

City of Oconomowoc
Public Services Committee
Aldermen: Ellis, Chairman / Kowieski, Secy / Douglas

Tuesday, April 19, 2022 - 6:15 PM
City Hall - Council Chambers
174 E. Wisconsin Ave. Oconomowoc, WI 53066
(or immediately following Protection & Welfare)



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: (262) 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
 - a. Consider/recommend Resolution 22-R3028 Awarding Contract for Design/Engineering Services for Lac La Belle Boat Launch and Parking Area
 - b. Consider/recommend Resolution 22-R3033 Awarding Construction Management Services Contract for 2022 Street Maintenance Projects
3. Adjourn

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

PARKS, RECREATION & FORESTRY DEPARTMENT

Date: 4-12-22
 To: Mayor Magnus, Common Council, City Administrator Frye
 From: Craig Hoepfner, Director
 Re: Design/Engineering for Lac La Belle Boat Launch

RELATES TO THE STRATEGIC PLAN

IV.A.1. Reconstruct Lac La Belle Boat Launch

BACKGROUND

The idea of reconstructing the Lac La Belle Boat Launch and improving traffic flow and parking has been discussed for many years. Now is the time to move forward with design and ultimately construction.

ADDITIONAL ANALYSIS

Request for Proposals were advertised in March. Four proposals were received. The selection committee consisting of Mark Frye, Jimi Hall (Parks & Recreation Board member), David Stoiser (DPW), Jennifer Froemming and myself reviewed and scored the proposals based on four categories:

- Understanding of the project and overall completeness of the proposal
- Proposed methodology, work plan to be used in the process
- Past similar project experience of the firm
- Knowledge, experience and qualifications of firm and team members

	Quality and Completeness	Proposed Methodology	Past Similar Experience	Staff Qualifications and Experience	Contract Cost Points	Total Points	Proposal Cost
JSD	20.8	20.4	17.8	20.6		79.6	
MSA	24.8	22.6	23.2	23.4	12.8	106.8	\$ 157,630
SEH	24.6	21.0	22.2	23.8	13.3	104.9	\$ 152,332
SSE	24.0	21.4	14.0	21.8	25.0	106.2	\$ 80,291
Total Possible Points				100.0	25.0	125.0	
				80%	20%	100%	

As the summary shows, JSD did not receive the 80% needed to have their cost envelope opened. The scoring was very close between the other three firms, but MSA scored the highest in our ranking system. They and SEH were the most qualified firms, each having multiple examples of similar boat launch design experience. While SSE had a low cost, they had no experience designing Boat Launches. This project will be highly visible, include many funding partners and is a large and detailed project. The City needs to hire an experienced firm to provide the design and engineering. I have conducted reference checks on their previous similar projects and the municipalities I spoke with gave great reviews. I also have worked professionally with MSA in the past and they are an excellent company to work with and will provide an excellent product.

FINANCIAL IMPACT

Cost of Not-to-Exceed Contract is \$157,630, plus a 10% contingency of \$15,763 for a total cost of \$173,393. Funds will come from previously budgeted TIF 5 funds, # 405-507-7410-820.422709. \$200,000 has been budgeted for Design/Engineering Services for this project.

RECOMMENDATION

The Parks & Recreation Board unanimously approved the hiring of MSA for Design/Engineering of the Lac La Belle Boat Launch project on April 11, 2022 and forward their recommendation to the Common Council.

MOTION

Move to adopt Resolution 22-R3028 to award the contract to MSA for Design/Engineering of the Lac La Belle Boat Launch for a Not-to-Exceed cost of \$157,630, plus a 10% contingency; net cost of \$173,393.

RESOLUTION NO. 22-R3028

**RESOLUTION AWARDING CONTRACT FOR DESIGN AND ENGINEERING SERVICES
FOR LAC LA BELLE BOAT LAUNCH AND PARKING AREA**

WHEREAS, the City of Oconomowoc desires to reconstruct the Lac La Belle Boat Launch and Parking at City Beach; and

WHEREAS, the City of Oconomowoc budgeted a total of \$200,000 for design/engineering services, coming from TIF 5 funds; and

WHEREAS, MSA was selected as the highest ranked architect who submitted a proposal for Design & Engineering Services.

NOW THEREFORE, BE IT RESOLVED that City Council awards the not-to-exceed Design & Engineering Contract to MSA in the sum of \$157,630, to include an additional 10% contingency of \$15,763 for a total project cost of \$173,393; with funds coming from account # 405-507-7410-820.422709.

DATED: April 19, 2022

CITY OF OCONOMOWOC

By: _____
Robert P. Magnus, Mayor

ATTEST:

Diane Coenen, Clerk



MEMORANDUM

PUBLIC WORKS

Date: April 19, 2022
To: Common Council
From: Mark Frye, City Administrator/Director of Public Works
Re: Construction Management for 2022 Street Maintenance Projects

RELATES TO THE STRATEGIC PLAN

Strategic Plan:

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

BACKGROUND

On April 5, Wolf Paving was awarded the construction contract for the 2022 Streets Projects. The awarded bid amount of \$3,010,969 includes the 10% contingency.

The design engineer, Clark Dietz, as part of their work, provided the estimated hours for Construction Management. A Request for Proposals (RFP) was completed with the hours assigned to the Construction Management (CM) tasks. The RFP was specified to be a Not-to-Exceed proposal for the following tasks.

Task 1 Construction Management Services

Use 232 hours for an anticipated 23 week construction time for the project.

Task 2 Construction Inspection Services

Use 1100 hours for the primary person and 520 hours for the second.

Task 3 Construction Survey Services

Use 288 hours for survey data preparation and 200 hours for construction staking.

Task 4 Record Drawing Information

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.

ADDITIONAL ANALYSIS

The RFP was sent to seven engineering firms automatically without them requesting it. After the advertisement, there were no additional firms requesting the document. The information regarding our review and scoring of the two proposals received is shown below.

FINANCIAL IMPACT

City of Oconomowoc									
2022 Streets Construction Management									
April 13, 2022									
Technical Score									
	Total	Average	Rank						
SEH	177	44.3	1						
Ruekert and Mielke	175	43.8	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
SEH	15.0	15.0	24.5	34.0	25.0	113.5	\$220,377.00	100%	1
Ruekert and Mielke	15.0	15.0	25.0	32.5	24.1	111.6	\$228,748.00	96%	2

Based on our technical review, SEH, was ranked first when combining the point totals for both the technical and cost portions of our review process.

SEH, with a proposal cost of \$220,377.00, is being recommended for the project. As per City policy, we are also requesting a 10% contingency of \$22,037.00 for a total cost of \$242,414.00.

The proposal cost exceeds the estimate used during approval of the construction bids, but the actual cost will be lower as the construction project scope was reduced in size.

Using the construction bid allocations, the cost for each department is as follows:

Streets	408.505.5300.210 422501.02	\$118,415.00
Streets Contingency	408.505.5300.210 422501.04	\$11,842.00
Wastewater	601.573.7000.210.122002	\$54,460.00
Water	602.573.7000.210.222009	\$57,697.00

RECOMMENDATION

Suggested Committee Recommendation: Motion to recommend to the Common Council acceptance of the proposal from SEH as outlined in this memo.

SUGGESTED MOTION

Suggested Common Council Motion: Motion to adopt Resolution 22-R3033.

RESOLUTION NO. 22-R3033

RESOLUTION AWARDING CONSTRUCTION MANAGEMENT SERVICES CONTRACT FOR 2022 STREET MAINTENANCE PROJECTS

WHEREAS, construction management services are required for the 2022 Street Maintenance Projects; and

WHEREAS, Department of Public Works representatives prepared a Request for Proposal advertisement, published the same, and based thereon received two 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, the two proposals received were reviewed for compliance with the RFP and scored by the Director of Public Works and Assistant Director of Public Works; and

WHEREAS, the proposal from SEH to complete the construction management, construction inspection, construction survey and record drawing information for the 2022 Street Maintenance Program is \$220,377.00; and

WHEREAS, City staff and the Public Services Committee recommend that the proposal of SEH for \$220,377.00 for construction management services for the 2022 Street Maintenance Program be accepted.

NOW THEREFORE, BE IT HEREBY RESOLVED the proposal of SEH for \$220,377.00 be and the same is hereby accepted, and appropriate City officials are authorized to enter into a contract with them for said work.

BE IT FURTHER RESOLVED this is a Not-to-Exceed price proposal with a 10% contingency of \$22,037.00 for a total cost of \$242,414.00.

BE IT FURTHER RESOLVED, the proposal cost exceeds the estimate used during approval of the construction bids, but the actual cost will be lower as the construction project scope was reduced in size.

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

Streets	408.505.5300.210 422501.02	\$118,415.00
Streets Contingency	408.505.5300.210 422501.04	\$11,842.00
Wastewater	601.573.7000.210.122002	\$54,460.00
Water	602.573.7000.210.222009	\$57,697.00

DATED: _____

CITY OF OCONOMOWOC

By: _____
Robert P. Magnus, Mayor

ATTEST:

Diane Coenen, Clerk