

CITY OF STEVENS POINT

BOARD OF PUBLIC WORKS MEETING

Monday, July 14, 2014 – 6:45 p.m.

(or immediately following previously scheduled meeting)

Lincoln Center – 1519 Water Street

Stevens Point, WI 54481

AGENDA

[A quorum of the City Council may attend this meeting]

CONSIDERATION AND POSSIBLE ACTION ON THE FOLLOWING:

1. To purchase a Toro ProCore 864 Deep Tine Aerator from Reinders, Inc. in the amount of \$25,432.67 for the Parks Department.
2. To purchase a Jodale Perry Cab and MB 72" Broom from Reinders, Inc. in the place of the approved Cushman for the Parks Department in the amount of \$19,593.00 in lieu of the \$18,995.00 approved for the Cushman.
3. Request by Ministry Saint Michael's Hospital to modify temporary parking adjacent to the hospital.
4. To approve request for proposals for Parking Analysis and Management Plan.
5. To accept the Director's Report and place it on file.
6. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481

Copies of ordinances, resolutions, reports, and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 A.M. to 4:00 P.M.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Department of Public Works

Engineering
Phone: 715-346-1561
Fax: 715-346-1650
Streets/Fleet
Phone: 715-346-1537
Fax: 715-346-1687

To The Board of Public Works,

July 9, 2014

We have received two quotes to replace our Parks Department's Deep Tine Aerator. The Quotes are as follows:

Horst Distributing, Chilton	Verti-Drain 7416	\$25,995.00
	Same- Demo Unit	\$21,995.00
Reinders, Sussex	Toro ProCore 864	\$25,432.67

Both units were tested and the Toro was judged to be the preferred unit based on operating results and compatibility with existing equipment.

We are requesting approval for the purchase of one Toro ProCore 864 from Reinders in the amount of 25,432.67.

Sincerely,



Dennis Laidlaw
Superintendent of Streets

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Department of Public Works

Engineering
Phone: 715-346-1561
Fax: 715-346-1650
Streets/Fleet
Phone: 715-346-1537
Fax: 715-346-1687

To The Board of Public Works,

July 9, 2014

The Parks Department has identified a superior piece of equipment that is far more versatile than their Cushman. They have requested a re-allocation of the approved Cushman replacement funds to purchase a cab and broom for the Toro GM 4100 rider, making it a winter tool as well.

We are requesting approval of \$19,593 to purchase a Jodale Perry cab and MB 72" broom from Reinders, Inc. in lieu of the \$18,995 approved for the Cushman.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dennis Laidlaw', is written over a faint, larger version of the same signature.

Dennis Laidlaw
Superintendent of Streets

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

July 9th, 2014

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Parking Request by Ministry Saint Michael's Hospital

Saint Michael's has requested temporary parking modifications adjacent to the hospital during their renovation project. The timeframe for the parking modifications would be approximately 18 months.

I have included an email from Ministry Saint Michael's that explains the actual request. For the Board of Public Works meeting on Monday, I will provide an exhibit to show the parking area in question along with the adjacent areas that may be impacted.

Thank you.

Scott Schatschneider

From: Marti, Cherrie <Cherrie.Marti@ministryhealth.org>
Sent: Monday, July 07, 2014 7:28 PM
To: Scott Schatschneider
Subject: Meeting request

Hi Scott,

Michael Ostrowski recommended that I discuss parking adjustments with you. We have had to make changes in our operational plan to accommodate the footings/foundation placement for our upcoming construction.

We have two requests that I'd like to discuss with you:

- 1) Is it possible to either eliminate parking on Sims between Illinois and Fremont or eliminate the parking spots east and west of our parking ramp entrance? While we temporarily close the entrance to the parking lot on the northeast side, this will put all the activity to the Sims entrance/exit. I have been notified by our Security Staff that this is a potential area for accidents due to the proximity of the parking to the entrance.
- 2) Is it possible to create parking on the west side of Illinois in front of the two canopy areas for emergency vehicles and patients presenting for Emergency or Urgent Care? This would require elimination of parking on the east side of Illinois. The construction area between the parking ramp and emergency room will not be accessible for pedestrian nor for emergency/police vehicles to park.

This request would be temporary for up to 18 months.

Would you be available anytime between 8 – 11 a.m. on Friday to discuss this possibility? If so, to also explain the process needed to move forward?

Thank you.

Cherrie Pavelec-Marti

Vice President, Operations
Ministry Saint Michael's Hospital
900 Illinois Avenue
Stevens Point WI 54481
Cherrie.marti@ministryhealth.org
715.343.3247

Assistants: Cheryl Filtz and Cheryl Teske

CONFIDENTIALITY NOTICE: This e-mail communication and any attachments may contain confidential and privileged information for the use of the designated recipient(s) named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please notify the sender at the electronic mail address noted above and destroy all copies of this communication and any attachments. Thank you for your cooperation.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

July 9th, 2014

To: Board of Public Works
From: Scott Schatschneider, Director of Public Works
Re: Parking RFP

Enclosed you will find the document staff is recommending to use as part of an RFP process pertaining to a parking analysis and parking management plan.

If there are any questions pertaining to the proposal feel free to contact myself or Michael Ostrowski.

Thank you.

Parking Analysis and Management Plan Request for Proposals

City of Stevens Point, WI



Due Date: September 22, 2014, 4:00 PM

Contents

Part 1. Purpose 4

Part 2. Project Summary..... 4

Part 3. Invitation to Submit Proposals..... 4

Part 4. Consultant Responsibilities 5

Part 5. Contract Form 6

Part 6. Insurances 6

Part 7. Proposal Package 6

Part 8. Basis for Evaluation of Proposals and Award of Project 7

Part 9. Reservations/Stipulations 7

Part 1. Purpose

The City of Stevens Point (“City”) recognizes the importance of providing quality parking services to its businesses, employees, residents, and visitors, as well as for the on-going and future economic development of the City. The goal of an integrated parking management system is to provide a seamless, efficient, customer-friendly, and cost-effective parking operation for the city.

The City is requesting proposals for a Parking Analysis and Management Plan from qualified consultants. Professionals who have a strong track record in preparing and implementing parking analysis and management plans in communities that have a downtown and a university are encouraged to respond.

The consultant selected to do this work will contract with, and be responsible to, the City for the completion of work described in the RFP.

Part 2. Project Summary

The city is home to approximately 27,000 residents, and has a daytime population of over 40,000. The City has a historic downtown that offers a variety of shopping and dining choices and also serves as a venue for numerous community festivals and events. In June 2014, Mid-State Technical College recently located their campus, which has approximately 2,800 students to the downtown. In addition, the city is home to the University of Wisconsin-Stevens Point, which has approximately 9,600 students. The City is looking for a parking analysis and management plan for the downtown and university areas.

The City is requesting the assistance of a parking consultant to determine the necessary parking resources to efficiently accommodate and manage/enforce the current and future needs of the city. Currently, the city has individual coin operated parking meters on select streets around the university, as well as two hour parking restrictions for certain hours of the day. In the downtown area, the city has several free public parking lots and two hour limitations on street parking. The plan should provide recommendations to manage the existing parking system, (e.g. multi space meters, public parking lots, individual meters, etc.), while also keeping potential future development and growth in mind. It is the intent of the City that this effort be completed by the end of 2014.

Part 3. Invitation to Submit Proposals

Date of Request: July 22, 2014

Due Date for Proposals: September 22, 2014, 4:00 PM

Five printed copies and one digital copy of the sealed proposal must be submitted and be received by 4:00 p.m. at the office of Community Development located at the Stevens Point City Hall. The proposal should be addressed as follows:

Proposal for Parking Analysis and Management Plan
City of Stevens Point
Attention: Michael Ostrowski
1515 Strongs Avenue
Stevens Point, WI 54481

Part 4. Consultant Responsibilities

The Parking Analysis and Management Plan should provide overall parking strategies that will include an evaluation of current and future parking characteristics, best management practices, and implementation strategies.

At minimum the following requirements shall be included as part of this RFP process:

1. Analyze current parking demands and enforcement regulations within the university and downtown areas
2. Assess the impact of future development and growth on parking
3. Identify satisfaction with current program
4. Identify a range of parking enforcement alternatives for the university and downtown areas, while identifying:
 - a. Estimated lifecycle costs
 - b. Projected revenues
 - c. Functionality of the alternative
 - d. Ease of use of the alternative
 - e. Advantages and disadvantages of the alternative
5. Recommend a preferred parking enforcement alternative(s) for the city to proceed with for the university and downtown areas
6. Identify a course of action and phased implementation plan for the preferred alternative(s)

In addition, the consultant must conduct the following events:

1. A kick-off meeting with city staff to plan stakeholders/public participation methods and dates
2. Up to six (6) stakeholder meetings with property owners, employers, residents, community organizations, city staff, and groups as determined by the City
3. Up to two (2) public input meetings
4. A presentation of the final plan to the Stevens Point City Council

This list is not intended to be a comprehensive itemization of plan components or areas needed to complete the required study. The City is relying on the consultant's professional expertise in analyzing these factors and any others that are pertinent to evaluating parking characteristics.

Part 5. Contract Form

The successful consultant shall enter into a contract with the City. Payment for contract services shall be made monthly, upon receipt of the consultant's billing statement, for work done to date. The invoice shall include a summary of progress through the billing date and shall be submitted only once a month.

Part 6. Insurances

All required insurances will be as identified in the proposed contract format.

Part 7. Proposal Package

Each proposal shall follow the format described herein:

1. Transmittal letter that will include the name, title, address, phone number, and email address of the consultant
2. Statement of Qualifications
 - a. Qualification summary of the company
 - b. Qualification summary of and list of the staff intended for the project
 - c. Description of similar projects
3. Project Approach
 - a. Provide scope of work
 - b. Provide a list of tasks
 - c. Provide project schedule
4. Fee Proposal

Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked "Fee-Structure – Do Not Open." The fee structure shall reflect the total estimated fee for this project as described by the consultant in Part 4 – Consultant Responsibilities. Proposed resources for each task must be identified, including hours and wage rated for consultants and sub consultants. Work that the consultant would not provide and must be provided separately by the City must also be identified. Elements that will be evaluated include:

- a. Availability of resources from the consultant and sub consultant(s) for the project
- b. Estimated hours and fees to complete individual work elements

- c. Estimated total fee for the project, based on hourly rates including a not-to exceed cap
- d. List of tasks not performed by consultant or sub consultant(s) for project, which must be performed by the City
- e. List of reimbursable expenses and detailed costs of such

Part 8. Basis for Evaluation of Proposals and Award of Project

City staff will recommend the most qualified management consultant who meets the proposal requirements. The consultant's skills, abilities, and capacities to perform the services required, within the time period specified, will be considered. In addition, the proposals will be evaluated on the consultant's experience, approach, and project understanding. Consultants may be interviewed prior to final selection.

The City reserves the right to take other factors and evaluations into account in approving or disapproving any particular proposal.

Part 9. Reservations/Stipulations

Respondent acknowledges and accepts the following as a condition of proposal submission:

1. City reserves the right to reject any or all proposals for any reason, in its sole and unfettered discretion; to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate financial and other arrangements; to establish further criteria for selection; to ask respondents to submit additional information with respect to any aspect of respondent's submission whatsoever; to waive any informalities and/or irregularities in the submission of proposals and in the proposal process; and to negotiate with respondents as to any aspect of respondent's proposal whatsoever.
2. By accepting this RFP and/or submitting a proposal in response thereto, each respondent agrees for itself, its successors and assigns, to hold the City and all of their various agents, commissioners, directors, consultants, attorneys, officers, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such respondent, its representatives, agents, contractors, successors, or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a consultant and/or negotiating or executing an agreement incorporating the commitments of the selected consultant.
3. Respondents shall carefully examine this RFP and shall make all necessary investigations to fully inform themselves as to the local conditions and requirements under which work is to be performed. Respondents shall familiarize themselves with all applicable Federal, State, and local statutes, regulations, ordinances, laws, and rules. No pleas of ignorance of conditions, statutes, regulations, ordinances, laws, or rules will be accepted as an excuse for any failure or omission on the part of the respondent to fulfill every requirement of the RFP and to perform

as described in such respondent's proposal.

4. By submitting a response to this RFP, each respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. By submitting a response to this RFP, each respondent acknowledges and agrees that the City, and any consultants retained by the City, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's proposal, and authorizes the release to the City, and/or City's consultants of any and all information sought in such inquiry or investigation.
6. Any misrepresentations or false statements contained in a response to this RFP, whether intentional or unintentional, shall be sufficient grounds for the City to remove respondents from competition for selection at any time.
7. By submitting a response to this RFP, respondent commits that, if selected, respondent is willing and able to carry out the project proposed in accordance with the schedule proposed and as described in respondent's proposal.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

July 9th, 2014

DIRECTOR OF PUBLIC WORKS REPORT
Scott Schatschneider

1. Engineering Division

- **Business 51 Project:**

No items to report on this month.

- **Bukolt Avenue: (Front Street – Second Street)**

Earth Inc. will be mobilizing equipment on Monday, July 14th.

- **Fire Station #1:**

HVAC repairs have been made, and we are currently waiting on this final invoice before the project is finalized.

- **Strong's Parking Lot:**

The parking lot is substantially complete, we are currently working on remaining punch list items.

- **North Second Street and Maria Drive Property Acquisition:**

We are currently in the negotiation process.

- **Seawall Schedule Checklist**

<u>AGENCY</u>	<u>TASK</u>	<u>APPROXIMATE DATES</u>
<input checked="" type="checkbox"/> City/NewPage	City accepts/allocates Construction money and Bidding/awarding of contracts in conjunction with NewPage.	Began Construction: August 5 th Construction Complete: October 11 th
<input checked="" type="checkbox"/> NewPage/ AECOM/EDC	Submission of Construction Report (39 pages) and "As-Built Drawings" to FERC for Federal Licensing.	Thursday, October 31 st (up to 60 days for review and approval)
<input checked="" type="checkbox"/> FERC	Approval of construction report and as-built drawings.	Approval January 10 th
<input checked="" type="checkbox"/> AECOM	Preparation and submission of LOMR.	Submission is anticipated no later than mid-March.
<input type="checkbox"/> FEMA	Review and approve LOMR	Approval June 13 th

- **We received an email from FEMA on Tuesday, May 20th requesting additional information regarding the operation and maintenance of the hydroelectric dam itself.**

At the time of this report, the City has not received correspondence from FEMA.

- **From speaking with AECOM, this is the anticipated timeline for the remaining phases of the Seawall Project.**

1. AECOM will submit the LOMR: Usually within 90 days, FEMA will mail an approval letter to Stevens Point. (Please note, it can be longer than 90 days if FEMA asks for more info.)
2. FEMA publishes a notice in the local paper twice (about 2 weeks apart). (FEMA typically does the notice or they may ask us to do the notice, which is fine).
3. There is a 90 day public comment period that begins after the second notice is published.
4. If no reasonable reconsiderations are brought up the revised mapping becomes effective.
5. It is then up to the City to update residents and provide proof of the flood plan or references to the effected panels.

- **Hoover Road/Country Club Drive Grade Separation:**

No items to report on this month.

- **Additional Ongoing Director\City Engineer\City Surveyor Projects:**

1. Staff has been busy with a significant amount of Digger's Hotline requests, sidewalk inspections, survey work and other misc. items.

2. Streets Division

- **Street work**

- Continued Garbage and Recycling operations.
- Sign work continued.
- Patching continued.
- Crack Filling continued.
- Street lamp maintenance continued.
- Building maintenance and repair.
- Street Sweeping continued.
- Traffic Markings Painting Began.

- **Equipment maintenance/garage**

- There were a total of 127 repair orders completed in the month of June. When broken down by department there were;

Engineering	2
Police	14
Parks	35
Fire	6
Streets	68
Water/Waste water	2

- **Signs, posts, barricades, and flags**

- 45 signs were replaced or added, 1 because of an accident, 12 for usual maintenance, 22 new signs were added, 6 because of vandalism and 4 because of ordinance changes.
- 21 poles were replaced or added, 3 because of accidents, 6 for usual maintenance, 4 new poles were added, r because of vandalism and 4 because of ordinance changes.
- Provided and set up barricades and barrels for Special Olympics.
- Put ups signs for Michigan Avenue detour.
- American flags put up and taken down.

- **Garbage/recycling/yard waste/drop-off**

- Garbage and recycling carts repaired/replaced/distributed as needed.
- Regular solid waste collection completed.
- Regular recycling collection completed.
- City drop-off operations were completed.

- **Leave**

- 8 floating holidays, 1 funeral day, 9 days 7.75 hours sick, 68 days 4 hours vacation time and 5 days 2 hours of worker's compensation time were utilized.