

**City of Oconomowoc**  
**Public Services Committee**  
Aldermen: Ellis, Chairman / Rosek, Secy / Mulder

**Tuesday, September 15, 2020 - 6:00 PM**  
**City Hall - Conference Room 3**  
*(or immediately following Special Utility Committee)*



**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 Resolution 20-R2890 Awarding Collins Parking Lot Construction Management Services
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: September 15, 2020  
To: Common Council  
Public Services Committee  
From: Mark Frye, Director of Public Works  
Re: Approve Engineering Consultant for 2020 Collins Parking Lot Construction Management

## RELATES TO THE STRATEGIC PLAN

Strategic Goal-  
Section II: Improve and Maintain Our Infrastructure and Facilities  
Part B: Maintain Our Existing Infrastructure

## BACKGROUND

On September 1, 2020, the Common Council awarded the construction bid for the reconstruction of the Collins Street Parking Lot. The award was to Musson Brothers for a base bid in the amount of \$728,259.77, plus Alternate 1 in the amount of \$54,760.00, total bid of \$783,019.77 for the Collins Lot Reconstruction. A 10% contingency (\$78,301) is allowed for the construction with any expenditures exceeding the approved bid amount plus the contingency requiring Common Council approval. Net approved project cost of \$861,320.77.

A Request for Proposals was sent to the four firms that had submitted for the design portion of this project. This was done as we had the information of the firms and the task hours were provided to them. This allowed the City to receive proposals, review and score them and have a recommendation for the September 15 meeting.

The following tasks, and assigned hours was included in the RFP:

### Task 1 Construction Management Services

The identified Construction Manager (CM) for the Project must be a P.E. with a minimum of 12 years experience in engineering and construction related experience. The CM will be responsible for the scheduling of the construction review and surveying services to match the Contractor's schedule. Additional responsibilities include submittal review and all permit and contractual requirements are adhered to. Any geotechnical work will be completed by others. Use 40 hours for review of submittals and 175 hours for the Construction Management portion of the task.

- General contract administration.
- Conduct weekly project progress meetings complete with agenda and meeting minutes.
- 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, City Utilities and contractor.
- Prepare and coordinate completion of project closeout documents.
- Meet with or address construction related concerns from businesses and residents.
- Attend meetings and provide any requested information regarding City of Oconomowoc Erosion Control Permit and Wisconsin Department of Natural Resources Permits.

#### Task 2 Construction Inspection Services

The primary person for this task must have a combined minimum of 10 years experience in engineering and construction review services with a minimum of 5 years of construction review. This person shall be on site for all construction activities. Use 375 hours for this task.

- Enforcement of all issued permits for the project.
- Monitor project and follow Emergency Action Plan in regards to State and OSHA Safe work practices and procedures.
- Review all materials on site to determine compliance with Contract Specifications.
- Confirm that all minimum separations between water main, sanitary sewer, and storm sewers are met.
- Review that proper techniques are used for the bedding of all buried infrastructure and backfill of trenches in accordance with the contract documents and City Specifications. The construction contractor is responsible for all compaction testing in the wetlands and has hired a consultant for this.
- 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 should 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.

#### Task 3 Construction Survey Services

This task will include the survey services necessary for the construction of the items listed under section III Projects List. Consultant shall plan to stake areas within the work zone as needed to complete the work. Consultant is responsible to 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. Consultant must detail their approach to minimize staking and survey costs. Use 40 hours for survey data preparation and 100 hours for construction staking.

#### Task 4 Record Drawing Information

The design engineering consultant will provide the specifications for the formatting of the field information used for record drawings. Construction information will be recorded during the project and provided to the design engineer to complete the record drawings. There are no assigned hours for this as it is incidental to the inspection services.

#### Task 5 Miscellaneous Items and Administrative

Provide a listing of administrative costs and any items not specified in tasks 1 through 3 that your firm normally provides for construction management projects.

We utilize the hybrid QBS (Qualifications Based Selection) process to evaluate proposals. This hybrid evaluation process includes a technical evaluation consisting of 80% of points and cost evaluation consisting of 20% of points. The consultant with the highest combined total of points will be recommended to Council for approval with the not to exceed cost plus authorization for staff to execute a 10% contingency. Consultants may not perform construction management services for projects their firm designed.

**ADDITIONAL ANALYSIS**

Proposals were reviewed and scored by Mark Frye, Director of Public Works and David Stoiser, Assistant Director of Public Works. The scoring summary and the not-to-exceed cost information is shown below.

City of Oconomowoc									
Collins Street Parking Lot Construction Management									
September 15, 2020									
Technical Score									
	Total Points	Average Points	Rank						
Baxter and Woodman	183	91.5	1						
Collins Engineering	168	84	3						
SEH	163	81.5	4						
Vierbicher	175	87.5	2						
Total Possible Points	200	100.0							
Average Technical Score with Pricing Factor									
	Compliance with the RFP	Quality of the Response	Services to be Provided	Qualifications and Experience	Contract Cost Points	Total Points	Proposal Cost	% Cost Points	Rank
Baxter and Woodman	25.0	19.5	22.0	25.0	21.1	112.6	\$81,746.00	84%	1
Collins Engineering	18.0	20.0	21.0	25.0	19.4	103.4	\$88,880.00	78%	4
SEH	25.0	22.0	15.0	19.5	23.4	104.9	\$73,612.00	94%	3
Vierbicher	21.0	19.5	21.5	25.0	25.0	112.0	\$68,960.00	100%	2

Based on the City's review process, City Staff is recommending Baxter & Woodman for the Construction Management portion of the Collins Parking Lot Reconstruction project. Current City policy does not allow the design engineer to do the construction management. Baxter & Woodman did the design for the parking lot. Our recommendation is based on the following:

- The parking lot project cannot be done in phases
- The lot will be shut down for a minimum of 6 weeks
- The continuity of the design/construction management will minimize any potential lost time due to questions/issues
- Asphalt paving in late fall is difficult with the wet weather
- Any loss time will impact our ability to complete the project this year

## FINANCIAL IMPACT

Based on the proposal received from Baxter and Woodman a Not-to-Exceed cost of \$81,746.00 plus a 10% contingency of \$8,174.00 for a total of \$89,920.00.

## RECOMMENDATION

Public Services Committee: Motion to recommend to the Common Council acceptance of the proposal from Baxter and Woodman at a Not-to-Exceed cost of \$81,746.00 plus a 10% contingency of \$8,174.00 for a total of \$89,920.00.

## SUGGESTED MOTION

Motion to approve Resolution 20-R2890 for the Collins Parking Lot Design Services for the Not-to-Exceed cost of \$81,746.00 plus a 10% contingency of \$8,174.00 for a total of \$89,920.00.

404.505.5355.210 #419507.01, TID #4 Design Engineering	\$81,746.00
404.505.5355.210 #419507.04, TID #4 Contingency	\$8,174.00

**RESOLUTION NO. 20-R2890**

**RESOLUTION AWARDING 2020 COLLINS PARKING LOT CONSTRUCTION  
MANAGEMENT SERVICES**

WHEREAS, construction management services are required for the 2020 Collins Parking Lot Reconstruction; and

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

WHEREAS, City Staff followed Procurement Policy for professional services and used a combined approach to evaluate proposals by weighting 80% of the points for the technical evaluation and 20% for cost, so cost is incorporated as a factor; and

WHEREAS, based on the evaluation process completed by the Director of Public Works and Assistant Director of Public Works using the Technical and Cost points the final ranking of the four firms is as follows:

1. Baxter and Woodman
2. Vierbicher
3. SEH
4. Collins Engineering

WHEREAS, the proposal from Baxter and Woodman to complete the construction management services for the project in the amount of \$81,746.00 is recommended by the Public Services Committee and City Staff.

NOW THEREFORE, BE IT HEREBY RESOLVED the proposal of Baxter and Woodman in the amount of \$81,746.00 be and the same is hereby accepted, and appropriate City officials are authorized to enter into a contract with Baxter and Woodman for said work.

BE IT FURTHER RESOLVED this is a Not-to-Exceed price proposal with a 10% contingency of \$8,174.00 for a total cost of \$89,920.00.

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

404.505.5355.210 #419507.01, TID #4 Design Engineering	\$81,746.00
404.505.5355.210 #419507.04, TID #4 Contingency	\$8,174.00

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

CITY OF OCONOMOWOC

By: \_\_\_\_\_  
Robert P. Magnus, Mayor

ATTEST:

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