

**CITY OF OCONOMOWOC**  
**Public Services Committee**  
**Aldermen: Strey, Chairman / Zwart, Secy / Ellis**



**Tuesday, May 21, 2019 - 7:00 PM**  
**City Hall - Conference Room 3**  
*(or immediately following Committee-of-the-Whole)*

**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 Contract for Rosenow Creek Trail Project
  - b. Consider/recommend Awarding Inspection Services Contract for the Rosenow Creek Trail Project
3. Adjourn

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

## PARKS, RECREATION & FORESTRY

May 16, 2019

TO: Common Council

FR: John Kelliher, Director

RE: Rosenow Creek Trail Project

## RELATES TO THE STRATEGIC PLAN

Strategic Goal-IV.B. Plan and Implement Quality of Life Assets and Community Amenities

02. Implement Bike and Pedestrian Plan / Bike Routes

## BACKGROUND

The Common Council authorized staff in June of 2018 to develop construction documents for the Rosenow Creek Trail Project. Since that time staff and the authorized consultant have developed trail alignment plans, held a public information meeting and finalized construction documents.

Components of the project include expanding Wood Creek Park to include a trail, butterfly and bee habitat areas, native flower beds, seating areas and identification signage and landscaping. Public feedback during the public information meeting was supportive of these components and staff was encouraged by the residents to maintain the natural setting. The trail portion of the project includes boardwalk areas over wetlands, paved pathways, seating areas, culvert replacement and connectivity to the property east of Rosenow Creek allowing for pedestrian access and use that is consistent with the City adopted Parks and Open Space Plan and the Bike and Ped Plan.

Bids were advertised and opened on December 13, 2018. Seven bids were received and presented to the Common Council on December 18, 2018. For the project to be approved, a budget amendment with a minimum vote of 6-2 was required. The Council voted 5-3, therefore the motion failed and the project was not awarded.

On January 15, 2019 a Committee of the Whole meeting was held to discuss future direction for the Rosenow Creek Trail project. On February 5, 2019 the Council directed staff to re-bid the project to include all components excluding the southern section of the trail and to complete an RFP for inspection services.

The construction documents were revised to reflect the changes recommended by the Common Council and a total of four bids were received on April 25, 2019 as follows:

- Blaze Landscape Contracting, Inc \$347,532.50
- Poblocki Paving Corporation \$389,865.00
- Mud Tech LLC \$457,467.50
- Payne & Dolan, Inc \$511,155.00

On all construction projects, unpredictable factors may increase the final contract amount.

This contract will be a unit price contract with estimated quantities, and accordingly the actual quantities and the final contract price may vary. Staff recommends a 10% contingency in the amount of \$34,700 be added to the project to cover any potential increases of materials on the project to be authorized by change order if needed.

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder.
3. Low bidder has successfully completed similar projects over the last ten years according to references we have contacted.

As part of the project we are recommending direct purchases in the amount of \$32,000 for the following components:

- Trailhead and Identification Signage: \$12,000
- Trash Cans, Bike Racks, Benches: \$10,000
- Trees, Native Plantings, Landscaping: \$10,000

The Long Term Financial Plan (LTFP) utilizing the Parks Impact Fee Fund includes \$300,000 for the construction of the Rosenow Creek Trail. The total construction cost for the project is as follows:

- Blaze Landscape \$347,532.50
- 10% Contingency \$34,700.00
- Amenities Direct Purchase \$32,000.00
- Total Construction \$414,232.50

## FINANCIAL IMPACT

The Rosenow Creek Trail project is funded through the Parks Impact Fee Fund. To proceed with the construction a budget amendment is required in the amount of \$114,232.50

## RECOMMENDATION

Accept bid from Blaze Landscape Contractors, Inc in the amount of \$347,532.50 and include a 10% contingency in the amount of \$34,700.00 that must be approved via change order, and authorize staff to direct purchase site amenities in the amount of \$32,000.00

## SUGGESTED MOTION

Motion to accept the low bid submitted by Blaze Landscape Contractors, Inc. be awarded the Rosenow Creek Trail contract, in the amount of \$347,532.50, include a 10% contingency in the amount of \$34,700.00, and authorize staff to direct purchase the site amenities in the amount of \$32,000.00, for a total construction cost of \$414,232.50 utilizing the Parks Impact Fee Fund 223.507.7410.820.

**RESOLUTION NO. 19-R\_\_\_\_\_**

**RESOLUTION AWARDING CONTRACT FOR ROSENOW CREEK TRAIL PROJECT**

WHEREAS, the City of Oconomowoc budget provides for trail development and park improvements; and

WHEREAS, bids for the Rosenow Creek Trail Project had been advertised for and were received for making the following improvements as follows:

- Trail development
- Boardwalk installations
- Trail and site amenities
- Park improvements

and

WHEREAS, bids were received as follows:

- |                   |              |
|-------------------|--------------|
| • Blaze Landscape | \$347,532.50 |
| • Poblocki Paving | \$389,865.00 |
| • Mudtech         | \$457,467.50 |
| • Payne & Dolan   | \$511,115.00 |

and

WHEREAS, the City will direct purchase the following items:

- |   |          |
|---|----------|
| • Trailhead and Identification Signage: | \$12,000 |
| • Trash Cans, Bike Racks, Benches:      | \$10,000 |
| • Trees, Native Plantings, Landscaping: | \$10,000 |

NOW THEREFORE, BE IT HEREBY RESOLVED that the bid of Blaze Landscape Contracting, Inc in the sum of \$347,532.50 is hereby accepted, and appropriate city officials are authorized to enter into a contract with Blaze Landscape Contracting, Inc for said projects.

BE IT FURTHER RESOLVED that this is a unit price contract with estimated quantities, and accordingly the actual quantities and therefore the final contract price may vary.

BE IT FURTHER RESOLVED that this resolution not become effective and no notice of award be issued unless and until an appropriate performance bond and a certificate of insurance are filed with the City Clerk.

BE IT FURTHER RESOLVED that the direct purchases to include trailhead and identification signs in the amount of \$12,000; and amenities to include Trash Cans, Bike Racks, Benches in the amount of \$10,000; and Trees, Native Plantings, Landscaping in the amount of \$10,000; be purchased by staff and be incorporated into the final project installation.

BE IT FURTHER RESOLVED that staff is recommending a 10% contingency in the amount of \$34,700.00 for the construction of the Rosenow Creek Trail Project to cover any potential increases of materials on the project to be authorized by change order.

BE IT FURTHER RESOLVED that the estimated cost of the Rosenow Creek Trail Project for the bids shall be charged to the Park Impact Fee Fund account # 223.507.7410.820

BE IT FURTHER RESOLVED that the Park Impact Fee Fund will require a budget amendment of \$114,232.50

NOW THEREFORE BE IT RESOLVED that the City Council recommends and authorizes a budget amendment to the Park Impact Fee Fund of \$114,232.50 and authorizes the use of \$300,000.00 of Park Impact Fee Funds from account 223.507.7410.820 to be used for construction of the Rosenow Creek Trail Project.

DATED: \_\_\_\_\_

CITY OF OCONOMOWOC

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

ATTEST:

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



# MEMORANDUM

## PARKS, RECREATION & FORESTRY DEPARTMENT

Date: May 16, 2019  
To: Common Council  
From: John Kelliher, Director  
Re: Rosenow Creek Trail Construction Inspection Services RFP

### RELATES TO THE STRATEGIC PLAN

Strategic Goal-IV.B. Plan and Implement Quality of Life Assets and Community Amenities

02. Implement Bike and Pedestrian Plan / Bike Routes

### BACKGROUND

The City of Oconomowoc Parks, Recreation & Forestry Department requested proposals to provide Construction Inspection Services for the Rosenow Creek Trail project.

The RFP identified Task 1 to be completed by Ruekert & Mielke (design engineer) after the construction contract is approved by the City of Oconomowoc Common Council. Tasks 2-5 listed below will be completed by the firm selected for Construction Inspection Services. The order in which Tasks 2-5 are done may be altered from the order in which they are written with City approval.

### TASK 1: POST-BID TASKS

Ruekert & Mielke's (R/M) responsibilities after the contract approval by the City of Oconomowoc Common Council are:

- Provide Notice of Award to approved Contractor, with a copy to the City. (3 hours - \$323)
- Process all contract documents with signatures and copies to the Contractor and City. (5 hours - \$473)
- Coordinate and staff a preconstruction meeting at the City of Oconomowoc. (10 hours - \$1,142)
- Provide design clarification or additional information to Construction Manager and Construction Review Technician as necessary throughout construction. (14 hours - \$1,736)

*ESTIMATED HOURS FOR TASK 1: 32 HRS (\$3,674)*

## TASK 2: CONSTRUCTION MANAGEMENT

The Construction Manager (CM) will be responsible for the scheduling of the construction review and surveying services to match the Contractor's schedule. Anticipated CM tasks are as follows:

- General contract administration.
- Promptly respond to all design questions during construction of the project.
- Ensure that all permit and contractual requirements are adhered to.
- Review, approve, verify contract quantities and process pay requests from the Contractor.
- Review, approve, and process change orders as required.
- Prepare a project punch list and coordinate punch list completion with the City and Contractor.
- Prepare and coordinate completion of project closeout documents.
- Meet with or address construction related concerns from residents.
- Provide any requested information regarding City of Oconomowoc Erosion Control Permit and Wisconsin Department of Natural Resources Permits.

*ESTIMATED HOURS FOR TASK 2: 65 HRS*

## TASK 3: CONSTRUCTION INSPECTION

It is anticipated that one construction review technician (CRT) will be needed for full-time inspection throughout project construction. The CRT will have a minimum of 5 years' experience in the construction industry. Anticipated inspection tasks are as follows:

- Monitor project and follow Emergency Action Plan regarding State and OSHA Safe work practices and procedures.
- Review all materials on site to determine compliance with Contract Specifications.
- Determine that all components are installed at the proper elevation and location as specified. Record all grades and pipe inverts during construction for record drawings and determine compliance with plans.
- Measure and track quantities as defined by the bidding documents.
- Attend and keep minutes of all job meetings.
- Complete all required erosion control inspections and reports with prompt notification to the Contractor of non-compliance items.
- Provide digital construction reports by noon of the next normal work day for the previous day's work. Construction reports will include the following: description and digital drawings with notes shown on the construction plans of the work completed, unit quantity tracking, shop drawing approvals, test reports, individuals and equipment on site, measurements to accurately locate and determine length of all buried facilities, conflicts with other utilities, weather and site conditions. Reports may be requested sooner should there be construction issues.

*ESTIMATED HOURS FOR TASK 3: 270 HRS*

## TASK 4: CONSTRUCTION SURVEY SERVICES

This task will include the survey services necessary for the construction of the project. R/M will work with the Contractor to minimize the number of times an area is staked and be efficient with the number of trips to the site for staking. Estimated hours include survey data preparation and construction staking.

*ESTIMATED HOURS FOR TASK 4: 30 HRS*

## TASK 5: RECORD DRAWINGS

Record drawings will be prepared in electronic format (ESRI.shp and AutoCAD Civil 3d file) and full-size paper copies, one set each for the Parks Department and Public Works. Electronic files will be submitted in NAD27 WI State Planes, South Zone coordinate system. Elevations will be surveyed and documented at the time of installation for storm sewer invert elevations and storm water ditching. Information will be formatted and provided to the City in electronic form for placement into the City's GIS system.

Storm sewer information at a minimum must include:

- Pipe size, material, length and inverts.
- Percent grade and direction of flow

*ESTIMATED HOURS FOR TASK 5: 10 HOURS*

## ADDITIONAL ANALYSIS

Two proposals were received. City staff evaluated each proposal using the hybrid QBS approach that includes 80% technical and 20% cost. Both organizations meet the minimum qualifications for the project. Below you will find the scoring and costs breakdown for Construction Inspection Services:

<b>Construction Inspection Services Scoring</b>	<b>Ruekert &amp; Mielke</b>	<b>Clark Dietz</b>
Proposal Scores (Tasks 2-5)	90.67	84.33
Fee Score	25.00	22.80
<b>Grand Total</b>	<b>115.67</b>	<b>107.13</b>

<b>Fee Breakdown</b>	<b>Ruekert &amp; Mielke</b>	<b>Clark Dietz</b>
Task #2: Construction Mgmt. (65 hours)	\$8,273.00	\$8,300.00
Task #3: Construction Inspection (270 hours)	\$24,534.00	\$28,500.00
Task #4: Construction Survey Services (30 hours)	\$3,279.00	\$2,850.00
Task #5: Record Drawings (10 hours)	\$1,224.00	\$960.00
<b>Grand Total</b>	<b>\$37,310.00</b>	<b>\$40,610.00</b>

## FINANCIAL IMPACT

The Rosenow Creek Trail project is funded through the Parks Impact Fee Fund. A budget amendment is required for the services to be awarded.

## RECOMMENDATION

Accept the low cost proposal of Ruekert & Mielke in the amount of \$37,310 and include an additional not to exceed \$1,500 for reimbursable expenses and authorize Task#1 funding in the amount of \$3,674 for a total of \$42,484.

## SUGGESTED MOTION

Motion to accept the low cost proposal submitted by Ruekert & Mielke be awarded for Inspection Services for the Rosenow Creek Trail project in the amount of \$42,484 utilizing the Park Impact Fee Fund 223.507.7410.820.

**RESOLUTION NO. 19-R\_\_\_\_\_**

**RESOLUTION AWARDING INSPECTION SERVICES CONTRACT FOR  
ROSENOW CREEK TRAIL PROJECT**

WHEREAS, the City of Oconomowoc Long Term Financial Plan includes \$300,000 for the construction of the Rosenow Creek Trail project; and

WHEREAS, Common Council directed City staff to develop a request for proposals for the Rosenow Creek Trail Project – Construction Inspection Services; and

WHEREAS, the request for proposals had been advertised for and were received; and

WHEREAS, Task #1 will be performed by design/engineering firm Ruekert & Mielke in the amount of \$3,674; and

WHEREAS, two proposals for Tasks #2-5 were received and evaluated by City staff utilizing the Quality Based Selection process which includes evaluation of fee proposals; and

WHEREAS, the low cost proposal in the amount of \$37,310 was submitted by Ruekert & Mielke to provide the services in Tasks #2-5; and

WHEREAS, the proposal includes an additional cost for reimbursable expenses not to exceed \$1,500; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the proposal submitted in the sum of \$37,310.00 and reimbursable expenses not to exceed \$1,500 is hereby accepted, and appropriate city officials are authorized to enter into a contract with Ruekert & Mielke for said inspection services.

BE IT FURTHER RESOLVED that Task #1 to be performed by Ruekert & Mielke is authorized in the amount of \$3,674.

BE IT FURTHER RESOLVED that this is a unit price contract with estimated hours to complete construction inspection services, and accordingly the actual hours and therefore the final contract price may vary.

BE IT FURTHER RESOLVED that the estimated cost of the Rosenow Creek Trail Project Construction Inspection Services shall be charged to the Park Impact Fee Fund account # 223.507.7410.820

BE IT FURTHER RESOLVED that the Park Impact Fee Fund will require a budget amendment of \$42,484.

NOW THEREFORE BE IT RESOLVED that the City of Oconomowoc Common Council recommends and authorizes a budget amendment to the Park Impact Fee Fund in the amount of \$42,484.00 for purpose of Construction Inspection Services for the Rosenow Creek Trail Project utilizing account 223.507.7410.820.

DATED: \_\_\_\_\_

CITY OF OCONOMOWOC

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

ATTEST:

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