



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

Public Works Committee Agenda
August 19, 2020
Reedsburg City Hall, 134 S Locust Street
5:30 PM

DUE TO THE RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS-DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY ATTEND THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THE COMMON COUNCIL HAS DECISION-MAKING AUTHORITY. IF A QUORUM OF THE COMMON COUNCIL ATTENDS THIS MEETING, NO ACTION WILL BE TAKEN BY THE COMMON COUNCIL AT THIS MEETING.

CALL TO ORDER

APPROVAL OF MINUTES

I. APPROVE MINUTES FOR THE MEETING HELD ON JULY 15, 2020:

THE COMMITTEE WILL RECEIVE INFORMATION ON NON-AGENDA TOPICS BROUGHT BEFORE THE COMMITTEE BY MEMBERS OF THE PUBLIC. THE COMMITTEE WILL NOT DISCUSS THESE TOPICS, AND WILL NOT TAKE ACTION ON ANY OF THEM AT THIS MEETING

I. GENERAL BUSINESS:

A. Consideration of proceeding with K Street DOT Project Design Phase.

II. ADJOURN:



The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 524-6404. To be able to meet the needs of a request for a different format contact the City Clerk-Treasurer at 134 S. Locust Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg, WI
July 15, 2020

The Public Works Committee for the City of Reedsburg convened for a special meeting, on July 15, 2020 at 5:30 p.m. in the Reedsburg Center Conference Room with the following members present:

Members Present: Brandt Werner, Dave Knudsen, Calvin Craker, Charlie Backeberg and Jamison Sporadowski

Also Present: Steven Zibell

Motion by Knudsen seconded by Backeberg to approve the minutes from June 17, 2020 meeting.

Zibell gave an update on current projects including North Dewey Avenue, new Public Works building, Police Station expansion and wwtp updates.

No Action

Motion by Craker seconded by Knudsen to adjourn.

Motion Carried

Adjourned at 6:10 p.m.
Respectively Submitted,

Steven T. Zibell, Public Works Director/City Engineer
City of Reedsburg

The Municipality agrees to the following 2018-2022 STP-Urban project funding conditions:

Project construction costs are funded with up to 80% federal/state funding up to a funding limit of **\$469,200.00**. The Municipality agrees to provide the remaining 20% and any funds in excess of the \$469,200.00 federal/state funding limit. Project design and state review costs are funded 100% by the Municipality. Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year 2022. **In accordance with the State's sunset policy for STP-Urban projects, the subject 2018-2022 STP-Urban improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal participation, and actual costs will be used in the final division of cost for billing and reimbursement. In no event shall federal or State funding exceed the estimate of **\$469,200.00** in the Summary of Costs Table, unless such increase is approved in writing by the State through the State's Change Management Policy prior to the Municipality incurring the increased costs.

PHASE	SUMMARY OF COSTS				
	Total Est. Cost	Federal Funds	%	Municipal Funds	%
ID 5207-00-69					
State Review	\$10,000.00	\$0	0%	\$10,000.00	100%
ID 5207-00-70*		\$469,200.00	MAX		
Participating Construction	\$509,500.00	\$407,600.00	80%	\$101,900.00	20% + BAL
Non-Participating Construction	\$575.00	\$0	0%	\$575.00	100%
State Review	\$76,425.00	\$61,140.00	80%	\$15,285.00	20% + BAL
Total Est. Cost Distribution	\$596,500.00	\$468,740.00	N/A	\$127,760.00	N/A

*Construction ID# 5207-00-70 federal/state funding is limited to **\$469,200.00**.

This request is subject to the terms and conditions that follow (pages 3 – 7) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signatures certify the content has not been altered by the municipality.

Signed for and in behalf of: **City of Reedsburg** (please sign in blue ink.)

Name Dawn S. G. Title Mayor Date 7-3-19

Signed for and in behalf of the State:

Name Stephen J. Hattmeyer Title WisDOT SW Region Planning Chief Date 7-11-19



Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
(P) 608 251 4843

August 5, 2020

Mr. Steve Zibell
City Engineer/Public Works Director
City of Reedsburg
134 South Locust Street
Reedsburg, WI 53959

Re: Proposal for K Street Reconstruction

Dear Mr. Steve Zibell:

On behalf of Strand Associates, Inc.®, thank you for this opportunity to submit our proposal to the City of Reedsburg for the design services for the K Street Reconstruction project. By selecting our firm, the City will receive a uniquely qualified team that has a thorough understanding of the City's vision for this project and a proven approach for on-time and on-budget delivery of plans for construction. We offer the following:

- **A Project Manager whose extensive urban street design experience and thorough knowledge of the Wisconsin Department of Transportation's (WisDOT) Local Program process will be of tremendous value to this project.**
- **An efficient, responsive, and available project team that is eager to work with the City and is ready to begin immediately.**
- **An approach that demonstrates a full understanding of the critical path of the project and a design-to-budget mindset.**
- **Award-winning urban roadway project concepts, constructed in southern Wisconsin, that can be directly applied to the K Street project.**
- **Proven ability to obtain stakeholder acceptance and project approvals to stay on schedule.**

We are excited to work with the City on this project and to provide the exceptional knowledge, care, and detail needed to make this project a success. Should there be any questions or if additional information is needed, please call us at 608-251-4843.

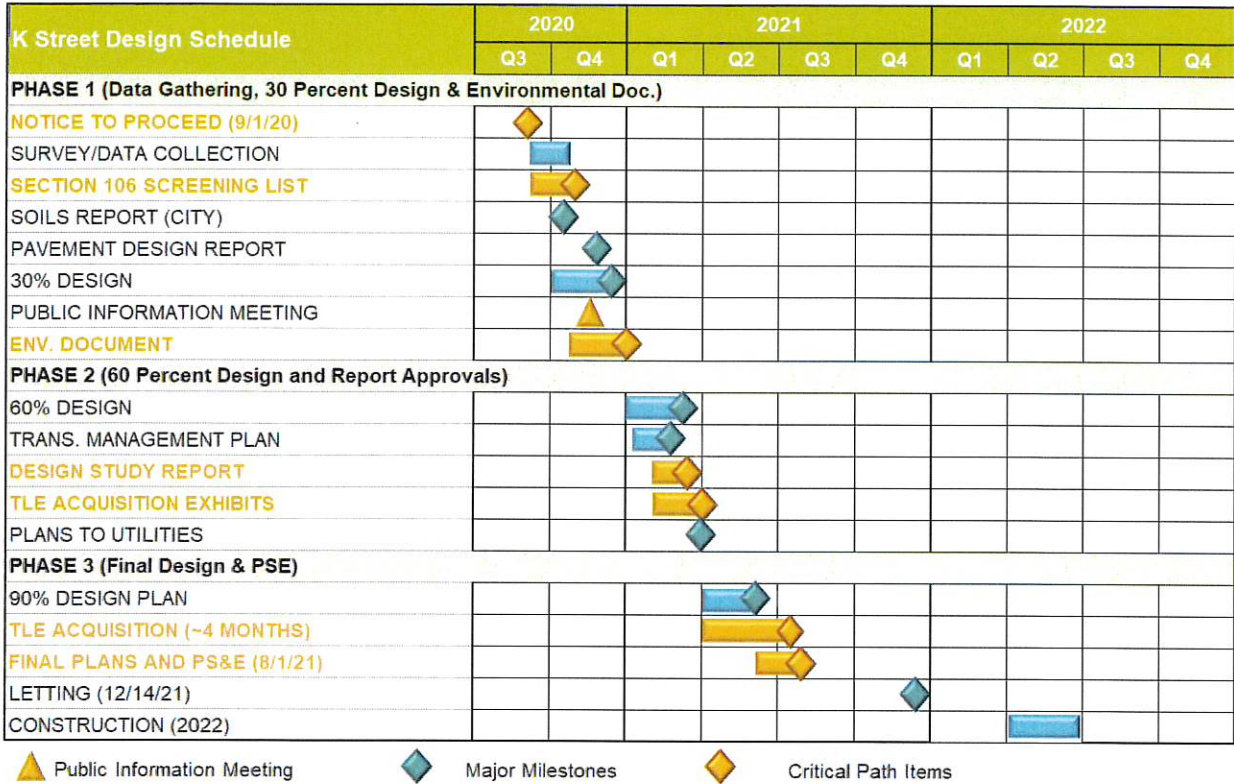
Sincerely,

STRAND ASSOCIATES, INC.®

Patrick J. Rank, P.E., Senior Associate
Client Liaison

P200.620/PJR:mah

Robert A. Jack, P.E.
Project Manager



Phase 1 – Data Gathering, 30 Percent Design, Environmental Documentation

Data Collection Efforts Provide Information Needed to Maximize Existing Infrastructure

We start the project by collecting information critical to decision making that impact the resultant construction cost. Key tasks include:

- **Sidewalk, curb and gutter condition survey** – Our survey will facilitate capitalization on existing facilities in good condition, identifying facilities that need repair. With City staff, we will complete an on-site review of the corridor to identify spot sidewalk and curb and gutter replacement locations during the topographic survey.



Survey of existing facilities identifies areas for spot repair.

- **Topographic survey** – We will complete a topographic survey of the corridor, as necessary, to facilitate the project design, including marked utilities, pedestrian curb ramp areas, and locating spot sidewalk and curb and gutter replacement areas. Based on our urban design experience, we understand the importance of gathering adequate topographic survey within intersection quadrants to facilitate efficient pedestrian curb ramp design to ADA standards.
- **Historic/archeologic investigations** – The K Street project is currently not listed on the WisDOT environmental Section 106 screening list (<ftp://ftp.dot.wi.gov/dtsd/bts/environment/106screeninglist.pdf>). As a result, we will work with the WisDOT Local Program Project Manager to have the project evaluated for inclusion on the Section 106 screening list for history and archaeology based on limited impacts anticipated behind back of sidewalk.
- **Hazardous materials investigations** – Although no new fee right of way acquisition is planned, a Phase 1 hazardous materials site summary is required to evaluate the potential for proposed construction to be affected by any contaminated sites along the project corridor. For this project, we propose to prepare a technical memorandum summarizing the findings of the review of readily available, on-line, historical mapping and aerial photographs, Wisconsin Department of Natural Resources (WDNR) databases of remediation sites, contaminated sites, spills, tanks, and landfills. Sites of concern identified along the project corridor will be listed in a table and recommendations will be provided. Site Summary Forms will be completed at sites warranting a site visit. Supporting documentation will be provided as attachments to the memorandum and recommendations will be provided.
- **Soil borings and geotechnical report** – As part of the survey process, we will coordinate with the City's selected Geotech consultant to communicate soil boring and geotechnical report needs to establish the required pavement design parameters needed for the K Street pavement design report.
- **Utility coordination** – Utility coordination on this project will be carried out in the TRANS 220 protocol, even though, as a local road, it does not fall under TRANS 220 requirements. This approach provides Utilities, WisDOT, and the City with a robust coordination process. Early utility coordination will include Utility facility identification within the project limits and collection of facility mapping. This early coordination sets the foundation for effective communication throughout the design delivery process.
- **Pavement design** – We will perform a WisDOT pavement design and life-cycle-cost analysis (LCCA). This pavement design process includes provision for local municipality input on type of pavement selected based on maintenance or other concerns. Having the pavement designed early in the process enables development of more accurate opinions of probable construction cost and helps scale the project to the budget.

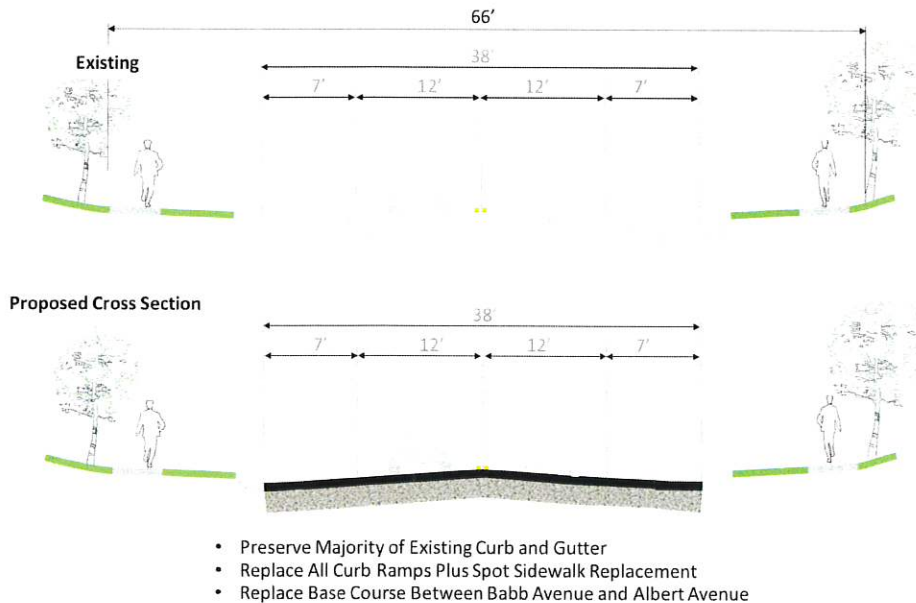
Typical Section that Economically Addresses Existing Pavement Distresses

We understand that the City is requesting that most of the existing curb and gutter and sidewalk remain in place. This is because that infrastructure was installed in the mid-1990s and appears to still be in sufficient condition. The City desires that the existing base course under the asphalt street remain in place unless it shows instability during proof-rolling during the construction phase of the project. The existing base course on K Street between Highway 23 (South Albert Avenue) and Babb Avenue is anticipated to be removed and replaced because of visible deterioration in that area.



Existing severe pavement distresses near the Sauk County Facility Building.

Typical Sections



Design Team Similar Project Experience Allows for Early Assessment of Potential Impacts, Streamlining Environmental Document Approval

With the necessary project data collected, corridor impacts are assessed through the 30 percent design development phase, allowing for stakeholder engagement and environmental document approval.

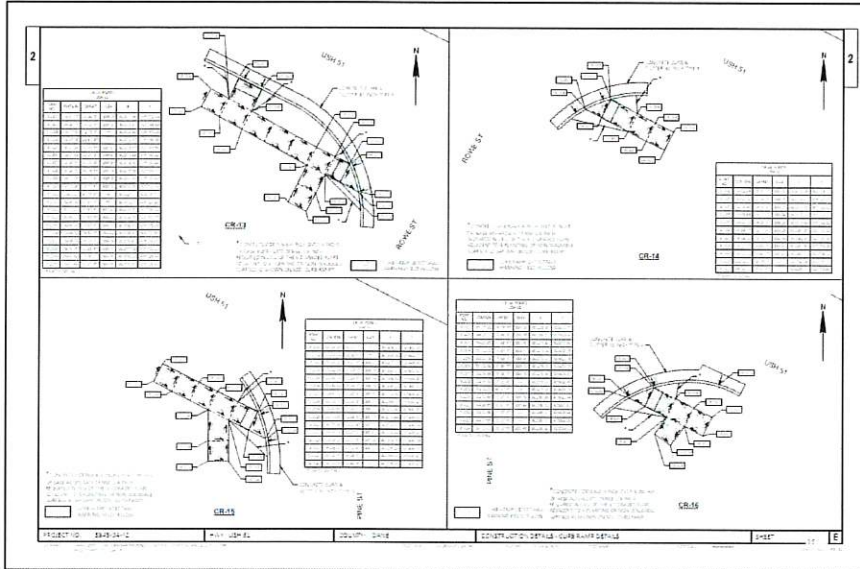
- **30 percent design** – With the identification of the selected pavement design, identification of the spot sidewalk and curb and gutter areas, we will finalize 30 percent plan sheets. This preliminary plan set will allow the City to review and refine and desired design concepts.
- **Public outreach** – It is anticipated that one Public Informational Meeting (PIM) (or suitable alternative given the current COVID-19 pandemic) will be scheduled at this time. During this design phase, public outreach efforts will continue to illustrate roadway impacts, present traffic control concepts, and address stakeholder comments and questions. We will work with the City to provide regular property owner updates that ease resident relations with the City and foster good relations during the construction phase.
- **Environmental documentation** – The project will qualify for a Categorical Exclusion Checklist environmental document, simplifying project delivery. Our agency knowledge and familiarity with key environmental and historic issues will streamline the document approval process.

Phase 2 – 60 Percent Design and Report Approvals

Design Team Experience Anticipates and Addresses Key Design Features, Eliminating Construction Complications

Phase 2 moves the project forward from 30 to 60 percent design completion, including Transportation Management Plan approval, DSR approval, and TLE Acquisition Exhibit preparation. It is during this phase that many of the details are addressed. Our Project Manager, Rob Jack, understands the critical path of urban design projects and will provide the focus needed to deliver the project on time.

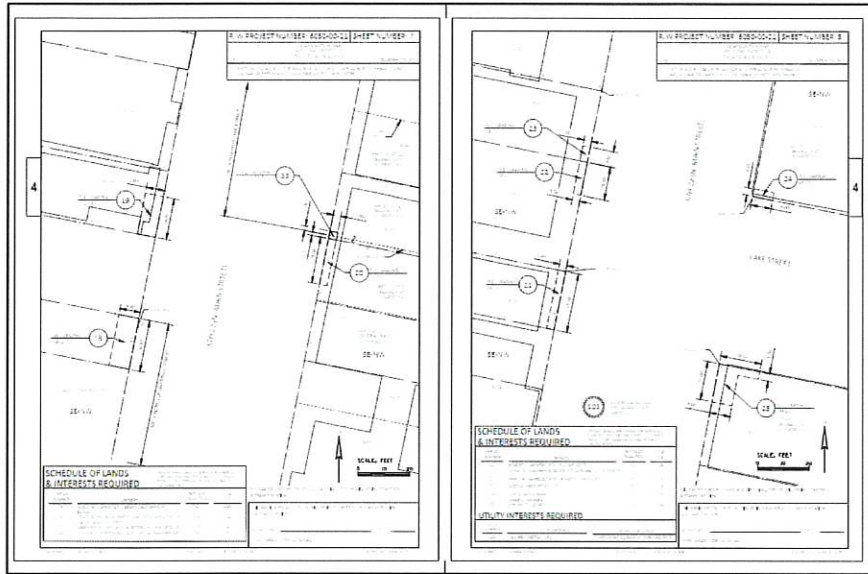
- **60 percent plan set** – We will continue with design and bring the project to a 60 percent level of detail. This will provide the opportunity to develop an updated opinion of probable construction cost.
- **Curb ramp layout details** – Curb ramp layout often becomes a controlling item. New requirements that comply with ADA sometimes change the location of crosswalks and can affect adjacent private utility facilities and storm sewer inlets. We lay out our curb ramp details early in the 60 percent design phase. This enables us to identify areas of curb replacement and if there are ways to preserve adjacent private utility facilities and storm sewer locations.



Sample curb ramp layout construction detail sheet required for WisDOT-Let projects.

- **Transportation management plan (TMP) and construction staging** – Our team will develop a TMP that maintains access for pedestrians and local traffic to homes, businesses, School District of Reedsburg's Central Office, and the Sauk County facility. It will address local access, bus, and emergency services throughout the corridor during construction. The transportation management plan will address the following:
 - Prioritizing cross access at intersecting streets, including South Preston Avenue, which provides access to the back of the Reedsburg High School.
 - Establishing detour routes around the construction area.
 - Sequencing pedestrian curb ramp replacements to maintain pedestrian access along the corridor.
- **Design Study Report (DSR)** – We use the DSR format in project scoping to understand proposed improvement challenges. Near completion of preliminary engineering, we will provide the City with a draft DSR, updated opinion of construction costs, and the 60 percent plan set for review. Following reviews, the DSR will be finalized and submitted to the WisDOT Local Program.
- **Temporary Limited Easement Acquisition Exhibit** – Looking at existing right-of-way widths, we believe TLEs may be necessary for the replacement of existing pedestrian curb ramps. In lieu of preparing a WisDOT standard traditional right-of-way plat or TPP, we propose the use of TLE Acquisition Exhibits as a more efficient, cost effective method to acquire minor, low risk TLEs. Heather Bartelt, PLS from our team assisted the WisDOT Southwest Region with the development of

TLE Acquisition Exhibits as part of a pilot project to assist WisDOT as they developed TLE Acquisition Exhibit requirements for the WisDOT Facility Development Manual (FDM). Heather is looking forward to applying her experience on the TLE Acquisition Exhibits for K Street.



Sample TLE Acquisition Exhibits

Phase 3 – 90 Percent Design and PS&E

PS&E Documents Anticipate Field Conditions

Our firm is recognized for producing high quality plans that are buildable and incur minimal change orders. This reputation also eases City staff efforts during construction because:

- Property access needs during construction are addressed in the plans.
- The design anticipates on-site conditions, reducing or eliminating the need for field decisions.
- The buildable design enables contractors to logically and efficiently sequence their operations.

The following paragraphs describe our efforts in Phase 3.

Final Drawings, 90 Percent Review, and PS&E

With the approval of the DSR, we will begin the third phase, which will complete final design efforts for the K Street corridor, including acquisition of required TLEs identified in the preliminary design phase for pedestrian curb ramp replacements.

- **Final design** – Final design will include final preparation of detailed drawings; pavement marking and signage; detour plans; and PS&E. In conjunction with final design efforts, we will provide the City with pre-PS&E review submittals prior to submittal to WisDOT.
- **Real estate acquisition assistance** – Our firm has experienced real estate acquisition specialists that will assist the City through the project's acquisition phase. It is anticipated that TLEs will be acquired using the nominal parcel acquisition approach with a nominal payment parcel - offering price report approved by the City. Our approach includes conducting a right-of-way acquisition blitz-style meeting to efficiently acquire the necessary TLEs. City provided responsibilities will include



title work, offer approvals, and parcel payments. It is anticipated that the TLEs will be acquired by means of the right-of-way acquisition blitz-style meeting and subsequent face to face meetings, without the need to obtain appraisals based on the minor, low risk nature of the TLEs.

- **Utility coordination** – Utility work plans will be reviewed and recommendations provided to the City for approval.

Attention to Detail Minimizes Change Order Costs to Reedsburg

A successful project provides a buildable design, meets deadlines, and stays within budget. We are fully familiar with the WisDOT transportation design process and understand critical path approvals. We establish intermediate milestones that provide agencies, the City, and WisDOT sufficient time to review products and decisions.

We have never missed a scheduled PS&E date. We review the status of intermediate milestones and make adjustments during the design process, not at the end of the design process.

Our projects use an integrated system of task and budget management activities, including the following:

- **Proper personnel assignment** – We pay attention when assembling our project teams to assign qualified, available personnel for each given task.
- **Detailed work plan development** – Prior to the start of a project, the Project Manager prepares a work plan that includes the major project tasks, their manpower and other resource requirements, their duration, and their interdependence with other project work. A computerized budget/task management helps the Project Manager follow task budget and schedule.
- **Quality control program** – We have a standardized, in-house quality control program leading to projects that are buildable, accurately budgeted, and produce a minimum of change orders. An internal Quality Control program applies peer review at each step of the design process. The Project Management Memorandum (PMM) prepared at the start of design services identifies the following:
 - Key Quality Control engineer who is responsible for critiquing the design, at critical stages throughout project, for technical adequacy
 - Quality control schedule and review dates
 - Quality control assignments and budget

We have a proven quality control program that assures that projects are buildable, accurately budgeted, and provide a minimum of change orders.

Three milestone quality reviews that will take place: one for preliminary layout, one for preliminary plans, and one for final plans and PS&E documents. Review meetings are held with our design team and client representatives. All reports and environmental documentation will also be reviewed and critiqued by the Key Quality Control engineer.

- **Opinions of Probable Construction Cost** – By using past projects and various databases, including Trns.port Estimator, Bid Express, and AASHTOWare Project Estimator, we can provide realistic opinions of construction cost for City budgeting. During the development of our opinions of construction cost, estimate justification documents are prepared to provide a record of decisions made during the development of the opinion of cost. At the Design Study Report stage and pre-PS&E stage, we use an independent review by other in-house design Project Managers and construction Project Managers to provide accuracy.

- **Construction Cost Record Proves Product Quality** – We track and compare the bid letting cost of our projects with the final construction costs. The percent change from bid let amount to final constructed cost is a direct measure of the quality of drawings and specifications we provide to our clients. Our record on several recent projects is shown below:

Project Name/Location	Let Cost	% Change
East Grand Avenue Corridor Reconstruction – Wisconsin Rapids, WI	\$2,565,000	0%
STH 33 Corridor – Cashton, WI	\$3,301,171	3.8%
Prairie Avenue Improvements – Beloit, WI	\$2,606,659	0.2%
East Johnson Street Reconstruction – Madison, WI	\$7,980,000	1.7%
Mulberry Street – Lake Mills, WI	\$2,783,310	2%

Because of our continuing commitments to quality, these percent changes are well below the industry average of 5 + percent.

Conclusion

Selecting us for the K Street project provides the City with a team that has the capacity, expertise, and desire to deliver a successful project.

- Our three-phase project approach effectively balances corridor desires with corridor budget.
- Our data collection efforts provide information needed to maximize existing infrastructure.
- Our public interaction listens to stakeholders, leading to broad public acceptance.
- Our design team experience anticipates and addresses key design features, eliminating construction complications.
- Our contract documents anticipate field conditions.
- Our attention to detail minimizes change order costs to the City of Reedsburg.

Our team members have proven skills and the knowledge required for the WisDOT urban design and construction processes. We have established, productive relationships with federal and state agencies as well as the resources needed for efficient delivery. Our expert facilitation skills combined with design creativity will obtain community and business support and deliver an outstanding project for the City of Reedsburg.