins Engineering in the amount of \$39,420.00 for the required biennial bridge inspections, bridge maintenance bid documents for East Grove Street (west) and North Lake Road retaining wall and complete dam grant application with plans and specifications for the repair to the Peacock Dam.

As per City Policy, a 10% contingency (\$3,380) is allowed for the engineering services with any expenditures exceeding the approved bid amount plus the contingency requiring Common Council approval. Net approved project cost of \$42,800.00.

**RESOLUTION NO. 20-R2853**

**RESOLUTION AWARDED ENGINEERING SERVICES FOR BRIDGE INSPECTIONS, BRIDGE MAINTENANCE AND DESIGN WITH BID DOCUMENTS FOR PEACOCK DAM WITH MUNICIPAL DAM GRANT APPLICATION**

WHEREAS, engineering services are required for the 2020 bridge inspections, bridge maintenance and Peacock Dam plans and grant application; and

WHEREAS, Department of Public Works representatives prepared a Request for Proposal advertisement, published the same, and based thereon received one proposal; and

WHEREAS, although only one proposal was received it was reviewed to determine that it was complete based on the RFP requirements; and

WHEREAS, the proposal from Collins Engineering to complete bridge and dam is \$39,420.00; and

WHEREAS, Collins Engineering has performed engineering services for the Peacock Dam previously for the City and their performance has been satisfactory; and

WHEREAS, City staff and the Public Services Committee recommend that the proposal of Collins Engineering in the amount of \$39,420.00 for engineering services, response to construction related questions, bid documents and grant application be accepted.

NOW THEREFORE, BE IT HEREBY RESOLVED the proposal of Collins Engineering in the sum of \$39,420.00 be and the same is hereby accepted, and appropriate City officials are authorized to enter into a contract with Collins Engineering for said work.

BE IT FURTHER RESOLVED this is a Not-to-Exceed price proposal with a 10% contingency of \$3,380.00 for a total cost of \$42,800.00.

BE IT FURTHER RESOLVED Task 5 of the Request for Proposals relates to the cost of the design firm responding to questions during project construction; this task is a time and material not-to-exceed cost basis so we only pay for the actual hours required.

BE IT FURTHER RESOLVED that the project cost will be allocated and charged to the following account numbers:

100.505.5120.210 #50201.01, Engineering Professional Services  
100.505.5310.210 #52001 2020 Bridge Inspections  
408.505.5310.820 #50202.01 Bridge Maintenance

Date: February 4, 2020

CITY OF OCONOMOWOC

By: \_\_\_\_\_

David Nold, Mayor

ATTEST:

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Diane Coenen, Clerk

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# MEMORANDUM

## PUBLIC WORKS

Date: February 3, 2020  
To: Common Council  
From: Mark Frye, Director of Public Works  
Re: Authorization for Grant Application for Peacock Dam

## RELATES TO THE STRATEGIC PLAN

Strategic Plan:  
Section II: Improve and Maintain Our Infrastructure and Facilities  
Dam Maintenance

## BACKGROUND

The Peacock Dam is scheduled for maintenance in 2021. The wood construction of the downstream side of the dam has deteriorated. As part of the original 1938 construction, it did make it 82 years. A new front wall for the structure is needed to maintain the structural integrity of the dam.

## ADDITIONAL ANALYSIS

The Municipal Dam grant program provides a cost-sharing opportunity for dam maintenance, repair or modification. The grant would provide reimbursement by the DNR of 50 percent of the first \$400,000 of eligible project costs. Based on the 2016 Collins Engineering inspection of the Peacock Dam, fill is currently believed to be washing out from behind the existing horizontally laid, vertically stacked facing boards. Approvable plans and specifications need to be completed for submittal with the grant application. A cost estimate must also be created to support the proposed design with a detailed narrative description for each of the costs. Application submittal deadline is February 28, 2020.

## FINANCIAL IMPACT

The early estimated cost to repair the dam is \$80,000. Based on this estimate, the grant would reimburse \$40,000.00.

## RECOMMENDATION

**Suggested Public Services Committee Motion:** Motion to recommend to the Common Council the resolution to authorize City Staff to submit an application for the Municipal Dam Grant Program.

## SUGGESTED MOTION

**Suggested Common Council Motion:** Motion to approve the Municipal Dam Grant Authorization resolution.

**RESOLUTION NO. 20-R2854**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE  
DEPARTMENT OF NATURAL RESOURCES  
MUNICIPAL DAM GRANT PROGRAM**

WHEREAS, City of Oconomowoc owns Peacock Dam and requests financial assistance under s. 31.385 and s. 227.11, Wis. Stats., and ch. NR 335, Wis. Adm. Code, for the purpose of dam maintenance; and

WHEREAS, the state share for such a project may not exceed 50 percent (50%) of the first \$400,000.00 of total eligible project costs nor 25 percent (25%) of the next \$800,000.00 of total eligible project costs.

NOW, THEREFORE, BE IT RESOLVED, that the City of Oconomowoc Common Council hereby authorizes Mark Frye, Director of Public Works to:

- Submit an application to the DNR for financial aid under ch. NR 335, Wis. Adm. Code;
- sign grant agreement documents;
- take all necessary action to complete the project associated with any grant agreement; and
- submit reimbursement claims along with necessary supporting documentation.

BE IT FURTHER RESOLVED THAT the City of Oconomowoc agrees to pay a share of the eligible costs which is equal to the total project cost minus the state share.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF OCONOMOWOC

By: \_\_\_\_\_  
David Nold, Mayor

ATTEST:

\_\_\_\_\_  
Diane Coenen, City Clerk