

<p>APPROVAL</p> <p><i>Slw</i></p>	<p>REQUEST FOR COMMON COUNCIL</p>	<p>MEETING DATE</p> <p>06/05/18</p>
<p>REPORTS & RECOMMENDATIONS</p>	<p>CONCEPT REVIEW FOR A PROPOSED REVISION OF THE PRELIMINARY PLAT OAKWOOD AT RYAN CREEK, A SINGLE- FAMILY RESIDENTIAL SUBDIVISION DEVELOPMENT UPON PROPERTY LOCATED AT THE NORTHWEST CORNER OF S. 76TH STREET AND W. OAKWOOD ROAD, TAX KEY NUMBER 934-9992-010 (NEUMANN DEVELOPMENTS INC., APPLICANT)</p>	<p><i>G.3.</i></p>

Introduction

On May 25, 2018, a Concept Review Application was filed with the Department of City Development for a proposed revision to the approved Preliminary Plat for Oakwood at Ryan Creek, a single-family residential subdivision to be located at the northwest corner of S. 76th Street and W. Oakwood Road.

As shown by a comparison of the two attached maps, the applicant is proposing to remove the approximately 97,000 square foot Outlot 5 from the southeast corner of the subdivision plat. This outlot was intended to be used for future commercial uses. The applicant is now proposing to move the proposed adjacent stormwater management pond to this location, and create three new single-family residential lots where the stormwater management pond was proposed.

Staff Concerns

If the applicant submits a Final Plat with the proposed change, staff will likely not recommend approval of the change. Staff can note that we often receive approximately 6 – 12 inquiries most years for small commercial parcels close to residential uses on a relatively busy street, for business uses such as pet daycare, child daycare, insurance office, small contractor/landscaper, indoor storage, etc. However, as few such parcels exist within the City (with or without existing buildings), such interested parties either look elsewhere in other communities, or have to settle for a small site or multi-tenant building in a more business or light industrial setting.

Staff would note that some particularly successful examples of this exist within the City, including Michaelangelo's Pizza on Puetz Road, Luxembourg Gardens on Forest Hill Avenue, and the Hideaway Pub on 76th Street.

Required Applications

If the applicant wishes to proceed with this proposal, the Final Plat, when submitted, must be revised to reflect this change. In addition, as the subject area is currently still zoned R-2 Estate Single-Family Residence District, the subject area will have to be rezoned to R-5 Suburban Single-Family Residence District concurrently with the Final Plat. Furthermore, the subject area is currently planned for future Business Park use in the City's Comprehensive Master Plan. Therefore, the Comprehensive Master Plan must also be amended concurrently with the Final Plat, to change the Future Land Use from Business Park Use to Single-Family Residential Use.

COMMON COUNCIL ACTION REQUESTED

Provide direction to the applicant regarding the proposed revision to the Preliminary Plat Oakwood at Ryan Creek single-family residential subdivision development upon property located at the northwest corner of South 76th Street and West Oakwood Road (Neumann Developments, Inc., Applicant).

5/24/18

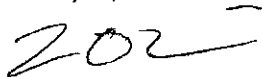
City of Franklin – Planning

9229 West Loomis Road

Franklin, WI 53132

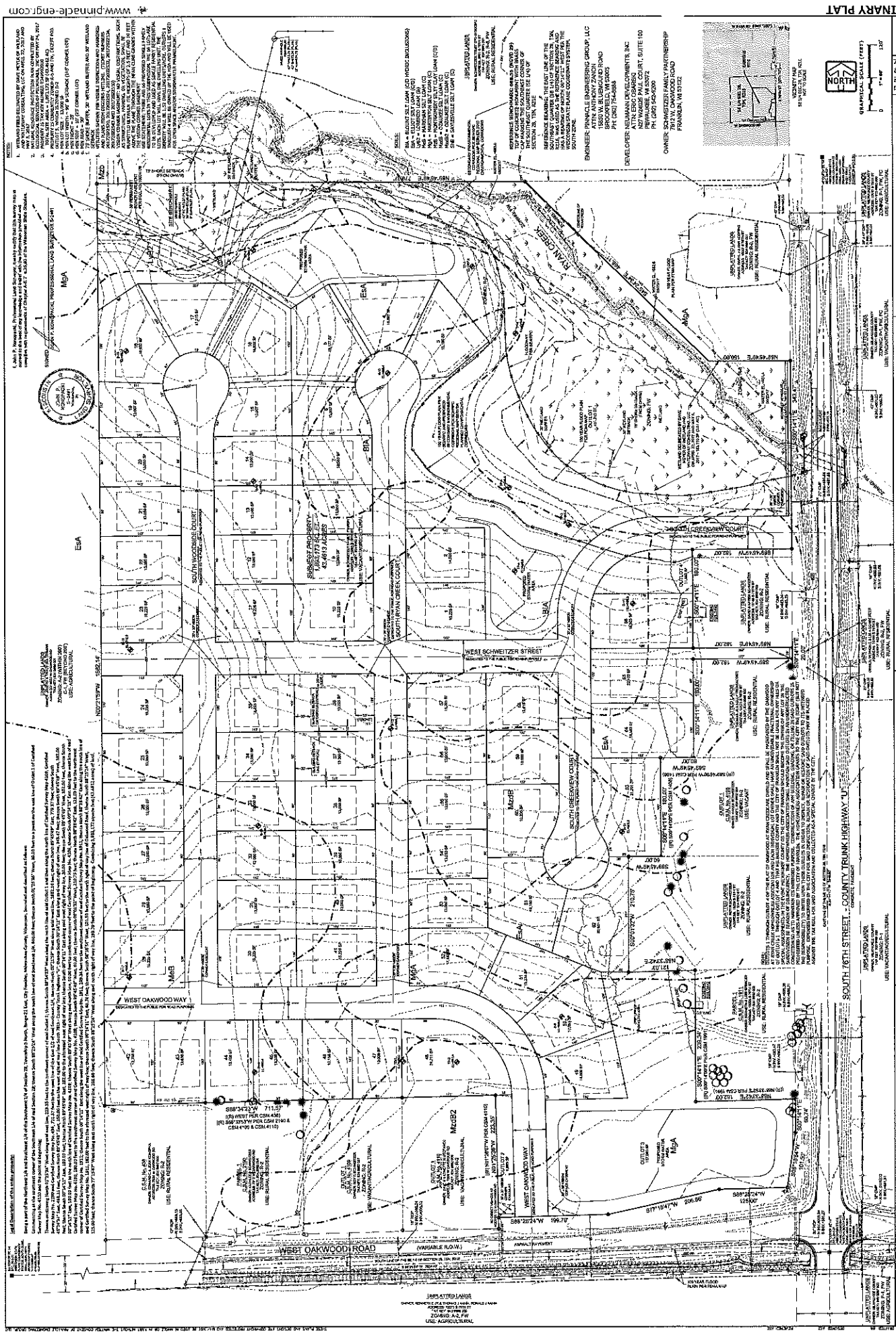
We are pleased to submit this concept review application for our residential development project on 76th street and Oakwood road. We are requesting to add three additional residential lots to the southeastern corner of the project where, currently, a future commercial site is shown. Your conceptual review is appreciated.

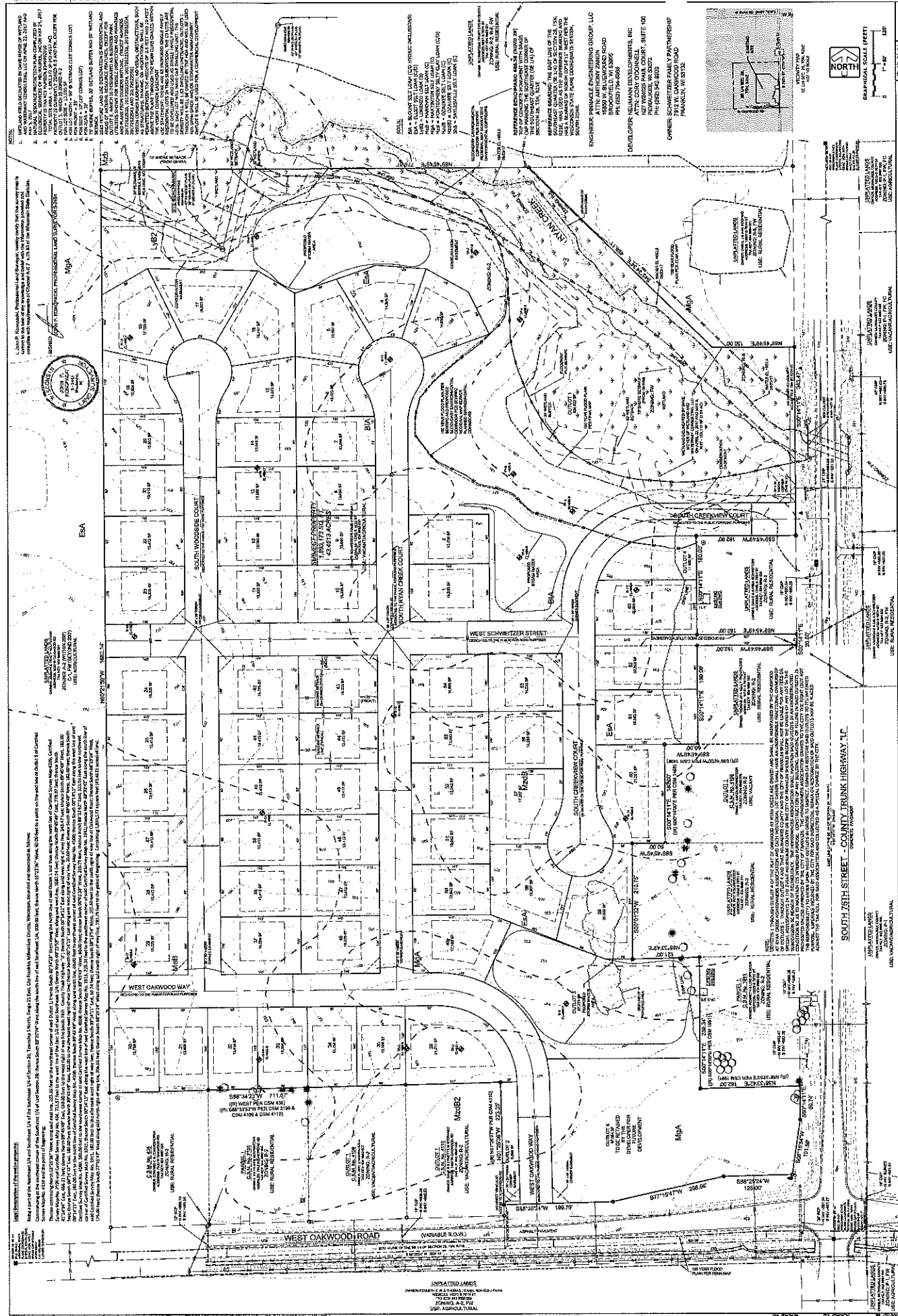
Thankyou,

A handwritten signature in black ink, appearing to read "Eric Obarski", with a horizontal line extending from the end of the signature.

Eric Obarski

Oakwood at Ryan Creek LLC





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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 06/05/2018
Reports & Recommendations	UPDATE FOR RAWSON HOMES DRAINAGE AND WATER MAIN RELAY PROJECT	ITEM NO. <i>G.4.</i>

BACKGROUND

Other items on the June 5, 2018, Common Council meeting address bidding issues and invoicing from consultants related to this project. This Council Action is simply an update on the project.

As requested, a letter has been sent to the entire neighborhood advising them of this meeting. The letter included this Council Action with attachments. I also informed them of the request to rebid the project.

ANALYSIS

Initially, MMSD stated that they would not fund a traditional storm sewer project for the neighborhood. The project was ultimately designed as a trench under-drain system where the existing front-yard ditches are currently located (see Exhibit 1 for locations of ditch improvements and Exhibit 3 for details on the shallow ditch, the trench, and the perforated under-drain pipe). The purpose of the project was to prevent any water from standing in the front-yard ditches. The under-drains would move the water to a biofilter to be constructed in park land next to Glen Meadows Park. The Parks Commission has been updated on these improvements.

In the initial concept, the ditches would be re-sloped for positive drainage. Otherwise, the ditches would remain relatively unchanged, and all driveway culverts would be replaced with same-size culvert pipes. During the design, Ruekert Mielke presented to MMSD that there was relatively no change in cost to remove the culverts, upsize the under-drain system, and add small drainage inlets to each yard. As a benefit, this strategy allows the ditches to be mostly filled creating a flatter front yard. This change was approved by MMSD.

The biofilter design includes a paved walking path that will act as a stabilization for the biofilter border. As illustrated, there is room for the City to add park benches and dog waste stations as shown on Exhibit 2. The Parks Commission would need to decide on these features.

Based on the bids received by the City, Staff recommends that this project be rebid later in the year. Staff will work with Ruekert Mielke to make slight design modifications related to the drainage and water components. The anticipated re-bid date has yet to be determined.

OPTIONS

For information purposes only. No action needed.

FISCAL NOTE

No changes to the funding sources. MMSD has been consulted on increased costs related to the drainage components.

RECOMMENDATION

Place on file.

Engineering: GEM



City of Franklin

Engineering Department

9229 West Loomis Road, Franklin, Wisconsin 53132 (414) 425-7510 Fax: (414) 425-3106

May 31, 2018

Dear Rawson Homes Neighbor,

There has been some confusion regarding the drainage improvement project (S. 36th Street and S. 37th Place from W. Madison Boulevard to W. Rawson Avenue), so I would like to take this opportunity to clear up any misunderstandings and also give you an update.

The City anticipated that before the end of May we would award a construction contract to a contractor who would replace the water mains in your neighborhood (generally W. Marquette Avenue, W. Madison Boulevard, S. 35th Street between Madison and Marquette, S. 36th Street, and S. 37th Place) and also install the drainage improvements. Both projects were combined in order to achieve certain construction efficiencies. Unfortunately, the bids for all aspects of the project came in much higher than expected. I am, therefore, recommending to the Common Council to allow us to change some design details and to rebid the projects later this year for construction in early 2019.

I will present this and other related information at the next Common Council meeting Tuesday, June 5 at 6:30 pm. Enclosed is one of the Council Action Items that updates the Council on the proposed changes. Especially note the improved ditch design. Again, if you have any questions, or would like to see a set of engineering and construction plans that was prepared for this past project, you may stop by the Engineering Department, lower level at City Hall, to view them.

Since we will not be selecting a contractor at this time, we are not scheduling a neighborhood meeting.

Again, there will be more information to come. You are welcome to stop by the Engineering Department if you have any questions.

Sincerely,

Glen E. Morrow, PE
City Engineer, Director of Public Works

C: Mayor Olson
Ald. Wilhelm

Ruekert • Mielke

Your Infrastructure Ally

Mr. Glen Monrow

City of Franklin

Rawson Homes Drainage Improvements and Water Main Relay

December 12, 2017

Page 2

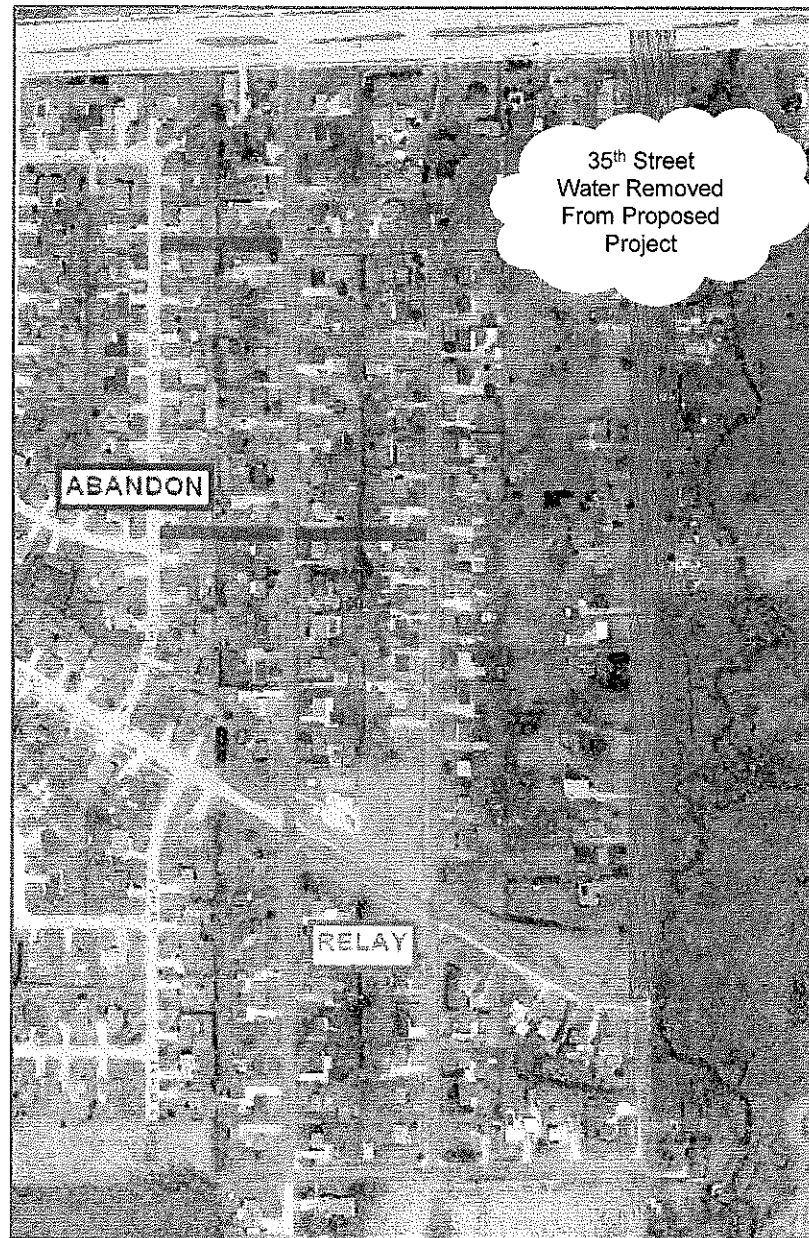


Figure 1: Project Area for Water Main Relay and Extension.

EXHIBIT 1



PROPOSED LOCATIONS FOR DITCH IMPROVEMENTS

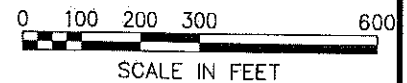
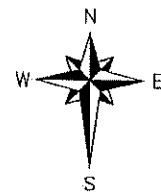
CITY OF FRANKLIN
MILWAUKEE COUNTY, WISCONSIN



LEGEND



-  UNDERDRAIN
-  YARD DRAIN



DATE: APRIL, 2018

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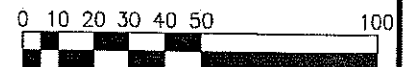
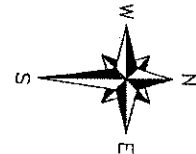
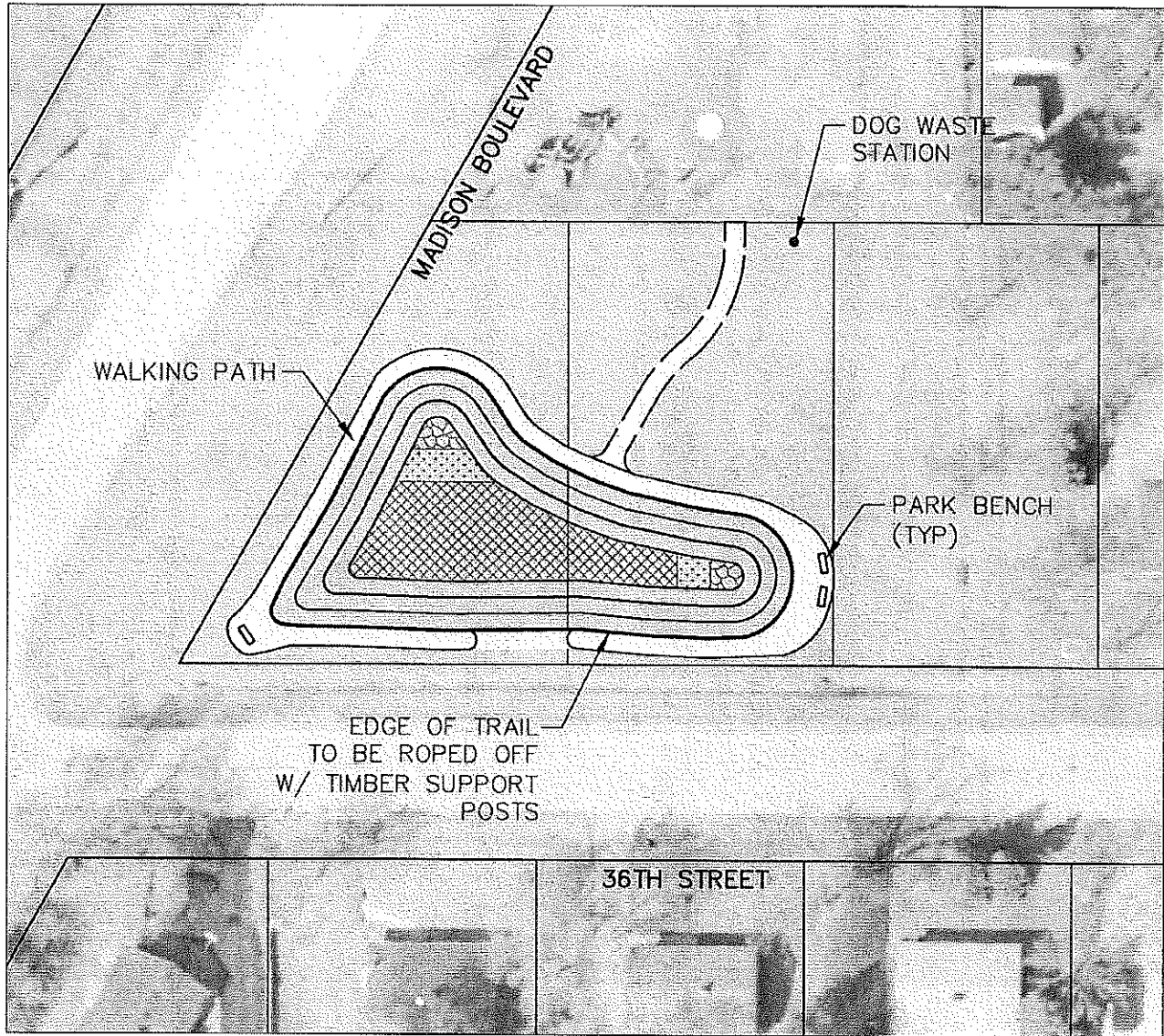
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XREFS: \2018\02_City of Franklin\0019 Madison Ave Blotter\dwg\2018-Underdrain Overview.dwg - External.dwg

EXHIBIT 2

PROPOSED BIOFILTER AND WALKING PATH

CITY OF FRANKLIN
MILWAUKEE COUNTY, WISCONSIN



SCALE IN FEET

DATE: APRIL, 2018

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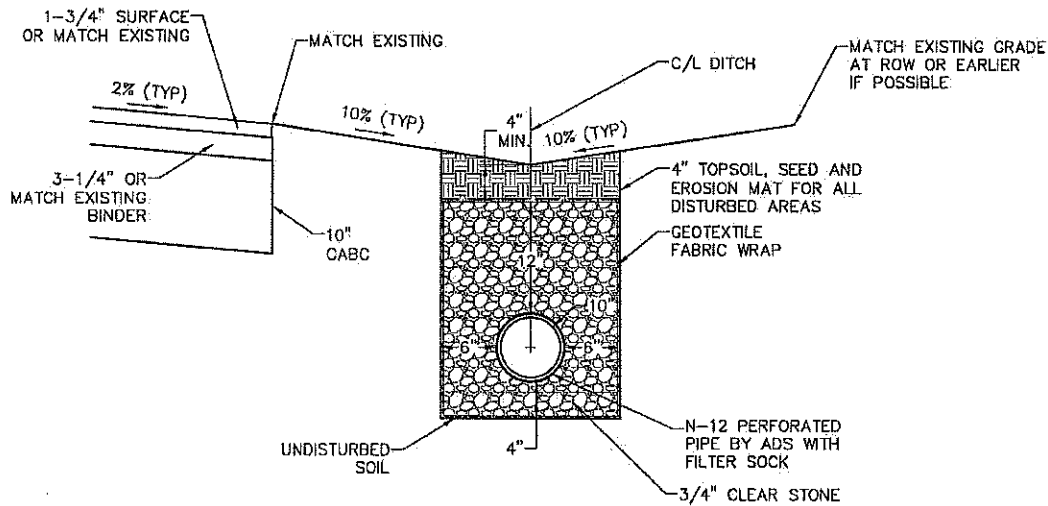
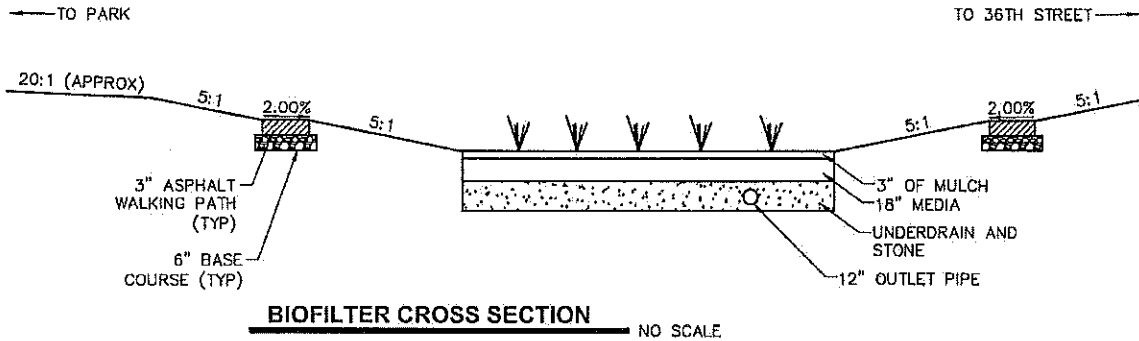
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PAGES: 1 of 1
PLOT: 1 of 1
PLOT DATE: 4/10/2018 10:47am
PLOT BY: jryehuis
PLOT SCALE: 1"=50'

EXHIBIT 3

DETAILS

CITY OF FRANKLIN
MILWAUKEE COUNTY, WISCONSIN



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DATE: APRIL, 2018

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SOURCE:
BASEMAP SOURCE:

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 06/05/2018
Reports & Recommendations	RECOMMENDATION TO REJECT ALL BIDDERS FOR THE RAWSON HOMES DRAINAGE AND WATERMAIN RELAY PROJECT	ITEM NO. <i>G.5.</i>

BACKGROUND

From the April 17, 2018, Common Council Meeting Staff was directed to move forward with the bid for the combined Rawson Homes drainage and water relay projects only, returning to the May 15, 2018, meeting of the Common Council with the bid results, and also to provide an engineering update on the project changes to the Rawson Homes drainage project.

Bids were received on May 10, 2018.

- \$2,524,650.00 Super Excavators, Inc.
- \$2,634,580.00 Globe Contractors Inc.
- \$2,800,795.00 Wanasak Corporation
- \$3,407,215.00 American Sewer Services
- \$4,606,585.00 MJ Construction

The collective design and construction budget for this project is approximately \$1.7 million so Staff had to meet with MMSD and closely examine the water utility finances so a recommendation of award was not ready at the May 15, 2018, meeting. This discussion was included item G.7. that was tabled.

ANALYSIS

All bids were above the Milwaukee Metropolitan Sewer District (MMSD) and Water Utility Budgets. Staff had a discussion with MMSD and they are agreeable to rebid the project later in the year when bids are typically lower. In addition, Staff received some helpful input from the bidders on some ideas to lessen the project costs.

OPTIONS

- A. Return to Common Council to award contract to Super Excavators, Inc., or
- B. Reject all bids and re-bid later in 2018, or
- C. Refer back to Staff with further direction.

FISCAL NOTE

There are in-sufficient appropriations to award the bid.

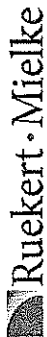
The Storm Sewer appropriation totals \$575,075 and the water main relay appropriation totals \$1 million less the engineering design expenditures (approx. \$45,000).

Should the Common Council desire to award this contract, additional resources and appropriations will be needed for this project.

RECOMMENDATION

(Option B) Motion to reject all bidders for the Rawson Homes Drainage and Watermain Relay project and re-bid later in 2018.

Engineering: GEM



W233 N2080 Ridgeview Parkway
Waukegan, WI 53188-1020

COST COMPARISON OF BIDDERS

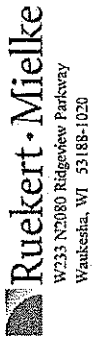
OWNER: City of Franklin
PROJECT: Rawson Homes Drainage Improvements and Water Main Relay
BID OPENING DATE: May 10, 2018 at 11:00 a.m.

BASE BID				SUPER EXCAVATORS, INC.		GLOBE CONTRACTORS, INC.		THE WANASEK CORP.	
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
1	Mobilization	L.S.	1	\$35,000.00	\$35,000.00	\$5,000.00	\$5,000.00	\$125,000.00	\$125,000.00
2	Traffic control	L.S.	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$10,000.00	\$10,000.00
3	Inlet sediment guards type B	EA.	80	\$50.00	\$4,000.00	\$100.00	\$8,000.00	\$72.00	\$5,760.00
4	Manufactured ditch checks	EA.	55	\$65.00	\$3,025.00	\$100.00	\$5,500.00	\$80.00	\$4,400.00
5	Erosion mat/blanket	S.Y.	600	\$2.00	\$1,200.00	\$4.00	\$2,400.00	\$3.00	\$1,800.00
6	Tracking pad	TON	210	\$25.00	\$5,250.00	\$20.00	\$4,200.00	\$35.00	\$7,350.00
7	Silt fence	L.F.	3,020	\$1.50	\$4,530.00	\$2.00	\$6,040.00	\$2.00	\$6,040.00
8	10-inch HDPE perforated drain tile w/ filter sock	L.F.	420	\$37.00	\$15,540.00	\$38.00	\$15,960.00	\$46.00	\$19,320.00
9	10-inch PVC yard drain w/ beehive grate	EA.	4	\$450.00	\$1,800.00	\$850.00	\$3,320.00	\$700.00	\$2,800.00
10	12-inch HDPE perforated drain tile w/ filter sock	L.F.	1,520	\$39.00	\$59,280.00	\$41.00	\$62,320.00	\$47.00	\$71,440.00
11	12-inch PVC yard drain w/ beehive grate	EA.	18	\$650.00	\$11,700.00	\$1,100.00	\$19,800.00	\$905.00	\$16,290.00
12	15-inch HDPE perforated drain tile w/ filter sock	L.F.	3,500	\$41.00	\$143,500.00	\$45.00	\$157,500.00	\$47.00	\$164,500.00
13	15-inch PVC yard drain w/ beehive grate	EA.	39	\$950.00	\$37,050.00	\$1,340.00	\$52,260.00	\$1,190.00	\$46,410.00
14	18-inch HDPE perforated drain tile w/ filter sock	L.F.	1,130	\$47.00	\$53,110.00	\$51.00	\$57,630.00	\$50.00	\$56,500.00
15	18-inch PVC yard drain w/ beehive grate	EA.	13	\$1,150.00	\$14,950.00	\$1,500.00	\$19,500.00	\$1,370.00	\$17,810.00
16	6-inch HDPE storm sewer w/ spoil backfill	L.F.	70	\$50.00	\$3,500.00	\$80.00	\$5,600.00	\$79.00	\$5,530.00
17	12-inch RCP CL III storm sewer w/ spoil backfill sewer	L.F.	15	\$65.00	\$975.00	\$75.00	\$1,125.00	\$53.00	\$795.00
18	15-inch RCP CL IV storm sewer w/ granular backfill	L.F.	70	\$175.00	\$12,250.00	\$80.00	\$5,600.00	\$59.00	\$4,130.00
19	18-inch RCP CL III storm sewer w/ spoil backfill	L.F.	40	\$78.00	\$3,120.00	\$60.00	\$2,400.00	\$61.00	\$2,440.00
20	18-inch RCP CL III storm sewer w/ granular backfill	L.F.	55	\$90.00	\$4,950.00	\$94.00	\$4,620.00	\$64.00	\$3,520.00
21	21-inch RCP storm sewer w/ spoil backfill	L.F.	300	\$60.00	\$18,000.00	\$77.00	\$23,100.00	\$67.00	\$20,100.00
22	10-inch RCP end section w/ trash grate	EA.	2	\$650.00	\$1,300.00	\$1,300.00	\$2,600.00	\$895.00	\$1,790.00
23	12-inch RCP end section w/ trash grate	EA.	1	\$650.00	\$650.00	\$1,300.00	\$1,300.00	\$895.00	\$895.00
24	18-inch RCP end section w/ trash grate	EA.	1	\$750.00	\$750.00	\$1,400.00	\$1,400.00	\$980.00	\$980.00
25	21-inch RCP end section w/ trash grate	EA.	2	\$800.00	\$1,600.00	\$1,700.00	\$3,400.00	\$1,055.00	\$2,110.00
26	Concrete collar for drain tile	C.Y.	10	\$175.00	\$1,750.00	\$250.00	\$2,500.00	\$330.00	\$3,300.00
27	Swale construction	L.F.	6,700	\$16.00	\$107,200.00	\$16.00	\$107,200.00	\$8.00	\$53,600.00
28	2x3 catch basin	EA.	5	\$2,000.00	\$10,000.00	\$1,950.00	\$9,750.00	\$2,660.00	\$13,300.00
29	60-inch storm inlet/manhole.	EA.	1	\$2,150.00	\$2,150.00	\$2,200.00	\$2,200.00	\$3,305.00	\$3,305.00
30	48-inch storm manhole.	EA.	1	\$1,800.00	\$1,800.00	\$1,600.00	\$1,600.00	\$2,540.00	\$2,540.00
31	Mechanical separator #1	EA.	1	\$11,000.00	\$11,000.00	\$15,000.00	\$15,000.00	\$13,800.00	\$13,800.00

COST COMPARISON OF BIDDERS

OWNER: City of Franklin
PROJECT: Rawson Homes Drainage Improvements and Water Main Relay
BID OPENING DATE: May 10, 2018 at 11:00 a.m.

BASE BID			SUPER EXCAVATORS, INC.			GLOBE CONTRACTORS, INC.			THE WANASEK CORP.		
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
32	Mechanical separator #2	EA.	1	\$11,000.00	\$11,000.00	\$15,000.00	\$15,000.00	\$13,800.00	\$13,800.00	\$13,800.00	\$13,800.00
33	Focal Point bioretention facility	L.S.	1	\$250,000.00	\$250,000.00	\$320,000.00	\$320,000.00	\$300,000.00	\$300,000.00	\$300,000.00	\$300,000.00
34	Asphalt walking path	S.Y.	400	\$53.00	\$21,200.00	\$42.00	\$16,800.00	\$39.00	\$15,600.00	\$39.00	\$15,600.00
35	Asphalt driveway replacement	S.Y.	680	\$80.00	\$54,400.00	\$60.00	\$40,800.00	\$59.00	\$40,120.00	\$59.00	\$40,120.00
36	Concrete driveway replacement	S.Y.	70	\$85.00	\$5,950.00	\$65.00	\$4,550.00	\$152.00	\$10,640.00	\$152.00	\$10,640.00
37	8-inch PVC water main w/ granular backfill	L.F.	7,100	\$110.00	\$781,000.00	\$108.00	\$766,800.00	\$110.00	\$781,000.00	\$110.00	\$781,000.00
38	8-inch PVC water main w/ spoil backfill	L.F.	200	\$65.00	\$13,000.00	\$67.00	\$13,400.00	\$71.00	\$14,200.00	\$71.00	\$14,200.00
39	8-inch water valve	EA.	30	\$1,500.00	\$45,000.00	\$1,750.00	\$52,500.00	\$1,730.00	\$51,900.00	\$1,730.00	\$51,900.00
40	Hydrant assembly w/ valve	EA.	12	\$4,200.00	\$50,400.00	\$4,900.00	\$58,800.00	\$5,615.00	\$67,380.00	\$5,615.00	\$67,380.00
41	8-inch hydrant lead w/ granular backfill	L.F.	30	\$110.00	\$3,300.00	\$110.00	\$3,300.00	\$98.00	\$2,940.00	\$98.00	\$2,940.00
42	6-inch hydrant lead w/ spoil backfill	L.F.	120	\$65.00	\$7,800.00	\$70.00	\$8,400.00	\$72.00	\$8,640.00	\$72.00	\$8,640.00
43	2-inch air release	EA.	2	\$1,125.00	\$2,250.00	\$1,350.00	\$2,700.00	\$1,870.00	\$3,740.00	\$1,870.00	\$3,740.00
44	1 1/4-inch water service w/ granular backfill	L.F.	1,630	\$105.00	\$171,150.00	\$104.00	\$169,520.00	\$115.00	\$187,450.00	\$115.00	\$187,450.00
45	1-1/4-inch water service w/ spoil backfill	L.F.	1,740	\$70.00	\$121,800.00	\$71.00	\$123,540.00	\$74.00	\$128,760.00	\$74.00	\$128,760.00
46	1 1/4-inch tap, saddle and corporation valve	EA.	103	\$225.00	\$23,175.00	\$185.00	\$19,055.00	\$775.00	\$79,825.00	\$775.00	\$79,825.00
47	1 1/4-inch curb valve and box	EA.	103	\$225.00	\$23,175.00	\$280.00	\$29,870.00	\$575.00	\$59,225.00	\$575.00	\$59,225.00
48	Pipe insulation	S.F.	1,600	\$3.50	\$5,600.00	\$4.00	\$6,400.00	\$5.00	\$8,000.00	\$5.00	\$8,000.00
49	Restoration (topsoil, seed, hydromulch)	S.Y.	14,000	\$9.00	\$126,000.00	\$7.00	\$98,000.00	\$7.00	\$98,000.00	\$7.00	\$98,000.00
50	Asphaltic concrete trench patch	S.Y.	5,680	\$34.00	\$193,120.00	\$39.00	\$221,520.00	\$39.00	\$221,520.00	\$39.00	\$221,520.00
51	38th Street Water Main Abandonment w/ slurry backfill	EA.	2	\$5,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$5,300.00	\$10,600.00	\$5,300.00	\$10,600.00
52	Sanitary lateral repair	L.F.	60	\$200.00	\$12,000.00	\$235.00	\$14,100.00	\$165.00	\$9,900.00	\$165.00	\$9,900.00
TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 52)					\$2,524,650.00		\$2,634,580.00		\$2,800,795.00		
MANDATORY ALTERNATE BID ITEMS											
MA-1	48-inch storm manhole in lieu of mechanical separator #2.	EA.	1	\$1,600.00	\$1,600.00	\$4,000.00	\$4,000.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00
MA-2	72-inch storm inlet/manhole in lieu of mechanical separator #1.	EA.	1	\$2,100.00	\$2,100.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
MA-3	Park bench footing.	EA.	3	\$3,000.00	\$9,000.00	\$2,000.00	\$6,000.00	\$500.00	\$1,500.00	\$500.00	\$1,500.00
MA-4	Pet waste station.	EA.	1	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
MA-5	Slurry backfill in lieu of granular backfill.	C.Y.	25	\$50.00	\$1,250.00	\$75.00	\$1,875.00	\$125.00	\$3,125.00	\$125.00	\$3,125.00



COST COMPARISON OF BIDDERS

OWNER: City of Franklin
 PROJECT: Rawson Homes Drainage Improvements and Water Main Relay
 BID OPENING DATE: May 10, 2018 at 11:00 a.m.

BASE BID				AMERICAN SEWER SERVICES, INC.			M.J. CONSTRUCTION		
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL		
1	Mobilization	L.S.	1	\$1,650.00	\$1,650.00	\$10,000.00	\$10,000.00		
2	Traffic control	L.S.	1	\$6,100.00	\$6,100.00	\$5,000.00	\$5,000.00		
3	Inlet sediment guards type B	EA.	80	\$95.00	\$7,600.00	\$50.00	\$4,000.00		
4	Manufactured ditch checks	EA.	55	\$150.00	\$8,250.00	\$150.00	\$8,250.00		
5	Erosion mat/blanket	S.Y.	600	\$2.50	\$1,500.00	\$8.00	\$4,800.00		
6	Tracking pad	TON	210	\$25.00	\$5,250.00	\$2,500.00	\$525,000.00		
7	Silt fence	L.F.	3,020	\$2.50	\$7,550.00	\$3.00	\$9,060.00		
8	10-inch HDPE perforated drain tile w/ filter sock	L.F.	420	\$125.00	\$52,500.00	\$105.00	\$44,100.00		
9	10-inch PVC yard drain w/ beehive grate	EA.	4	\$1,100.00	\$4,400.00	\$1,400.00	\$5,600.00		
10	12-inch HDPE perforated drain tile w/ filter sock	L.F.	1,520	\$60.00	\$91,200.00	\$106.00	\$161,120.00		
11	12-inch PVC yard drain w/ beehive grate	EA.	18	\$1,200.00	\$21,600.00	\$1,600.00	\$28,800.00		
12	15-inch HDPE perforated drain tile w/ filter sock	L.F.	3,500	\$62.00	\$217,000.00	\$107.00	\$374,500.00		
13	15-inch PVC yard drain w/ beehive grate	EA.	39	\$1,950.00	\$76,050.00	\$1,800.00	\$70,200.00		
14	18-inch HDPE perforated drain tile w/ filter sock	L.F.	1,130	\$65.00	\$73,450.00	\$113.00	\$127,690.00		
15	18-inch PVC yard drain w/ beehive grate	EA.	13	\$2,100.00	\$27,300.00	\$1,800.00	\$23,400.00		
16	6-inch HDPE storm sewer w/ spoil backfill	L.F.	70	\$75.00	\$5,250.00	\$97.00	\$6,790.00		
17	12-inch RCP CL III storm sewer w/ spoil backfill sewer	L.F.	15	\$165.00	\$2,475.00	\$108.00	\$1,620.00		
18	15-inch RCP CL IV storm sewer w/ granular backfill	L.F.	70	\$95.00	\$6,650.00	\$111.00	\$7,770.00		
19	18-inch RCP CL III storm sewer w/ spoil backfill	L.F.	40	\$105.00	\$4,200.00	\$114.00	\$4,560.00		
20	18-inch RCP CL III storm sewer w/ granular backfill	L.F.	55	\$125.00	\$6,875.00	\$115.00	\$6,325.00		
21	21-inch RCP storm sewer w/ spoil backfill	L.F.	300	\$110.00	\$33,000.00	\$116.00	\$34,800.00		
22	10-inch RCP end section w/ trash grate	EA.	2	\$1,025.00	\$2,050.00	\$600.00	\$1,200.00		
23	12-inch RCP end section w/ trash grate	EA.	1	\$1,400.00	\$1,400.00	\$700.00	\$700.00		
24	18-inch RCP end section w/ trash grate	EA.	1	\$1,525.00	\$1,525.00	\$800.00	\$800.00		
25	21-inch RCP end section w/ trash grate	EA.	2	\$1,250.00	\$2,500.00	\$900.00	\$1,800.00		
26	Concrete collar for drain tile	C.Y.	10	\$850.00	\$8,500.00	\$525.00	\$5,250.00		
27	Swale construction	L.F.	6,700	\$12.50	\$83,750.00	\$32.00	\$214,400.00		
28	2x3' catch basin	EA.	5	\$3,100.00	\$15,500.00	\$6,000.00	\$30,000.00		
29	60-inch storm inlet/manhole.	EA.	1	\$6,500.00	\$6,500.00	\$12,000.00	\$12,000.00		
30	48-inch storm manhole.	EA.	1	\$6,000.00	\$6,000.00	\$8,500.00	\$8,500.00		



W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

COST COMPARISON OF BIDDERS

OWNER: City of Franklin
PROJECT: Rawson Homes Drainage Improvements and Water Main
Relay
BID OPENING DATE: May 10, 2018 at 11:00 a.m.

BASE BID			AMERICAN SEWER SERVICES, INC.			M.J. CONSTRUCTION		
ITEM #	ITEM DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL	UNIT \$	TOTAL	
31	Mechanical separator #1	EA.	1	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	
32	Mechanical separator #2	EA.	1	\$18,000.00	\$18,000.00	\$20,000.00	\$20,000.00	
33	Focal Point bioretention facility	L.S.	1	\$450,000.00	\$450,000.00	\$695,000.00	\$695,000.00	
34	Asphalt walking path	S.Y.	400	\$45.25	\$18,100.00	\$45.00	\$18,000.00	
35	Asphalt driveway replacement	S.Y.	680	\$83.00	\$42,840.00	\$20.00	\$13,600.00	
36	Concrete driveway replacement	S.Y.	70	\$15.00	\$1,050.00	\$85.00	\$5,950.00	
37	8-inch PVC water main w/ granular backfill	L.F.	7,100	\$140.85	\$1,000,035.00	\$132.00	\$937,200.00	
38	8-inch PVC water main w/ spoil backfill	L.F.	200	\$55.00	\$13,000.00	\$120.00	\$24,000.00	
39	8-inch water valve	EA.	30	\$2,500.00	\$75,000.00	\$1,500.00	\$45,000.00	
40	Hydrant assembly w/ valve	EA.	12	\$6,950.00	\$83,400.00	\$6,000.00	\$72,000.00	
41	6-inch hydrant lead w/ granular backfill	L.F.	30	\$165.00	\$4,950.00	\$107.00	\$3,210.00	
42	6-inch hydrant lead w/ spoil backfill	L.F.	120	\$110.00	\$13,200.00	\$106.00	\$12,720.00	
43	2-inch air release	EA.	2	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	
44	1 1/4-inch water service w/ granular backfill	L.F.	1,630	\$125.00	\$203,750.00	\$100.00	\$163,000.00	
45	1-1/4-inch water service w/ spoil backfill	L.F.	1,740	\$100.00	\$174,000.00	\$98.00	\$170,520.00	
46	1 1/4-inch tap, saddle and corporation valve	EA.	103	\$450.00	\$46,350.00	\$500.00	\$51,500.00	
47	1 1/4-inch curb valve and box	EA.	103	\$375.00	\$38,625.00	\$450.00	\$46,350.00	
48	Pipe Insulation	S.F.	1,600	\$5.00	\$8,000.00	\$5.00	\$8,000.00	
49	Restoration (topsoil, seed, hydromulch)	S.Y.	14,000	\$12.00	\$168,000.00	\$15.00	\$210,000.00	
50	Asphaltic concrete trench patch	S.Y.	5,680	\$36.75	\$208,740.00	\$50.00	\$284,000.00	
51	38th Street Water Main Abandonment w/ slurry backfill	EA.	2	\$6,800.00	\$13,600.00	\$14,000.00	\$28,000.00	
52	Sanitary lateral repair	L.F.	60	\$250.00	\$15,000.00	\$575.00	\$34,500.00	
TOTAL OF ALL ESTIMATED PRICES (ITEMS 1 - 52)					\$3,407,215.00		\$4,606,585.00	
MANDATORY ALTERNATE BID ITEMS								
MA-1	48-inch storm manhole in lieu of mechanical separator #2.	EA.	1	\$8,100.00	\$8,100.00	\$12,500.00	\$12,500.00	
MA-2	72-inch storm Inlet/manhole in lieu of mechanical separator #1.	EA.	1	\$8,600.00	\$8,600.00	\$18,000.00	\$18,000.00	
MA-3	Park bench footing.	EA.	3	\$1,000.00	\$3,000.00	\$7,500.00	\$22,500.00	
MA-4	Pet waste station.	EA.	1	\$1,075.00	\$1,075.00	\$8,500.00	\$8,500.00	
MA-5	Slurry backfill in lieu of granular backfill.	C.Y.	25	\$200.00	\$5,000.00	\$65.00	\$1,625.00	

* Error on M.J. Construction Bid Item No. 49: Contractor's handwritten Bid Price Total shows \$21,000; actual Bid Price Total is \$210,000.

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 06/05/2018
Reports & Recommendations	DETAILS OF CONSULTANT INVOICES FOR RAWSON HOMES DRAINAGE AND WATERMAIN RELAY PROJECT	ITEM NO. <i>G, 6.</i>

BACKGROUND

At the May 1, 2018, Common Council Meeting Staff was asked to provide details on the invoicing from Ruekert Mielke for the Rawson Homes Drainage, Watermain Relay, and other projects.

ANALYSIS

In October 2017, Common Council signed an agreement with Ruekert Mielke to design the drainage improvements for a lump sum cost of \$62,925.00. In December 2017, the Board of Water Commissioners signed a separate agreement with Ruekert-Mielke to design a water main project in conjunction with the drainage project for a lump sum cost of \$45,300.00.

The voucher report provided to Common Council at each meeting lists each account involved on invoices, all separated by the fund that is involved, beginning with the General Fund. From the May 1, 2018, meeting, the Ruekert Mielke check involved the General Fund (inspection services), Capital Improvement Fund (storm sewer & water projects), Sewer Fund (software), and Water (storage software). The attached voucher report includes lines first by Fund, then by Date and lastly sorted by Vendor.

The first page of the attached report is a copy of the Ruekert Mielke check, listing their invoices and amounts. Notice that invoice 122896 was listed two separate times. That is caused by a limitation of the software. Only one purchase order can be matched to any given invoice. When a supplier bills costs involving multiple purchase orders / projects, separate invoices must be processed to match those costs up.

The following pages of the financial report are the transactions involving the separate invoices processed. Highlighted are the Purchase Orders and the Account numbers charged which tracks the costs by project over time. The first invoice related to the Drainage Improvement project in Rawson Homes was charged to account 46.0331.5829.3529 (that being the Capital Improvement Fund, Public Works, storm sewer, in Rawson Homes).

The next invoice was related to the water main improvement project – and was charged to account 46.0331.5830.3529 (Capital Improvement Fund, Public Works, Water Mains, Rawson Homes). The third invoice was some minor costs associated with Software. The fourth invoice was inspection services, billed back to the property owner, for a water main project. All the invoices used individual account numbers, which permits reporting out costs by project.

OPTIONS

For information purposes only. No action needed.

FISCAL NOTE

The Storm Sewer project budget amendment was approved at the May 15, 2018, meeting. That appropriation was re-established for 2018, and will expire at Dec 31, 2018, if no contract is awarded.

The water main relay project has a \$1 million appropriation in the Capital Improvement Fund (with the resources coming from the Water Utility Fund).

RECOMMENDATION

Place on file.

Engineering: GEM

05/01/18

168715

\$69,482.02

Sixty-Nine Thousand Four Hundred Eighty-Two and 2/100 Dollars**

RUEKERT & MIELKE INC
W233 N2080 RIDGEVIEW PKWY

WAUKESHA, WI 53188-1020

Vendor: 018035 RUEKERT & MIELKE INC

04/17/18	122896	DRAINAGE IMPROVEMENTS RAWSON HOMES - NOR	32,715.05
04/17/18	122896A	WATER MAIN IMPROVEMENTS	23,690.20
04/17/18	122893	58-10011 SCADA Service Work	1,785.00
04/17/18	122897	Project 58-10021 Sacred Heart Water Main	11,291.77

Total: 69,482.02

ACCOUNTS PAYABLE VOUCHER

PAGE: 1

VOUCHER NO.

WARRANT NO.

DATE ALLOWED 04 23 2018
Mo. Day Yr.

IN THE SUM OF \$ 32715.05

CITY OF FRANKLIN

Payee RUEKERT & MIEL

VENDOR #	018035	Purchase Order No.	74028
	RUEKERT & MIELKE INC	Terms	
	W233 N2080 RIDGEVIEW PKWY	Due Date	04/23/2018
	WAUKESHA, WI 53188-1020		

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
04/17/2018	122896	46-0331-5829.3529		DRAINAGE IMPROVEMENTS RAWSON HO	32,715.05

CITY OF FRANKLIN		
Favor Of		
RUEKERT & MIELKE INC		
Total Amount of Voucher		\$
Deductions		
Total Amount of Warrant		\$
Month of		

[illegible]

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

Mo. Day Yr.

Signature

[illegible]

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr.

Signature

Officer/Title:

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

PAGE: 1

VOUCHER NO.	WARRANT NO.	DATE ALLOWED	04 23 2018	IN THE SUM OF \$	23690.20
			Mo. Day Yr.		

Mo. Day Yr.

CITY OF FRANKLIN

Payee RUEKERT & MIEL

VENDOR #	018035 RUEKERT & MIELKE INC W233 N2080 RIDGEVIEW PKWY WAUKESHA, WI 53188-1020	Purchase Order No.	74074
		Terms	
		Due Date	04/23/2018

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
04/17/2018	122896A	46-0331-5830.3529		WATER MAIN IMPROVEMENTS	23,690.20

CITY OF FRANKLIN		
Favor Of		
RUEKERT & MIELKE INC		
Total Amount of Voucher		\$
Deductions		
Total Amount of Warrant		\$
Month of		

[illegible]

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

Mo. Day Yr.

Signature: _____

[illegible]

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr.

Signature

Officer/Title

Board/Council Members

ACCOUNTS PAYABLE VOUCHER

PAGE: 1

VOUCHER NO.

WARRANT NO.

DATE ALLOWED 05 17 2018
Mo. Day Yr.

IN THE SUM OF \$ 1785.00

CITY OF FRANKLIN

Payee RUEKERT & MIEL

VENDOR # 018035 RUEKERT & MIELKE INC. W233 N2080 RIDGEVIEW PKWY. WAUKESHA, WI 53188-1020	Purchase Order No. Terms Due Date 05/17/2018
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[illegible]

INVOICE DATE	INVOICE NUMBER	APPROP NUMBER	PROJECT	DESCRIPTION	AMOUNT
04/17/2018	122893	65-0754-5257		STORAGE SOFTWARE MAINT	1,105.00
04/17/2018	122893	61-0731-5257		SOFTWARE MAINTENANCE	680.00

CITY OF FRANKLIN			
Favor Of			
RUEKERT & MIELKE INC			
Total Amount of Voucher		\$	
Deductions			
Total Amount of Warrant		\$	
Month of _____			

[illegible]

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except

Mo. Day Yr.

Signature _____

[illegible]

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.

Mo. Day Yr.

Signature _____

Officer/Title	Signature	Date
_____	_____	_____

Board/Council Members

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 06/05/2018
REPORTS AND RECOMMENDATIONS	REQUEST TO SELECT LAKESIDE ENGINEERS FOR THE PHASE 1 DESIGN OF S. 68TH STREET FROM W. LOOMIS ROAD TO W. PUETZ ROAD	ITEM NUMBER <i>6.7.</i>

BACKGROUND

At the May 1, 2018, Common Council meeting, staff was directed to solicit engineering firms for the design of S. 68th Street from W. Loomis Road to W. Puetz Road.

Staff solicited, met with, and received qualification-based proposals from three firms: Baxter & Woodman; Lakeside Engineers; and JT Engineering.

ANALYSIS

Based on review of the submitted proposals, Staff recommends Lakeside Engineering. Copies of all three submittals are available for review in the Engineering Office.

Reasons to select Lakeside Engineering include:

- Use of County topographical data (2-foot contours) in conjunction with field survey at sags and hills to evaluate sight distance issues.
- Consideration of widened shoulders to provide a safe pedestrian corridor where available and necessary.
- Understanding of pavement rehabilitation applicable to this project.
- Discussion of other possible safety improvements such as signage.
- Open house at the Polish Center to solicit public involvement.

A spreadsheet allocating hours with billable rates to each task in the scope as proposed by Lakeside for data collection, preliminary design, and public involvement is \$25,030. This will be Phase 1 of the work. Phase 1 will help the City determine the number, locations, and extent of needed improvements. Once these issues are known and accepted by the City, a defined scope for Phase 2 (final design and bidding) will be negotiated.

OPTIONS

- A. Direct Staff to finalize professional services contract for Phase 1 of design of S. 68th Street from W. Loomis Road to W. Puetz Road for Lakeside Engineering and return to Common Council for execution, or
- B. Refer back to Staff with further direction.

FISCAL NOTE

The 2018 Capital Improvement Fund has a \$25,746 appropriation for design work on the S. 68th Street project. The 2019 Road Program has assumed that approximately one third of the resurfacing of this section will be included next year.

COUNCIL ACTION REQUESTED

(OPTION A) Direct Staff to finalize professional services contract for Phase 1 of design of S. 68th Street from W. Loomis Road to W. Puetz Road for Lakeside Engineering and return to Common Council for execution.

Engineering: GEM

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APPROVAL	REQUEST FOR COUNCIL ACTION	MEETING DATE 06/05/2018
REPORTS AND RECOMMENDATIONS	A RESOLUTION TO ACCEPT \$7,500 GRANT FROM THE 2018 BAY-LAKE, EAST CENTRAL WISCONSIN, AND NORTHWEST WISCONSIN REGIONAL PLANNING COMMISSIONS (RPCS) AND WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) GREAT LAKES BASIN TREE PLANTING GRANT PROGRAM.	G. 8.

BACKGROUND

At the March 6, 2018, Common Council meeting, a resolution was passed to make a grant application request of \$7,500 from the 2018 Bay-Lake, East Central Wisconsin, and Northwest Wisconsin Regional Planning Commissions (RPCs) and Wisconsin Department of Natural Resources (WDNR) Great Lakes Basin Tree Planting Grant Program to plant at least 60 trees in Franklin. Franklin was successful in the request!

This funding has been made available through two FY2018 U.S. Forest Service Great Lakes Restoration Initiative (GLRI) grants received by the Bay-Lake Regional Planning Commission earlier this year.

ANALYSIS

Attached is the award letter, the grant agreement, 3-Year Tree Maintenance Plan form, the Guidance for Landscape Tree Planting, an SF-424b form, and a Report/Reimbursement form. Franklin is asked to complete the following steps for these attachments:

1. Read thoroughly and sign the grant agreement [*to be signed by Mayor Olson*], and return a copy back with an original signature to:
Bay-Lake Regional Planning Commission
Attn: Angela Kowalzek-Adrians
425 S Adams Street, Suite 201
Green Bay, Wisconsin 54301
2. Complete and return the 3-Year Tree Maintenance Plan [*completed by Tom Riha- City Forester*]
3. Complete and return the SF-424b (Assurances) form [*to be signed by Mayor Olson*]
4. Read the Guidance for Landscape Tree Planting [*informational purposes*]
5. Complete and return the reimbursement request at the conclusion of the project [*to be filled out by Tom Riha- City Forester when trees are planted*]

The offer of this grant is subject to the City signing and abiding by the attached agreement. The project may begin immediately and must be complete by December 31, 2018.

OPTIONS

- A. Resolution to direct Staff to complete the attached documents in compliance with the 2018 Wisconsin RPCs and DNR Great Lakes Basin Tree Planting Grant Program, or
- B. Refer back to Staff with further direction.

FISCAL NOTE

There is a \$2,500 match that is in the 2018 budget for Highway Capital Outlay. The \$2,500 in-kind services (salary and equipment) are within other approved operating budgets.

COUNCIL ACTION REQUESTED

Motion to adopt Resolution No. 2018 - _____, a resolution to accept \$7,500 grant from the 2018 Wisconsin RPCs and DNR Great Lakes Basin Tree Planting Grant Program.

Engineering Department: GEM

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

RESOLUTION NO. 2018 - _____

A RESOLUTION TO ACCEPT \$7,500 GRANT FROM THE 2018 BAY-LAKE, EAST CENTRAL WISCONSIN, AND NORTHWEST WISCONSIN REGIONAL PLANNING COMMISSIONS (RPCS) AND WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) GREAT LAKES BASIN TREE PLANTING GRANT PROGRAM.

WHEREAS, the City of Franklin was awarded a cost-share grant from Wisconsin Regional Planning Commissions (RPCs) and Department of Natural Resources (DNR) 2018 Great Lakes Basin Tree Planting Grant Program for the purpose of funding Emerald Ash Borer mitigation projects under funding originating from the U.S. Forest Service, Great Lakes Restoration Initiative; and

WHEREAS, agreements, plans and other required forms are needed for acceptance of the grant; and

NOW, THEREFORE, BE IT RESOLVED, the City of Franklin will comply with all local, state, and federal rules, regulations, and ordinances relating to this project and the cost-share agreement and accept a \$7,500 grant from the 2018 Bay-Lake, East Central Wisconsin, and Northwest Wisconsin Regional Planning Commissions (RPCs) and Wisconsin Department Of Natural Resources (WDNR) Great Lakes Basin Tree Planting Grant Program.

Introduced at a regular meeting of the Common Council of the City of Franklin the

_____ day of _____, 2018, by Alderman _____.

PASSED AND ADOPTED by the Common Council of the City of Franklin on the

_____ day of _____, 2018.

APPROVED:

Stephen R. Olson, Mayor

ATTEST:

Sandra L. Wesolowski, City Clerk

AYES _____ NOES _____ ABSENT _____

BAY~LAKE

REGIONAL PLANNING COMMISSION

Brown • Door • Florence • Kewaunee • Manitowish • Marinette • Oconto • Sheboygan



May 2, 2018

Thomas J. Riha
City Forester
City of Franklin
7979 W. Ryan Rd
Franklin, WI 53132

Dear Mr. Riha:

Congratulations! The City of Franklin has been selected to receive a *2018 WI RPCs & WDNR Great Lakes Basin Tree Planting Grant Program* of \$7,500 to plant trees in the city. The offer of this grant is subject to the City signing and abiding by the enclosed agreement.

We appreciate your efforts to continue improving the urban tree canopy. This funding has been made available through two *FY2018 U.S. Forest Service Great Lakes Restoration Initiative (GLRI)* grants received by the Bay-Lake Regional Planning Commission earlier this year.

If you have any questions on the award or anything else, feel free to email me at AngelaKA@baylakerpc.org or call me at (920) 448-2820, extension 106.

Sincerely,

Angela Kowalzek-Adrians
Natural Resources Planner

AKA/rIm

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**CONTRACT FOR SUBAWARD BETWEEN THE
BAY-LAKE REGIONAL PLANNING COMMISSION AND
THE CITY OF FRANKLIN**

(For tree planting under a *2018 Wisconsin RPCs and DNR
Great Lakes Basin Tree Planting Grant Program*)

THIS CONTRACT entered into this _____ day of _____ 2018, by and between the City of Franklin, (herein called "the City") and the Bay-Lake Regional Planning Commission (herein called the "Commission") for the purpose of planting and maintaining at least 60 trees in the City.

FOR AND IN CONSIDERATION of the terms and conditions contained in this contract, the above-named parties agree:

1. **PERIOD OF AGREEMENT:** This contract shall commence May 1, 2018, and continue until December 31, 2018, during which time all performance as described in this contract shall be fully completed to the satisfaction of the Commission.
2. **CANCELLATION.** The Commission reserves the right to cancel this contract in whole or in part, without penalty, due to nonappropriation of funds; for failure of the City to comply with terms, conditions, or specifications of this contract; or for performance concerns that may be beyond the control of the City.
3. **ENTIRE CONTRACT; AMENDMENTS.** This contract, the City's grant application, and referenced parts and attachments, shall constitute the entire agreement. Previous communications or agreements pertaining to the subject matter of this contract are hereby superseded. Any contractual revisions including cost adjustments and time extensions may be made only by a written amendment to this contract, signed by both parties prior to the ending date of this contract.
4. **SUBAWARD.** The City shall receive a grant award in the amount of \$7,500, provided project performance is complete and satisfactory to the Commission.

This grant is a subaward under federal funding originating from the FY2018 U.S. Forest Service Great Lakes Restoration Initiative (GRLI) under agreement 18-DG-11420004-008 for "Statewide Partnership to Reduce Runoff from Degraded Sites in the Great Lakes Basin" awarded on 11/01/2017.

As a subrecipient to a federal award, the City is subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400; and must follow the regulations found in 2 CFR 200.330 through .332.

5. **AWARD TERMS AND INVOICING.** The City may request reimbursement after the project is complete and after the trees have been found to be planted satisfactorily by the Wisconsin Department of Natural Resources or the Commission.

Payments to the City will be made under the following conditions:

- I. Costs must be documented, reasonable, and consistent with the project scope, and must include copies of contractor invoices for purchases and planting services, if applicable.

- II. Invoices must include a project report that describes the activities and expenses completed during the invoice period.
 - III. The Commission must have received from the City, a tree maintenance agreement, Form 424B, GIS Shapefile or GPS coordinates of plantings with species and their diameter at breast height (DBH), a photo of a project activity with the provided project sign visible, and return of the provided project sign.
 - IV. Invoices received by the Commission by the end of the month will be paid by the end of the following month.
 - V. The Commission will notify the grantee of receipt of an improperly completed invoice, project report, and/or other requirements within ten (10) working days after it receives the invoice and will provide the reason it is considered improperly completed.
6. MATCH. The City shall provide a \$5,000 cash or in-kind services match on the project. The match must have been incurred during the project period.

The match shall be met under the following conditions:

- I. Costs must be documented, reasonable, and consistent with the project scope.
 - II. In-kind costs can include city employee salaries and fringe benefits for time needed for completing the project and incurred during the project period.
 - III. Fringe benefit rates are capped at 48.07%.
 - IV. Eligible match activities include costs associated with ash tree removals, purchased/contracted services, equipment use, supplies, or facilities used on the project (such as trees or pesticides).
 - V. Costs for equipment use are capped at the DOT equipment rates or local rates, whichever is lower.
 - VI. Volunteer rates cannot exceed \$8/hour for laborer and \$16/hour for project coordinator or expert.
8. DESCRIPTION OF WORK AND PRODUCTS. The City agrees to plant 60 trees within the City.

Species. The City shall plant diverse trees species as outlined in the City's grant application, or another diverse mix. No Ash, maple, Callery pear (*Pyrus calleryana*), or Scotch pine plantings shall be planted. Native species are encouraged, where appropriate.

Size. The City shall plant trees with a caliper size between 1"- 2.5" diameter.

Care Guidelines. The City shall ensure proper guidelines are followed for storing, planting, and maintaining the purchased trees.

Signage. The City shall display a project sign on site during planting activities and during public outreach activities. The Commission will provide one project sign that must be returned before payment can be reimbursed.

Documentation. The City shall collect documentation on planted tree locations, species, size, costs, date planted, and other relevant data. This information shall be provided in the project report.

Photographs. One photograph with the project sign visible near a tree planting activity shall be provided to the Commission. Additional photographs are encouraged.

Maintenance. The City shall provide maintenance on trees for a minimum of three years following planting. The City shall develop a 3-year tree maintenance plan for the planted trees to include the following:

1. Listing of tree maintenance personnel
2. Tree watering process
3. Process for mulching trees
4. Process for staking and tying trees
5. Process for checking tree health
6. Tree protection process
7. Pruning process
8. Tree warranties

A copy of the city's maintenance plan must be provided to the Commission before, or at the time of the final reimbursement request.

9. **ASSIGNMENT.** The City may assign, delegated or subcontract work under this contract. The City shall expressly agree to assume and perform all relevant obligations expressed under the terms of this contract and be bound by the terms and conditions of this contract. Assignment in whole or in part of this contract does not absolve the City of any liability or obligation expressed and agreed to hereunder.
10. **RECORDS AND ACCESS.** The City shall, for a period of three (3) years after completion and acceptance by the Commission, maintain books, records, documents and other evidence directly pertinent to performance on work under this contract in accordance with generally accepted accounting principles and practices. The City shall maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this contract and a copy of the cost summary submitted to the Commission. The Commission, its agents, and its duly-authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit and copying. The City shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.
11. **INDEPENDENT ENTITY.** The City is an Independent Entity for all purposes and is not an employee or agent of the Commission.
12. **INDEMNIFICATION.** The City shall indemnify, defend, and hold harmless the Commission, officers, employees, agents, representatives, or volunteers against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of the City or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on the Commission, officers, employees, agents, representatives, and/or volunteers. The obligation to indemnify, defend and hold harmless the Commission, officers, employees, agents, representatives, and/or volunteers, and each

of them, shall be applicable unless liability results from the sole negligence of the Commission, officers, employees, agents, representatives, and/or volunteers.

The City shall reimburse the Commission, officers, employees, agents, representatives, and volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

In the event that the City employs other persons, firms, corporations, or entities as part of the work covered by this Agreement, it shall be the City's responsibility to require and confirm that each sub-contractor enters into an Indemnity Agreement in favor of the Commission, officers, employees, agents, representatives, and volunteers, which is identical to this Indemnity Agreement.

The indemnification provisions shall survive the expiration or termination of the contract.

13. **NONDISCRIMINATION.** In connection with the performance of work under this contract, the City agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, gender, physical condition, developmental disability as defined in section 51.01 (5), Wis. Stats., sexual orientation, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The City further agrees to take affirmative action to ensure equal employment opportunities. The City agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Commission setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the City being declared an "ineligible" City, termination of the contract, or withholding of payment.
14. **DRUG-FREE WORKPLACE.** In connection with the performance of work under this contract, the City agrees to maintain a drug-free workplace and publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of this project. The statement must:
 - I. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in this workplace;
 - II. Specify the actions the City will take against employees for violating that prohibition; and
 - III. Let each employee know that, as a condition of employment, the employee:
 - a. Shall abide by the terms of the statement, and
 - b. Shall notify the City in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace, and shall do so no more than 5 calendar days after the conviction.
15. **GUARANTEED DELIVERY.** Failure of the City to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the City liable for all costs in excess of the award when alternate procurement is necessary. Excess costs shall include the Commission's administrative costs.
16. **APPLICABLE LAW.** This contract shall be governed by the laws of the State of Wisconsin. The City shall at all times comply with all federal, state and local laws, ordinances and regulations in effect during the period of this contract.

17. COPYRIGHT OWNERSHIP. The City agrees that the Commission shall be the copyright owner of the photographs produced under this contract.

IN WITNESS WHEREOF, the City of Franklin and the Bay-Lake Regional Planning Commission have executed this Agreement as of the date first above written.

Attesting Witnesses:

City of Franklin

Official Signature

Date Signed

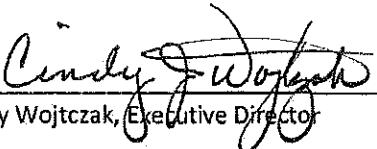
Name of Signatory (printed)

Title of Signatory

DUNS Number

DUNS Registered Name

Bay-Lake Regional Planning Commission



Cindy Wojtczak, Executive Director

5-3-18
Date Signed

Tree Maintenance Plan Template for Newly Planted Trees

Community: City of Franklin

Year and Season of Planting: Fall 2018

Grantee: City of Franklin

Grantee Contact for Maintenance: Tom Riha

Email: triha@franklinwi.gov

of Trees to be Planted: 60

Size (caliper for deciduous, height for conifers): 1 3/4" to 2"

Type of Stock to be Planted (B & B, etc.): B & B and container for spring dug trees such as oaks.

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who will do what, and what areas they are responsible for.

City staff will provide all labor and maintenance of the trees to be planted. Maintenance will be supervised by city Forester who is a Certified Arborist/Municipal Specialist. Adjacent homeowners will be asked to help water trees.

- b. If volunteers, homeowners, or inexperienced staff will provide maintenance, they should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?

A door hanger flier will be given to adjacent homeowners at time of planting. The flier will provide instructions on the care of trees.

- c. If planting on private property, property owners should sign an agreement to confirm that they will maintain the tree. If applicable, what steps have you taken to ensure maintenance of private property?

Trees will be planted in city right of way. Adjacent homeowners will receive a flier with instructions for care.

- d. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

Maintenance work will be done by city staff under supervision of city Forester.

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering, and the source of the water at the planting locations (or how it will be delivered). For the first year, trees should be watered from planting date through September on a weekly basis. Watering may be reduced the 2nd and 3rd years.

Trees will be watered at time of planting to settle topsoil. City staff will provide water by using a water truck during periods of insufficient rainfall on a weekly basis. Homeowners will also be asked to provide water for the trees. In following years trees will be watered during dry periods.

3. Mulching Trees

Maintain 2 – 4 inches of bark mulch. Describe how trees will be mulched.

Trees will be mulched at time of planting using city provided wood chips. Mulch will be placed in a 2 foot radius of tree at a depth of 2 - 4 inches. Care will be taken to not have mulch touching the trunk of tree.

4. Staking and Tying Trees

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

Trees will be staked at time of planting. We keep tree stakes on our trees for two growing periods. The stakes for these trees would be removed the Fall of 2020. Staking will be inspected periodically for straightness. Homeowners are also advised to call in any problems or crooked trees.

5. Checking Tree Health

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

All trees will be inspected by city Forester after time of planting and every 6 months after.

6. Tree Protection

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

Trees will be provided with a 4" trunk guard at base of tree to prevent string trimmer and rodent damage. A mulch ring and staking the trees provides added protection of damage from humans.

7. Pruning

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe how pruning will be done.

Only dead or damaged branches will be pruned the first year. The young trees will then go on a 3yr pruning cycle starting the 3rd year of tree establishment. Pruning will be done by city staff under the direction of ISA Certified Arborist.

8. Tree Warranty

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster beyond the control of the project manager. Describe your warranty or how trees will be replaced.

Due to the fact that trees are purchased at a wholesale cost the nurseries don't provide a warranty. The nurseries we work with will come out and inspect any tree we believe was in poor quality at time of planting. The city will take on the responsibility of replacing trees that don't survive.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION	DATE SUBMITTED May 30, 2018	

Guidance for Preparing Project Proposals for Landscape Tree Planting in the U.S. Forest Service Northeastern Area

Introduction and Purpose

This document is intended to inform the development of proposals for community tree planting projects funded by the U.S. Forest Service Northeastern Area State and Private Forestry (NAS&PF). Guidance is primarily for large nursery stock. Seedling planting may also be appropriate, but other specifications will apply.

The federal Urban and Community Forestry Program provides financial, technical, and educational assistance to plan urban forestry programs and to plant, protect, maintain and utilize wood from community trees and forests to maximize social, environmental and economic benefits.

Tree planting and establishment activities are an important part of urban forest management, either as part of urban forest expansion or reforestation after an infestation or other natural disaster.

When funding is awarded directly to organizations for projects primarily focused on landscape tree planting, the following guidance will apply (unless otherwise specified in the terms of the grant). State Forestry Agencies may substitute their own guidelines when funding local projects.

Allowable Costs

Please refer to the specific project Request for Proposals (RFP) or program guidance regarding allowable expenditures, costs, and match.

Funds can be spent on purchasing, planting, maintaining, and protecting **trees** during establishment. Associated administrative and educational costs are also eligible. Construction costs (permanent structures) are not allowable, but installations such as fencing, grates, water infiltration best practices, and irrigation may be approved if proven necessary to ensure the survival of the planted trees.

Efforts should be made to be cost effective by using local resources, keeping administrative costs down, using low-cost tree replacement methods (e.g., cost-share programs, volunteer labor, vouchers, contracts, and planting smaller or bare root stock), and getting competing bids on contracts.

Be aware of other agency's policies if funding for the project comes from multiple sources. Discuss questions about policies with agencies involved.

Administration

The U.S. Forest Service will work closely with the grantee and/or State Forestry Agency to assist with planning and monitoring the project.

On complex projects, a broad-based advisory committee should be formed. Examples of these types of projects include more than 300 trees, installation over the course of three or more seasons, or more than three partners. The purpose of the committee is to help set policies and develop a comprehensive plan and process for the overall planting or reforestation effort.

There must be a single point of contact at the project level to coordinate, administer and document tree planting and establishment, including maintenance.

Reporting

Information about all trees planted as part of the project (including the match) must be documented as required in the grant agreement. Documentation should include the number of trees planted, location (street address, map, or GPS), species, size, date planted, which removed tree is being replaced (if applicable), and other data as required in the grant agreement.

Inspections must be made and documented prior to grant close-out to ensure plant survival is satisfactory.

Planning

Most tree planting will occur on public property or rights of way. Tree planting on public land must complement existing community plans for tree planting and maintenance.

Where there is a clear public benefit, planting on private property may be allowed; however, this must be approved in the grant narrative and by the property owners. The grantee must address how trees planted on private property will be maintained. A policy, ordinance, or landowner agreement may be needed to create a "tree planting easement" on private property to give access to the local government or other organization responsible for the planting and maintenance.

Tree planting must follow a tree planting plan developed by a qualified professional (e.g., Certified Arborist, Urban Forester, or Landscape Architect). The planting plan should include site assessments of above and below ground conditions, species selection for each site, and a planting schedule.

Trees must be located appropriately on the site, allowing adequate rooting space and distance from utilities, other trees, buildings and other infrastructure. Species diversity should be considered and invasive tree species and trees susceptible (host) to high risk insects and diseases should be excluded. Drawings should be included for planting projects involving large numbers of trees in groups (such as in parks). Planting plans and drawings should be made available to the Forest Service grant monitor or included as part of interim reports.

For reforestation projects, the eligibility requirements for replacing trees that were or will be removed (e.g., replacement formulas, location in the landscape) should be decided and documented in the grant narrative prior to approval. The ratio of replacement to removed trees should be included in the project narrative. The project may require that trees be planted on the same property as trees removed, as long as space is available. In other cases, the grantee may replant in other locations that are more appropriate and maximize public benefits and chances of long term tree growth and survival.

Tree Purchase and Handling

Tree planting stock must, at a minimum, meet the current American Standard for Nursery Stock (ANSI Z60.1).

Tree size must be appropriate to ensure survival at the site while minimizing costs. The following is recommended as maximum sizes at the time of planting:

- 2 ½ inch caliper for deciduous trees on public property
- 7 feet in height for conifers on public property
- 1 ¾ inch caliper for deciduous trees on private property
- 5 feet in height for conifers on private property

Smaller planting stock is advisable to increase the likelihood of quick establishment at least cost. Tree species must be appropriate for the site, non-invasive, and not a host for a high-risk insect or disease already confirmed in the area.

Purchased trees must be protected during transportation and storage (including adequate irrigation) and be in good condition on delivery and prior to planting.

Installation

Tree planting, timing of installation, protection, and maintenance must meet the ANSI A300 (Part 6) "Standard Practice for Transplanting" and the International Society of Arboriculture's "Best Management Practices for Tree Planting". State or local standards may be substituted with U.S. Forest Service approval. Trees planted on public property must also meet guidelines set by local ordinances and policies where applicable.

Tree planting should include a warranty for replacement (due to poor condition or mortality) that extends to the life of the grant agreement. The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster beyond the control of the project manager.

Where trees are planted and/or maintained by volunteers or property owners, the grantee must provide appropriate training and supervision. It is also suggested that each property owner receive a written guide for tree care (e.g., Tree Owner's Manual).

Maintenance

The project must have a three-year tree maintenance plan which addresses watering, mulching, removal of guy wires/stakes if used, pruning, and protection according to the International Society of Arboriculture "Best Management Practices for Tree Planting".

Inspection and Monitoring

The grantee must inspect every tree planted to be sure that standards and the planting plan were followed. On large projects, U.S. Forest Service staff will inspect a sample of the plantings prior to the grant end date for the same purpose.

Between one and three years after planting, it is suggested that a sample survey evaluating survival rate and condition of planted trees be completed by the U.S. Forest Service or State Forestry Agency.

Definitions

Tree: A plant having a permanent woody main stem or trunk, ordinarily growing to a height of at least 15 feet.

Landscape tree: A tree that is growing in a yard, park, boulevard, median or other maintained or mowed area--not in a natural or wooded area.

Reforestation: In a community or city context, reforestation refers to large scale planting of trees throughout those areas to replace catastrophic loss of canopy due to insect infestations, disease incidence, or extreme weather event.

Helpful Resources

Tree Owner's Manual

<http://www.treeownersmanual.info>

American Standards for Nursery Stock – ANSI Z60.1

<http://www.urbanforestrysouth.org/resources/library/american-standard-for-nursery-stock>

Or <http://www.anla.org/index.cfm?area=&page=Content&categoryID=260>

American Standards for Transplanting – ANSI A300 Part 6

<http://secure.isa-arbor.com/webstore/Standards-and-Practices-C21.aspx>

International Society of Arboriculture Best Management Practices for Tree Planting

<http://secure.isa-arbor.com/webstore/Standards-and-Practices-C21.aspx>

American Standards for Pruning – ANSI A300 Part 1

<http://secure.isa-arbor.com/webstore/Standards-and-Practices-C21.aspx>

Principles and Practice of Planting Trees and Shrubs - Watson and Himelick

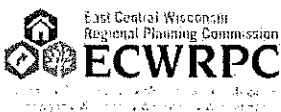
<http://www.isa-arbor.com/store/product.aspx?ProductID=103>

Arboriculture: Integrated Management of Landscape - Harris, Clark, and Matheny

<http://www.isa-arbor.com/store/product.aspx?ProductID=25&CID=-1>

Relevant Authorities/Documents:

- **Authorizing Legislation**
U.S. Code Title 16, Chapter 41, Section 2105
<http://www.law.cornell.edu/uscode/text/16/2105>



2018 Wisconsin RPCs and DNR Great Lakes Basin Tree Planting Grant Program PROJECT REPORTING AND REIMBURSEMENT REQUEST

Municipality					
First Name		Last Name		Position Title	
Street Address			Phone number		Fax Number
City		State	Zip	E-mail	
Date		Checklist <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="radio"/> Submitted Contractor Invoice(s) <input type="radio"/> Submitted Tree Maintenance Agreement <input type="radio"/> Submitted Form 424B (Assurance) </div> <div style="width: 45%;"> <input type="radio"/> Submitted GIS Shapefile with (Species and DBH) or GPS coordinates of planted trees locations (with Species and DBH) <input type="radio"/> Submitted photo(s) with project sign visible during planting </div> </div>			
Reporting Period					
Number of trees planted with grant		Total number of trees planted in municipality between Jan. 1, 2018 – Dec. 31, 2018			Number of ash trees removed

DOCUMENTATION ON TREES PLANTED (attach additional sheets as necessary, but maintain column headings)

Species Name	# Planted	Caliper Size	Contractor/Nursery Name and Location	Location Planted	Date Planted
Example: Quaking Aspen	3	1.5"	Johnson's Trees, Menominee Falls	Lake Park	11-1-2018

INVOICE

BILL TO:

Bay-Lake Regional Planning Commission
 425 S. Adams St., Suite 201
 Green Bay, WI 54301

DATE: _____

CONTRACT #: 18009-10_____

INVOICE #: _____

 (Optional. Enter your invoice or accounting number.)

Municipality			Contact name (for payment receipt)	
Address (to mail payment)			Phone number	
City	State	Zip	Reporting Period	

Description of Reimbursement Request	Reimbursement Request
TOTAL	\$

Description of Match <small>Include information on staff or volunteer status, hourly rate, fringe rate (48.07% cap), activity performed, equipment used, equipment rate (local or DOT, whichever is lower), supplies, and purchased/contracted services.</small>	Amount of Match <small>Itemize amounts based on description</small>
TOTAL	\$

Funding made available through FY2018 U.S. Forest Service GRLI grant received by the Bay-Lake Regional Planning Commission under grant agreement 18-DG-11420004-008. This institution is an equal opportunity provider.



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APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 06/05/2018
REPORTS AND RECOMMENDATIONS	Franklin Industrial Park sewerage lift station abandonment and sewer main extension project engineering design services agreement (Greeley and Hansen LLC recommended by staff) and its coordination with the City of Waukesha Water Utility treated water return pipeline project along West Ryan Road and the Waukesha Utility's Lake Michigan water sources project named trade mark Great Lakes Water Alliance 'partner', for service efficiencies and cost savings from such projects being worked together	ITEM NUMBER <i>G.9.</i>

BACKGROUND

At the May 1, 2018, Common Council meeting, staff was directed to solicit engineering firms for the design of the Industrial Park Lift Station abandonment and sewer extension.

Staff solicited five engineering firms: Foth Engineering; GRAEF; Greeley & Hansen; RA Smith; and Ruekert Mielke and consequently met with and received qualification-based proposals from three firms. RA Smith and Ruekert Mielke declined to submit a proposal.

ANALYSIS

Based on review of the submitted proposals, Staff recommends Greeley & Hansen. Copies of all three submittals are available for review in the Engineering Office. Reasons to select Greeley & Hansen include:

- Close coordination with City of Waukesha Great Lakes Water Alliance (GWA). GWA's return water is planned to be constructed along this street in 2021.
- Submittal included a detailed analysis of construction methods and routes.
- Good understanding of project challenges in comparison to the other submittals.

A proposed fee with a corresponding hours/task spreadsheet was requested only for the purposes of comparing scopes. It should be noted that Greeley & Hansen's proposed fee was the highest when compared to the other consultants. However an analysis indicates that the proposed construction methods outlined in their proposal is more design-intensive but will drastically reduce the construction costs. In addition, the proposed project in conjunction with GWA will share minimize many of the costs- as negotiated with GWA.

Before a scope and corresponding fees are finalized, Staff proposes that a joint meeting with GWA and Greeley & Hansen be held to determine the amount of cooperation between the Waukesha Water Utility and the City of Franklin. The understanding of the cooperation should be solidified in an inter-local agreement.

OPTIONS

- A. Direct Staff to negotiate with City of Waukesha Great Lakes Water Alliance (GWA) and finalize professional services contract with Greeley & Hansen for design of Industrial Park Lift Station abandonment and sewer extension and return to Common Council for execution, or
- B. Refer back to Staff with further direction.

FISCAL NOTE

The 2018 Sewer Improvement Fund includes a \$100,000 appropriation for design this project. Additional design may/may not be needed in future years and construction in 2021 will involve borrowing.

COUNCIL ACTION REQUESTED

(OPTION A) Direct Staff to negotiate with City of Waukesha Great Lakes Water Alliance (GWA) and finalize professional services contract with Greeley & Hansen for design of Industrial Park Lift Station abandonment and sewer extension and return to Common Council for execution.

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APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE June 5, 2018
Reports & Recommendations	STATUS OF OVERTIME BUDGET IN DEPARTMENT OF PUBLIC WORKS	ITEM NO. <i>G.10.</i>

BACKGROUND

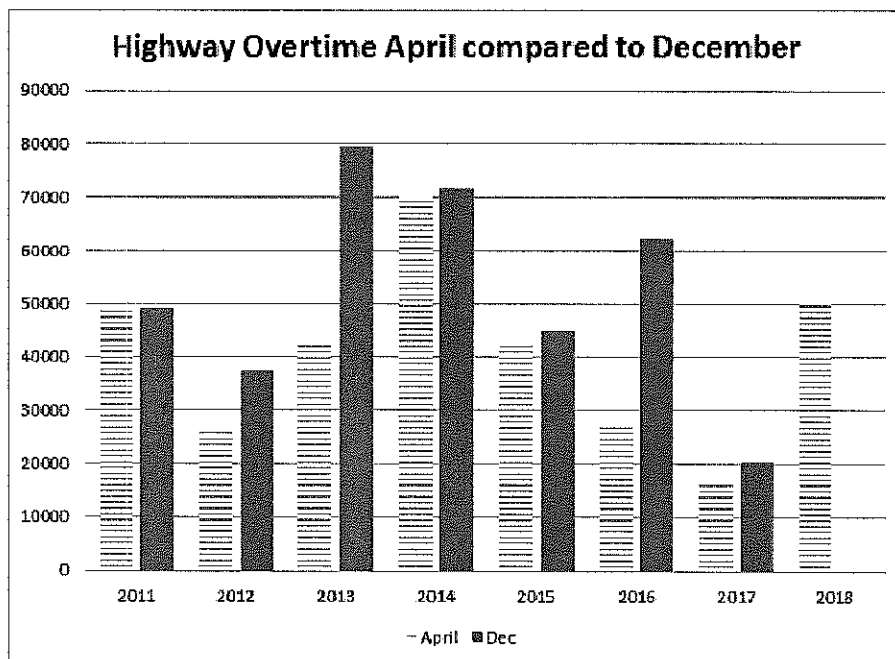
In past years, the Department of Public Works (DPW)'s annual overtime budget was generally set at a number on the high side so that it was only exceeded in extreme years. Most years, this practice resulted in unused funds returning to the General Budget. In recent years, the overtime budget, as with many budget items, was set at a lower, average level so that the overall annual budget is lower and there are less un-spent funds returned to the General Budget at the end of the year.

Frequency and number of storms for Franklin in 2017 was favorable to DPW in relation to the overtime budget and only \$20,355 was needed in overtime salaries. Historic average numbers were used for budgeting in 2018 and the adopted overtime budget was set at **\$48,800.00**.

The quantity and timing of winter events that have occurred since January 1, 2018, have been unusually severe on the DPW operations. Very seldom are these events totally contained during straight-time normal working hours. It is not uncommon for these events to occur on Sundays and Holidays where double-time is earned. Pre-salting during normal working hours does aid in reducing the work when it does snow, but efforts are still needed. Salting routes involves less routes and drivers, and plowing typically requires all drivers. The DPW overtime used thru April 30, 2018 is **\$50,099.57**.

As such, the 2018 DPW Overtime account currently has a negative balance and there are still needs for overtime to inspect the annual road paving program, winter fighting operations at the end of the year, and any other extra-ordinary events such as flooding, wind storms, tornadoes, street light damage.

Now that the 2017-2018 winter events are concluded, Staff has attempted to forecast the probable DPW overtime budget to finish 2018. However, or fortunately, the amount of overtime used in the first part of the year has little bearing on the amount of overtime needed to finish the year. See the graph for historical data of overtime used through April compared to through December.



ANALYSIS

Two years ago, DPW started staffing the inspection for the annual road program. The paving contractors typically work long days and the inspectors need to accommodate. The average annual overtime needed over the past two years was 15 hours and this employee makes \$28.68 per hour. $15 \text{ hours} \times \$28.68 / \text{hour} @ 1.5 \text{ rate} = \$645.30 = \text{approximately } \$700.$

\$48,800.00 2018 DPW overtime budget adopted by Common Council

\$50,099.57 Current DPW overtime budget spent as of 4/30/2018

(\$1,299.57) Current DPW overtime deficit

(\$ 700.00) Expected overtime needed for inspection of Annual Road Program

(\$??,????.00) Unknown overtime needed for winter fighting operations and other issues

\$ 2,000.00 Minimum amount of DPW overtime needed if no additional storm events

\$30,000.00 Approximate amount if fall-winter events similar to 2013

OPTIONS

- A. Direct Staff to prepare a budget modification at the next meeting moving \$____,000 to Highway Overtime Salaries.
- B. Acknowledge that the Highway Overtime budget is expected to be at least \$2,000 in the deficit at the end of the year and address a budget modification as needed at the end of the year. Staff will provide an update during the 2019 budget deliberations.
- C. Not really an option- no more Highway Overtime authorized.

FISCAL NOTE

The 2018 Highway overtime budget of \$48,800 has been exhausted by April 30, 2018.

Highway staff will minimize the use of overtime for the remainder of 2018, while continuing to provide necessary services to our citizens.

RECOMMENDATION

Option B- Acknowledge that the Highway Overtime budget is expected to be at least \$2,000 in the deficit at the end of the year and address a budget modification as needed at the end of the year.

Engineering: GEM

<i>Slw</i> APPROVAL	REQUEST FOR Council ACTION	MEETING DATE 6/05/18
REPORTS AND RECOMMENDATIONS	Contract Ruekert & Mielke, Inc. for professional services task order related to engineering in Area D, roughly between W. Oakwood and W. South County Line Roads and S. 27 th and S. 42 nd Streets.	ITEM NUMBER G.11.

Request

Staff is requesting approval of a contract with Ruekert & Mielke, Inc. for professional engineering services outlined in the attached May 31, 2018 letter. Activities outlined in referenced Task Order #5 include design of Phase I improvements for the proposed business park, commonly referred to as Area D. Phase I consists of the western portion of Area D and W. Elm Road as illustrated on the attached map, Exhibit A of the task order.

The scope of services for this task order is capped at \$1,201,850. These services are eligible for funding from TID #4.

Approval of this contract is subject to review by the City Attorney.

Background/Analysis

In recent years, as further outlined and discussed below, the Common Council has taken action to continue study and pursuit of a potential new business park within Area D, located roughly between W. Oakwood and W. South County Line Roads and S. 27th and S. 42nd Streets. As such, staff is bringing forward and requesting approval of the task order noted above.

The intent is to utilize the existing TID to mitigate City risk in moving forward with infrastructure and development of a new business park and to maximize the value of the district prior to its closing. With that said, it is important to emphasize the limited time frame to accomplish the design and construction of Phase 1 infrastructure improvements.

As such, it should be understood that 1) the cost of construction is currently unknown and 2) the time frame of improvements is not guaranteed to occur under TID #4. This means that the City will have to reassess costs and time frames in the future. The intent is to accomplish Phase 1 design and improvements as part of the existing TID; however, the City may need to consider a new TID or other funding scenarios in the future. Ruekert and Mielke has been advised upon the current status and time constraints of TID #4.

TID #4

The subject development area, Area D, is within TID #4, which was formed in June, 2005. The District has a maximum life of 20 years; therefore, the latest project expenditures can occur is June, 2020 and the latest year of increment is 2026.

These dates are important to note as the project must move forward efficiently and in a timely manner if the City hopes to complete much or all of this project utilizing funding from the existing TID.

It is also important to note the following in regard to the existing TID and its relationship to this request:

- The original TID project plan contemplated the services outlined in the attached task order;
- There are appropriations available for the funding of this task order;
- All remaining debt from previous district expenditures was retired in 2016;
- Current TID #4 assumptions estimate project costs of nearly \$10 million in 2019-2020 (see below) with a remaining TID balance of approximately \$2.7 million in 2026. Assumptions include construction of the two Interstate Partners industrial buildings in 2018 and 2019 (\$11.5 in million value) and a second Wheaton Franciscan office building constructed in 2021 (\$10 million in value).
 - 2018 - \$980,000 to Interstate Partners for development of two industrial buildings
 - 2019 - \$8 million in infrastructure improvements
 - 2020 - \$1 million in infrastructure improvements; and
- If the developments noted above do not occur and the City expends the \$9 million in project costs, the

TID would still have an estimated balance remaining of \$700,000.

Based upon the above information, staff is recommending that further financial review of the TID is not necessary in the execution of the attached task order.

Budget

No budget amendment is needed as the 2018 budget includes \$12 million for sanitary sewer construction for Area D.

R/M Task Orders

In 2014, the Common Council approved an agreement between the City and Ruekert & Mielke, Inc. dated November 4, 2014 to pursue study, design and completion of a business park development for properties commonly known as Area D by way of task orders. It should be noted that Ruekert & Mielke, Inc. has extensive prior experience in Area D and is therefore uniquely qualified to build on their prior experience in Franklin. Like Task Order #2, #3 and #4, Task Order #5 builds on the existing 2014 professional services agreement.

Thus far, the City has approved four task orders for study and preliminary design work. A brief description of these previous task orders is below.

Task Order #1 included: collecting and compiling Franklin planning documents, applicable jurisdictional information, aerial photography, GIS mapping and property ownership information as well as conducting site reconnaissance, preparation of alternative development concepts, and preliminary utility coordination.

Task Order #2 included: meeting with MMSD and the surrounding communities regarding sanitary sewer service and a combined sewage pump station, meeting with the City of Franklin staff, and the Common Council regarding phasing of development and estimating project costs thereof, including providing cost estimates for municipal sanitary sewer and water services to Area D, roughly between W. Oakwood and W. South County Line Roads and S. 27th and S. 42nd Streets.

Task Order #3 and #4 included: floodplain analysis and storm water permitting analysis, and continued meetings with the City of Franklin staff, and the Common Council regarding phasing of development and estimating project costs thereof, including providing cost estimates for project in Area D, roughly between W. Oakwood and W. South County Line Roads and S. 27th and S. 42nd Streets.

Rezoning/PDD No. 39 Mixed Use Business Park

The Common Council approved rezoning this land for Mixed-Use Business Park at the November 1, 2016 Council Meeting.

Next Steps

If approved, work will begin immediately as outlined in Task Order No. 5. Immediate City deliverables will include, but not be limited to identifying a project manager and sending letters to property owners requesting access to their property.

COUNCIL ACTION REQUESTED

A motion to contract Ruekert & Mielke, Inc. for professional services task order related to engineering in Area D, roughly between W. Oakwood and W. South County Line Roads and S. 27th and S. 42nd Streets.



Your Infrastructure Ally

W233 N2080 Ridgeview Parkway • Waukesha, WI 53188-1020 • Tel. (262) 542-5733

May 31, 2018

Mr. Nick Fuchs
Principal Planner
Mr. Glen E. Morrow, P.E.
City Engineer/Director of Public Works
City of Franklin
9229 West Loomis Road
Franklin, WI 53132

RE: Franklin Corporate Park - T.I.D. #4
South 27th Street -Oakwood to County Line Road
Task Order #5 – Phase I Design

Dear Messrs. Fuchs and Morrow:

Based upon our previous meetings and discussions with others at the City of Franklin, we have prepared the attached Task Order #5 to our Agreement dated November 4, 2014. This Task Order covers the design of Phase I of the improvements to the proposed Franklin Corporate Park located on the east side of 27th Street between Oakwood Road and West County Line Road. This area is approximately 200 gross acres in area.

The improvements include grading, sanitary sewerage, sewage pump station, storm sewer, storm water management, water main, street lighting and streets in the area depicted on the enclosed Exhibit.

If this proposal meets with the City's approval, please have the appropriate official(s) sign where indicated and return one executed copy to me. We are prepared to begin work on this Project immediately upon Common Council approval.

Please contact either Andy Petersen or myself with any questions.

Very truly yours,

RUEKERT & MIELKE, INC.

Joseph W. Eberle, P.E. (WI, IL, MN)
Senior Project Manager
jeberle@ruekert-mielke.com

Very truly yours,

RUEKERT & MIELKE, INC.

Anthony D. Petersen, P.E. (WI, IA)
Senior Project Manager
apetersen@ruekert-mielke.com

JWE:sjs

Enclosures

cc: Paul A. Rotzenberg, City of Franklin
Jesse A. Wesolowski, Wesolowski, Reidenbach & Sajdak, S.C.
File

~58-10013 Franklin Corporate Park > 200 Design Engineering - Task Order #5 > Agreement > Fuchs-Morrow-20180531-Task Order #5-Phase I Design.docx~

TASK ORDER

This is Task Order No. 5, consisting of 8 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 4, 2014 ("Agreement"), Owner and Engineer agree as follows:

Background Data

- A. Effective Date of Task Order: June 5, 2018
- B. Owner: City of Franklin
- C. Engineer: Ruekert & Mielke, Inc.
- D. Specific Project: Franklin Corporate Park
- E. Specific Project: Phase I Improvements

Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:

Project Management

Project Scoping and Preliminary Tasks
Prepare Overall Project Schedule
Internal Project Meetings
Meetings with Client Staff
Attend Up to 2 Common Council Meetings
Coordination and Management of Subconsultants
Coordination Meetings with Town of Raymond
Project Coordination with MMSD PM & Staff
Quality Control

Preliminary Design Services and Study Report

Prepare Existing Mapping of Project Corridor for Preliminary Design Exhibits
Develop Conceptual Street Layout and Typical Cross Section
Prepare Conceptual Grading Plan, Develop Storm Water Runoff Model for Preliminary Storm Water Management Facility
Develop City of Franklin Water Distribution System Concepts
Develop City of Franklin Storm Water Conveyance System
Ultimate Sanitary Sewer Service Area Determination
MMSD Design Requirements
City of Franklin Design Requirements
Route Town of Raymond Sewage Flows (Provided By Others) in Proposed Facilities

Task Order Form

EJCDC® E-505, Agreement Between Owner and Engineer for Professional Services – Task Order Edition.
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and American Society of Civil Engineers. All rights reserved.

Develop Sanitary Flow Coefficients per Development Type Within City of Franklin
Develop Sanitary Sub-Basin Boundaries & Flow Routing Within City of Franklin
Develop City of Franklin Service Area Local Sanitary Sewer Concepts
Preliminary Pipe Sizing & Depth
Proposed Pipeline Installation Methods
Open Cut Section Design Parameters and Options
 Typical Trench Sections
 Bedding and Cover
 Backfill
 Restoration
Connection to Existing MIS
Bid Strategies
Future Connections to Facilities
 Future Utility Mains
 Future Services
Pipe Material Selection
Natural Resource Impacts
Request Jurisdictional Determination on Wetlands from US Army Corps of Engineers
Restoration
 Pavement Cross Sections
 Unimproved areas
 Wetlands and Waterways
Future Maintenance Access
Prepare Draft Design Report to MMSD
Submit Draft Report for Initial Review
Prepare Responses to Comments on Draft Report
Prepare Final Report
Submit Final Report for Review & Approval

Utility Route Landowner Negotiations and Easement Acquisitions

Informational Meetings with Property Owners
Determine Property Easements and Acquisitions Required (13 Total Assumed)
Prepare Cadastral Map of Necessary Easements and Acquisitions
Obtain Title Report Documents
Prepare Legal Descriptions and Exhibits of Easements and Acquisitions
Create Coordinate Data for Easements and Acquisitions and Stake Boundaries in the Field
Assist City Attorney with Relocation Order
Conduct Sales Study
Prepare Appraisals
Assist with Acquisitions
Project Management
Negotiate with Property Owners
Assist City Attorney with Jurisdictional Offer to Purchase
Assist City Attorney with Acquisition Agreements
Map Final Acquisitions

Final Design Phase Engineering Services

Review MMSD Records of Existing Facilities

Field Survey

- Determine Appropriate Horizontal Coordinate System and Vertical Datum
- Create Ground Control System for GPS & Survey Control
- Create Coordinate Data for Property Monument Location
- Land Records Research
- Contact Diggers' Hotline
- Review Existing Utility Mapping Provided by Others
- Provide Survey Control
- Perform Topographic Survey of Project Corridor
- Process Survey Downloads and Analyze Data
- Perform Adjustments of Survey Data
- Prepare Base Drawing of Collected Survey Data
- As-built Existing MIS Connection Manhole
- Obtain Private Well Locations and Records within 400 feet of Proposed Pipeline
- Survey Well Locations
- Stake Soil Borings for Driller
- Obtain Soil Boring Locations after Drilling
- Survey Wetland Delineations by Others

Archeological / Cultural Site Investigation

- Coordination Meeting
- Consultation with Department of Natural Resources & Wisconsin Historical Society
- Literature & Archival Research
- Field Archaeological Survey
- Report Preparation
- Submittal to Department of Natural Resources & Wisconsin Historical Society

Phase I Environmental Assessment

Wetland Investigations and Delineation (by Others)

- Coordinate with SEWRPC
- Review Field Survey Data Points
- Create Wetland Survey Exhibit for SEWRPC Report

Endangered Resources Review

- Prepare DNR Endangered Resources Review Request
- Follow Up to DNR Response

Geotechnical Data Report

- Research Previous Geotechnical Work in Area
- Prepare Drilling Program
- Obtain Utility Locates
- Conduct Borings
- Perform Soils Tests
- Perform Laboratory Analysis
- Prepare Boring Logs
- Install Monitoring Wells

- Research Regional Geology
- Review Phase 1 Environmental Assessment Findings
- Develop Recommendations
- Design and Construction Installation Method Considerations
- Prepare Report
- Public Involvement
 - Attend 1 Neighborhood Meeting Arranged by City
- Utility Coordination
 - Meetings with Utilities
 - Prepare Preliminary Progress and Final Design Submittals
- Grading Plan Bid Package
 - Prepare Mass Grading Plan
 - Storm Water Management
 - Temporary Sediment Basins
 - Swales and Berms
 - Stockpiles
 - Erosion Control Plan
- Street Design Bid Package
 - Typical Cross Section(s)
 - Profile Grades
 - Cross Sections
 - Intersection Details
 - Pavement Marking Plan
 - Street Lighting
 - Signing Plan
 - Traffic Control Plan
 - Coordinate with WisDOT on Elm Road and 27th Street Intersection Improvements
- Sewage Pump Station Bid Package
 - Establish Basis for Design with City Staff and MMSD
 - Finalize Design Flows and Tributary Area
 - Coordinate Geotechnical Investigation and Report
 - Survey Site
 - Prepare Historical and Archeological WDNR Forms
 - Design Site Plan with Erosion Control, Dewatering, and Sequence
 - Draft Site Plan Drawings
 - Coordinate Structural Design
 - Structural Design
 - Draft Structural Drawings
 - Design Building and Architecture
 - Draft Building Drawings
 - Perform Hydraulic Calculations
 - Conduct Mechanical Design
 - Draft Mechanical Drawings
 - Coordinate Plumbing and HVAC Design
 - Design Plumbing and HVAC

Prepare Plumbing and HVAC Drawings
Conduct Electrical Design Including Standby Generator
Draft Electrical Drawings Including Generator
60% Completion Progress Meeting with Staff and MMSD
90% Completion Progress Meeting with Staff and MMSD
Write Technical Specifications
Prepare Planning Commission Submittal for Building
Prepare for and Attend Planning Commission
Prepare and Submit Environmental Permits (e.g. Storm Water NOI)
Submit Building Components to State
Submit Plumbing Plan to State
Submit to MMSD and WDNR For Approval.
Prepare Project Manual and Construction Sequence
Assemble Project Manual and Drawings for Bidding
Conduct QA/QC Check, Make Corrections
Underground Utilities Bid Package
Determine Final Utility Routes
Verify Pipe Sizing and Hydraulics
Determine Location of Connecting Utilities
Design Open Cut Typical Trench Sections for Each Type of Pipe
Design Jacking or Casing Pipe (if required)
Design of Shaft(s) for Trenchless Installations
Prepare Gravity Sanitary Sewer Plan and Profile Drawings
Prepare Sewage Force Main Plan and Profile Drawings
Prepare Water Main Plan and Profile Drawings
Design Construction Details
Design Typical Surface Restoration Details
Prepare Base Drawings for Design
Prepare Cover and Index Sheets
Prepare General Notes and Construction Sequence Drawing
Prepare Surface Restoration Drawings
Prepare Construction Detail Sheets
Drafting Quality Control
Prepare Preliminary Bidding Documents
Prepare Preliminary Technical Specifications
30% Level Complete Design Submittal to City of Franklin
Respond to Review Comments
60% Level Complete Design Submittal to City of Franklin
Respond to Review Comments
90% Level Complete Design Submittal to City of Franklin
Respond to Review Comments
100% Level Complete Internal Design Review
Prepare MMSD Approval Submittal
Prepare Wisconsin Department of Transportation Permit Submittal
Prepare Request for SEWRPC 208 Review
Prepare Alternatives Analysis

Prepare DNR Water Quality Certification Application
Prepare U.S. Army Corps of Engineers Permit Application
Prepare DNR Construction Storm Water Discharge Permit Application
Prepare DNR Sanitary Sewer Extension Approval Application
Prepare DNR Sanitary Force Main Extension Application
Prepare DNR Water Main Extension Application
Prepare Wisconsin State Historical Society Approval Application
Prepare Natural Resource Protection Plan

Cost Estimates

30% Design Milestone
60% Design Milestone
90% Design Milestone
100% Design Milestone

All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following:

Provide Project Manager to Coordinate City Activities
Obtain Right of Entry Permission from Property Owners for Field Work and Design Efforts
Provide Legal Services as Required for Project
Provide Insurance Counseling for Project Specifications as Required for Project
Provide Initial and Ultimate Condition Sewage Flows from Town of Raymond
Provide Review Comments as Requested
Attend Meetings with Regulatory Agencies
Attend Meetings with Utilities, And Other Stakeholders
Pay All Required Permit and Approval Application Fees and Licenses
Arrange for Schedule and Attend Meetings with Impacted Property Owners as Required
Arrange for SEWRPC to Identify Wetlands in Project Area
Provide Names, Addresses and Tax Key Numbers of Impacted Property Owners
Arrange for meetings with Owner's Financial Advisors
Prepare and Send Letters of Introduction to Affected Property Owners

Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule:

The above Basic Services will be completed by January 30, 2019 in time to publicly bid the project shortly thereafter assuming the City is able to provide all necessary permits and approvals

Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Basic Services (Part 1 of Exhibit A)	\$1,201,850	Hourly Not to Exceed
TOTAL COMPENSATION		\$1,201,850
Additional Services (Part 2 of Exhibit A)	(N/A)	Hourly

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

Consultants retained as of the Effective Date of the Task Order:

Terracon Consultants, Inc.
Single Source
UWM-Cultural Resource Management
TRC Environmental Corporation
Computerized Structural Design
IBC Engineering Services, Inc.

Other Modifications to Agreement and Exhibits:

Part 2 of Exhibit A – Additional Services
Meetings and Negotiations with Town of Raymond and others.
Meetings with City's Financial Advisors.

Exhibit B - 2018 Hourly Rates Schedule

Attachments:

Exhibit A - Proposed Conceptual Sanitary Sewer Water Main and Street Layout

Other Documents Incorporated by Reference:

None

Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is June 5, 2018.

OWNER:

City of Franklin

By: _____

Name: Steve Olson

Title: Mayor

Date: _____

ENGINEER:

Ruekert & Mielke, Inc.

By: _____

Name: _____

Title: _____

Date: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: Nick Fuchs

Title: Principal Planner

Address: 9229 W. Loomis Road
Franklin, WI 53132

Email: nfuchs@franklinwi.gov

Phone: 414-425-4024

Name: Anthony D. Petersen, P.E.

Title: Senior Project Manager

Address: W233 N2080 Ridgeview Parkway
Waukesha, WI 53188-1020

Email: apetersen@ruekert-mielke.com

Phone: 262-542-5733

CITY OF FRANKLIN

ATTEST:

BY _____
Sandra L. Wesolowski, City Clerk

Dated: _____

BY _____
Paul Rotzenberg, Director of Finance and Treasurer

Dated: _____

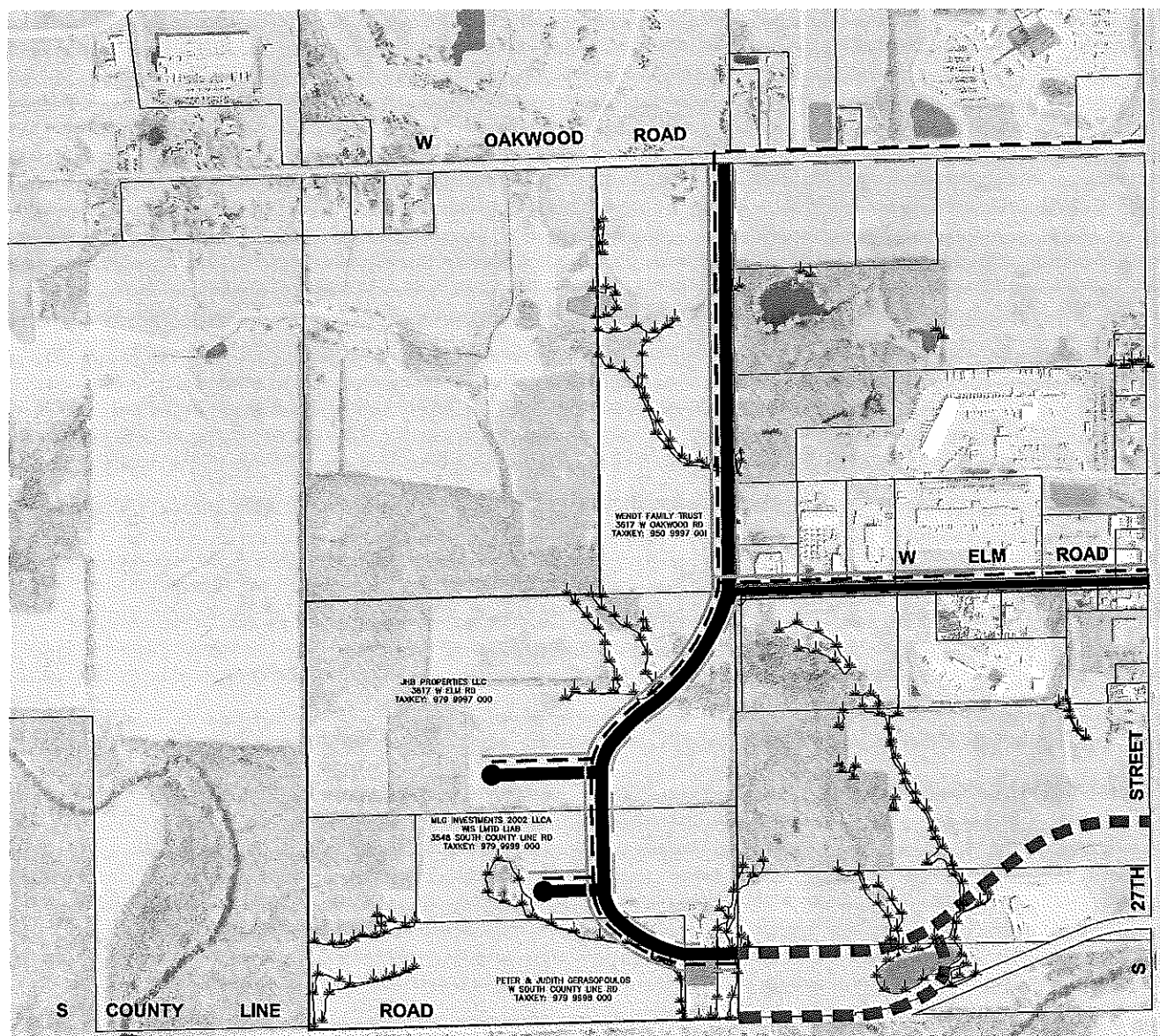
APPROVED AS TO FORM:

BY _____
Jesse A. Wesolowski, City Attorney

Dated: _____

PROPOSED CONCEPTUAL SANITARY SEWER, WATER MAIN AND STREET LAYOUT

CITY OF FRANKLIN
MILWAUKEE COUNTY, WISCONSIN



PHASE I PROJECT LIMITS

PHASE I WATER MAINS

PHASE I SANITARY SEWERS

PHASE I SANITARY FORCE MAINS

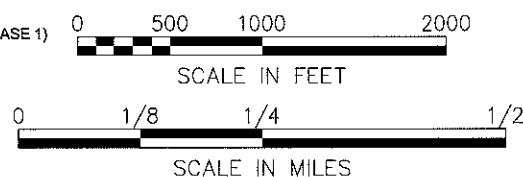
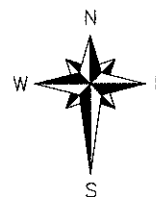
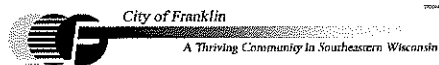
SEWAGE PUMP STATION (IN PHASE 1)

PHASE I STREETS

PHASE II STREETS (CONCEPTUAL)

DELINEATED WETLANDS (NOT COMPLETE)

0



DATE: MAY 23, 2018

© 2018 Copyright Ruekert & Mielke, Inc.

SOURCE:
BASEMAP SOURCE:

Exhibit B – Standard Hourly Rates - 2018

STANDARD HOURLY RATES

ENGINEERING SERVICES

Engineer 1	\$ 98.00
Engineer 2	114.00
Engineer 3	120.00
Engineer 4	142.00
Engineer 5	150.00
Engineer 6	165.00
Engineer 7	182.00
Engineer 8	185.00
Engineer Technician 1	92.00
Engineer Technician 2	102.00
Engineer Technician 3	113.00
Senior Engineer Technician	135.00

PROFESSIONAL CONSULTING SERVICES

Hydraulic Modeler	125.00
Senior Hydraulic Modeler	165.00
Environmental Coordinator	141.00
IT/GIS Analyst 1	114.00
IT/GIS Analyst 2	129.00

SURVEYING SERVICES

Surveying Technician	85.00
Crew Chief/Surveyor	117.00
Professional Surveyor	128.00

ADMINISTRATIVE SERVICES

Project Assistant	72.00
Administrative Assistant	72.00

MISCELLANEOUS

Mileage

For Engineers and Technicians	.55/mile
For Survey Crews	.76/mile
Print Productions	.30/sq. foot
Color copies	.30/page
B&W copies	.10/page
Color plots	2.50/sq. foot
Scanning	.30/scan
GPS equipment	125.00/day
ATV fee	125.00/day
Robotics equipment	125.00/day

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APPROVAL <i>Stu</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 06/05/2018
REPORTS AND RECOMMENDATIONS	STATUS OF RESOLUTION TO SIGN RENTAL AGREEMENT WITH AMERICAN TOWER AT 5572 W. AIRWAYS AVENUE FOR \$5,132.16	ITEM NUMBER <i>G.12.</i>

BACKGROUND

At the April 17, 2018 Common Council meeting, item G.16. Rental Agreement With American Tower at 5572 W. Airways Ave was tabled for one month. See previous Council Action attached.

At the recommendation of the Board of Water Commissioners, Staff has discussed leases with Milwaukee County and also a current Utility Vendor. Staff is still assembling information and making analysis and no final recommendation is ready at this time.

OPTIONS

- A. A resolution to authorize staff to finalize and sign previously submitted agreement with American Tower, LP at 5572 W. Airways Avenue for \$5,132.16 pending legal review and technical corrections, or
- B. Direct Staff to continue analysis of best option for City's consideration, or
- C. Refer back to Staff with further direction.

FISCAL NOTE

As previously reported, Verizon Wireless (American Tower) is offering an additional \$5,132.16 to be paid yearly in addition to the annual rent. American Tower paid \$20,552.000 in 2017 for tower rent at Air Ways Ave, this was split evenly between the City and Water Utilities.

COUNCIL ACTION REQUESTED

(Option B) Direct Staff to continue analysis of best option for City's consideration and return to Common Council with a recommendation.

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APPROVAL <i>slw</i> <i>pa</i>	REQUEST FOR COMMON COUNCIL ACTION	MEETING DATE June 5, 2018
REPORTS & RECOMMENDATIONS	AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING THE 2018 ANNUAL BUDGETS FOR THE GENERAL FUND, CAPITAL OUTLAY FUND, AND CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018 TO MOVE CONTINGENCY EXPENDITURES TO DESCRIPTIVE ACCOUNTS	ITEM NUMBER <i>G.13.</i>

Background

The Common Council has authorized a number of expenditures from General Fund, Capital Outlay and Capital Improvement Fund contingency appropriations. Those expenditures are more appropriately recorded in accounts that identify the reason for the expenditure. As such, a budget amendment to reclassify the expenditures from contingency to the more appropriate classified account will better document the transaction for future reference.

Analysis

General Fund:

- On February 19, 2018, the Common Council authorized up to \$42,000 from contingency to review Public Safety services, including an Options Assessment and Citizen Survey relative to Fire Department and Police services. This would more appropriately be classified as Professional Services in the Administrative Dept.
- On April 2, 2018, the Common Council authorized up to \$20,000 from contingency appropriations for the purpose of limited term, part time staff or contractual services to support Planning Department services. That would more appropriately be classified as Professional Services in the Planning Dept.

Capital Outlay

- On February 19, 2018 the Common Council authorized the purchase of \$6,800 from contingency of GPS tracking equipment for the Highway truck fleet. That would more appropriately be classified as Highway equipment.
- On March 20, 2018, the Common Council authorized the purchase of \$9,228 from contingency of replacement playground equipment for Glen Meadows Park. That would more appropriately be classified as Park's equipment.
- May 1, 2018, the Common Council authorized \$6,200 from Contingency for the purchase of a Cannon plotter/scanner to replace a broken piece of equipment. That would more appropriately be classified as an Engineering equipment purchase.

Capital Improvement

- On June 12, 2017 the Common Council authorized \$3,084 from contingency for improvements to the W Rawson and S 76th St intersection in cooperation with a Milwaukee County project. That would more appropriately be classified as a Highway Street improvement.
- On February 6, 2018, the Common Council authorized \$14,165 from Contingency for a roll up door on the new Salt Barn. That would more appropriately be classified as a Highway building improvement.

The Director of Finance & Treasurer requested and the Common Council approved a transfer from the General Fund to the Capital Outlay Fund on March 6, 2018 related to a Public Safety equipment purchase with General Fund contingency appropriations. The budget correction was actually made in the fall of 2017, and the March 6, 2018 duplicated the transfer. The Director respectfully requests that the 2018 transfer authorization be rescinded.

RECOMMENDATION

The Finance Committee reviewed this amendment at its May 22, 2018 meeting, and recommends its adoption

COMMON COUNCIL ACTION REQUESTED

An ordinance to amend ordinance 2017-2301, an ordinance adopting the 2018 annual budgets for the General Fund, Capital Outlay Fund, and Capital Improvement Fund for the City of Franklin for fiscal year 2018 to move contingency expenditures to descriptive accounts

ROLL CALL VOTE

Finance - PAR

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2018 _____

AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING THE 2018 ANNUAL BUDGETS FOR THE GENERAL FUND, CAPITAL OUTLAY FUND AND CAPITAL IMPROVEMENT FUND FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018 TO MOVE CONTINGENCY EXPENDITURES TO DESCRIPTIVE ACCOUNTS

WHEREAS, the Common Council of the City of Franklin adopted the 2018 Annual Budgets for the General Fund, Capital Outlay and Capital Improvement Funds; and

WHEREAS, the Common Council authorized \$42,000 of General Fund contingency appropriations to review Public Safety services, including an Options Assessment and Citizen Survey relative to Fire and Police services; and

WHEREAS, the Common Council authorized \$20,000 of General Fund contingency appropriations for the purpose of limited term part time staff or contractual services to support Planning Department Services; and

WHEREAS, the Common Council authorized \$6,800 of Capital Outlay contingency for the purchase of GPS tracking devices on the Highway truck fleet; and

WHEREAS; the Common Council authorized \$9,228 from Capital Outlay contingency appropriation for replacement playground equipment for Glen Meadow Park; and

WHEREAS, the Common Council authorized \$6,200 from Capital Outlay contingency appropriations for the purchase of a replace plotter/scanner in the Engineering Department; and

WHEREAS, the Common Council authorized \$3,084 from Capital Improvement Fund contingency appropriations for improvements at the W Rawson and S 76th Street intersection in cooperation with a Milwaukee County project; and

WHEREAS, the Common Council authorized \$14,165 of Capital Improvement Fund contingency appropriations for a roll up door on the newly constructed Salt Barn; and

WHEREAS, the Budget Appropriation Units should be adjusted for the above items as listed below.

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 That the contingency appropriations be modified as to:

General Fund Fund			
Contingency		Decrease	62,000
Administration	Non-Personnel	Increase	42,000
Planning	Non-Personnel	Increase	20,000
Transfers Out		Decrease	33,138

Capital Outlay Fund			
Contingency		Decrease	22,250
Highway	Equipment	Increase	6,800
Parks	Equipment	Increase	9,250
Engineering	Equipment	Increase	6,200

Capital Improvement Fund			
Contingency		Decrease	17,300
Highway	Street Improvement	Increase	3,100
Highway	Building Improvement	Increase	14,200

Section 2 Pursuant to §65.90(5)(a), Wis. Stats., the City Clerk is directed to publish a Class 1 notice of this budget amendment within ten days of adoption of this ordinance.

Introduced at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2018.

Passed and adopted at a regular meeting of the Common Council of the City of Franklin this ____ day of _____, 2018.

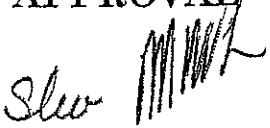
APPROVED:

ATTEST:

Stephen R Olson, Mayor

Sandra L. Wesolowski, City Clerk

AYES____NOES____ABSENT____


APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 2/19/2018
REPORTS & RECOMMENDATIONS	Authorize staff to proceed with a project for a Public Safety Services review, including an Options Assessment and Citizen Survey, relative to Fire Department services and some Police services for an amount not-to-exceed \$42,000, including but not limited to a contract with Mueller Communications	ITEM NUMBER G. 11.

At the last Committee of the Whole meeting, the Fire Chief gave a presentation relating to current and future Fire Department staffing considerations. The Common Council subsequently referred the issue to the Fire Chief and Director of Administration for consideration of a contract to be brought to the 2/19/2018 Common Council meeting.

Attached is the proposal from Mueller Communications for a contract for consulting services related to further evaluation of the issue and related options (Phase I) and development and execution of a community survey that would garner public input on those options (Phase II). Mueller Communications performed well in execution of a similar project for the City of South Milwaukee, and that direct experience is a primary driver in considering them for a similar role in Franklin.

Mueller's direct costs, per the proposal, are hourly but are estimated to be between \$12,000 and \$14,000, with an additional 5 percent service and technology fee (\$600 to \$700). (The final document will be made "not to exceed without authorization".) A third party vendor, Community Perceptions, with whom Mueller has worked on similar projects would also be engaged that has particular expertise in development and analysis of survey documents. That cost is estimated to be between \$10,000 and \$15,000. By ultimately contracting with them directly, the City would save the 17.65 percent mark-up for charges that pass through Mueller. Additionally, Phase II would require printing and postage for the survey with an estimated cost of \$8,500. It is important to note that the Committee of the Whole also discussed some more limited considerations of additional Police Department staffing considerations, which is understood to be part of the referenced proposal and survey work. Based on the above estimates, Phase I and Phase II would have total estimated costs of between \$31,100 and \$38,200. To help ensure the steps can move forward in a timely manner, authorization for a 10 percent contingency is recommended. Therefore, if the Common Council determines to move forward with this project authorization for up to \$42,000, which is available in General Fund Contingency Appropriations, should be considered.

It is important to note that these initial steps do not presume a particular conclusion either as to the result of the Options Assessment or to the results of the Community Survey. That is important because any further actions or phases, if any, would require an additional contract and contract cost based on the outcomes of the first two phases. If Franklin's results and determinations are similar to South Milwaukee's, where a public education effort and referendum occurred, the City should expect to have additional potential costs of a similar order as the first two phases, meaning an additional \$40,000 to \$50,000. All of that, however, would be discussed after completion of the first two phases.

APPROVAL <i>Slw</i> 	REQUEST FOR COUNCIL ACTION	MEETING DATE 4/2/2018
REPORTS & RECOMMENDATIONS	Authorize up to \$20,000 in General Fund Contingency Appropriations for the Purpose of Limited-Term, Part-Time Staff or Contractual Services to Support Planning Department Services	ITEM NUMBER <i>G.16.</i>

Although the Development Agreement for Ballpark Commons has been approved, there is still a significant amount of staff time that will be devoted to this project. The development agreement sets forth the parameters for much of the project, but many of the detailed plans and permit requests still need staff, Council, and/or Commission approvals. Items such as site plans, landscaping plans, lighting plans, architectural plans still require detailed review, often multiple reviews to accommodate changes. These reviews are important because it is many of these details and nuances that can shape the success of the projects and their perception within and impact upon the community. These same demands are occurring throughout the community with both commercial and residential developments.

At the same time, the City must strive to complete the tasks in a timely, efficient manner. The developers need to, and should, view the City as a partner in helping them complete their projects within the mutually agreed upon parameters. To that end, the City needs to remain diligent in its efforts. However, at the time these workload demands are peaking, staffing is short-handed. The Principal Planner is serving double-duty in performing certain tasks during the vacancy in the Economic Development Director position. The options to sacrifice details that may be important to the City or to delay developments that may have critical timelines should not be acceptable and are not in the City's best interest.

The Planning Director and Mayor recommend providing some limited resources for the Planning Manager to hire additional support on a project-by-project basis. The Planning Manager is attempting to identify viable options or individuals which could be either a limited-term, part-time employee or planning consultants obtained from one or more of the various consultants providing planning services (including other governmental units). The strategies and firms or individuals could shift as the nature and volume of work shifts and as their availability shifts. Waiting for a specific need to align with an available resource and then have the timing right for Council approval is likely to result in delay to contractors or missed opportunities for the City. This creates a scenario where a limited-term approval by the Common Council for administrative authority to address such service demand peaks is in the best interest of the City.

It is proposed that \$20,000 of General Fund contingency be authorized for use under the discretion and authorization by the Mayor for limited-term, part-time employees or consultants to support Planning Department services. A part-time associate planner level individual would likely run between \$25 and \$40 per hour, while a Principal Planner is in the neighborhood of

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE March 20, 2018
Reports & Recommendations	Authorization for Dept. of Public Works to Purchase Replacement Playground Equipment for Glen Meadows Park for \$9,228.11	ITEM NO. <i>G.11.</i>

BACKGROUND

The Department of Public Works is requesting authorization to purchase replacement playground equipment, including a Space Whirl, Backhoe Digger, and Expression Swing, from GameTime for Glen Meadows Park, located at 7362 S. 37th St.

It has been requested that playground equipment be placed in this park to compensate for the removal of an old merry-go-round and digger that were removed due to liability issues. See attached email correspondence and information related to playground safety.

ANALYSIS

Staff proposes that the City purchase replacement equipment from GameTime (a Playcore Company), including a Space Whirl (Part #6118), a Backhoe Digger (Part #6197), and an Expression Swing 5" x 8" (Part # 5145). (Note: The Expression Swing, Part #5145, does not appear on the company's website, however has been verified as the part with the correct 5" hangers needed by the City.)

A quote from GameTime has been received in the amount of \$9,228.11 for all three pieces of equipment. In addition, DPW is utilizing an unused swing set structure to accommodate the expression swing.

This request was discussed at the 03/12/2018 Parks commission meeting and they are forwarding to the Common Council recommending approval.

OPTIONS

Approve or Table

FISCAL NOTE

The 2018 Capital Outlay fund had a \$50,000 contingency appropriation. Earlier the Common Council used \$6,800 for Highway GPS system on the snow plows. This project will encumber a further \$9,300 – leaving \$33,900 in contingency appropriations for the balance of 2018.

RECOMMENDATION

Motion to purchase three pieces of replacement playground equipment from GameTime for Glen Meadows Park, in the amount of \$9,228.11 from the Capital Outlay Contingency appropriations.

DPW: WMD

41. 0188. 5489

OK

APPROVAL	REQUEST FOR COUNCIL ACTION	MTG. DATE 02/19/2018
Reports & Recommendations	PURCHASE DPW SYSTEM OF TRACKING FLEET FROM PRECISE MRM FOR \$6,800.00	ITEM NO. 64

BACKGROUND

Fleet tracking systems have greatly advanced for public works operations.

DPW has been investigating these systems primarily so vehicles may be tracked. Among other useful features, this system can be used to corroborate claims by residents that their street was not plowed after a certain snow event. Such a system could confirm the complaint or provide information as to when and how many times the section of road was addressed.

ANALYSIS

Staff proposes that the City purchase a PreCise MRM fleet tracking system. This system includes features to track the location of our front line plow trucks, as well as the ability of several users to access the locations, as well as prior locations, of the vehicles that this equipment is mounted.

The cost for this system includes an initial cost to purchase of \$6,800.00 for 16 vehicles and approximately \$20.00 per unit, per month, fee, on average.

OPTIONS

Authorize staff to make purchase of equipment from PreCise MRM at a cost of \$6,800.00 [\$425@ for 16 trucks], as well as monthly data charges of approximately \$20.00 per unit, per month, on average for a 2018 total of \$3,200 [10 months of 2018]. The annual budget would be \$3,840 (\$20 x 16 trucks x 12 months).

FISCAL NOTE

Purchase from the Contingency appropriation in the Capital Outlay Fund.

RECOMMENDATION

Authorize staff to purchase DPW system of tracking fleet from PreCise MRM for \$6,800.00 for 16 vehicles and approximately \$3,200 operating costs in 2018.

Engineering Department: GEM

Kevin To Issue to
IC @ 425

41.0189.5489

Finance To Approve

OK

APPROVAL <i>slw</i>	REQUEST FOR COUNCIL ACTION	MEETING DATE 05/01/2018
REPORTS AND RECOMMENDATIONS	REQUEST TO PURCHASE A LARGE FORMAT CANON IPF 785 PLOTTER AND SCANNER FROM JAMES IMAGING SYSTEMS FOR \$6,200 FROM THE CAPITAL OUTLAY FUNDS CONTINGENCY APPROPRIATION	ITEM NUMBER <i>6.17.</i>

BACKGROUND

The Engineering department houses a Canon iPF 750 large format plotter and scanner that was purchased around 2011. The plotter is used for making maps and printing large format plans, plots, drawings, and signs for various City departments including, but not limited to DPW, inspection, GIS, planning, sewer and water, police, and library.

In the past few years, the plotter has been receiving extensive maintenance and in late March it needed repairs where staff was told that the repairs would be almost as much as a new plotter and the technician was not confident that the repairs would be successful. The plotter was expected to last a few more years. Some departments have a backlog of projects that need to be printed. The plotter has a scanner that still works but was purchased at the same time as the plotter and likewise is expected to last at least two more years since scanners typically last longer than plotters.

A new plotter and scanner is desired. Because the new plotter and scanner must use the same hardware controller, both must be purchased together as a bundled system. Because of the integration of the components it is not possible to purchase plotter and scanner individually. Inspection would like to have the old scanner for use as long as it continues to function. The inspection department would use it only as a scanning computer.

ANALYSIS

Staff obtained three vendor quotes for a new plotter/scanner duo. Because both the scanner and the plotter require a controller, Canon only offers this as a bundled set. The controller on the Canon iPF 780 and 785 is an all-in-one PC that is the input panel screen that is side mounted. In the previous models the controller was a Dell PC that was rear mounted at the back of the stand, which has all of the spooler and scanning management software.

The main difference between an Canon iPF 780 and 785 is the latter contains a hard disk. The additional hard drive takes the post rasterized PCL/PS code and stores it locally. This increases the speed of print jobs, as the plotter doesn't have to compile the PCL at run time while it is printing a document. Often this is useful for complex CAD drawings.

Items of note for each quote:

- James Imaging (\$6,200)– They are offering a 785 for only \$200 above the price of a 780. National Association of State Procurement Officers (NASPO) does not appear to have a subsection for plotters. This is a specialty niche product. Estimated time for setup and delivery is 5-7 business days.
- West Allis Blueprint (\$6,200)– This quote is for a 780 only. Estimated time for setup and delivery is 5-10 business days.
- BPI Color (\$6,700 plus \$295)– This quote is for a 780. BPI was the original vendor for the existing plotter and scanner. They also provided a quote for a TX 3000 series, which uses the new waterproof UV inks and has a dual paper roller for 44". Staff has analyzed this feature and has determined that

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE <i>2/06/2018</i>
Reports & Recommendations	PURCHASE A ROLLUP DOOR FOR THE DPW SALT BARN FROM GEIS BUILDING PRODUCTS, INC FOR \$14,165.00	ITEM NO. <i>G.H.</i>

BACKGROUND

The DPW salt barn is under construction. Change Order No. 1 was signed with Dome Corporation in October 2017 that included \$5,700 for a "barn style" door. Unknown to DPW, this style of door requires bollards that must be placed in an exact location to prevent the doors from being damaged by winds. These bollards are required to be placed in a location that has electrical conduit.

To address the issue, the door style must be changed from a "barn door" style to a rollup design.

ANALYSIS

To address the conflict with the electrical conduit, the door style must be changed from a "barn door" style to a rollup design. Modifications were made in the work to accommodate the new style door and Staff has obtained two quotes from local vendors.

The two quotes were GEIS Building products, Inc. (Brookfield, WI) and Doormaster Garage Door Co (Greenfield, WI) for \$14,165.00 and \$17,587.00 respectively.

A forthcoming Change Order No 2 with Dome will include a credit for the removal of the "barn style" door with any other needed modifications.

OPTIONS

Authorize staff to purchase a roll-up door from GEIS Building Products, Inc for \$14,165.00, or

Leave the salt barn without a door at this date and install one at a future date.

FISCAL NOTE

There are adequate funds that need to be appropriated from the capital improvement fund. Change Order No. 1 took the 2018 CIP fund balance down to about \$20,000. When the contract was approved at the bid price, the balance of the appropriation was moved to fund other projects and rolled into the 2018 budget.

RECOMMENDATION

Authorize staff to purchase a roll-up door from GEIS Building Products, Inc for \$14,165.00

Engineering Department: GEM

from CIP Contingency

*No 2018 Appropriation
Come from Fd % CIP CONTINGENCY*

OK 46.0199.5499

APPROVAL <i>Slw</i>	REQUEST FOR COUNCIL ACTION	MTG. DATE 06/12/2017
Reports & Recommendations	A RESOLUTION AUTHORIZING LOCAL / COUNTY AGREEMENT WITH MILWAUKEE COUNTY FOR ADDITION OF LIGHTS TO THE INTERSECTION OF CTH U (S. 76TH STREET) AND CTH BB (W. RAWSON AVENUE)	ITEM NO. <i>C.</i>

BACKGROUND

Milwaukee County is making improvements to the intersection of CTH U (S. 76th Street) and CTH BB (W. Rawson Avenue) through a Federal Highway Safety Improvement Program (HSIP). HSIP funds highway safety projects at sites that have experienced a high crash history.

The City of Franklin currently owns and maintains the street lighting system for both of the affected roads. There are four lights that need to be moved to accommodate the new median configurations. As with other recent projects, the City inquired if the lighting could be incorporated into the construction of the county facilities. The contractor proposed a change order and the county would like to have an answer from the city as soon as possible.

As proposed, the contractor will substitute the four traffic signal poles with poles that can accommodate lights. In addition, the electricity to the lights will be fed with the electricity to the signals, which are a County expense.

ANALYSIS

Staff has estimated that using in-house resources, it would cost the city about \$20,000 to relocate lights to accommodate the County's work. To have the County replace the signal poles and accommodate lights, the proposed change order is \$26,814.00. The county always adds 15% Engineering and Contingency change to the City resulting in an estimated \$30,861.10. Note that the estimate is a unit price project.

As a HSIP project, the local agency (Milwaukee County) only pays 10% of the project. Therefore, the estimated cost to the City would be $\$26,814.00 \times 10\% + 15\% = \$3,083.61$.

If the project exceeds the estimate cost, the HSIP funds would be tapped out and the additional funding would be 100% local. The county is requiring that the HSIP funding be first allocated to their costs and the City would be required to fund the light change order at 100% - or any portion thereof. For example, if something like contaminated soils were encountered, and the project costs exceeds the HSIP total by \$10,000, the City would pay

$$[(100\% \times \$10,000) + (10\% \times \$26,814 - \$10,000)] + 15\% = \$13,433.61$$

To summarize, it is anticipated that the City cost would be \$3,083.10 but could cost \$30,861 if the project encounters any significant change orders.

OPTIONS:

Approve the Local/County Agreement with Milwaukee County for addition of lights to the intersection of CTH U (S 76th Street) and CTH BB (W. Rawson Avenue); or
Table

FISCAL NOTE

\$31,000 is available, if needed, from the Capital Improvement Fund Contingency. This will need Common Council authorization.

*6/12/17 APPROPRIATION FROM FY16 GEN CONTINGENCY
BA WILL MOVE TO HAY PROJECT FOR \$30,861*

STATE OF WISCONSIN : CITY OF FRANKLIN : MILWAUKEE COUNTY

ORDINANCE NO. 2018-2315

AN ORDINANCE TO AMEND ORDINANCE 2017-2301, AN ORDINANCE ADOPTING THE 2018 ANNUAL BUDGETS FOR THE GENERAL FUND, DEVELOPMENT FUND, CAPITAL OUTLAY FUND, EQUIPMENT REPLACEMENT FUND, CAPITAL IMPROVEMENT FUND, TID 3, TID 4, AND TID 5 FOR THE CITY OF FRANKLIN FOR FISCAL YEAR 2018 TO APPROVE BUDGET ENCUMBRANCES FROM THE 2017 BUDGET AS AMENDMENTS TO THE 2018 BUDGET

WHEREAS, the Common Council of the City of Franklin adopted the 2017 Annual Budgets for the General Fund, Development Fund, Civic Celebrations Fund, Capital Outlay Fund, Equipment Replacement Fund, Capital Improvement, TID 3 Fund, TID 5 Fund, and Sanitary Sewer Fund; and

WHEREAS, certain monies included in the 2017 Annual Budgets of the respective funds were intended to be expended in 2017 and were committed for expenditure prior to December 31, 2017; and

WHEREAS, these amounts will be expended in 2018, and as a result, the related appropriations should be made available and appropriated in the 2018 budget; and

WHEREAS, Common Council has determined that it would be in the best interest of the City to approve such encumbrance in the 2018 budgets of the respective funds; and

WHEREAS, the Budget Appropriation Units will be adjusted for the items listed below.

NOW, THEREFORE, the Common Council of the City of Franklin does hereby ordain as follows:

Section 1 That certain encumbered funds of the 2017 budgeted amounts be transferred forward to the 2018 Annual Budget for the respective funds of the City of Franklin to pay for 2017 encumbrances as follows:

General Fund

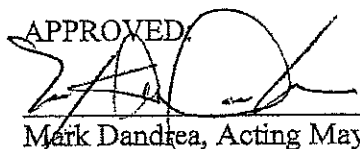
Info Services	Non-Personnel	Increase	26,950.00
Muni Buildings	Non-Personnel	Increase	765.00
Police	Non-Personnel	Increase	52,076.98
Building Inspection	Non-Personnel	Increase	24.50
Highway	Non-Personnel	Increase	18,899.64
Parks	Non-Personnel	Increase	3,960.00
Economic Development	Non-Personnel	Increase	14,700.00
Transfers Out		Increase	33,138.00


APPROVED
DATE
IN 2017

2018-2315 ORD
Page 3

Passed and adopted at a regular meeting of the Common Council of the City of Franklin
this 6th day of March, 2018.

APPROVED:

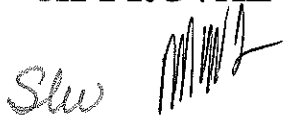


Mark Dandrea, Acting Mayor

Sandra L. Wesolowski, City Clerk

AYES 5 NOES 0 ABSENT 0

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APPROVAL 	REQUEST FOR COUNCIL ACTION	MEETING DATE 6/5/2018
REPORTS & RECOMMENDATIONS	Presentation and Discussion on 2019 Budget Development Issues	ITEM NUMBER <i>G.14.</i>
<p>For the 2018 Budget, the Mayor engaged the Common Council earlier in the budget process than was called for by the budget development ordinance since it was anticipated that the budget would “be substantially more challenging than in recent history if there is a desire to maintain the existing level of services.” Multiple sessions were then held with the Common Council prior to presentation of the Mayor’s Recommended Budget. Following the conclusion of the 2018 Budget adoption, it was suggested that early engagement of the Common Council again occur relative to the 2019 preliminary budget estimate and budget development.</p> <p>At the May 15, 2018 Common Council meeting, the Council received a detailed presentation on the 2017 Comprehensive Annual Financial Report (CAFR) which noted that the CAFR “essentially becomes the initial step of the 2019 Budget development, since the most recent completed year is a significant driver of and source of input into the budget development process.” That set the stage for a presentation of the preliminary 2019 Budget estimate and budget development issues.</p> <p>The purpose of the presentation will be to generally identify the scope or magnitude of the budgetary issues that will face the City during the 2019 budget process. That will begin with a high-level but detailed review of how the 2018 adopted budget ultimately resolved or addressed the preliminary 2018 deficit first discussed last summer. Understanding how the 2018 budget dilemma was resolved will help provide solid background for and insight into potential strategies for resolving impending 2019 budget issues. As with last year, the goal of the presentation will not be to solve the 2019 budget already; there is simply too much work and analysis to do before that can occur. Rather, the goal is simply to provide context and to begin the discussion on aspects of the 2019 budget to help ensure that the City reaches an amenable solution within the statutory budgetary timeframe.</p> <p>To that end, the presentation (PowerPoint) will also look to establish the next steps in the discussion and may recommend certain topics to come back to the Common Council in July for more in-depth discussion. Resolution of the issues will ultimately occur through the approved budget process; however, by beginning the discussions earlier, the hope and intent will be to find solutions that best meet the needs of the residents of Franklin. As is done each year with the presentation of the Mayor’s Recommended Budget, a copy of the 2019 preliminary budget development presentation will be provided at the meeting.</p> <p style="text-align: center;">COUNCIL ACTION REQUESTED</p> <p>Motion to receive and file, or as otherwise determined by the Council.</p>		

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