



CITY OF ANTIGO

PUBLIC WORKS COMMITTEE MEETING

MULTI-PURPOSE ROOM

Wednesday, February 23, 2022

CITY HALL, 700 EDISON STREET

5:30 PM

Call to Order

Discussion and Action May Occur on Any of the Following Agenda Items:

1. Approval of the Minutes from the January 26, 2022 Meeting
2. Approval of Purchase of Smooth Drum Roller Deemed Most Advantageous to the City of Antigo
3. 2022-2026 TAP Grant Application for Bike/Pedestrian Trail from Fairgrounds to Mendlik & Dog Park to Amron Ave
4. Request for Priced Proposals for Consultant Design, Construction Inspection/Administration for Water-Tower Replacement, SCADA Upgrades & Clear Well Maintenance - INFORMATION ONLY

Any Other Matters Authorized by Law to be Considered

Adjournment

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Cheryl Barta, 700 Edison Street, Antigo, Wisconsin 54409. (715) 623-3633 extension 100. Members of and possibly a quorum of members of other governmental bodies may be in attendance to gather information. Any governmental body other than that specifically referred to above will take no action.

DATE MAILED: February 17, 2022

TOM BAUKNECHT



To: Mayor and City Council
From: Kirk Packard, Street Commissioner
Date: February 23, 2022
Re: Approval of Purchase of Smooth Drum Roller Deemed Most Advantageous to the City of Antigo

Bids were taken for the purchase for a new or demo smooth drum roller for the Street Department. We received three bids and they were opened on February 15, 2022 at 10:00 am with Alderperson Tom Bauknecht.

I am attaching the bid tab and recommending the purchase of a new smooth drum roller from the lowest bidder, Fabick Caterpillar for the bid price of \$32,800.

This purchase is budgeted.

City of Antigo - Bids for Smooth Drum Roller

[illegible]

Bids Opened at 10:00 am February 15, 2022
at City of Antigo Street Department

Present: Kirk Packard, Jaime Horswill, Jamie Smith, Alderperson Tom Bauknecht

Attachment: Bid Tab (5402 : Roller Bid)



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 23, 2022
Re: 2022-2026 TAP Grant Application for Bike/Pedestrian Trail from Fairgrounds to Mendlik & Dog Park to Amron Ave

Staff reviewed potential candidate projects for a 2022-2026 Transportation Alternative Program (TAP Grant) application through WisDOT and submitted an application for additional bike/pedestrian paths starting at the intersection of North Ave/Charlotte St. and traveling west towards Highway 45 then south to Mendlik Avenue and from the City's Dog Park to the northeast along City owned property to the Saratoga/Amron intersection at the trailhead to the former railroad grade.

This project segment has been submitted in the past and has yet to receive approval status partially due to the limited funding available within the grant program. The section from the existing bike/pedestrian trails located north of the City's elevated boardwalk through the fairgrounds to North Ave. has been completed with a Knowles Stewardship Grant through the WDNR and is evidence of the City's commitment to the overall project.

A 2020-2024 TAP Grant for the construction of trail segments along Charlotte Street (North Avenue to its termini north of Highway 64 and along Prosser Place has been approved for design and construction. This award also includes the trail segment creating a loop around Remington Detention Pond going north along Hogan Street the across Highway 64 along Center Street and terminating at the City's Dog Park. Construction is anticipated in 2024.

The 2022-2026 application would provide bike/pedestrian trails consisting of off-road segments. A location map is included for your reference.

The application was submitted to WisDOT by the January 28th deadline but requires a Resolution of support from the governing body. We are recommending that the Public Works Committee advance their support towards a 2022-2026 TAP Grant application for Council consideration.

The project funding includes 80% from the TAP Grant with the remaining 20% required as a Local match. Portions of the application materials are included in your packet for your reference.



WisDOT 2022-2026

Transportation Alternatives Program (TAP) Application

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>

Review and utilize TAP guidelines and application instructions when completing this document.

As discussed in the WisDOT TAP Guidelines, this application will go through a two-step process. The first step will be an assessment by the region as to eligibility and whether or not the project will be able to meet the rigorous, statutorily mandated commencement deadline. The second step will be an assessment of the relative merits of the application compared to other eligible applications. **Applicants will be notified if their application is found ineligible.**

Application Type

Select one and only one box for the application type. Please note that projects which are within the boundaries of a TMA will need to either compete locally within the MPO or as part of the Statewide solicitation. Refer to this map (<http://wisconsindot.gov/Documents/doing-bus/local-gov/plning-orgs/map.pdf>) for more information about the TMA areas.

- ☐ Appleton Area Metropolitan Planning Organization (MPO) –
- ☐ Green Bay MPO
- ☐ Madison Area MPO
- ☐ Southeastern Wisconsin Regional Planning Commission (Milwaukee OR Round Lake Beach)

If none of the above, project application is from:

- ☒ Area with population between 5,000 and 200,000
- ☐ Area with population of 5,000 or less
- ☐ Region-wide: % of population within a TMA area
 % of population between 5000 and 200,000

Project Applicant

Name, Location of Public Sponsor and Sponsor Type:

Sponsor Name: **City of Antigo**

Sponsor Type (Check appropriate box):

- Local government (check one): ☐ County ☒ City ☐ Village ☐ Town
- ☐ Regional transportation authority ☐ Transit agency
 - ☐ State or federal natural resource/public land agency
 - ☐ School district or school(s)
 - ☐ Non-Profit entities responsible for administration of local transportation safety programs
 - ☐ Tribal Nation

Project Title: **Springbrook Bicycle/Pedestrian Trail Expansion (East-West Corridor)**

Describe location, boundaries and length of the project: **(See Attached Map) Segment # 1 starting from the approximate intersection of North Avenue & Charlotte Street to the west along the south R.O.W. line of North Avenue to the west Langlade County Fairgrounds property limits thence south on Langlade county Fairground property (west of security fence) to Mendlik Avenue. Segment #2 from the City's Dog Park located on the west side of Highway 64 to the northeast along city-owned property to Satatoga Street then north along the west Right-**

Project Prioritization

If a sponsor is submitting more than one project the sponsor must rank each project in priority order, e.g., 1 (highest priority) to 5 (lowest), for the local priority among five projects. Local ranking will be used as a guide in project selection. **Project Priority: #1 of 1**

☒ **Design:**

☐ 100% Locally Funded (state review is required to be included as 100% locally funded) **OR**

☒ 80% Federally Funded ("state review only" projects are not allowed)

☐ FY 2023 ☒ FY 2024 ☐ FY 2025

NOTE: Requesting design and construction projects in the same fiscal year is not allowed.

	Total Funding	Federal Funding	Local Funding
A. Design Plan Development	\$97,140	\$77,712	\$19,428
B. State Review for Design (provided by WisDOT Region)	\$11,760	\$9,408	\$2,352
Total Design Cost Estimate with State Review (sum lines A and B)	\$108,900	\$87,120	\$21,780

☒ **Construction:**

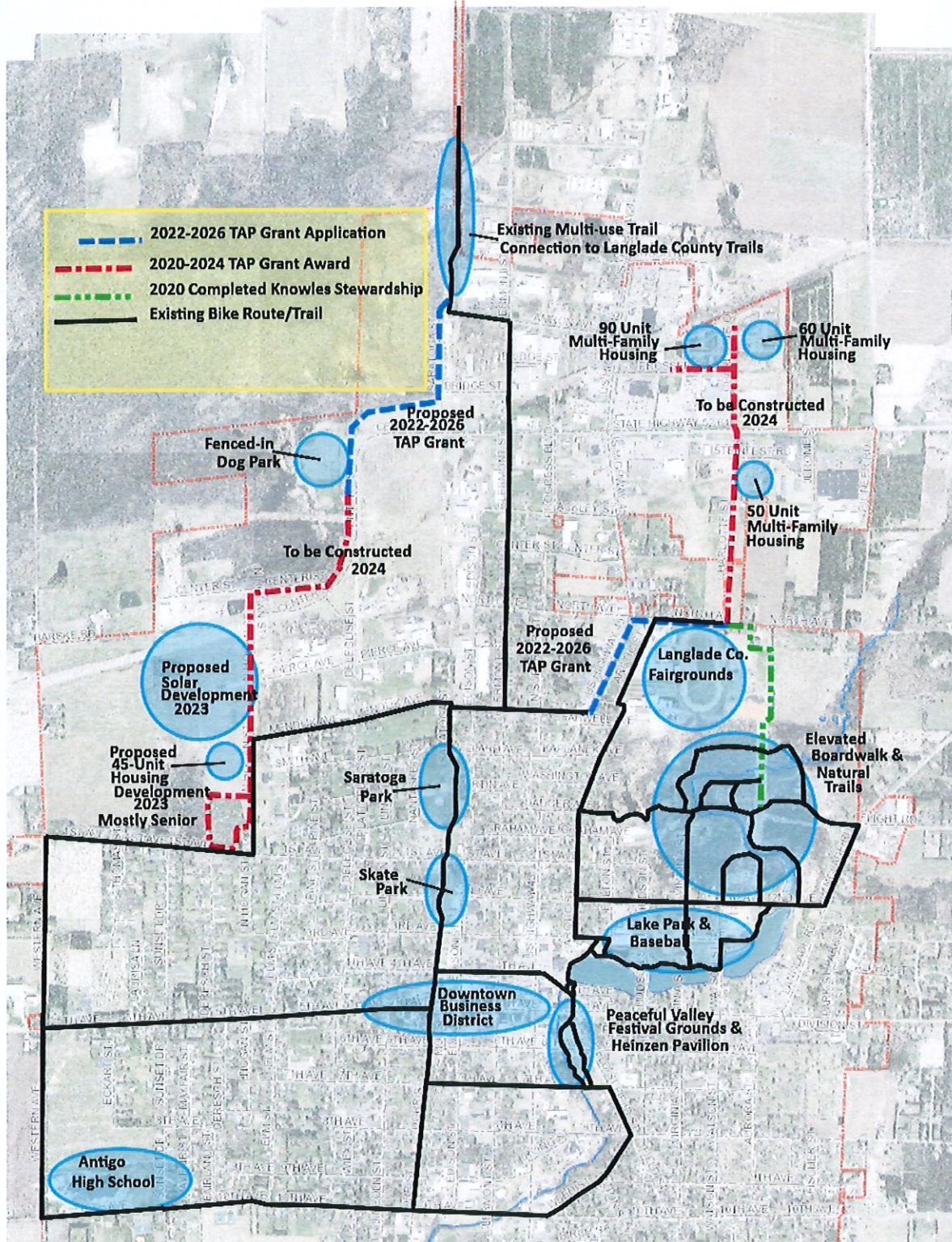
Basis for Construction Estimate: ☒ Itemized ☐ Per Square Foot ☐ Past Projects

☐ Other, please specify:

Schedule Preference: ☐ FY 2024 ☐ FY 2025 ☒ FY 2026

	Total Funding	Federal Funding	Local Funding
Total Participating Construction Cost	\$550,000	\$440,000	\$110,000
Total Non-Participating Construction Cost	\$0	\$0	\$0
A. Subtotal Construction Costs	\$550,000	\$440,000	\$110,000
B. Construction Engineering Costs (Coordinate with WisDOT Region)	\$71,500	\$57,200	\$14,300
C. State Review for Construction (Provided by WisDOT Region)	\$16,500	\$13,200	\$3,300
Total Construction Cost Estimate with Construction Engineering and State Review (sum lines A, B and C)	\$638,000	\$510,400	\$127,600
☐ Real Estate: (Recommend funding with local funds.) ☐ FY 2023 ☐ FY 2024 ☐ FY 2025 Total Real Estate Cost (round to next \$1,000)			
			\$

CITY OF ANTIGO 2022-2026 TAP GRANT APPLICATION



City of Antigo GIS



DISCLAIMER: The City of Antigo does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.

SCALE: 1" = 1333'

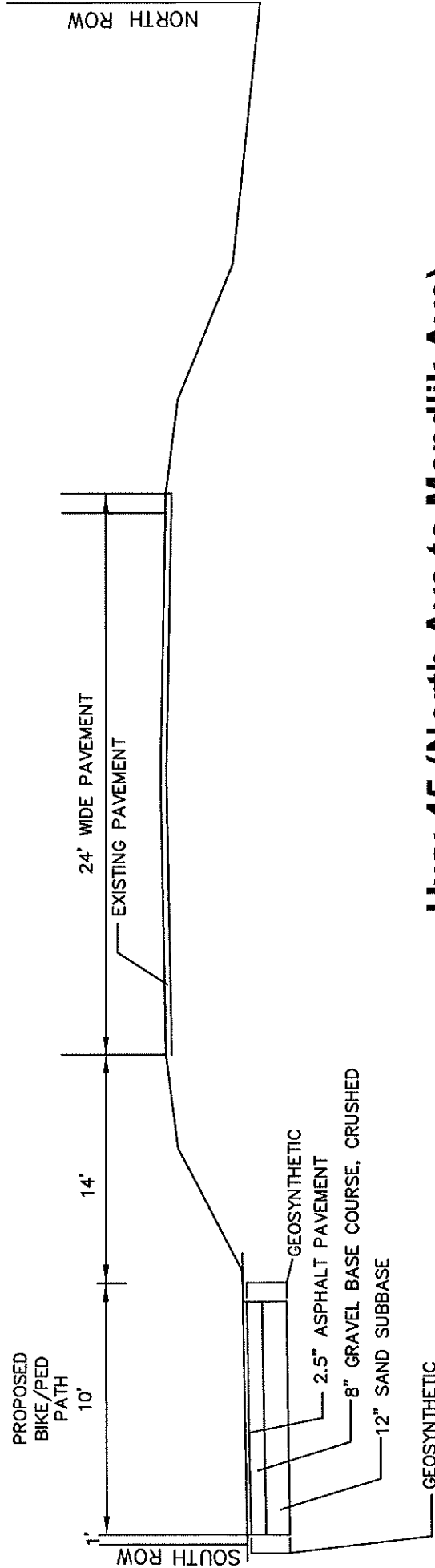


Print Date: 1/27/2022

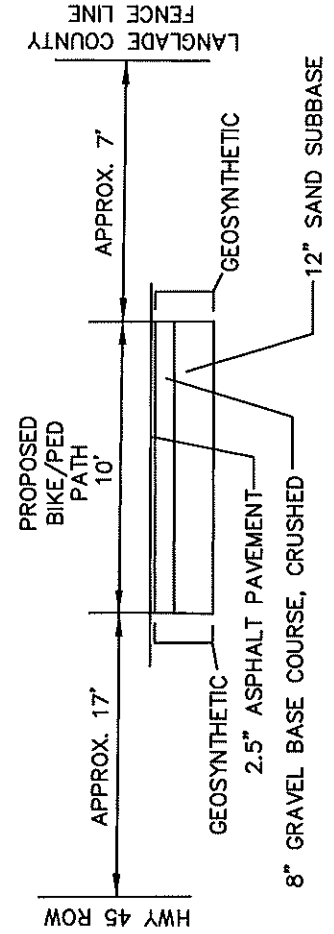
City of Antigo 2022-2026 Tap Grant Application

Typical Sections Sheet 1

North Ave (Charlotte to Hwy 45)



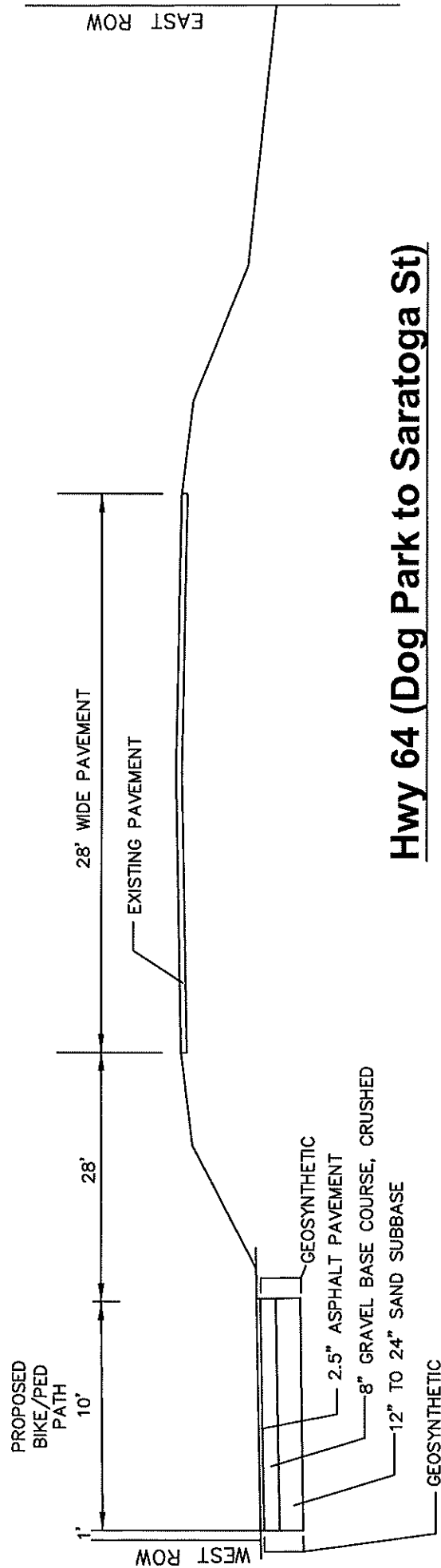
Hwy 45 (North Ave to Mendlik Ave)



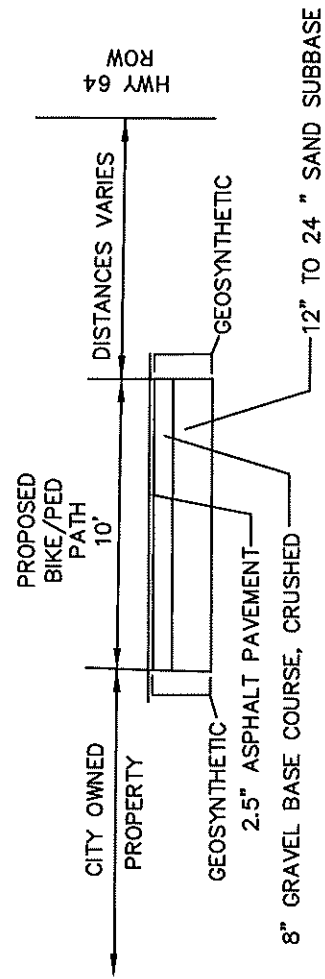
City of Antigo 2022-2026 Tap Grant Application

Typical Sections Sheet 2

Saratoga St (Hwy 64 to Amron Ave)



Hwy 64 (Dog Park to Saratoga St)





To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: February 23, 2022
Re: Request for Priced Proposals for Consultant Design, Construction
 Inspection/Administration for Water-Tower Replacement, SCADA Upgrades & Clear
 Well Maintenance - INFORMATION ONLY

Requests for Proposals (RFP) for the priced services related to the submission of a Safe Drinking Water Loan Program (SDWLP) application, engineering design, construction inspection and construction administration services are being sought for the following:

- Application of a Safe Drinking Water Loan Program application to the Wisconsin Department of Natural Resources (WDNR) including an amount being requested for principal for forgiveness
- Replacement of the 150,000 gallon multi-legged water tower at the treatment plant with a 200,000 gallon spheroid-style tower (similar to north tower)
- Updating of the existing Supervisory Control and Data Acquisition (SCADA) control system for the water plant and related features
- Rehabilitation of the 500,000 gallon in-ground clear-well tank as recommended in the 2020 inspection report

It is anticipated that 4 firms will respond to the RFP; they have been selected based upon key selection factors as detailed in the City's purchasing policy under the Professional Service (Qualification Based) Exception to Bidding Process.

A detailed summary of the proposals along with staff recommendation for the selected firm will be made at a special meeting of Public Works in advance of the March Council meeting. This will allow for the selected firm to address the SDWLP application which will be required for submittal in June of 2022.

Proposals are due on Monday, February 28th at 11:00 a.m. It is hoped that a 2023 construction schedule will be possible but the SDWLP funding request, design constraints, material and contractor availability will all potentially impact the final project timeline.

THE CITY OF ANTIGO
REQUEST FOR PROPOSAL

DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES
Associated with the
WATER TOWER DECOMMISSION & REPLACEMENT @ TREATMENT PLANT

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I. **SUMMARY**

The City of Antigo (hereafter referred to as the City), a governmental entity, is requesting proposals to for consultant provided design and construction administrative services associated with the placement of a new 200,000 gallon water tower located on City-owned property at the Water Treatment plant location. The decommissioning and removal of the existing 150,000 gallon tank is also to be included in the scope of services. Additional services will include the full slate of consultant services to oversee upgrades to the SCADA system associated with the water treatment system and for the rehabilitation of the City's 500,000 gallon clear-well reservoir located at the Water Treatment Plant. The successful consulting firm will also be tasked with the submission and oversight of a Safe Drinking Water Fund grant application and administration (coordination with the Langlade County Economic Development Corporation for certain services is encouraged).

Notwithstanding any other provisions of the Request for Proposals (RFP), the City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers.

It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the proposer. Any proposal received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the proposal allowing the City to protect such information as warranted.

II. **OBJECTIVE**

The City intends to select a consultant engineering firm from a list of four (4) pre-approved firms requiring a sealed priced-proposal from each firm for design services (including PS&E) to be completed in 2022, SDWF grant application submittal by the June 2022 deadline and for construction bidding in late 2022/early 2023 in such a timeframe as to assure 2023 construction.

III. **SCOPE OF SERVICES** (See Attachment "A" for a detailed summary of services)

Approved consulting firms shall provide a sealed price-proposal that includes the cost of the services necessary to provide the design and construction related items to the Clerk-Treasurer/Finance Director's office of City Hall (700 Edison Street) on **Monday, February 28, 2022 by 11:00 a.m.** Any questions may be directed to Mark A. Desotell, P.E. – Director of Administrative Services.

IV. SPECIFICATIONS / PROJECT CONTENT

The City anticipates the following minimum level of services to be provided by the successful engineering consultant firm. The successful firm is expected to provide any and all additional services to deliver the envisioned project unless otherwise specifically addressed in their response to the RFP.

- A. The consultant shall evaluate the envisioned project in its entirety and provide a detailed summary of the hours, classifications of assigned personnel to milestone tasks, assumptions, labor rates (including fringe and overhead costs) and any other related costs to deliver the project.
- B. See Attachment "A" for a detailed summary of expected services
- C. The selected consultant is expected to coordinate not only with City staff but also with and regulating agencies in relation to grants, permits, aero-space infringement, project oversight and utility rate regulation as needed to deliver a successful project.
- D. The consultant is required to submit a complete RFP response for the desired services as it is not the intention of the City to award portions of the proposal to multiple firms unless specifically identified in the proposal or with prior authorization of the City.
- E. The vendor will provide a detailed summary of their proposed services and fees based upon project milestones as listed within this RFP to assure uniform comparison of priced proposals.
- F. The City reserves the right to add to or delete any particular service(s) from the consulting firm's scope to maintain project budget limits or to meet unknown requirements or regulations.
- G. The vendor is responsible for the preparation and submittal of the proposal documents for the review/recommendation of the results to the Council by appropriate City staff. **Proposals must be delivered to the City Clerk's Office no later than 11:00 a.m. on Monday, February 28, 2022** at which time they will be opened and read. A Special Public Works meeting to be held @ 5:30 p.m. for making a recommendation to **City Council for their March 9, 2022 meeting at 6:00 p.m.**
- H. The consultant will be upon delivery and receipt of invoices for milestone services as completed with monthly submittals to City Hall anticipated.

V. PROCESS FOR SUBMITTING PROPOSALS

A. *Preparation of Proposal*

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

B. *Packaging of Proposal*

The proposal must be enclosed in a sealed envelope or box, plainly marked as **"Proposal for Water Tower & Related Design/Construction Services"**

C. *Number of Proposal Copies*

Please submit one (1) original and three (3) copies to the City Clerk's office to the attention of Mark A. Desotell, P.E. – Director of Administrative Services

D. *Content of Proposal*

The proposal **should contain a cover letter** and introduction, including:

- Consultant Name
- Consultant Address
- Consultant Contact Name(s)
- Consultant Telephone & Fax Numbers
- Consultant E-mail Address

The contact name must be the person or persons authorized to represent the Consultant regarding all matters related to the proposal. The letter must be signed by the individual(s) authorized to represent Consultant.

E. *Submission of Proposal*

Please submit proposals to:

The City Clerk's Office
700 Edison Street
Antigo, WI 54409

Inquiries

Please submit inquiries to:

Mark A. Desotell, P.E.
Director Administrative Services
mdesotell@antigo-city.org

All proposals must be delivered to the Clerk - Treasurers office **no later than 11:00 a.m. Central Standard Time on Monday, February 28, 2022**. Proposals received after the above date and time may not be considered. Faxed proposals will not be accepted. Proposals will be opened at the office of Public Works. Proposals will be **considered at a Public Works meeting on Wednesday, March 9, 2022 at 5:30 p.m.**

F. Non-Collusion Statement (cover letter to contain the following statement):

We have read the City's Request for Proposals (RFP) to provide consultant engineering services and we certify that we have adequate personnel, equipment and facilities to provide the required services. We understand that our ability to meet the criteria and provide the required services shall be judged by the City.

In addition, we certify that:

- *Our proposal is not made in the interest or on behalf of any person not named therein;*
- *We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;*
- *We have not in any manner sought by collusion to secure an advantage over any other Consultant;*
- *We have thoroughly examined the RFP requirements, and our proposed prices cover all the services that we have indicated we can provide; and*
- *We acknowledge/accept all the terms and conditions included in the RFP.*

VII. MINIMUM QUALIFICATIONS

- Experience of the consultant with similar plans, specifications and estimates.
- Firms stability and ability of the consultant to provide services
- Ability to meet the conditions of the RFP
- Ability to provide proof of workman's compensation and liability insurance.
- Vendor shall provide proof satisfactory to the City that it has in effect at least the following insurance coverage. The City does not represent that these amounts are sufficient and vendor should exercise judgment about the adequacy of insurance coverage

WORKERS COMPENSATION INSURANCE: Vendor shall provide statutory workers compensation insurance coverage for its employees who will not be considered employees of the CITY in any way.

PROFESSIONAL LIABILITY INSURANCE: Minimum limit of \$1,000,000 per occurrence. This shall be broad form coverage.

VIII. EVALUATION OF CRITERIA

The City of Antigo has pre-selected four (4) consulting firms to provide a priced-proposal for this project. The factors to be used by the City in evaluating the proposals will include, but are not limited to, the following in no particular order:

- Technical Qualifications to perform the work being requested
- Special Expertise in the area of service being requested
- Demonstrated Performance for similar type work with other entities
- Priced proposal and level of service
- Past Performance and working relationship with the city
- The four firms pre-selected to provide a priced proposal include: MSA Professionals, Ayres Associates, Strand Associates and Ruekert & Mielke

ATTACHMENT "A" – DETAILED SCOPE OF SERVICES

1. 200,000 Gallon Elevated Water Tower

- a. Located +/- 150 feet southwest of the existing multi-leg tower
 - i. See Water System Study Report date November 2021
- b. Single pedestal steel spheroid style required
 - i. Alternative style(s) require prior City approval
- c. Multi-coat painting system required on all steel surfaces + logo
- d. Design to include OSHA compliant features including but not limited to
 - i. Ladders & Passageways
 - ii. Platforms
 - iii. Roof Handrails & other related appurtenances
- e. 12-inch insulated inlet/outlet vertical riser pipe
- f. 8-inch overflow pipe
- g. Electrical for lighting, outlets and unit heater
- h. Insulated and heated enclosure in the base cone
- i. Demolition/disposal of the existing 150,000 gal. tower (Salvage TBD)
- j. Extension of the water main for the existing tower to the new tower site

2. SCADA System Removal/Replacement with Associated Upgrades

- a. Water Treatment Plant
 - i. Radio licensed 400 Mhz on an Ethernet based system , PLC and I/O modules, contact & dialer system
 - ii. New computer based SCADA graphical display system
- b. 200,000 Gallon Water Tower
 - i. MCC including controls for general interior lighting, aviation obstruction warning lights, mixer and pressure transmitter
 - ii. SCADA including control panels with a new backplane and new PLC, radio, antennae and an Ethernet switch
- c. Well #'s 15, 19 & 20 along with the 200,000 gallon tower
 - i. Upgrade the control panels with a new backplane containing a new PLC, radio and an Ethernet switch
- d. Well #15
 - i. Remove and upgrade the MCC
- e. Industrial Park existing 200,000 gallon spheroid tower
 - i. Upgrade the control panels with a new backplane containing a new PLC, radio and an Ethernet switch
- f. Lift Station #2
 - i. Upgrade control panels with a new backplane containing a new PLC, radio and an Ethernet switch
- g. Provide alternate proposal if radio path survey is needed

3. 500,000 Gallon Clear-Well Reservoir at the Water Treatment Plant

- a. Remove & Replace the three (3) roof access hatches
 - i. See KLM Inspection Report dated 11/23/2020
 - 1. Previous inspection reports also available upon request

ATTACHMENT "B" – DESIGN and BIDDING RELATED SERVICES

The scope of work includes engineering services for the development of PS&E, submittal of a Safe Drinking Water Loan Program application, including Principal Forgiveness, the scheduling of a competitive (sealed) construction bid and the creation of a bid summary including a consultant recommendation of award to the City's Public Works Committee and Council. The SDWLP application is to be submitted based upon the June 30, 2022 application deadline with the design sufficiently advanced in support of the application requirements and for a 2023 construction project.

A Water System Study report was commissioned by the City of Antigo and completed by MSA Professional Services, Inc. and is available for review by each consultant responding to the Request for Proposals. The study includes the following general topics:

- Executive Summary
 - Chapter 1 - Existing Water System Data
 - Chapter 2 - Water Supply & Storage Analysis
 - Chapter 3 - Alternative Analysis
 - Chapter 4 – Recommendations
 - Chapter 5 – Cost Estimates & Funding
- List of Tables
- List of Figures & Appendix

1. SUBMIT SAFE DRINKING WATER LOAN PROGRAM APPLICATION

- a. Selected consultant is to submit a Safe Drinking Water Loan Program application to the WDNR for the June 30, 2022 application deadline
- b. Provide SDWLP grant administrative services during the project
 - i. Submittals may include the utilization of the Langlade County Economic Development office for specific services
 - ii. Consultant to explore level of services directly with Angie Close of LCEDC in order to establish their firms reduced admin fees
 1. City of Antigo to contract directly with LCEDC for services
- c. ITA/PERF documents were submitted to WDNR (2021) with the Antigo tower project receiving a score of 83

ATTACHMENT "B" CONTINUED**2. DESIGN PHASE REQUIREMENTS**

- a. Provide separate PS&E and bid letting for the SCADA system work
 - i. Provide at least two SCADA system control review meetings
- b. Organize/conduct a project kick-off meeting with key City staff
 - i. A combination of virtual & on-site participation is welcomed
- c. Schedule and complete a topographical survey for the project
 - i. Prepare existing site plan with utilities & property lines
 - ii. Develop a preliminary site plan including a grading plan, structure siting and utility extensions/connections
 - iii. City is responsible for any needed title search investigation(s)
- d. Attend meetings & provide written project updates on a monthly basis
 - i. A combination of virtual & on-site participation is welcomed
- e. Evaluate existing equipment and prepare preliminary details for the proposed 200,000 gallon tower, mechanical piping, electrical details, warning light configurations and any other appurtenances
- f. Design the necessary watermain extension plan & profiles
- g. Prepare solicitation for sub-surface investigations (soil borings) and geotechnical evaluations for the foundation design of the tower
 - i. Owner will contract directly with the geotechnical engineer based upon a review/recommendation of the selected design consultant following their solicitation for soil investigation firms
 - ii. Procure quotes, mark boring locations and review geotechnical
 - iii. Payment of geotechnical fees to be paid directly by the City
- h. Provide 3-copies of preliminary PS&E to City at the 30/60/90 phases
 - i. Conduct 30/60/90 review meetings (virtual or combination)
- i. Prepare final PS&E w/grading, structure siting and utility extensions
 - i. Include detailed drawings for tower, mechanical components, obstruction warning lights and other appurtenances
 - ii. Include the demolition, salvage & removal of existing tower
 - iii. Provide details for repair/maintenance of the clear-well reservoir
 - iv. Provide details/coordination clauses for existing & future antenna including appropriate mounting brackets
 - 1. Provide draft lease agreement language to assure that the City receives best potential payment + increases
- j. Submit and monitor agency progress for the following
 - i. PS&E and related report(s) to WDNR Drinking Water office
 - ii. Construction Authorization Request to WI Public Service Comm
 - iii. Permit application to the Federal Aviation Administration with notice to the Langlade County Airport
- k. Provide 3-copies of the final PS&E for review/comment to the City
 - i. Organize/conduct the Final Plan Review meeting
 - ii. Revise/finalize documents based upon comments from the City
 - iii. Transmit final plans to utility companies for final coordination

3. BIDDING PHASE REQUIREMENTS

- a. Schedule the advertisement of bids
 - i. Maintain record of prospective bidders & issuance of documents
 - ii. Receive & process documents including any charges
 - iii. Conduct a pre-bid meeting @ City Hall
 - 1. Include on-site visit @ work-site for potential bidders
 - 2. Review existing conditions, soil report & key design features for tower, SCADA system & clear-well reservoir
 - iv. Issue addenda as necessary to clarify or correct bid documents
 - v. Conduct a virtual bid opening or arrange Public opening
 - 1. Virtual bids can be held off-site; public bids @ City Hall
 - vi. Prepare bid-tabs
 - 1. Assist owner in evaluating bids
 - 2. Make recommendation for award for Committee/Council
- b. Prepare/execute construction contract documents with selected bidder

4. CONSTRUCTION ADMINISTRATION SERVICES

- a. Offer direct services or prepare solicitation for 3rd party inspection firm
 - i. Provide direct credentials or assist owner to evaluate proposals
 - ii. Make recommendation for award for Committee/Council
 - iii. City will contract directly with 3rd-party inspection firm
 - 1. Cost for 3rd party services is not a part of this proposal
- b. Prepare & conduct pre-construction conference meeting
 - i. Requires attendance of 3rd party inspection firm
- c. Review shop drawings, products and proposed materials for specification compliance
 - i. Conduct preliminary SCADA testing either on-site or at factory
- d. Provide construction staking for clear-well reservoir and watermain
 - i. Oversee contractor & 3rd party inspection firm with tower layout
- e. Review pay requests (6 anticipated; 5 monthly requests + final)
- f. Review change order requests (allow for 3 potential requests)
- g. Provide construction liaison services amongst contractor, 3rd party inspector, regulatory agencies, sub-contractors, geotechnical & owner
 - i. Provide part-time construction observation throughout project
 - 1. Assumption to be 20 weeks @ 8 hours = 160 hours
 - ii. Coordinate construction progress meetings and issue minutes
 - 1. Assumption for 10 on-site meetings (bi-weekly)
 - iii. Site visits to include that by a water supply engineer (tower), electrical engineer (SCADA) and for MCC replacement work
 - iv. Perform two (2) on-site meetings near substantial completion
 - 1. Review final progress & develop punch-list items assuring completion
- h. Execute construction close-out documents
 - i. Include Certificate of Substantial Completion
- i. Update plans and issue project record (as-built) drawings

5. WARRANTY SERVICES

- a. Perform on-site warranty services for the tower
 - i. Review/oversee warranty services of 3rd party inspector such as
 - 1. Warranty inspection of all coated surfaces
 - 2. Video of the wet-interior surfaces with tank in-service
 - ii. Collaborate with 3rd party inspector to prepare a warranty punch-list of repairs to be addressed by the contractor
- b. Complete additional on-site reviews as necessary to assure warranty items have been addressed for tower, SCADA & clear-well reservoir

6. POTENTIAL ADDITIONAL SERVICES TO BE INCLUDED by AMENDMENT or PAID DIRECTLY by the CITY

- a. Publishing costs for notices, including advertisement for bids, to be paid directly by the City or invoiced by the consultant as an added fee
- b. Additional meetings & site visits not identified in the RFP and beyond the reasonable anticipation of the consultant's scope of services to deliver the project
- c. Submittal of additional funding applications, including administration, beyond the SDWLP (See Item #1 above) if determined to be advantageous to be included by addendum
- d. Any additional necessary information not provided within the previously contracted Water System Study
- e. Review/implementation of any telecommunication plans for additional antennas (non-existent @ time of RFP response) to be considered
- f. Design consultant is not responsible for the structural design of the tower and its foundations. These costs will be by the contractor as part of the construction project contract

7. TENTATIVE PROJECT SCHEDULE

- | | |
|---------------------------|------------------|
| a. Preliminary Design | Spring 2022 |
| b. PSC & DNR Submittals | June 2022 |
| c. PSC & DNR Approvals | September 2022 |
| d. Bidding/Award | November 2022 |
| e. Construction | Summer/Fall 2023 |
| f. 2-Year Warranty Review | Fall 2025 |
| g. Comments by Consultant | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |

ATTACHMENT "C" – CONSULTANT PROPOSAL FORM

<u>ITEM</u>	<u>CONSULTANT FEE</u>
1. Submit SDWLP Application	\$ _____
a. Grant Admin w/o LCEDC	\$ _____
b. Grant Admin w/ LCEDC	\$ _____
i. Please list services to be provided by LCEDC _____	

2. Design & Bidding Phase Service Fees	
a. 200,000 Gallon Water Tower	\$ _____
b. SCADA System	\$ _____
c. Clear-Well Rehabilitation	\$ _____
3. Construction Administration Service Fees	
a. 200,000 Gallon Water Tower	\$ _____
b. SCADA System	\$ _____
c. Clear-Well Rehabilitation	\$ _____
4. Warranty Service Review Fees	\$ _____
5. Alternate Radio Path Survey (if required)	\$ _____
6. Alternate Consultant supplied Tower Inspection	\$ _____

NOTES:

- Consultant to contact Angie Close of LCEDC to establish level of services to be provided under grant administration under their RFP response (City of Antigo will negotiate fees directly with LCEDC for these listed services)
- Consultant is encouraged to provide a separate detailed breakdown of services based upon hours/classifications/rates for both the Design/Bidding & Construction Administration phases for consideration by the City of Antigo
- Assumptions for Construction Administration
 - 5 Month project (20 weeks) w/consultant on-site 8 hours/week = 160 hours
 - All other hours for pre-con, shop drawing reviews, staking, pay applications/change orders, progress meetings, punch-list, project close-out, as-built drawings and etc. to be determined/expressed by the consultant for the City's consideration
- Consultant to provide a general list of classifications/hourly rates for their staff for any additional related services that may be needed

Consulting Firm: _____ Authorized Representative: _____

Phone Number: _____ E-mail Address: _____

Signature of Representative: _____ Date: _____