



Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, October 12, 2015

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Board of Public Works** of the City of De Pere will be held on **October 12, 2015** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call

II. Public Comment

III. Items

1. Approval of the Board of Public Works September 8, 2015 Meeting Minutes.
2. Discussion of City Engineer Non Action Parking & Traffic Items.
3. Consider City Engineer Recommendations for Parking & Traffic Issues.*
4. Update on Commercial Garbage & Recycling Collection
5. Consider Award of Proposal for West Business Park Design and Consulting Services.*
6. Consider Award for Project 15-18 Railroad Spur Maintenance.*
7. Consider Award for Traffic Signal Inventory.*
8. Consider 2016 Snow & Ice Removal Rates

IV. Future Agenda Items

V. Adjournment

***Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, Monday, October 12, 2015 so that arrangements can be made.

Agenda Sent To:
Mayor
Alderpersons
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Wade Conard
Get Reel Entertainment LLC
David & Joan Van Drisse
Pals Rentals LLC

Railworks Track Systems, Inc.
Theodore & Kathleen Kordes
Kevin & Wendy Kryshak
HZ Properties
Thomas Zoeller
SAKS Holdings LLC
Bielke LLC
Gillespie Properties LLC
The Lee Building Corporation
Seroogy Brothers LLP
Steckart Et al

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject (s) over which they have decision-making responsibility.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Pam Denis

SUBJECT: Approval of the Board of Public Works September 8, 2015 Meeting Minutes.

ATTACHMENTS:

- Board of Public Works September 8, 2015 Draft Meeting Minutes (PDF)



Board of Public Works

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, September 8, 2015
5:30 PM
De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 5:30 PM by Mayor Michael J. Walsh

Attendee Name	Title	Status	Arrived
Dean Raasch	Aldersperson	Absent	
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Excused	
Michael J. Walsh	Mayor	Present	

Others present were Scott Thoresen, Director of Public Works, Eric Rakers, City Engineer, Eric Zygarlicke, Water Department Supervisor, and Pam Denis, Recording Secretary.

II. Public Comment

None.

III. Items

1. Approval of the Board of Public Works August 10, 2015 Minutes.

Aldersperson Boyd moved to approve the August 10, 2015 Board of Public Works Meeting minutes, Aldersperson Bauer seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Aldersperson
SECONDER:	Kevin Bauer, Aldersperson
AYES:	Kevin Bauer, James Boyd, Michael J. Walsh
ABSENT:	Dean Raasch
EXCUSED:	Jim Kneiszel

2. Introduction of Eric Zygarlicke, Water Department Supervisor.

Scott Thoresen, Director of Public Works introduced Eric Zygarlicke, the new Water Department Supervisor, stating that he comes to De Pere from the City of Weyauwega.

3. Consider Second Driveway Request for 1964 Lost Dauphin.

Eric Rakers, City Engineer, explained that the request for a second driveway for 1964 Lost Dauphin had been reviewed at the Board of Public Works meeting on August 10, 2015, but the property owner was not able to attend that meeting. It was put on the agenda for this meeting to allow the property owner to address his request.

Mayor Walsh moved to open the meeting to allow the property owner to address the Board at 5:49 PM, Aldersperson Bauer seconded the motion. Upon vote, the motion carried and the meeting was opened. Jim Moericke, property owner of 1964 Lost Dauphin, shared that he had recently purchased the property with the idea to use the 2 ½ car garage at the back of the property. In order to use the garage, a second driveway is required. He asked why a different property on Outward was allowed to have a second

driveway. Jim Moericke explained that he has been using his lawn to access the garage, but that is damaging the lawn. Properties in the area have well maintained lawns and he did not want to have a damaged lawn due to using the garage. He stated that the second driveway would be off a slower safer street. His existing driveway is off Lost Dauphin Road which has a 35 mph speed limit. He had checked with his neighbors to make sure that they were okay with his request and they did not have concerns. Scott Thoresen, Director of Public Works, stated that if the Board of Public Works was in favor of allowing the second driveway then the request should be sent to the City Attorney to determine if that required an Ordinance change or if the Board could make an exception. Mayor Walsh shared his concern that the City was allowing large buildings such as this garage to be put in back yards. He also expressed a concern about re-writing the ordinance and what specifics concerning lot sizes would be chosen. Discussion followed about sending the request back to staff to research.

Mayor Walsh moved to return to regular session at 6:05 PM, Alderperson Bauer seconded the motion. Upon vote the motion passed and regular session resumed. Discussion followed.

Alderperson Bauer moved to refer the request back to staff to research options to allow the second driveway and to research what other municipalities have as regulations for second driveways, Alderperson Boyd seconded the motion. Upon vote the motion passed.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
	Next: 11/9/2015 7:30 PM
MOVER:	Kevin Bauer, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Kevin Bauer, James Boyd, Michael J. Walsh
ABSENT:	Dean Raasch
EXCUSED:	Jim Kneiszel

4. Consider 2015 Storm Lateral Assessment Charge.

Eric Rakers, City Engineer, stated that last year the ordinance regarding storm sewer assessment had been updated to allow the Board of Public Works set the assessment amount each year. He explained that the property owner would be assessed for 100% of the storm lateral cost and 20% of the cost for the main.

Engineer Rakers said that staff had reviewed the cost of the storm sewer main and laterals for projects in existing developed areas over the last three years to arrive at an assessment value of \$1750.55 for 2015.

Alderperson Bauer moved to approve \$1,750.55 for the 2015 assessment for storm sewer, Alderperson Boyd seconded the motion. Upon vote, the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Kevin Bauer, James Boyd, Michael J. Walsh
ABSENT:	Dean Raasch
EXCUSED:	Jim Kneiszel

5. Consider Storm Sewer/Lateral Assessment for 621 S Huron.

Eric Rakers, City Engineer, presented a request from the property owner at 621 S. Huron for a storm sewer lateral connection as part of the reconstruction of the adjacent alley planned to begin this month. The property owner asked to waived his rights to a notice and hearing and asked to be assessed. Alderperson Bauer moved to approve waiving the notice and public hearing and assessing the property owner for \$1,750.55 for storm main and lateral per the established 2015 amount, Mayor Walsh seconded the motion. Upon vote the motion passed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Kevin Bauer, James Boyd, Michael J. Walsh
ABSENT:	Dean Raasch
EXCUSED:	Jim Kneiszel

IV. Future Agenda Items

None.

V. Adjournment

Mayor Walsh moved to adjourn the Board of Public Works meeting, Alderperson Bauer seconded the motion. Upon vote, the motion passed and the meeting was adjourned at 6:15 PM.

Respectfully submitted,
Pam Denis

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Discussion of City Engineer Non Action Parking & Traffic Items.

Parking and Traffic Discussion Items**September 30, 2015 Meeting**

1. Mission Square Parking: The City had a request to re-survey the parking balance from the survey completed in April. Several people expressed some confusion on the last survey. There was a request to re-balance the parking in Mission Square by shifting more parking from short term to long term parking. In June, staff completed a second parking survey for Mission Square. After reviewing the responses, the survey provided the following results (based on owner responses):

	<u>Owner Only</u>	<u>w/ Businesses Included</u>
Addition 7 Long Term Parking:	5	6
Other Additional Long Term Parking:	3	8
No Change:	2	

The challenge for parking is that businesses are constantly changing and with it the demand for various types of parking. Short term parking is very important to businesses that have higher customer volumes. Many of the long term parking is used by employees. Because of these items, staff is recommending no change.

Next Steps: None

2. Old Ivy Court (Waterview Road to cul de sac) Parking Restriction: Staff received a complaint regarding parking on both sides of the street during sporting events at Kiwanis Park. This street is 30 feet wide which is narrow when both sides of the street are parked with vehicles. Additionally, this is a cul de sac so that there is no other outlet. Finally, with the park and sporting activities, there are periods of very high demand for parking and traffic. The police department reviewed the situation and concurred to restrict parking on one side of the street. There are several driveways on the north side, so the recommendation is to restrict parking on the north side.

Next Steps: Send a letter to residents notifying of the proposed parking restriction. This item will be brought back to the Board of Public Works after residents have been notified.

3. Cross Creek Circle Parking Restriction: Staff received a complaint regarding a vehicle parked on

Cross Creek Circle on a regular basis. Cross Creek Circle, as is appropriately named, is a “circular” type street in that it loops around to connect to Lawrence Drive at two locations. There are no other streets connecting to it. Because of the low number of parked vehicles and low traffic volumes, parking restrictions are not warranted.

Next Steps: None

4. No Parking on Cook Street near the Fox River Trail: Staff received a complaint regarding parking near the Fox River Trail on Cook Street. Staff reviewed the site many times and did not observe safety concerns. Only once was there a vehicle parked near the Fox River Trail.

Next Steps: None

5. Highview Street Parking: Staff received a complaint regarding students parking on both sides of the street on Highview Street. Staff reviewed the request. Student parking from De Pere High school has expanded in recent years and has now reached Highview Street. This location is beyond the current policy of restricting parking within 1000 feet of the school. Staff is going to contact the school to evaluate the amount of parking still available at this time versus the number of students parking in the street.

Next Steps: Contact De Pere High school to evaluate on-site parking.

6. Crosswalk at George and Adams: Staff received a request for a painted pedestrian crossing at this location. A pedestrian count will be performed at this location now that school is back in session.

Next Steps: Complete a pedestrian count during the morning before school and afternoon after school.

7. Request for Crossing Guard at George and Webster: A request has been made from a resident for a crossing guard at George and Webster. The police department will be reviewing crossing guard needs and locations throughout the City. This location will be included in that review.

Next Steps: The police department will conduct a crossing guard review in the future.

8. Crosswalk at West De Pere High School to VFW Park: The school has requested a mid-block crossing on Grant Street from the school to VFW Park. This would be a mid-block crossing. A study has not been conducted on the number of pedestrians crossing at this location. If a mid-block crossing is warranted, County approval would be required as Grant Street is a county highway.

Next Steps: Complete a pedestrian crossing count.

9. Pedestrian Crossing Improvements on Broadway at Randall and/or at Ridgeway: Staff has received a request to review the pedestrian crossings of Broadway at Randall and Ridgeway. The City has been proactive in the area with installation of signs at the cross walks and periodic speed enforcement.

Next Steps: Complete a pedestrian and traffic count at these intersections to determine the number of pedestrians utilizing these crossings.

10. Rockland Road Speed Limit Sign. A request was made from a resident to install a speed limit sign on Rockland Road, west of STH 57. A speed study was completed. Based on this, there is not a speeding issue at this location.

Next Steps: None.

11. Speed limit sign on American: Staff received a request for a speed limit sign on American, near Red Maple. Staff conducted a field review. There are adequate speed limit signs in this area.

Next Steps: None.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Consider City Engineer Recommendations for Parking & Traffic Issues.*

Parking and Traffic Action Items**September 30, 2015 Meeting**

1. Modify the parking location on the east side of Ontario near Merrill Street. The police department has noticed that cars are parking on the east side of Ontario all the way to the Merrill Street intersection. This is creating some safety concerns while cars are parking and traffic is turning onto Ontario.

Recommendation: Update the ordinance to install “No Parking, Stopping, or Standing” on the east side of Ontario Street from Merrill Street to 80 feet north.

2. Westwood Parking Modifications at School. The police department has been working with the school to update the parking and signing at Westwood School. Minor modifications are being proposed on the south side of Westwood Avenue to improve visibility of the crosswalk and driveways. Additionally, the signage for the hours of parking restriction will be changed on the south side to match the north side which is from 7:30 am to 4 pm. Currently the south side parking restrictions are from 7:30 am to 3:30 pm.

Recommendation: Update the signing on the south side of Westwood as follows:

- Ninth to 355 feet East - No Restrictions
 - 355 feet East of Ninth to 450 feet East - No Stopping or Standing
 - 450 feet East of Ninth to 700 feet East - Loading Zone While Vehicle Attended, 7:30 am to 4:00 pm on School Days
 - 700 feet East of Ninth to 1005 feet East - No Stopping or Standing
 - 1005 feet East of Ninth to 1260 feet East - Loading Zone While Vehicle Attended, 7:30 am to 4:00 pm on School Days
 - 1260 feet East of Ninth to 1350 feet East - No Stopping or Standing
 - 1350 feet East to Suburban - No Restrictions
3. Crosswalk at Ninth and Meadowview: Staff received a request to paint a crosswalk at the intersection of Ninth and Meadowview. Staff conducted a pedestrian count at this location. There were 20 pedestrians crossing at this intersection in the pm peak hour. Additionally, Ninth Street is a collector.

This location meets the City policy for painting cross walks.

Recommendation: Paint crosswalks at the intersection.

4. **Flags for Crossing Broadway:** A resident has requested input from the City to see if the City is interested in continuing the flag program for pedestrian crossings on Broadway near the downtown. Staff is in support of the program at this location if the flags are provided to the City.

Recommendation: Continue the flag program for pedestrian crossing on Broadway near the downtown if the flags are provided to the City. If there are no flags in the holders, the signs regarding the flags should be taken down.

5. **American Boulevard -** Staff received a request for a wrong way sign on American near Red Maple Road. A field review was conducted. The median openings are properly signed. Based on a previous complaint in the area, staff feels that the traffic may be coming from a daycare on American where there is no curb opening to go northbound on American.

Recommendation: Install a one way arrow in the median at the daycare driveway on American. The sign would be consistent to signs installed on Lawrence near Scheuring Road.

6. **Deaf Child Signs:** There are three areas in the City with Deaf Child signs. Staff completed a survey to determine if the people who requested these signs still live in the area. Based on the results of the survey, the residents on East Vista and Nob Hill still live in the area. The resident on St Bernard has moved.

Recommendation: Remove the Deaf Child signs on St. Bernard.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Update on Commercial Garbage & Recycling Collection

Staff wanted to give the BOPW an update on the status of eliminating the commercial garbage and recycling collections.

As we have discussed in at our last BOPW meeting, staff had discussed implementing a phased approach for not providing commercial, industrial, and institutional for collection of garbage and recycle. Phase 1 would be all the commercial properties outside of the downtown area that would go into effect January 1, 2016. Phase 2 would be the remainder of commercial businesses primarily in the downtown area that would be provided dumpsters that would go into effect the following year January 1, 2017.

- Phase I: The City would continue with the collection of garbage and recycling for all commercial, industrial, and institutional properties but would restrict all properties to a total combination of three garbage/recycle carts. If these properties require more than three carts then they would be required to go to a private hauler and the City would no longer provide this service. The same cart requirement would be for residential properties as well that we currently collect for. In addition, the City would be looking at requiring these commercial, industrial, and institutional properties to having their carts stored within an enclosure.
- Phase II: All commercial properties defined within the downtown areas of the City we would continue with the concept of requiring dumpsters provided by the City for collection in order to eliminate the issues with carts. The dumpsters would be placed in centralized enclosures also provided by the City. Properties within this area would be assessed for the service of providing centralized enclosures and dumpster collection.

After many discussions, staff has refined the phased approach as follows:

- Create a Nicolet Square recyclable and garbage collection district. The intent of this district is to implement commercial recyclable and garbage collection services utilizing dumpsters for all businesses in the Nicolet Square area. The collection services would be done by a private waste hauler. The dumpsters would be placed in centralized enclosures provided by the City. The costs of commercial collection by a private waste hauler would be charged as a special charge against the tax roll for benefitting parcels. Staff will need

to come up with these charges using a formula that has yet to be determined. The City's ordinance would need to be revised to implement this. There will be some things we need to work around due to restricted covenants for the Nicolet Square parking. Staff would have an informational meeting for all affected properties in January 2016 regarding the City's intent. This would be followed with ordinance changes and final approvals coming to the BOPW in March 2016. Once approved by Council, staff would bid out construction of dumpster enclosures along with bidding out private collection. Staff anticipates this phase could be fully operational by September 2016. Once this is fully operational the City will collect all previously issued polycarts. The intent is also not to allow any parcel to opt out of utilizing private collection.

- Implement a three (3) cart rule at the same time implementing Nicolet Square collection. The City would continue with the collection of garbage and recycling for all commercial, industrial, and institutional properties but would restrict all properties to a total combination of three (3) garbage/recycle carts. If these properties require more than three carts then they would be required to go to a private hauler and the City would no longer provide this service. The same cart requirement would be for residential properties as well that we currently collect for. In addition, the City would be looking at requiring these commercial, industrial, and institutional properties to having their carts stored within an enclosure. The City's ordinance would need to be revised to implement this. Staff would have an informational meeting for all affected properties in January 2016 regarding the City's intent. This would be followed with ordinance changes and final approvals coming to the BOPW in March 2016. Once approved by Council, this would most likely go into effect as early as July 2016.
- The remainder of downtown areas defined in our current garbage and recycle collection will eventually go to a dumpster collection similar to Nicolet Square at future date to be determined. The current ordinance for downtown area collection defines these areas as: *"Commercial sources in certain locations. All normal accumulations of garbage and collectable recyclables from commercial and manufacturing concerns located in Nicolet Square, Mission Square, Perrot Square, Marquette Square, the block bounded by Fourth, Fifth, Main and Reid, and the block bounded by Broadway, Front, George and James Streets, up to a maximum limit of five polycarts of solid waste at a maximum of 200 pounds each per concern, or, upon approval of the street superintendent, up to a maximum limit of 150 pounds of solid waste per concern, shall be collected once each week."* The future date for implementing the remainder of the downtown areas will be determined once staff has evaluated the efficiencies and effectiveness of the Nicolet Square recyclable and garbage collection district.

Any questions please contact my office.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Karen Heyrman

SUBJECT: Consider Award of Proposal for West Business Park Design and Consulting Services.*

The Engineering Department received proposal for design and consulting services for improvements in the City's west business park that will be bid in January of 2016. The work is for various elements of design, construction plans & specifications, and construction inspection. The work and locations are a street extension connecting Fortune Avenue to Venture Avenue, street reconstruction and realignment of Richco Road, and street reconstruction of Fortune Avenue between Lawrence Drive and American Boulevard. The proposals received are as follows:

Consultant	Amount
Cedar Corporation	\$272,480
Robert E. Lee & Associates, Inc.	\$272,490
R.A. Smith National, Inc.	\$274,979

Funding will be from TID #6. The budgeted amount for engineering for these projects in TID #6 is \$308,500. The staff recommendation is to award the project to Cedar Corporation in the amount of \$272,480.

ATTACHMENTS:

- CE_Cedar-Corp-P-Proposal West Business Park_100115 (PDF)



October 1, 2015

Ms. Karen Heyrman, P.E.
Assistant City Engineer
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

RE: Design and Consulting Services Proposal
City of De Pere - West Business Park

Dear Karen:

Cedar Corporation (Cedar) appreciates the opportunity to submit our proposal to assist the City of De Pere with design and consulting services for proposed improvements to the West Business Park. Cedar has been in business since 1975, celebrating our 40th year this month. We have completed numerous projects which involved industrial park development issues such as yours; including the very tight time frame for bidding in January to meet your TIF deadline requirements. Cedar has the staff and resources to complete the City's project within the required schedule.

PROJECT UNDERSTANDING

Based on a review of the Request for Proposal (RFP) issued on September 15, 2015, a site visit and our meeting with you and Eric Rakers on September 24, 2015, we have the following understanding:

Four sites are proposed to be improved based on the Request for Proposal. The sites are as follows:

- Site 1 – Street Extension - Fortune Avenue to Venture Avenue
- Site 2 – Street Realignment - Richco Road
- Site 3 – Street Reconstruction - Fortune Avenue from Lawrence Drive to American Boulevard
- Site 4 – WRAPP Permitting & Win SLAMM Modeling for the 2016 City Street Reconstruction - Oak Street, Elm Street and Eight Street

The design and consulting services are specific for each site; however, they could include topo field survey, preliminary utility plan layout, railroad coordination and permitting, pond design, plan sheets and details, utility and street plans and profile layout, preliminary construction cost estimates, final utility and street plan and profile, site grading plan, WDNR

sanitary sewer and water main extension permits, WRAPP permitting, project advertising and specifications, project final construction cost estimate, construction administration, construction staking, record drawings and fill permits, if required.

The required Consultant services vary from site to site based on the work being completed by City staff.

The Project will be awarded as one construction project to one general contractor. Based on this scenario, the project documents will be designed and prepared as one contract.

We do understand the tight time frame to complete the bidding phase. This is driven by the need to meet the TIF requirements for the expenditures of the City. Although tight, there is no reason the work cannot be completed to meet your proposed schedule as detailed in the RFP.

SCOPE OF SERVICES

Based on our project understanding as described above and per the Scope of Services and City Responsibilities provided in the RFP, we offer the following scope of services:

Scope of Work	Site(s) Required	Site(s) City Provided
Topo Survey	1	2,3
Preliminary Utility & Street Plan Layout		1,2,3
Railroad Coordination, Permitting and Evaluation of Pond Location	1	
Pond Design, Plan Sheets and Details	1,2	
Utility & Street Plan & Profile Layout – 60%	1	2,3
Preliminary Construction Cost Estimate		1,2,3
Utility & Street Plan & Profile Layout - Final	1,2	3
Site Grading Design Plan	1,2	3
WDNR Sanitary Sewer and Water Main Extension Permitting	1,2	
WRAPP Permitting	1,2,3,4	
Project Advertisement and Specifications	1,2,3	
Final Construction Cost Estimate	1,2,3	
Construction Inspection	1,2,3	
Construction Administration	1,2,3	
Construction Staking	1,2,3	
Record Drawings	1,2,3	

Our services will be provided in the following format:

- Topo survey will be in Civil 3D point files.
- Construction plans will be in AutoCAD Civil 3D format. Electronic submittals of both will be in .dwg and .pdf format.
- Construction cost estimates in Microsoft Excel format.
- Record drawings will be in both .dwg and .pdf electronic format.
- Bid documents in Microsoft Word format.

In addition to the meetings listed in the detailed scope of services, four meetings will consist of the following:

- Kickoff meeting with a visit to the three sites to verify the approach and existing conditions.
- Three design review meetings at 30%, 60%, and 90% plans to include all sites at the same meeting.

The main method of correspondence and review will be completed via email with the Project Team. We have included the proposed Project Team as an attachment to this proposal. See Appendix "A."

COST

Cedar proposes to complete the work scope as identified on the Proposal Fee Schedule in the RFP and attached to this proposal. The method of compensation is also noted on the schedule. See Appendix "B."

SCHEDULE

Cedar is prepared to complete the projects based on the Schedule in the RFP. It is as follows:

October 1, 2015	Proposals Due
October 20, 2015	Award of Proposal
October 27, 2015	Project Kickoff Meeting
November 17, 2015	30% Plans, Special Provisions & Construction Cost Estimate (PS&E), Review Meeting
December 8, 2015	60% PS&E Review Meeting
December 28, 2015	90% PS&E Review Meeting
January 5, 2016	Final Plans & Project Advertisement for January 7 and 14
January 7, 2016	Final Plans & Specifications posted on QuestCDN.com, Final Construction Cost Estimate
January 28, 2016	Construction Bid Opening
February 16, 2016	Award of Construction Project
March 1, 2016	Preconstruction Meeting

INSURANCE

Cedar will provide a certificate of insurance per the RFP requirements at the time of contract execution.

DELIVERY

Cedar will provide the deliverables as listed in the Delivery section of the RFP.

OWNER RESPONSIBILITIES

Cedar understands that City of De Pere will be responsible for and/or provide the following items:

- Provide Cedar a single contract person to make required decisions for the project.
- Pay the required permit fees - WRAPP, Sanitary Sewer/Water Main and if required a Wetland Fill Permit WDNR Chapter 30 or Railroad Crossing Permit fees.
- Wetland Delineations and associated design services such as stormwater pond planting plan with native plants in addition to standard landscape restoration of disturbed areas.
- Provide the legal descriptions/CSM for the proposed road right of way and pond construction.
- The Project Manual and Standard Technical specifications in word format. Project specific technical specifications to be completed by Cedar.
- Geotechnical services for the roadway and pond construction. The pond permitting requires specific parameters for the investigation per Technical Standard 1002 Site Evaluation for Stormwater Infiltration.
- The installation and material testing during construction.

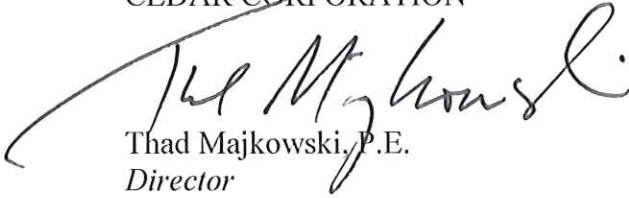
CONTRACT

The consultant agreement for professional services will be prepared by the City utilizing their standard formatting for review and execution by Cedar.

Cedar looks forward to the opportunity to provide services to the City of De Pere. Do not hesitate to call if you have questions or would require additional information regarding our proposal.

Sincerely,

CEDAR CORPORATION



Thad Majkowski, P.E.
Director

Cc: Eric Rakers, City Engineer
Dean Zanon, Cedar Corporation
Dennis Steigenberger, Cedar Corporation

APPENDIX “A” PROJECT TEAM

City of De Pere West Business Park

Karen Heyrman, PE
Assistant City Engineer

Thad Majkowski, PE
Project Manager / Client Contact

Dennis Steigenberger, P.E.
QA/QC

Design

Josh Gerrits, PE
*Utility and Road Design &
Permitting
Railroad/Stormwater*

Josh Weiss
Roadway Design

Justin Keen, PE
Permitting & Stormwater

Jeff Gust
Lighting Design

Field Survey

Greg Salentine, PLS
Field Survey & Staking

Construction

Kyle Johnson
*Construction
Administration/
Observation*

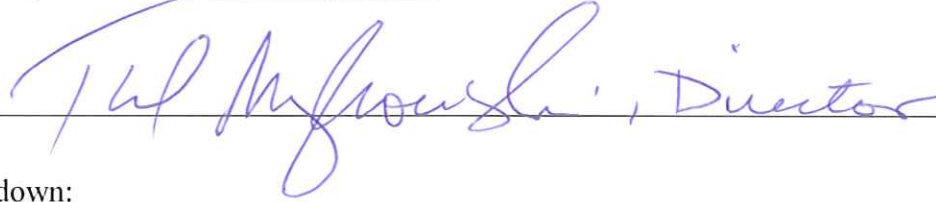
Dan Simon
Observation

Joel VanLanen
Observation

APPENDIX “B” PROPOSAL FEE SCHEDULE

Proposed Fee ScheduleCompany Name: Cedar CorporationCompany Address: 1496 Bellevue Street, Suite 502
Green Bay, WI 54311-4251Company Representative: Thad Majkowski

Signature: _____



Fee Breakdown:

Item	Unit	Fee
SITE 1 – STREET EXTENSION FORTUNE AVENUE TO VENTURE AVENUE		
Topo Survey		\$3,400
Railroad Coordination & Permitting		\$6,500
Pond Design, Plan Sheets, and Details		\$3,600
Utility & Street Plan and Profile Layout – 60%		\$24,800
Final Utility & Street Plan & Profile Layout		\$14,000
Site Grading Design Plan		\$2,100
WDNR Sanitary Sewer and Water Main Extension Permitting		\$800
WRAPP Permitting		\$1,900
Project Advertisement & Specifications		\$3,250
Project Final Cost Estimate		\$600
Construction Observation – 870 Hours (Estimated)	PER Hour \$76	\$66,120
Construction Administration	Number of Hours 220 Hours PER Hour \$80	\$17,600

Construction Staking – 90 Hours Crew Time (Estimated)		Crew Time PER Hour \$96	\$8,640
Record Drawings			\$2,500
SITE 2 – STREET RECONSTRUCITON/REALIGNMENT RICHCO ROAD			
Pond Design, Plan Sheets, and Details			\$3,950
Utility & Street Plan and Profile Layout – 60%			\$2,800
Final Utility & Street Plan & Profile Layout			\$4,100
Site Grading Design Plan			\$1,500
WDNR Sanitary Sewer and Water Main Extension Permitting			\$800
WRAPP Permitting			\$1,900
Project Advertisement and Specifications			\$3,250
Project Final Cost Estimate			\$600
Construction Observation – 480 Hours (Estimated)		PER Hour \$65	\$31,200
Construction Administration	Number of Hours 130	PER Hour \$80	\$10,400
Construction Staking- 50 Hours Crew Time (Estimated)		Crew Time PER Hour \$96	\$4,800
Record Drawings			\$1,600
SITE 3 - STREET RECONSTRUCTION FORTUNE AVENUE			
WRAPP Permitting			\$1,900
Project Advertisement and Incorporating City Plans and Specifications into Bidding Documents			\$2,100
Project Final Cost Estimate			\$600

Construction Observation – 330 Hours (Estimated)		PER Hour	
		\$65	\$21,450
Construction Administration	Number of Hours 112	PER Hour	
		\$80	\$8,960
Construction Staking – 35 Hours Crew Time (Estimated)		Crew Time PER Hour	
		\$96	\$3,360
Record Drawings			\$700
SITE 4 - WRAPP PERMITTING & WINSLAMM MODELING FOR CITY STREET RECONSTRUCTION			
WRAPP Permitting			\$6,500
Miscellaneous			
Wetland fill permit (less than 10,000 square feet)			\$2,200
		PER Each	
Meetings - 4 Total		\$500	\$2,000
TOTAL PROJECT COST			\$272,480

Due to the Cedar Green Bay office location to the City of De Pere, we propose to not charge for the mileage.

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Karen Heyrman

SUBJECT: Consider Award for Project 15-18 Railroad Spur Maintenance.*

The Engineering Department received bids for Project 15-18 Railroad Spur Maintenance on October 6th. This work is for maintenance of the spur line tracks in the City's west business park. The bids received were as follows:

Bidder	Amount
Railworks Track Systems, Inc.	\$29,950
Holubar Construction Company, Inc.	\$55,225

The estimate for the project is \$47,500. Funding will be from TID #6. The staff recommendation is to award the bid to Railworks Track Systems, Inc. in the amount of \$29,950.

ATTACHMENTS:

- 15-18 Bid Tab(PDF)

**PROJECT 15-18 RAILROAD SPUR MAINTENANCE
PROPOSALS**



ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2	
				Railworks Track Systems, Inc.		Holubar Construction Company, Inc.	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
RC-01	Mobilization to install point protectors	EACH	1	\$ 400.00	\$ 400.00	\$ 1,000.00	\$ 1,000.00
RC-02	Paint Derail School Bus Yellow include switch stand lever	EACH	2	\$ 25.00	\$ 50.00	\$ 200.00	\$ 400.00
RC-03	Provide Point Protector	EACH	10	\$ 2,000.00	\$ 20,000.00	\$ 3,250.00	\$ 32,500.00
RC-04	Label Switch Number	EACH	5	\$ 25.00	\$ 125.00	\$ 25.00	\$ 125.00
RC-05	Provide and Install Switch Broom	EACH	10	\$ 50.00	\$ 500.00	\$ 175.00	\$ 1,750.00
RC-06	Clean, Adjust, and Graphite Switch	EACH	7	\$ 275.00	\$ 1,925.00	\$ 350.00	\$ 2,450.00
RC-07	Replace 40 ties, raise, tamp, and re-align approximately 300 feet of track between switches 858 and E151	LS	1	\$ 6,250.00	\$ 6,250.00	\$ 11,000.00	\$ 11,000.00
RC-08	Mobilization to align track	EACH	1	\$ 700.00	\$ 700.00	\$ 6,000.00	\$ 6,000.00
Total Amount Bid					\$ 29,950.00		\$ 55,225.00

Attachment: 15-18 Bid Tab (4047 : Consider Award for Project 15-18 Railroad Spur Maintenance*)

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Karen Heyrman

SUBJECT: Consider Award for Traffic Signal Inventory.*

The Engineering Department received proposals for an inventory and condition assessment of 12 city-owned signalized intersections on October 5, 2015. This information will be used to plan system maintenance and replacement to reduce emergency repairs, to provide an accurate accounting of the signal system for insurance purposes, and to plan inventory needs. The quotes received were as follows:

Company	Amount
Elmstar Electric Corporation	\$6,804
Bodart Electric Service, Inc.	\$9,000

The budgeted amount for the project from the general fund is \$10,000. The staff recommendation is to award the project to Elmstar Electric Corporation in the amount of \$6,804.

ATTACHMENTS:

- CE_Elmstar-Proposal_100515 (PDF)

Request for Proposals Traffic Signal Inventory

PROJECT SCOPE:

The City of De Pere is requesting a proposal from your firm for an inventory and condition assessment for 12 City-owned signalized intersections. The traffic signal inventory will provide an inventory and condition assessment of all traffic signal equipment installed throughout the City giving the location, description, age, and condition of the asset.

The information will be used to plan system maintenance and replacement, to provide an accurate accounting of the signal system for insurance purposes, and to plan inventory needs.

Please provide a response by **3 PM on Monday October 5, 2015.**

BACKGROUND INFORMATION:

Traffic Signal Inventory

The City has in inventory and GIS map of the 12 signalized intersections. The firm selected will verify and update the information.

SCOPE OF SERVICES:

The scope of services for this project is to include the following:

1. Confirm De Pere's traffic signal inventory assets against the physical inventory of assets for all traffic signal equipment at each intersection. Identify the assets with WisDOT bid item number and description in an excel spreadsheet. Provide the location per piece in the excel spreadsheet so the City can tie each asset to the GIS map component.
2. Provide cost estimates per intersection in an excel spreadsheet to replace all components in the inventory at today's cost.
3. Provide on-site inspection of each intersection to document equipment/facility information, take photographs, and update information in the excel spreadsheet. Determine the approximate age and condition of each asset.
4. Attend a project meeting with City staff to discuss the project results.

The proposed fee schedule is included with this document. The firm will provide a cost that will provide a functionally complete project. If there are any specific work items which the firm believes are not identified in any task, but is required to provide a functionally completed project, then the identified specific work items shall be included in the cost.

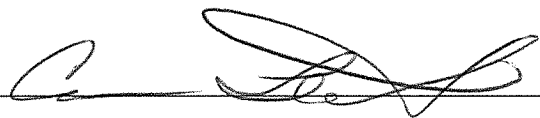
A sample agreement is attached.

INFORMATION PROVIDED BY THE CITY:

- Existing traffic signal inventory in excel spreadsheet (copy attached).
- GIS data available for each intersection.

TRAFFIC SIGNAL INVENTORY PROJECT SCHEDULE:

- RFP Project approval October 20, 2015.
- RFP Project kickoff meeting, October 28, 2015.
- Complete inventory provided to the City December 23, 2015.

Proposed Fee ScheduleCompany Name: ELMSTAR ELECTRIC CORPORATIONCompany Address: 800 EASTLINE ROADCompany Address: KAUKAUNA, WI 54130Company Representative: CARMEN FOSICKSignature:  _____

TASK	FEE
Traffic Signal Inventory	
Inventory and condition assessment of all traffic signal equipment giving the location, description, age, and condition of the asset	\$ 6,804.00

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: October 12, 2015

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider 2016 Snow & Ice Removal Rates

The City's Snow Removal Ordinance Sec. 22-18 (f), regulating snow removal from sidewalks, requires the Director of Public Works to report the cost for the removal of snow and compacted snow and ice to the Board of Public Works. (See attached ordinance) The Board is then required to establish snow and ice removal rates that will be in effect for the year 2015-2016 snow season. These rates are charged to property owners who fail to remove snow and ice from the sidewalk resulting in the City performing the work.

After review of the labor and equipment utilized for sidewalk snow removal during last year's storms, I have computed (see attached spreadsheet) the following unit costs for inspection, billing and removal utilizing a projected 2% increase in 2016 labor and equipment rates. It takes on an average approximately one hour to perform the inspections, removal of snow and ice, and billing for each lot.

Item	2015 Unit Cost	2016 Unit Cost	2015 Cost Per 90 Ft Lot	2016 Cost Per 90 Ft Lot
Snow Removal	\$0.91	\$0.92	\$81.90	\$82.80
Compacted Snow/Ice Removal	\$1.41	\$1.44	\$126.90	\$129.60

- Recommended minimum charge of \$60.00 per lot. 2015 minimum charge was \$60 per lot.

Staff recommends the above-mentioned 2016 rates be approved.

ATTACHMENTS:

- 2016 Snow Removal Rates Spreadsheet (PDF)

2015-2016 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$35.94	\$29.99	\$46.58	
Labor Cost	\$17.97	\$7.50	\$23.29	\$48.76

Equipment	Holder		Pickup Truck	Total
Hours	0.5		0.5	
Rate	\$54.59		\$14.22	
Equipment Cost	\$27.30		\$7.11	\$34.41

Total Cost				\$83.16
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$0.92

2015-2016 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$35.94	\$29.99	\$46.58	
Labor Cost	\$35.94	\$7.50	\$23.29	\$66.72

Equipment	Holder		Pickup Truck	Total
Hours	1		0.5	
Rate	\$54.59		\$14.22	
Equipment Cost	\$54.59		\$7.11	\$61.70

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$59.14			\$1.48
Salt Cost				\$1.48

Total Cost				\$129.90
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.44

**Note: Rate = 1.4(for benefits) * hourly rate

Equipment Operator hourly rate =		\$25.67
Office Assistant hourly rate =		\$21.42
City Forester hourly rate =		\$33.27

2014-2015 Snow Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	0.5	0.25	0.5	
**Rate (hourly wage & benefits)	\$35.24	\$29.40	\$45.67	
Labor Cost	\$17.62	\$7.35	\$22.83	\$47.80

Equipment	Holder		Pickup Truck	Total
Hours	0.5		0.5	
Rate	\$53.52		\$13.94	
Equipment Cost	\$26.76		\$6.97	\$33.73

Total Cost				\$81.53
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Compute Unit Cost Per 90 Foot Lot for Snow Removal

Unit Cost = Total Cost / 90

\$0.91

2014-2015 Ice Removal Rates

Labor	Equipment Operator	Office Assistant	City Forester	Total
Hours	1	0.25	0.5	
**Rate (hourly wage & benefits)	\$35.24	\$29.40	\$45.67	
Labor Cost	\$35.24	\$7.35	\$22.83	\$65.42

Equipment	Holder		Pickup Truck	Total
Hours	1		0.5	
Rate	\$53.52		\$13.94	
Equipment Cost	\$53.52		\$6.97	\$60.49

Salt				Total
Quantity	50 pounds			
Cost per Ton	\$53.76			\$1.34
Salt Cost				\$1.34

Total Cost				\$127.26
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Compute Unit Cost Per 90 Foot Lot for Ice Removal

Unit Cost = Total Cost / 90

\$1.41

**Note: Rate = 1.4(for benefits) * hourly rate

Equipment Operator hourly rate =		\$25.17
Office Assistant hourly rate =		\$21.00
City Forester hourly rate =		\$32.62