



CITY OF ANTIGO

COMMITTEE OF THE WHOLE MEETING

COUNCIL CHAMBERS

Wednesday, March 27, 2019

CITY HALL, 700 EDISON STREET

6:00 PM

Call to Order

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

1. Historical Review of the Proposed 5th Avenue Reconstruction Project Corridor (Superior to Lincoln Streets) Including any Previously Identified Guidelines along with any Updated Project Goals - Information Only
2. Consideration of a Professional Services Agreement with MSA Professional Services for the Design, Administration and Construction Inspection of the Proposed 5th Avenue Reconstruction Project from Superior to Lincoln Streets

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 Jaime Horswill, 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: March 21, 2019

BILL BRANDT



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: March 27, 2019
Re: Historical Review of the Proposed 5th Avenue Reconstruction Project Corridor
(Superior to Lincoln Streets) Including any Previously Identified Guidelines along
with any Updated Project Goals - Information Only

MSA Professional Services, represented by Scott Martin, will be on hand to lead discussions relative to the proposed design and construction schedule relating to the 5th Avenue corridor from Superior Street (Highway 45) to Lincoln Street. The proposed project will consist of the complete reconstruction of municipal utilities (Storm, Water & Sanitary), introduction of a new pavement cross section, parking configuration changes, removal and replacement of curb & sidewalk, replacement of the Clermont Street traffic signals and the addition of various streetscape improvements such as decorative lighting.

Please plan for a +/- 45 minute presentation including Q&A so that you leave the meeting with a better understanding of the current project scope as being envisioned by staff. A separate agenda item related to a Professional Services Agreement for design and construction administration/inspection by MSA Professionals will also be considered.

MSA Professional Services have been instrumental in the project's long-term planning and development process and are positioned to deliver this project on an accelerated schedule if so desired.



To: Mayor and City Council
From: Mark Desotell, Director of Administrative Services
Date: March 27, 2019
Re: Consideration of a Professional Services Agreement with MSA Professional Services for the Design, Administration and Construction Inspection of the Proposed 5th Avenue Reconstruction Project from Superior to Lincoln Streets

The key pages from the proposed Professional Services Agreement being considered between the City of Antigo and MSA Professional Services for the reconstruction of the Downtown 5th Avenue corridor from Superior Street to Lincoln Street are attached for your review. Based on the presentation immediately provided to this agenda item along with the long-term involvement of MSA with the planning/development of this project makes the recommendation of their services for the design, administration and construction inspection an choice in the best interests of the City. This project will require a consultant with intimate knowledge of the project's history, the City's design preferences and the desired material choices for the removal and replacement of the existing infrastructure.

It is with this in mind that it is staff's recommendation that the bidding process be waived and that MSA Professional Services be selected as the projects consultant under Item #4 Professional Services (Qualification Based) as part of the Exception to Bidding paragraph of the City's Purchasing Policy. The entire Professional Services Agreement will be reviewed by the City attorney's office and any recommended changes will be implemented prior to Council's consideration at their April meeting. A copy will be available during the March Public Works meeting.

SCOPE OF SERVICES

Fifth Avenue - Superior St (USH 45) to Lincoln St City of Antigo

I. PROJECT DESCRIPTION

A. Fifth Avenue

Project limits include the following:

- Fifth Avenue from Superior Street (USH 45) to Lincoln Street
 - Reconstruct from west end of the west radii on Superior Street to the west end of the west radii on Lincoln Street

The project length of Fifth Avenue will be reconstructed including replacing the sanitary sewer, water main, storm sewer, drive aprons and pavement with a granular sub-base, base course and asphalt surface. The traffic signals at Clermont Street will be replaced in kind. Decorative landscaping including street lighting, decorative pavers, colored sidewalk, pedestrian walkways will be replaced similar to the downtown decorative landscape plan.

Preliminary Project Cost Estimate = \$4,349,062

The estimates are based on projections for 2018 prices and include engineering and a 7.5% contingency for construction.

Specifically, the project will:

- Replace/install approximately 2,030 lf of 24- and 42-inch reinforced concrete pipe (RCP) storm sewer;
- Replace/install approximately 2,250 linear feet (lf) of 8- and 10-inch sanitary sewer;
- Replace/install approximately 2,240 lf of 10-inch and 12-inch water main;
- Replace approximately 4,200 feet of curb and gutter;
- Replace approximately 29,500 square feet of sidewalk;
- Replace approximately 14,800 square yards 4" Thick HMA Pavement Type E-1.0;
- Install 13,500 square feet of Unit Paver Terrace;
- Install 5,400 square feet of Unit Paver Cross Walk;
- Install 40 each Decorative Street Light and appurtenances;
- Replace one Traffic Signal and appurtenances, in kind, at Clermont Street;

This project will be funded using a \$2,000,000 CDBG Block and CLOSE Grant. The remainder of funds will come from the City of Antigo general and various enterprise funds.

II. SCHEDULE – DESIGN AND CONSTRUCTION

The following is a schedule of events proposed by MSA for the design of the project.

City Awards project to MSA	April 2019
30% Review Plan Review with City	September
90% Review Plan Review with City	February 2020
Final Plans Complete	March
Advertise for Bid	March
Bid Opening	April
Construction Begins	June
Construction Substantial Completion	November 2020
Construction Final Completion	July 2021

III. ENGINEERING SERVICES

A. DESIGN SERVICES

a. \$272,300 Lump Sum Fee

Engineering Fees are based on completing plans and specifications for the total project. The following tasks listed below are intended to highlight design services for this project in the City of Antigo.

- Update topography collected in 2008. Modify points and attributes to work with current software. Supplement topo as needed for changes since 2008. Confirm level loop and benchmarks for street design.
- Coordinate soil borings as required for Design
- Complete utility coordination as required.
- Complete a Phase I review of parcels from Superior Street to Lincoln Avenue.
- Review and select parking alignment with City input.
- Design 2,000 feet of urban roadway for Fifth Avenue including replacing existing curb and gutter and sidewalk and water main, sanitary sewer and storm sewer at various locations.
- Design 2,250 feet of sanitary sewer including laterals to the existing right-of-way.
- Design 2,250 feet of water main including services to the existing right-of-way.
- Design 2,050 feet of storm sewer including leads to the existing structures.
- Develop plans and specifications for Fifth Avenue.
- Complete and submit WDNR permits for the replacement of sanitary sewer and water main utilities.
- Prepare a report for the storm water NOI.
- Design decorative landscaping for sidewalk, sidewalk pavers and crosswalk pavers per the downtown landscape plan.
- Design decorative street lighting per the decorative landscape plan.
- Design replacement traffic signals to the same configuration at Clermont Avenue intersection.

- Provide Bidding services including answering questions during the bid period, attend the bid opening, review bids, and make a recommendation of award to the lowest responsive bidder for the project.

B. CONSTRUCTION SERVICES

- i. **Construction Administration \$103,000 Lump Sum Fee**
- ii. **Resident Project Representative \$222,000 Hourly, Estimated**

The following tasks listed below are a summary of construction services for the reconstruction of Fifth Avenue.

- Provide construction staking for centerline, concrete curb and gutter and hubs for sub grade elevation.
- Provide part time observation of the project by the Project Engineer.
- Provide full time construction observation of the project by a Resident Project Representative for the duration of the project. Two RPRs will be on-site at key times requiring an increased level of observation. An RPR is budgeted to be available 2,400 hours over the life of the project.
- Observe the work and inform the Owner as to compliance with plans and specifications.
- Provide interpretations of the plans and specifications and assist the Owner in interaction with the Contractor.
- Review and make recommendations for pay requests and contract change order requests from the Contractor.
- Develop record drawings from information provided by the Contractor.
- Complete project close out, substantial and final completion forms.

C. ASSUMPTIONS

- The horizontal alignment will not change. Minor changes to the vertical profile are anticipated to correct drainage.
- 5th Avenue will remain open to pedestrian traffic and closed to through vehicle traffic during construction.
- Acquisition or coordination of acquiring additional Right-of-Way is not anticipated and is not included in this scope. R/W services, if requested, will be extra.
- Sanitary sewer laterals and water services will be replaced to the right-of-way with this project.
- Storm sewer laterals will be extended to fronts of buildings per the results of City smoke testing. Specification language will be developed to have building owners coordinate with a licensed plumber to allow the storm lateral to be stubbed inside the basement wall.
- Architectural History or Archaeological Surveys are not anticipated and are not included in this scope. The surveys, if required, will be extra.
- City will provide televising of sanitary sewers for lateral locations.

- MSA will coordinate soil borings for the project. The cost of soil borings will be the responsibility of the Owner (City).
- The Cost of all permit fees and advertising will be the responsibility of the Owner (City).
- A Phase II Environmental investigation is not included in the scope of services. If the Phase I review indicates that a Phase II investigation is recommended, those services will extra.

PURCHASING POLICY

Revised 3/9/2011

To provide the services approved by the Common Council through the budget authorization process or other action of Council or committee, each department will purchase various goods or services each year.

Department managers and assistants should utilize this instruction in guiding purchasing decisions. If a specialized area has been omitted or you have questions regarding the procedure outlined, please contact the Chief Administrative Officer for clarification.

Purchasing will fall into one of several classifications.

- A. Open purchase for consumables
- B. Quote for services or equipment anticipated to cost less than \$6,000
- C. Bidding for services or equipment exceeding \$6,000-25,000
- D. Bidding for capital equipment/improvements anticipated to exceed \$25,000

Generally, purchasing by department manager or designated representative will fall into one of the above categories. Exceptions may exist, and when encountered, procurement should follow the more open procedure, e.g., bidding is more open than telephone quotes.

Open Purchase for Consumables

The City expends a great amount of funds each year for office supplies, minor equipment, parts, etc. These consumables are as the title describes. There is little or no residual value after use (paper towels, office paper, water, supplies, etc.).

Whenever possible, offices should combine purchasing efforts to obtain the lowest unit costs. Consolidation of purchasing efforts will save you time and save the City valuable tax dollars. When purchasing consumables, verbal or written quotations are generally an acceptable format for purchasing. As the dollar values increase, director should require a written quotation.

Quotations for Procurement of Services or Equipment

Quotations for services or procurement of goods may lead to the most confusion in our purchasing requirements. We often “call for a quote” or request a quote for a product. Quotations should be in a written format. These may be in response to your written directives or in reference to an existing product.

Quotations are less formal than a bid request. Quotations may be initiated and received by the requesting department. The purpose of quotations is to demonstrate our efforts to leverage the greatest return from public funds. Written quotes may also demonstrate a fair and open purchasing format to those who challenge our procedures. Department managers should solicit quotations for those items previously discussed/approved within their budgets. Quotations should be generally used for purchases that are not expected to exceed \$6,000.

Solicitation of Bids

A request for bids for services, capital improvements, or fixed assets is a highly formalized process. We have a statutory obligation to bid construction projects where the value will, or is anticipated, to exceed \$25,000. The City of Antigo requires bidding of new equipment with a value greater than \$6,000 except as provided under the exceptions provisions.

All requests for bids shall be published in the Antigo Daily Journal. This is the official vehicle of the City as approved by the Common Council, to advise our residents of official action. We have a precise bid notification format that must be followed. If you are unfamiliar with the format, contact the Administrative Assistant, or Deputy Clerk-Treasurer for assistance.

Bids for construction projects or equipment acquisitions greater than \$6,000 and less than \$25,000 must follow guidelines for a Class I notice. The City does not expect the same level of “bid specs” for this level of purchasing as would be expected for acquisitions greater than \$25,000.

All bids, without exception, are to be directed to the City Clerk-Treasurer’s office. The Clerk’s office shall time/date stamp all bids received and maintain custody until opened. Bid openings shall generally occur prior to committee meetings at a previously determined time and place. It is important that at least one member of the Council be present at bid openings. Opening of bids prior to committee or Council will enhance our ability to review bids and provide a recommendation for action. Department managers are responsible for notifying the City Clerk’s office of forthcoming solicitations for bids. This simple courtesy can help avoid future problems.

Exceptions to Bidding Requirement

1. State Contracts
The State and Federal government utilize a similar bidding policy. From time to time the City may acquire equipment, services, or consumables from another agency or branch of government. The policy/practice of advertising for bids shall be waived when purchasing via another governmental entity.
2. Intergovernmental Purchase
The National Intergovernmental Purchasing Alliance Company (IPA) is a cooperative purchasing organization, established through a collaborative effort of public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume (similar to the state bid). This company serves as a government cooperating purchasing organization for agencies nationwide. From time to time the City may acquire equipment, services, or consumables from IPA. The policy/practice of advertising for bids shall be waived when purchasing via IPA.
3. Used or Special Purpose
In the event that a department wishes to purchase used, one of a kind, or special purpose equipment or product, the bidding requirements can be waived by the presiding committee. To maintain accountability, the requesting department must demonstrate to

the committee that it has performed due diligence in its efforts to research the availability of the item being requested and that the selected choice is in the best interest of the City.

4. Professional Service (Qualification Based)

In the event a department has the need of professional or consulting service such as, but not limited to engineering, accounting, legal, or other service, the committee may waive the bidding requirement. The department may select an individual or firm on a combination of the following criteria:

- 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
- Negotiated Price and level of service
- Past Performance and working relationship with the city

Upon selection, the department must document the criteria used to make the selection and why the selection is in the best interest of the City. Additionally the department must provide the committee with the proposed contractual agreement defining the services to be delivered, conditions of payment, and total cost of the service.

Other Factors

The City Attorney must review all contracts. The purchase of services must be accompanied by proof of insurance, and we may require the City be listed as an additional insured on the provider's policy. The City Engineer must review bids for public improvements or equipment acquisitions.

CATEGORY	CATEGORY AMOUNT (from MSA)	% of PROJECT COST
GENERAL/MOBILIZATION	\$401,000	N/A
SANITARY SEWER	\$296,640	9.64%
WATERMAIN	\$548,670	17.82%
STORM SEWER	\$354,580	11.52%
STREET	\$1,020,910	33.17%
LANDSCAPE	\$448,530	14.57%
STREET LIGHTING	\$328,820	10.68%
TRAFFIC SIGNAL	<u>\$80,100</u>	<u>2.60%</u>
CONSTRUCTION TOTAL =	\$3,479,250	100.00%
DESIGN ENGINEERING (10%)	\$347,925	
CONSTRUCTION ADMIN (10%)	\$347,925	
CONTINGENCY (5%)	<u>\$173,963</u>	
E & C TOTAL =	\$869,813	
GRAND TOTAL =	\$4,349,063	

MOBILIZATION DISTRIBUTED	ENGINEERING & CONTINGENCY DISTRIBUTED	CATEGORY TOTAL
N/A	N/A	N/A
\$38,643	\$83,821	\$419,104
\$71,475	\$155,036	\$775,181
\$46,191	\$100,193	\$500,963
\$132,993	\$288,476	\$1,442,378
\$58,429	\$126,740	\$633,699
\$42,835	\$92,914	\$464,569
<u>\$10,435</u>	<u>\$22,634</u>	<u>\$113,168</u>
\$401,000	\$869,813	\$4,349,063