CITY OF MARSHFIELD

MEETING NOTICE

AMENDED

COMMON COUNCIL
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, MAY 13, 2025
207 WEST 6TH STREET
6:00 P.M.

NOTE TO VISITORS AND GUESTS: Welcome to this meeting of the Common Council. Item "D" on the agenda is your opportunity to provide input to the Council. If you wish to make a comment, please write your name/address and state your topic on the form at a table near the entrance to the Council Chambers before the start of the meeting. When you have been recognized by the Mayor at the appropriate time, please address the Council from the podium, first stating your name and address.

A. Call to Order/Roll Call – Lois TeStrake, Mayor

B. Pledge of Allegiance

C. Identify possible conflicts of interest

D. Public Comment Period/Correspondence
At this time, the Mayor will recognize persons in attendance wishing to address the Council. Upon recognition by the Mayor, persons may address the Council, first stating their name and address. Comments will be limited to no more than 5 minutes, and persons are asked to be respectful when addressing the Council. No action will be taken regarding items not on the agenda; however, the Council will take comments from the public under advisement. Please note that Council members will not respond to your comments or questions.

E. Approval of Minutes: April 22, 2025 (Regular Meeting)
April 22, 2025 (Special Meeting)

F. Staff Updates
1. City website analytics – Tom Loucks, Communications Director

G. Mayor's Comments *(For Informational Purposes Only)*
1. Proclamation – Memorial Day

H. Council Comments *(For Informational Purposes Only)*

I. City Administrator's Update

J. Reports from Commissions, Boards, and Committees

K. Consent Agenda:
Meeting minutes/reports
1. Central Wisconsin State Fair Board (February 17, 2025)
2. Community Development Authority, Finance (March 24, 2025)
3. Community Development Authority, Board (March 24, 2025)
4. Housing Committee (March 31, 2025)
5. Community Development Authority, Board (April 3, 2025)
6. Park, Recreation and Forestry Committee (April 9, 2025)
7. Marshfield Utilities Commission (April 14, 2025)
8. Fairgrounds Commission (April 17, 2025)
9. Library Board (April 17, 2025)
10. Library Board (May 1, 2025)
11. Board of Public Works (May 5, 2025)
    a. Approve proposal for architectural/engineering services for the Wildwood Plaza Renovation project, and authorize execution of the contract
    b. Approve proposal for professional services for development of the Fire Training Center Master Plan, and authorize execution of the contract
    c. Approve proposal for a condition assessment of the Northeast Pump Station's force main, and to authorize execution of the contract
    d. Approve change order granting a 30-day extension for installation of lighting at the Braem Park pickleball courts
    e. Approve proposal for geotechnical engineering services for the Braem Park Wet Detention Basin project, and authorize execution of the contract
    f. Approve 3-party contract with WisDOT and Robert E. Lee for design of East 4th Street reconstruction project, and authorize execution of the contract
12. Judiciary and License Committee (May 6, 2025)
13. Finance, Budget and Personnel Committee (May 6, 2025)
    a. Approve Revised Policy No. 3.960 (Personal Protective Equipment, Tool Replacement, and Clothing Allowance)

Recommended Action: Receive/place on file, approving recommended actions

L. Action on items removed from the consent agenda, if any

M. Presentation – Boys and Girls Club. Presented by Danielle Belsky and Katy Zaleski.

Recommended Action: None, for information only

N. Presentation – Update on the City's business and industrial parks. Presented by Sierra Starner-Heffron, MACCI Business Development Director (with a video by Tom Loucks, Communications Director).

Recommended Action: None, for information only

O. Request to approve Budget Resolution No. 15-2025, increasing the Public Safety fund, Parks and Recreation donations from private organizations account by $2,800, and increasing the Public Safety fund, Parks and Recreation other contractual services account by the same amount for expenditures related to the donations received. (This will cover the cost of providing two portable toilets for use at UWSP-Marshfield fields and Forest Ridge Park.) Presented by Jennifer Selenske, Finance Director.

Recommended Action: Approve Budget Resolution No. 15-2025

P. Request to approve Budget Resolution No. 16-2025, increasing the City Administrator's professional services account up to $30,000 for recruitment services, and decreasing the City Administrator's reserved for contingency account by the same amount. Presented by Steve Barg, City Administrator.

Recommended Action: Approve Budget Resolution No. 16-2025

Q. Request to approve Budget Resolution No. 17-2025, amending the 2025 budget related to the Braem Park Wet Detention Basin project. Presented by Jennifer Selenske, Finance Director.

Recommended Action: Approve Budget Resolution No. 17-2025

R. Request for ratification of the contract and payment for the credit card reader for the Marshfield Municipal Airport, for which funds were transferred and payment approved by Budget Resolution No. 07-2020 on November 24, 2020. Presented by Jeff Gaier, Airport Manager.

Recommended Action: Approve and authorize execution of contract

S. Request to approve engineering services contract between WisDOT, City of Marshfield, and MSA for design of Vine Avenue (2nd Street to 4th Street). Presented by Josh Mauritz, Acting Director of Public Works.

Recommended Action: Approve and authorize execution of contract

T. Request to approve Amendment No. 1 to the engineering services contract between the City of Marshfield, WisDOT, and MSA for the design of South Vine Avenue from East 4th Street to East 14th Street. Presented by Josh Mauritz, Acting Director of Public Works.

Recommended Action: Approve and authorize execution of contract amendment

U. Request to refer amending the official City map to extend the public right-of-way on East 22nd Street to the east of the intersection of South Nikolai Avenue and East 22nd Street to the Plan Commission for consideration. Presented by Steve Barg, City Administrator.

Recommended Action: Refer to Plan Commission for review and consideration

V. Request from Council President Varsho to move Board of Public Works meetings to first and third Tuesdays, on the same night as the Finance, Budget & Personnel Committee. Presented by Steve Barg, City Administrator.

Recommended Action: Discretion of the Council

W. Request to approve appointment of Ashley Winch (Marshfield Community Development Authority) to replace former Councilmember Russ Stauber on the Housing Committee. Presented by Lois TeStrake, Mayor

Recommended Action: Approve appointment as presented

X. Staff update – City's finances. Presented by Jennifer Selenske, Finance Director.

Recommended Action: None, for information only

Y. Suggested items for future agendas

Z. Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

- Development assistance for project at West McMillan Street and St. Joe's Avenue

AND

Adjourn to closed session under Wisconsin Statutes Chapter 19.85(1)(c), "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

- Collective bargaining agreement with fire union

AA. Reconvene in open session

BB. Action on matters discussed in closed session, if appropriate.

CC. Adjournment

Posted this day May 12, 2025 at 4:30 p.m. by Jessica Schiferl, City Clerk

NOTICE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Jessica A. Schiferl, City Clerk, at 207 West 6th Street or by calling (715) 486-2022.

The filming of this meeting is provided by Marshfield Broadcasting, a division of our Communications Department that can be viewed streaming "LIVE" on the City's website at ci.marshfield.wi.us, cable tv channel 991, and marshfieldbroadcasting.com at the time of this meeting in open session. Additionally, this meeting can be viewed live on over-the-top devices, Roku, Amazon Fire TV, and Apple TV, by downloading the Marshfield Broadcasting app. After this meeting is adjourned, the video will be available within 24 hours on the City's website at www.ci.marshfield.wi.us, marshfieldbroadcasting.com, Marshfield Broadcasting app on over-the-top devices, and cable channel 991. If you have questions regarding the filming of this meeting, please get in touch with Communications Director Tom Loucks at 715-486-2070.

Common Council meeting was called to order by Mayor TeStrake at 6:00 p.m., in the Council Chambers, City Hall.
PRESENT: Mike Feirer, Derek Wehrman, Natasha Tompkins, Brian Varsho (via Zoom), Scott Koran, Jen Delis, Brian Giles, Rebecca Spiros, Mike O'Reilly and Andrew Reigel (via Zoom).
ABSENT: None

The flag was saluted and the pledge given.

IDENTIFY POSSIBLE CONFLICTS OF INTEREST

- None

CITIZEN COMMENTS

- Nick Poeschel, 1609 Sawyer Drive, importance of keeping Board of Public Works and Finance, Budget & Personnel Committee.
- Bill Penker, 600 Sycamore Avenue, troubled appointees didn't provide more detailed requests for committee appointments; citizens deserve the best candidates possible for committee assignments.

CC25-069 Motion by Giles, second by Tompkins to approve the minutes of the April 8, 2025 Council meeting and April 15, 2025 organizational meeting. Roll call vote, all ayes.
Motion carried

STAFF UPDATES

- None

MAYOR'S COMMENTS

- None

COUNCIL COMMENTS

- Alderperson Tompkins, Marshfield Area Community Foundation will be funding a porta potty at UW by the soccer fields.

CITY ADMINISTRATOR'S UPDATE

- None

REPORTS from COMMISSIONS, BOARDS, and COMMITTEES

- None

CONSENT AGENDA
CC25-070 Motion by Koran, second by Wehrman to receive and place on file, approving all recommended actions for the items listed on the consent agenda: Business Improvement District Board of January 22, 2025; Fire and Police Commission of March 13, 2025; Board of Public Works of April 14, 2025 (1. Approve low bid for Braem Park Softball Field project. 2. Approve agreement for 2025 aerial imagery project. 3. Approve agreement for survey work on South Vine Avenue project.); Judiciary and License Committee of April 15, 2025; Finance, Budget & Personnel Committee of April 15, 2025 (1. Approve Policy No. 4.815, emergency procurement. 2. Approve Revised Policy No. 3.545, leaves of absence. 3. Authorize RFQ for temporary economic development services. 4. Authorize RFQ for temporary planning services.); Plan Commission of

April 15, 2025 (1. Approve Resolution No. 2025-13, conditional use permit for 311 East Heritage Drive.).

Alderperson O'Reilly removed from Finance, Budget & Personnel, Policy 4.815, Emergency Procurement.
Alderperson Wehrman removed from Board of Public Works, approval of low bid for Braem Park Softball field project.

Vote on **CC25-070 as amended.**
Roll call vote; all ayes.
Motion carried

CC25-071 Motion by Wehrman, second by Delis to approve Board of Public Works item, approval of low bid for Braem Park Softball field project.
Roll call vote; all ayes.
Motion carried

CC25-072 Motion by Koran, second by Tompkins to approve Finance, Budget & Personnel Committee item, Policy No. 4.815, Emergency Procurement.
Roll call vote; all ayes.
Motion carried

CC25-073 Motion by Tompkins, second by Giles to approve Budget Resolution No. 13-2025, Geospatial Services.
Roll call vote; all ayes.
Motion carried

CC25-074 Motion by Tompkins, second by Giles to approve Budget Resolution No. 14-2025, early payment of State Trust Fund loan.
Roll call vote; all ayes.
Motion carried

CC25-075 Motion by Spiros, second by Koran to accept the Findings of Facts and Recommendations from Judiciary and License Committee regarding the "Class B" liquor license of La Taberna Club Nocturno, LLC and direct Council President Varsho to issue written Findings of Facts and decision. Roll call vote; all ayes.
Motion carried

Consideration of candidate to serve a 3-year term on the Ethics Board.

- Alanna Feddick-Goodwin, 1510 Luther Court

CC25-076 Motion by Delis, second by O'Reilly to nominate and elect Alanna Feddick-Goodwin to a 3-year term on the Ethics Board. Roll call vote; Ayes – 9, Nays – 0, Abstain – 1 (Tompkins)
Motion carried

CC25-077 Motion by Feirer, second by O'Reilly to appoint Alderperson Tompkins to the Housing Committee to replace Alderperson Stauber. Roll call vote; all ayes.
Motion carried

CC24-078 Motion by Koran, second by O'Reilly to approve the Mayor's appointments of citizens to various committees, boards and commissions. Roll call vote; all ayes.
Motion carried

CC25-079 Motion by Giles, second by Spiros to appoint Cole Minsaas to the Communications Committee to complete an unexpired term ending in April 2027, in accordance with Section 2-88 of the Marshfield Municipal Code. Roll call vote; all ayes.
Motion carried

CC25-080 Motion by O'Reilly, second by Delis to suspend the rules and vote on the appointment for an alternate to the Board of Review. Roll call vote; Ayes – 7, Nays – 3 (Wehrman, Tompkins, Giles)
Motion carried

CC25-081 Motion by Delis, second by Spiros to appoint Debbie Katona, 1614 Katherine Court as an alternate to the Board of Review for a 5-year term ending in 2030. Roll call vote; Ayes – 9, Nays – 1 (Giles)
Motion carried

Alderperson O'Reilly presented a request to consider dissolving the Finance, Budget & Personnel Committee and the Board of Public Works and direct all agenda items to Common Council meetings. After discussion of the Council, no action was taken.

Future Agenda Items

- Alderperson Varsho would like to discuss moving Board of Public Works meetings to Tuesday nights.

Motion by Wehrman, second by Koran to adjourn the meeting at 7:02 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk

APRIL 22, 2025

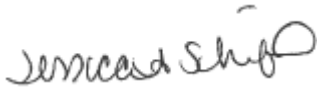
Orientation Presentation for the Common Council was called to order by Mayor TeStrake at 5:00 p.m., in the Council Chambers, City Hall.

The flag was saluted and the pledge given.

PRESENT: Derek Wehrman, Natasha Tompkins, Brian Varsho (via Zoom), Scott Koran, Jen Delis, Brian Giles, Rebecca Spiros, Mike O'Reilly and Andrew Reigel (via Zoom).
EXCUSED: Mike Feirer

City Attorney Wolfgram presented on topics including Robert's Rules of Order, agenda procedures, staff-council relationship, Open Meeting Law, conflicts of interest, closed session requirements, and ethical concerns.

Motion by Wehrman, second by Tompkins to adjourn the meeting at 5:57 p.m.



Jessica Schiferl
City Clerk

PROCLAMATION

OBSERVANCE OF MEMORIAL DAY

WHEREAS: Memorial Day was first observed in 1868, and it was established to honor those who gave their lives in the Civil War. Since then, each year in May, Americans pause to observe Memorial Day, a special day and National holiday since 1971 set aside to remember with dignity; and

WHEREAS: the day of Monday, May 26th, has been set aside to honor the veterans who fought and died for our country and helped preserve the freedoms and rights guaranteed to all people under the U.S. Constitution; and

WHEREAS: on Memorial Day, it is of utmost importance to hold in high regard the memories of our friends and family members who have made the ultimate sacrifice, and to remember the significant contributions they made to enhance our lives; and

WHEREAS: we pray for peace throughout the world, remembering all that is gained and all that is lost during times of war; and

NOW, THEREFORE, BE IT RESOLVED: I, Lois TeStrake, Mayor of the City of Marshfield, do proclaim Monday, May 26, 2025, MEMORIAL DAY, and I urge our citizens to observe this day with fitting dignity and appropriate thought of our fallen heroes.

Please honor us with your presence on Monday, May 26th, for the Memorial Day Parade at 9:30 a.m. along St. Joseph Avenue in Marshfield. The parade, a symbol of our collective pride and gratitude, will be followed by a solemn commemoration at Hillside Cemetery at 10 a.m. to pay homage to the veterans who fought and died for our country.

IN WITNESS WHEREOF, I have set
My hand and seal this May 26, 2025.

_____

Lois TeStrake, Mayor

CWSF Board of Directors Meeting Minutes

Monday, February 17th, 2025 at 6:30 pm - Fair Office

513 East 17th Street, Marshfield, WI 54449

Roll Call: Dale Christiansen, Gary Bymers, Brad Hamilton, Joyce Karl, Scott Karl, Kara McManus, Sandy Leonhard, Kate Kohl, Dave Lang, Derek Wehrman, Heather Wellach

Not present- Peggy Sue Behselich (on bot note taker), Nick Wayerski

The meeting of the Central Wisconsin State Fair Board was called to order at 6:30 pm in the Fair Office building at the Central Wisconsin State Fair Grounds in Marshfield, WI.

Public Comment: None. Correspondence from Corner Stone Community church thanking the CWSF for nominating them for Volunteer Group of the year.

Approval of Minutes: Minutes from January were presented and reviewed. Brad Hamilton made a motion to approve the minutes. Gary Bymers seconded. All approved

Financial Report: Gary Bymers made a motion to approve Financial Report, Brad Hamilton seconded it. All approved.

Executive Report: Friday, April 4th, District meeting in Merrill, Ilan Hill will present at all District meetings

Junior Fair: Will meet this Wednesday. All fair changes are due.

Fair Update: Working on grandstand finalization. Wednesday-Friday grandstand starts at 7:30 pm. Saturday starts at 7:00 pm and Sunday at 3:00 pm. Brett Westgrove, a Nashville recording artist, formerly from Wausau, will be the opening act for Justin Moore. He will finish the evening in the Family Entertainment Tent.

Fair Park Management: Master plan going in front of planning committee, starting with Expo Building new siding and gutters. New building options were discussed.

Topics to be Discussed:

A. Cranberry Contest: Plan to do this during fair with the Fairest Royalty assisting with this
B. Address safety concerns from last year's fair. There will be no use of skid steers by fair goers. The only operators and skid steers allowed will be fair personnel/hired help.
C. Discussion bedding. Gary made a motion to use shavings only for all livestock with allowance for milking cows being a - 6 in height MAX bedding pack. Any violation of this rule will result in a no straw show for all future shows. Brad seconded. All approved.
D. Moving "on boarding" to March meeting.

E. Scholarship was discussed. Brad Hamilton made a motion to approve the document. Kara McManus seconded it. All approved.

Building and Grounds Committee: Parking consideration will be addressed and discussed at the March meeting

New Business: None

Agenda Items for Next Meeting: Job description, Committee assignments, Ian link – personality test, and Parking

Next Meeting: March 17th at 6:30 pm.

Adjournment: Derek Wehrman made a motion to adjourn the meeting at approximately 8:00 pm. Dave Lang seconded. All approved.

Respectfully,

Heather Wellach

COMMUNITY DEVELOPMENT AUTHORITY
Finance and Strategic Planning Committee Meeting Minutes
March 24, 2025

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 10:30 a.m. in the Executive Conference Room at Cedar Rail Court, 601 S. Cedar Avenue, Marshfield and via Zoom meetings.

Affirmation of Proper Posting of Meeting: Meeting posted March 19, 2025 at 12:49 p.m.

PRESENT: Dave LaFontaine, Mike Feirer, Ashley Winch, Natasha Tompkins, Chris Meyer

OTHERS PRESENT: Carol Kerper – Executive Director

CDA TENANT PRESENT: Karen Johnson

Declaration of a Quorum

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Keogh arrived at 10:40 a.m.

Review of Month -End Financials for February 2025:
It was noted that electric utility usage for February was high and over the projected monthly budget. Tompkins suggested that the effect of tenants using the outdoor car plug ins be looked at to determine if fees charged for this service are adequate.

CDA F25-03-1 Motion by Feirer, second by Winch to accept and recommend the February 2025 month-end financials to the Board of Commissioners. 5 Ayes
MOTION CARRIED

The next Finance & Strategic Planning meeting will be held on Monday, April 28, 2025 at 10:30 a.m.

New Business: None

Agenda Items for Next Month: Electric utility usage and tenant auto plug ins

Meeting declared adjourned by LaFontaine at 10:52 a.m.

Respectfully submitted,

Carol Kerper
Executive Director

Dave LaFontaine
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Board of Commissioners Meeting Minutes
March 24, 2025

Chairperson Andrew Keogh called the monthly meeting of the Community Development Authority to order at 11:01 a.m.

Affirmation of Proper Posting of Meeting: Meeting Posted March 19, 2025 at 12:49 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Dave LaFontaine, Ashley Winch, Michael Feirer, Natasha Tompkins, Chris Meyer

ABSENT: Darwin Frey

OTHERS PRESENT: Carol Kerper – Executive Director

CDA TENANT PRESENT: Karen Johnson

Declaration of a Quorum

Identify Conflicts of Interest: None

Invitation for Public Comment: None

CDA 25-03-1 Motion by LaFontaine, second by Feirer to approve the February 24, 2025 CDA Board Meeting Minutes. 6 Ayes

MOTION CARRIED

CDA 25-03-2 Motion by Tompkins, second by Winch to approve the February 24, 2025 CDA Finance and Strategic Planning Committee Meeting Minutes. 6 Ayes

MOTION CARRIED

Committee notes are available to Commissioners.

CDA 25-03-3 Motion by Meyer, second by Winch to approve the February 27, 2025 CDA Personnel Committee Meeting Minutes. 6 Ayes

MOTION CARRIED

Finance and Strategic Planning Committee Report:
Finance reports for February were reviewed. Differences in the current budget and actual costs were noted. The budget for 2025 – 2026 fiscal year will be adjusted accordingly.

CDA 25-03-4 Motion by LaFontaine, second by Meyer to approve the Finance and Strategic Planning Committee Report. 6 Ayes

MOTION CARRIED

Personnel Committee Report:
Report given with motion to approve committee minutes.

Grievance Committee Report:
No update

CDA 25-03-5 Motion by Winch, second by Feirer to convene into closed session for the following purposes: 1) pursuant to Wisconsin Statues Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, in order to evaluate CDA staffing compensation and policy for merit-based compensation. 6 Ayes (Time: 11:19 a.m.)

Present in Closed Session: Andy Keogh, Chris Meyer, Dave LaFontaine, Natasha Tompkins, Michael Feirer, Ashley Winch

CDA 25-03-6 Motion by Tompkins, second by Winch to return to open session. 6 Ayes (Time: 11:43 a.m.)

MOTION CARRIED

CDA 25-03-7 Motion by Tompkins, second by Meyer to provide a three percent cost of living adjustment increase for all CDA staff and up to a three percent merit-based increase based on job performance. 6 Ayes

MOTION CARRIED

Resolution #539 – Approving CDA Operating Budget for Fiscal Year Beginning April 1, 2025:
CDA 25-03-8 Motion by LaFontaine, second by Meyer to approve, submit and place on file the CDA operating budget for fiscal year beginning April 1, 2025 with recommended changes to the line items of staff salaries, water utilities, staff training, and insurance expense accounts. 6 Ayes

MOTION CARRIED

Resolution #540 – Approving CDA Staff Vehicle Safety and Usage Policy:
CDA 25-03-9 Motion by Winch, second by Feirer to approve, submit and place on file the CDA Staff Vehicle Safety and Usage Policy with the addition of "All state and local laws must be obeyed." 6 Ayes

MOTION CARRIED

Executive Director's Report:

Current occupancy rate is 97%.

The employee handbook is being updated will be complete within the next few months.

Housing staff (B. Snortheim – Housing Director, K. Dierickx – Housing Manager) have completed five days of on-line Public Housing Specialist training during the week of March 17th. The training included the topics of eligibility, rent calculation, and occupancy along with the HUD regulations and guidance applicable to all areas.

I will be attending the annual WAHA (Wisconsin Association of Housing Authorities) spring conference on April 29 & 30 in Wausau. Conference sessions will cover updates on federal systems, PHA policies and procedures, and management and communication methods.

The Department of Housing and Urban Development (HUD) is reportedly considering closing dozens of field offices, potentially leaving 34 states and the District of Columbia without local staff, despite a law requiring at least one office in every state.

CDA 25-03-10 Motion by LaFontaine, second by Meyer to accept and place on file the Executive Director's report. 6 Ayes

MOTION CARRIED

Tenant Meeting and Topics Update: None

RAD Update:
A Zoom meeting with Baker Tilly will be held on April 3, 2025 at 2:00 p.m. An agenda will be forthcoming.

Update on Weinbrenner Building Redevelopment Project:
Exclusive Right to Negotiate was sent to developer J Jeffers & Co.

A Weinbrenner work group was established to have recurring meetings with J Jeffers & Co.

J. Jeffers & Co. will send a project schedule up through the end of the year and a cost estimate of total costs.

Vandewalle & Associates will follow up with the Police Chief on USDA grant for police station.

Discussion on CDA Caretaker Role:
Suggestion was made to advertise for the Cedar Rail position through the MACCI newsletter.
It was also suggested that a different name be developed for the Caretaker position, as the current title may imply a caregiver role and discourage individuals from applying for the position.

Position will be reviewed to ensure that the compensation for two caretaker positions is workable.

Community Needs Presentation: Ashley Winch – Marshfield Area United Way:
Winch gave a presentation on financial hardship in the Marshfield area, Wood County and the State of Wisconsin, the causes of financial hardship, and the United For Alice project. ALICE households earn above the Federal Poverty Level and struggle to make ends meet. ALICE households often do not qualify for public assistance.

New Business: None

Next Board Meeting: April 28, 2025 at 11:00 a.m.

Agenda Items for Next Month: Performance Appraisal Form for Merit-Based Salary Increase
Salary Study for Housing Authority Staff
Update on Cedar Rail Caretaker Position

Meeting declared adjourned by Commissioner Keogh at 12:42 p.m.

Respectfully Submitted,

Carol Kerper
Executive Director

Andrew Keogh
Chair - Board of Commissioners

Housing Committee
March 31, 2025

Present: Mayor Lois TeStrake, Councilmembers Russ Stauber, Natasha Tompkins, and Mike Feirer
Absent: Councilmember Rebecca Spiros
Others: City Administrator Steve Barg, Communications Director Tom Loucks, Kathy Meyer (ENC, Inc.)

Stauber called the meeting to order at 4:00 p.m. in the public conference room.

Identify potential conflicts of interest – none

Approve minutes – March 3, 2025
Feirer moved and TeStrake seconded a motion to approve the minutes from the March 3, 2025 meeting. Motion approved.

Citizen comments – None

Review revised draft of survey questions/discuss distribution to housing partners
Loucks provided the survey questions as he had them from the Committee's last meeting, and members made additions/changes as deemed appropriate. Other adjustments included dividing realtors and lenders into separate surveys, as they would seem to have somewhat different perspectives on the residential needs of our community. Ways to distribute the survey were also discussed. It was agreed to use various methods to accomplish this goal. Loucks agreed to make the desired changes and work with Stauber to create updated lists of survey questions for each partner group to be reviewed at the next Committee meeting.

Discuss possible uses of the funds available for affordable housing
Due to the length of the meeting, it was agreed to table this item until the next meeting.

Announce date/time for next meeting
After discussion, it was agreed to hold the next Committee meeting on Monday, May 5th at 4:00 p.m. in the City Hall public conference room. The agenda will include continuing work on the housing survey, and possible uses for the available affordable housing funds.

With no other business before the Committee, TeStrake moved and Tompkins seconded a motion to adjourn. Motion carried. Stauber declared the meeting adjourned at 5:26 p.m.

Respectfully submitted,

Steve Barg
City Administrator

Housing Committee
March 31, 2025

Present: Mayor Lois TeStrake, Councilmembers Russ Stauber, Natasha Tompkins, and Mike Feirer
Absent: Councilmember Rebecca Spiros
Others: City Administrator Steve Barg, Communications Director Tom Loucks, Kathy Meyer (ENC, Inc.)

Stauber called the meeting to order at 4:00 p.m. in the public conference room.

Identify potential conflicts of interest – none

Approve minutes – March 3, 2025
Feirer moved and TeStrake seconded a motion to approve the minutes from the March 3, 2025 meeting. Motion approved.

Citizen comments – None

Review revised draft of survey questions/discuss distribution to housing partners
Loucks provided the survey questions as he had them from the Committee's last meeting, and members made additions/changes as deemed appropriate. Other adjustments included dividing realtors and lenders into separate surveys, as they would seem to have somewhat different perspectives on the residential needs of our community. Ways to distribute the survey were also discussed. It was agreed to use various methods to accomplish this goal. Loucks agreed to make the desired changes and work with Stauber to create updated lists of survey questions for each partner group to be reviewed at the next Committee meeting.

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With no other business before the Committee, TeStrake moved and Tompkins seconded a motion to adjourn. Motion carried. Stauber declared the meeting adjourned at 5:26 p.m.

Respectfully submitted,

Steve Barg
City Administrator

COMMUNITY DEVELOPMENT AUTHORITY
Board of Commissioners Meeting Minutes
April 3, 2025

Chairperson Andrew Keogh called the meeting of the Community Development Authority Personnel Committee to order at 12:03 p.m.

Affirmation of Proper Posting of Meeting: Meeting posted March 27, 2025 at 1:27 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Dave LaFontaine, Chris Meyer, Ashley Winch, Natasha Tompkins, Mike Feirer

OTHERS PRESENT: Carol Kerper – Executive Director, Kaylin Nuss – Baker Tilly, Rich Beatty – HUD Milwaukee Field Office, Dee Schultz – HUD Milwaukee Field Office

Declaration of a Quorum

Identify Conflicts of Interest: None

Invitation for Public Comment: None

CDA 25-BR04-1 Motion by LaFontaine, second by Feirer to convene into closed session pursuant to Wisconsin 19.85 (1)(e): Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically, the CDA will be discussing strategies recommended for advancement of RAD, including providing feedback on previous PHAs processes by consultant, Baker Tilly. 6 Ayes (Time 2:05 p.m.)

MOTION CARRIED

Present in Closed Session: Andrew Keogh, Dave LaFontaine, Chris Meyer, Ashley Winch, Natasha Tompkins, Mike Feirer, Carol Kerper, Kaylin Nuss, Rich Beatty, Dee Schultz

CDA 25-BR04-2 Motion by LaFontaine, second by Tompkins to return to open session. 6 Ayes (Time: 2:39 p.m.)

MOTION CARRIED

CDA 25-BR04-3 Motion by Tompkins, second by LaFontaine to direct Executive Director Kerper to work with Baker Tilly in developing a Request For Qualifications for selection of a co-development partner for the RAD transition. 6 Ayes

MOTION CARRIED

A timeline of required steps for RAD transition will be provided by Baker Tilly at the April 28 CDA Board of Commissioners meeting.

Meeting declared adjourned by Chairperson Keogh at 2:41 p.m.

Respectfully Submitted,

Carol Kerper
Executive Director

Andrew Keogh
Chairperson

CITY OF MARSHFIELD - PARKS, RECREATION AND FORESTRY COMMITTEE
April 9, 2025 Meeting Minutes

1. **CALL TO ORDER:** Meeting called to order by John White, Jr. at 5:30 p.m. at the 2nd Street Community Center.

   ROLL CALL:
   Present: John White, Jr.; Ben Lee; Brett Butler; Sierra Starner-Heffron; Chris Michalski
   Excused: Natasha Tompkins; Chelsea Willes
   Also Present**:** Justin Casperson, Director; Amanda Bruce, Recreation Manager; Amy Beauchamp, Technical Services Coordinator; Ben Steinbach, Parks Superintendent; Mark Ryskiewicz, City Forester; Mayor Lois TeStrake

2. **APPROVAL OF MINUTES:**

   PR25-10 Motion by Lee, seconded by Butler to approve the March 12, 2025 meeting minutes. Motion carried.

3. **CONFLICTS OF INTEREST:** None.

4. **PUBLIC COMMENTS:** None.

5. **FORESTRY ANNUAL REPORT:**

   Ryskiewicz presented his annual report to the committee. Some key points were planting of 116 trees throughout the city in the past year and 106 removals of hazard trees. EAB is now prevalent throughout the City of Marshfield. Homeowners are encouraged to contact an arborist to treat ash trees on their property if they wish to save them. The Forestry Division received a $25,000 urban forestry grant to plant trees along Alder Road, the new bike trail, Central Ave, East Veterans Parkway and Griese Park. Mayor TeStrake asked that the Forestry webpage be updated to include EAB information and pictures to help guide the public.

6. **PICKLEBALL COURT RULES:**

   PR25-11 Motion by Lee, seconded by Michalski to approve the new pickleball court rules as presented, with the addition of "no vaping" added to prohibited items, as well as signs at the entrances. Motion carried.

7. **REPORTS:**

   A. Recreation & Aquatics

   1. Senior Center
      a. Programming as normal (cards, BINGO, exercise, crafts).
      b. Committee on Aging semi-monthly meetings.
      c. Marshfield Senior Citizen Council meetings monthly.
      d. Scheduled date for Health Fair – October 3rd.
   2. ADRC Meal Site
      a. Mon-Fri at 2nd Street Community Center (2SCC).
      b. Meals on Wheels prep at our facility as well.
   3. Programming
      a. Tennis – finished up in March.
      b. Open Pickleball continues at OACC.
      c. Little Tykes Soccer finished up in March; two full classes, with requests for more. Parents thankful for organizing it and for having something to do indoors for the littles during winter months.
      d. Adult volleyball – most leagues finished in March; one more week to go. Champ shirts given out – watch for Facebook post.
      e. Softball – Organized 3 youth softball teams – two 8U and one 12U. Organized 3 sponsorships to offset cost of uniforms.
      f. Set up new AED machine – so three available at 2SCC, OACC, and Vandehey, and then a traveling one to be used for going to parks for programming.
   4. Summer Brochure – received in March, have been getting out to the public. Available in the P&R office.
   5. Vandehey Waters –
      a. Completed recruiting staff.
      b. Gave out several fundraiser season-passes and day-passes.
      c. Attended concessions convention 3/6/25 to get pre-season deals on many concession items.
      d. Tentative opening date set for June 7.

   B. Events & Programs

   1. Summer Kick off Planned
      a. Partnering again with Visit Marshfield and Midwest Communications.
      b. May 29, 2025 Giveaways, fountain will turn on for the season.
   2. Hub City Concert Series
      a. Series is fully confirmed.
      b. Lineup announcement will be made Wednesday, April 16th
      c. Series will run 8 dates, excluding July 4th week
      d. First show is May 30th, coinciding with Dairyfest and ending weekend of Hub City Days
   3. Many private rentals booked for Summer

C. Parks, Forestry & Zoo

1. Parks Maintenance Operations
    a. Athletics
        i. Seasonal supplies have been ordered/received; field paint, clay, soil conditioners, etc.
        ii. Tennis and Pickleball nets have been set-up for the season
        iii. Preparing Baseball / Softball / Soccer complexes for the season
        iv. Skate Park open for the season
    b. Special Events
        i. Be the Bunny
    c. Volunteers
        i. No update
    d. Parks
        i. Picnic Table and Park Bench repairs
        ii. Snow and Ice removal
        iii. Ice storm clean-up
        iv. Troubleshooting water leak at 2SCC
        v. Assisting with Forestry operations
        vi. Prepping restrooms and shelters for opening
        vii. Spring landscape clean-up
2. Forestry
    a. Hazard tree removal stump grinding and clean-up completed.
    b. 2025 WI DNR Grant tree planting contract awarded to Legacy Tree.
    c. Ash tree injection notice sent out informing property owners who are adjacent to public ash trees that these trees will no longer be injected.
    d. Coordinating 2025 Arbor Day Celebration.
    e. Coordinating tree removals in conflict with upcoming construction projects.
    f. Bare root trees delivered and installed in gravel bed.
    g. Career day presentation Marshfield High School.
    h. Fielding homeowner calls/emails regarding tree inquiries/complaints/requests.
3. Zoo
    a. Current zoo hours are 7:30am to 6:30pm daily.
    b. Bobcat is outside and on exhibit.
    c. Fox Exhibit improvements.
    d. Held Be the Bunny event.
    e. Hired a new Assistant Zookeeper; start date 5.27.25.

D. Cemetery

1. There were 9 burials in March (6 traditional, 2 cremation, 1 crypt).
2. Staff collected approximately 100 red flags throughout the cemetery that were missed/left behind from Wreaths Across America when they marked headstones for the wreath-laying in December. There were also approximately 10 wreaths left behind that staff disposed of.
3. Several very large branches fell throughout the cemetery after the ice storm on the last Sunday of March.
4. Spring clean-up deadline was March 30th. Staff will finish their final clean-up by April 11th.
5. Staff fabricated a dump box for the new RTV to meet cemetery needs.
6. Staff assisted with removal of cedar trees and stumps at Braem Pickleball Courts.
7. Interviewed and hired seasonal staff for mowing operations.
8. Spoke with Legion members and explained benefits of a columbarium and plotted out the area they intend to put one in Veterans Field of Honor in the future.
9. Secured and awarded bid for new cemetery roof to Altmann Builders.

E. Director

1. Braem Park Pickleball Lights > Low bid of $83,000 was approved at Common Council March 11 with Merkel Companies
2. Braem Park Softball Field > Bid deadline is April 2; Low Bid of $266,169 was Marawood; BPW April 14.
3. Griese Park Playground > Met goal, moved goal to $750k
4. Jurustic Park > Final report is complete, waiting for committee to present.
5. SSCC Sewer > Work to be done on Friday, April 11, Building Closed
6. MAC Stairs > Low Bid was Altmann Construction; Work to start ASAP.

F. Parks, Recreation & Forestry Committee (items for future agendas)

1. Think proactively how to make budget cuts before being approached by City Administrator – White.
2. Bike trail kiosks with points of interest throughout town - Starner-Heffron.

8. NEXT MEETING: Wednesday, May 14, 2025 at 5:30 p.m.

9. ADJOURNMENT: White adjourned the meeting at 6:15 p.m.

Respectfully Submitted: *Amy Beauchamp*, Technical Services Coordinator

MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
April 14, 2025

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President, Mike Eberl at 4:00 p.m. on April 14, 2025, in the W.H. Upham meeting room of the utility office. Present were Commissioners, Mike Eberl, Paul Kapla, Natasha Tompkins, Mike O'Reilly, Nate Mueller, Gabrielle Falkey, Nick Poeschel, Marshfield Utility staff, Abby Meyer, Bill Thomas, Dick Pokorny, and Kim Henning.

- Communications & Executive Assistant confirmed meeting was appropriately noticed.
- During public comments Dick Pokorny, 113 E. 11 Street – expressed concerns of discoloration and chlorine taste of the water at his residence.
- During staff comments the Customer Service Manager provided an end of winter moratorium update.
- The Human Resources Manager announced the Business Appreciation Brat Fry will be held May 8, 2025.
- The Electric, Gas, & Communications Manager announced awards MU received from American Public Power Association (APPA), Diamon Level RP3, Excellence in Reliability, and Diamond Level Safety Excellence.

UC/25-24 Motion by Tompkins, seconded by Mueller to approve a donation in the amount of $75,000 for the Griese Park Playground project. All ayes, Motion carried.

UC/25-25 Motion by Kapla, seconded by Poeschel to amend governance policy #1285 as presented with the red line changes. All ayes, Motion carried.

- Discussion on he strategic plan in regards to the utility restricted fund.
- Discussion on the 2025 Value of the Utility presentation.
- Discussion on commission governance review of policies 1000, 1005, 1010, 1015, 1020, and 1025.

Commissioner O'Reilly departed at 5:11 p.m.

- General Manager provided an update on first quarter KPI results.
- General Manager provided an update on annual operational stats.

UC/25-26 Motion by Poeschel, seconded by Falkey to approve Augus Winter & Son's bid of $161,000 for the orthophosphate project.

UC/25-27 Motion by Tompkins, seconded by Poeschel to approve the following job orders. All ayes, Motion carried.

Job Order #	Description	MU Cost
5906	Install Orthophosphate Equipment at WTF, Southside Booster Station, & Wildwood Booster Station	$197,927.94
5927	Kalsched Water Main Replacement	$163,169.46
5928	Apple (Arnold to Depot) and Depot (Apple to Elm) Water Main Replacement	$151,424.56
5930	S Maple 8" Pipe Burst 17th to 21st, 12" Directional Drill 25th to 29th	$480,283.81

18342	Rebuild the overhead line on S Washington between 29th St. and 17th St. The line is to be rebuilt as single phase and will be fed from circuit 433.	$91,236

UC/25-28 Motion by Falkey, seconded by Kapla to approve payroll for March in the amount of $325,334.72 and general bills for January in the amount of $3,203,780.44. All ayes, Motion carried.

UC/25-29 Motion by Poeschel, seconded by Tompkins, to dispense with reading the minutes of the Commission Meeting held March 10, 2025. All ayes, Motion carried.

- The financial manager presented the financial reports.

UC/25-30 Motion by Kapla, seconded by Falkey, to adjourn. All ayes, motion carried.

Meeting adjourned at 6:07 p.m.

Paul L Kapla
SECRETARY

Paul Kapla, Secretary

Marshfield Fairgrounds Commission
1:30 PM Thursday, April 17, 2025 Meeting Minutes
Jr. Fair Expo Building

1. CALL TO ORDER:
Meeting was called to order by Tom Buttke at 1:32 p.m. at the Jr. Fair Expo Building.

ROLL CALL:
Present: Commissioners: Tom Buttke; Jen Delis, Jeff Penzkover; Rebecca Spiros; Wayne Schulz
Absent: Brian Varsho;
Also Present: Justin Casperson, Parks and Recreation Director; Dale Christianson, CWSFA Director; Lois TeStrake, City of Marshfield Mayor; Gary Beyers, CWSFA Board, Jordan Munger, City of Marshfield Finance Manager; Heather CWSFA Board,

2. APPROVAL OF MEETING MINUTES: Motion by Schulz, seconded by Penzkover to approve March 20, 2025 meeting minutes; motion carried 5-0.

3. CONFLICT OF INTEREST: None.

4. PUBLIC COMMENT: Jordan Munger stated he was there to represent the City as well as the Hockey Association. He was not there for any specific reason, just want to observe and help if needed.

5. FAIRGROUNDS COMMISSION:

A. Financial Statement: Casperson shared the March bank statement and financial report on expenses. The balance as of January 31, 2025 was $52,525.44. Motion by Penzkover, seconded by Schulz to approve financial report and place on file; motion carried 5-0.
B. Approval of Bills: None.
C. Long Term Loan:

6. FAIRGROUNDS MANAGEMENT REPORT:

A. Capital Project & Future Development of Fairgrounds: Buttke said that people from Marawood and Ken Heiman visited the Jr. Fair Expo building. They felt the building was worth salvaging. Marawood is getting together a quote for repairs and improvements to the building. Byers questioned why would they want to salvage the building when there is a plan to build a larger expo building with an office to address the needs for both. Spiros said if maintenance is a concern for the other buildings, we have to look at all options before deciding. Christianson said the Expo building needs new siding and rain gutters, which he received an estimate of $50,000. He recommends waiting to hear back from Marawood on what the cost would be to replace the building with a new one and repairs the to the existing one. Dale would follow-up with Marawood.
B. Expo Building: Motion by Schulz, seconded Penzkover to put out bids for the Expo building siding and rain gutters and bring back for their consideration, motion carried 5-0.
C. Grandstand Lights: Motion by Spiros, seconded by Delis to allow Parish Pull group to install new lights on top of grandstands and around the area, and to pull the proper permits to conduct the work, and the Parish Pull group will cover the cost, motion carried 5-0.

7. CENTRAL WISCONSIN STATE FAIR REPORT: Christianson handed out the CWSFA financial report. He encourages anyone who might have questions or concerns with the CWSFA financials to schedule a meeting with him and/or their accountant to review the information. Christianson said tickets sales for the headliners is going good and things are coming together nicely. He did say the CWSFA was interested in doing a land swap between the City for the Fair with the dog park and some property by the main grounds.

8. PARKS & RECREATION REPORT: Softball fields and restroom are open and currently operating on a daily basis. There are 3 large tournaments scheduled for this year.

9. **FUTURE AGENDA ITEMS:** None.

10. **NEXT MEETING:** Thursday, May 22, 2025 at 1:30pm

11. **ADJOURNMENT:** Motion by Spiros, seconded by Delis to adjourn the meeting at 2:26 pm, motion carried 5-0.

Respectfully Submitted: Justin Casperson, Director of Parks & Recreation

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY
BOARD MEETING
105 S. Maple Ave, Marshfield, WI 54449
April 17, 2025
4:30 p.m.

Present: Joanne Ampe, Evan Dayton, Mike Drevlow, Xin Ruppel, Jean Swenson, Rachel Stankowski, Brian Varsho, Kim Vrana, and Library Director Jill Porter

Absent: Rod Bauer, Don Schnitzler

Also present: Assistant Director Kathy Baker and Administrative Specialist Carey Rucker

Meeting was called to order by Vrana at 4:30 p.m.

Citizen's comments, correspondence and announcements: none

Changes or additions to the agenda: Add new Item B. Security Cameras and new Item C. Nominations Committee under IX Business. Item B becomes Item D etc.

LB25-22 Minutes of the Library Board: Motion by Varsho, second by Dayton to approve and place on file the Library Board Meeting minutes of March 20, 2025. All ayes. Motion carried.

LB25-23 Director's Report: Motion by Swenson, second by Drevlow to receive and place on file the March 2025 Director's Report. All ayes. Motion carried.

LB25-24 2nd March and 1st April 2025 Vendor Lists: Motion by Ampe, second by Stankowski to approve the Vendor Lists. All ayes. Motion carried.

LB25-25 March 2025 Financial Reports: Motion by Ampe, second by Stankowski to receive and place on file the March 2025 Financial Control Report. All ayes. Motion carried.

Policy 5.110 – Materials Selection: First reading.

Second Street Parking Lot Security Cameras – For public safety reasons, security cameras will be installed to cover the parking lot. City IT and Library IT will have access to the footage.

Nominations Committee – Jill will set up a time for the Nominations Committee to meet.

IMLS Funding Update: An update was given on how the dismantling of the Institution of Museums and Library Services (IMLS) will causing future funding issues, and how it will affect the South Central Library System and the library.

Wisconsin Legislative Joint Finance Committee: Sara Bartkowiak, YS Supervisor, will be attending and possibly speaking at the meeting in Wausau on April 29.

Staff Updates: Vicki Foemmel and Traysha Donate have started and are training in the Circulation Department.

LB25-26 Minutes of other organizations: Motion by Swenson, second by Ampe to receive and place on file meeting minutes for the South Central Library System Board of March 27, 2025 and the Friends of Marshfield Public Library Board of March 18, 2025. All ayes. Motion carried.

Meeting adjourned at 4:58 p.m.

Respectfully submitted,



Secretary
Jean Swenson

EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY
105 S. Maple Ave
Marshfield, Wisconsin 54449

NOMINATIONS COMMITTEE MINUTES
Thursday, May 1, 2025
4:30 p.m.

Present: Xin Ruppel, Jean Swenson, Rachel Stankowski, Kim Vrana, and Library Director, Jill Porter

The meeting was called to order by Porter at 4:30 p.m.

Ruppel nominated Stankowski as chair. Second by Swenson. All ayes. Motion carried.

Discussion concerning possible candidates for office followed.

Stankowski moved, second by Ruppel to present the following slate of officers for nomination at the May 15, 2025 Library Board meeting:

President: Kim Vrana
Vice-President: Rachel Stankowski
Secretary: Jean Swenson
Treasurer: Joanne Ampe

All Ayes. Motion carried.

Seeing no further business, Stankowski adjourned the meeting at 4:35 p.m.

Respectfully submitted,

Jill L Porter

Jill Porter
Library Director

BOARD OF PUBLIC WORKS MINUTES
OF MAY 5, 2025

Meeting called to order by Josh Mauritz at 5:35 PM in the Council Chambers of City Hall.

PRESENT: Jen Delis, Mike Feirer, Derek Wehrman (via Zoom)
ABSENT: Andrew Reigel, Natasha Tompkins
ALSO PRESENT: Acting Public Works Director Mauritz, Acting City Engineer Cassidy, Parks and Recreation Director Casperson, Police Chief Geurink, Fire Chief Everett Mueller, Wastewater Superintendent Kivela, Mayor TeStrake, and the media.

Nominations were held for Board of Public Works Chairman.
Alderman Wehrman nominated Alderman Feirer for Chairman of the Board of Public Works.
There being no further nominations, Mauritz declared nominations closed.

PW25-50 Motion by Wehrman, second by Delis to close nominations and cast a unanimous vote for Feirer as Chairman.
All Ayes
Motion Carried.

Alderman Feirer took the chair.

Nominations were held for Board of Public Works Vice-Chairman.
Alderman Wehrman nominated Alderman Tompkins for Vice-Chairman of the Board of Public Works.
Alderman Delis nominated Alderman Wehrman for Vice-Chairman of the Board of Public Works.
There being no further nominations, Feirer declared nominations closed.

PW25-51 Motion by Feirer, second by Wehrman to close nominations and cast a vote for Tompkins as Vice-Chairman.
Vote: Wehrman (Delis) Tompkins (Wehrman, Feirer)
Motion Carried.

PW25-52 Motion by Wehrman, second by Delis, to recommend approval of the minutes of the April 14, 2025 Board of Public Works meeting.
All Ayes
Motion Carried.

Citizen Comments: None

PW25-53 Motion by Feirer, second by Delis, to recommend approval of the proposal from BKV Group of Minneapolis for architectural and engineering services for the Wildwood Plaza Building Renovation project and authorize execution of said proposal.
All Ayes
Motion Carried.

PW25-54 Motion by Delis, second by Wehrman, to recommend approval of the section of SEH as the consulting firm for the Training Center Master Plan and send to Common Council for final consideration.
All Ayes
Motion Carried.

PW25-55 Motion by Wehrman, second by Delis, to recommend approval of the assessment to CPM Pipelines at a cost of $245,000 and authorize staff to execute the contract.
All Ayes
Motion Carried.

PW25-56 Motion by Delis, second by Wehrman, to recommend approval for the change order to move the deadline date from May 23 to June 23 (30-day extension) for the new lights at Braem Park Pickleball Courts.
All Ayes
Motion Carried.
PW25-57 Motion by Wehrman, second by Delis, to recommend approval of the proposal from ECS Midwest, LLC for Subsurface Exploration and Geotechnical Engineering Services for the Braem Park Wet Detention Basin project and authorize execution of said proposal.
All Ayes
Motion Carried.

PW25-58 Motion by Feirer, second by Wehrman, to recommend approval of the Engineering Services Contract between WiSDOT, the City of Marshfield, and Robert E. Lee & Associates for design engineering services for the 4th St (Maple Ave to Peach Ave) project and authorize execution of the same.
All Ayes
Motion Carried.

PW25-59 Motion by Wehrman, second by Delis, to recommend approval and acceptance of the donation of the proposed memorials to be added to the Veterans Parkway Military Display and allow for the Parks Division to assist as necessary.
All Ayes
Motion Carried.

Recommended items for future agendas:

With no further business, motion by Feirer, second by Wehrman to adjourn at 6:08 PM.

Josh Mauritz, Secretary
BOARD OF PUBLIC WORKS

MARSHFIELD
POLICE DEPARTMENT

110 W. First Street | Marshfield, WI 54449 | 715.384.0800 | Fax 715.384.0823

TO: Board of Public Works
FROM: Jody Geurink Police Chief
DATE: May 5, 2025
RE: Approval of Architectural & Engineering Services for the Wildwood Plaza Building Renovation

BACKGROUND
In January, the Board of Public Works approved a Request for Proposals (RFP) for Architectural & Engineering Services for the final design and bidding services for the Wildwood Plaza Building Renovation for the future Police Department.

ANALYSIS
The RFP was sent to 12 firms and posted on the APWA website. Thirteen proposals were received. The selection committee reviewed the proposals and conducted interviews with the following firms:

ADCI (Lake Delton, WI) $585,620 (not including reimbursables)
BKV Group (Minneapolis, MN) $459,145 (plus an estimated $16,200 in reimbursables - **$475,345**)
HSR (La Crosse, WI) $420,486 (plus an estimated $25,000 in reimbursables - **$445,486**)
Zimmerman (Milwaukee, WI) $450,000 (plus an estimated $20,000 in reimbursables - **$470,000**)

The selection committee unanimously selected BKV as the preferred firm. A copy of the BKV Group's proposal is attached.

We budgeted $800,000 in CIP for this phase of the project.

RECOMMENDATION
Approve the proposal from BKV Group of Minneapolis for architectural and engineering services for the Wildwood Plaza Building Renovation project and authorize execution of said proposal.

ATTACHMENTS
A. RFP
B. BKV Group proposal

REQUEST FOR PROPOSALS

FOR ARCHITECTURAL SERVICES
WILDWOOD PLAZA BUILDING RENOVATION
for

FUTURE POLICE DEPARTMENT, CITY OF MARSHFIELD

DATE DUE:
Monday, March 24, 2025, 4:00 PM
at the Office of the Public Works Director
207 W 6th St
Marshfield, Wisconsin 54449

REQUESTING ENTITY:
Common Council
City of Marshfield, Wisconsin

CONTACT:
Josh Mauritz
Acting Public Works Director
207 W 6th St
Marshfield, WI 54449
(715) 486-2034

I. PROJECT OVERVIEW

The City of Marshfield (City) is planning to renovate the existing Wildwood Plaza Building (WPB) at 2504 S Central Av in Marshfield and move the Police Department operations into this building. The City is seeking proposals for architectural services for remodeling of the WPB to accommodate Police operations. Services will include Schematic Design, Design Development, Construction Drawings and Bid Documents, and Move Planning, all as further described below. A Feasibility Analysis was completed for the WPB, including a conceptual layout of Police operations. The building layout is intended to focus on customer service, safety of employees and visitors, efficiency, equipment storage, and growing evidence storage needs. A copy of the Site Analysis Study is attached as Exhibit A. A copy of the Site & Building Assessment is attached as Exhibit B.

Police Department operations include Administration, Patrol, Detectives, Records, and Ordinance/Animal Control. The attached conceptual layout shows location and adjacency of Police Operations and approximate area requirements; however, it was not intended to be a detailed floor plan and is subject to further refinement. The conceptual layout attempts to align City space needs with the available space to the fullest extent practicable to minimize remodeling costs. Even so, there are several alternatives that the City would like to evaluate as part of the Schematic Design that may ultimately modify the layout and potentially reduce costs.

The consultant will be expected to work with a variety of City staff as the renovation plans are fully developed. Concurrent with this effort, there will be a committee of City Police Department members evaluating operational changes and potential efficiencies that can be gained as part of this move.

The WPB currently has a large quantity of cubical workstations and storage cabinets that can be included in the design. There are also a number of existing offices with structured walls that should be used in a new design.

II. SCOPE OF WORK BY CONSULTANT

A. Schematic Design – prepare detailed floor plans based on the conceptual layout provided by the City. The floor plans should include the following options:

1. Natural lighting from walls and/or roof
2. Separate secure parking area for at least 20 employees
3. Courtyard with green space area
4. Parking garage to accommodate at least 30 vehicles, 1 MRAP, 1 Mobile Command Post (retired ambulance)
5. Parking lot design and storm water handling
6. Ample evidence storage
7. Evidence processing area large enough to process at least a Pickup Truck
8. Flow of the building should allow for a separate employee and public side, with controlled access.

9. Training/Public meeting room that has accommodations for AV equipment for presentations, and storage for training equipment, located near the Public/Employee side barrier. The room should be large enough to host training of up to 100 people, with partitions to accommodate smaller groups.
10. Separate male and female locker rooms
11. Fitness Center
12. (4) Interview/Interrogation rooms with recording capabilities
13. Full kitchen and breakroom
14. Conference room(s) with AV equipment for presentations and/or remote meetings

B. Design Development –upon approval of a final floor plan by the City, further develop plans, sections, details, materials selection, furniture layout, security requirements, and construction sequencing. For the furniture layout, identify furniture to remain from WPB, furniture that will be moved from the existing Police Department, and any new furniture, fixtures, or equipment (FF&E) that will be required. Update the cost estimate based on the fully developed design, including FF&E and moving costs. Scope of work includes plumbing, electrical, HVAC, lighting, data cabling, telephone, fire protection, fire alarm, security systems, interior finishes, audio and video systems, site grading, site utilities, storm water management, erosion control, and other systems that may be required based on the approved floor plan. Obtain all necessary permits pertaining to plan.

C. Construction Drawings and Bid Documents – the City intends to use a single prime contract approach for bidding this project. Upon approval of the City, the consultant will prepare final construction drawings, details, specifications, and bid documents. Develop bid schedule, coordinate bid document distribution, hold pre-bid meeting if needed, respond to contractor questions, develop addenda as needed, analyze bid results, provide recommendations on bids received, and provide other bidding services as needed.

D. Meet and participate in meetings with various staff on a regular basis. Some of the purposes of these meetings are to discuss findings, determine the project needs/objectives, budget restraints, timeline, meeting dates, priorities, restrictions, and development limitations for project.

E. Move Planning – develop a strategy and schedule for moving Police Department operations into the renovated spaces. Assist with procurement of move-related services as may be needed.

F. There will be an elective building tour on **Thursday, January 23, 2025, at 10:00 am.**

III. RESPONSIBILITIES OF THE CITY

The City of Marshfield will provide the following services as a part of the total project:

A. Feasibility Analysis and Conceptual layout of the WPB and any other relevant reports, documents, or plans.

B. Coordinate access to the WPB as needed by the consultant.

C. Other services that are mutually agreed upon during contract scoping.

IV. PROPOSAL REQUIREMENTS

The City of Marshfield Police Department respectfully requests a proposal from your firm for the provision of the services identified above. The brief proposal shall be emailed, and include the following information:

A. A statement of consultant's understanding that demonstrates knowledge of the project requirements.

B. A description of the consultant's technical approach including the use of existing facilities in the project for each of the Scope of Work items, including an outline of the sequence of tasks, major benchmarks, and milestone dates.

C. A brief summary, with resumes, of key staff on the project team who will be directly involved in the project, including designation of a single point of contact for coordination of the project.

D. A description of similar project experience involving key staff to be involved in the project. The consultant agrees to provide references upon request.

E. Proposed use of City staff as well as any equipment, materials, or additional data that will be expected from the City at the onset of the project.

F. Project Schedule- Provide a proposed timetable for all stages of your proposed services, indicated in calendar days.

G. Statement that no personal or corporate conflict is known to exist.

H. References- Submit a minimum of the three most recent references, similar projects, the project manager's name, the client contact information, and the project schedule.

I. Compensation- Expected fees and schedule of work, all billable hours, including meetings and site visits to be included in a "not to exceed" fee. If the use of sub-consultants is proposed, a separate schedule of expenses must be provided for each sub-consultant. Estimated cost of the services to be provided under each of

the Scope of Work items as described above. Construction Phase Services will be negotiated at a later date. For each Scope of Work item provide a description of variables that could impact the estimated cost of service.

J. Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

K. Costs of proposals should be submitted in a separate sealed envelope.

L. Overall project budget is **$10 Million** which includes A&E services, permits, survey, moving, F&E, building and site construction, essentially to include everything.

Interested parties should submit proposals via email. All proposals will be evaluated by City Staff with a recommendation for a specific firm. All proposals become the property of the City and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires. A confirmation will be sent once a proposal is received, please contact Chief Geurink if no email confirmation is received after submission.

Submit Proposals to:

Josh Mauritz
Acting Public Works Director
207 W 6th St
Marshfield, WI 54449
(715) 486-2034
Josh.Mauritz@ci.marshfield.wi.us

RESPONDANT'S EMAIL ADDRESSES AND TELEPHONE NUMBERS MUST BE INCLUDED WITH PROPOSAL.

V. PROPOSAL QUESTIONS

The city will only accept written questions regarding this RFP and the project up to **February 11, 2025**. Questions shall be directed via email to Josh.Mauritz@ci.marshfield.wi.us. Written responses to the questions will be provided to all firms that have expressed interest to the RFP one week prior to the submittal deadline.

VI. PROJECT TIMETABLE

Date(s)	Action(s)
January 17, 2025	RFP sent out
March 24, 2025	Proposals Due 4:00 PM, Office of the Public Works Director
March 24-April 18, 2025	Staff evaluation of proposals
April 22, 2025	Potential interviews
April 29, 2025	Common Council approves consultant
April 30, 2025	Agreement Executed/Notice to Proceed
*******	Milestone Dates provided by consultant as part of proposal

VII. SELECTION CRITERIA

Selection will be based upon the proposals submitted and will be ranked primarily based upon the following criteria:

A. Consultant's understanding and technical approach to the project.

B. Overall responsiveness of the proposal to the RFP.

C. Consultant's familiarity with the WPB and Police Department Operations.

D. Pertinent experience and qualifications of the project team.

E. Cost of the services to be provided. (cost will not be the primary determining factor but will be a consideration).

F. Proposals will be evaluated based on their Technical Proposal and Cost Proposal.

An evaluation team consisting of members of Marshfield Police Department, Police and Fire Commission, Common Council, and City Staff will review proposals. Firms are prohibited from lobbying or contacting city officials or employees to persuade the decision of the committee. If this occurs, their proposal may be rejected.

Selected firms may be invited to partake in an on-site, in-person interview. The interview will enable the firm to present their proposal and approach to the project. The Project Manager is expected to take an active part in making the presentation at the firm's interview. Your firm may include other key people you feel will aid in the interview process. The interview will last approximately 30-45 minutes. Your presentation should be limited to 30 minutes to allow the remaining time to be used for follow-up questions.

The tentative interview date is Tuesday, March 11, 2025.

The evaluation team will select a firm and make its recommendation to the Common Council for their approval. The goal of the selection process is to identify the most qualified firm with exceptional project history that is able to provide the desired services

within the identified time line, in the most cost-effective manner. Cost alone will not determine the firm, but references and experience on similar projects will be a major factor.

VIII. EXHIBITS

- ADCI Feasibility Study
- Five Bugles Conceptual Drawings

IX. INSURANCE

The successful firm will be required to have in force professional liability insurance of at least $2 million.

X. NON-DEBARMENT CLAUSE

The firm hereby certifies that neither it nor any of its principal officers, architects, engineers, or officials have ever been suspended or debarred, for any reason whatsoever, from doing business or entering into contractual relationships with any governmental entity.

XI. MISCELLANEOUS

Any additional terms or conditions which are deemed necessary for entering into a contract with the City should be attached or incorporated as part of the proposal.

All proposals become the property of the City of Marshfield and will not be returned. The City of Marshfield reserves the right to reject any or all proposals, waive technicalities, or to negotiate further with a responder who appears to clearly meet the City's needs.

All work products, regardless of format, produced as a part of this project shall become the property of the City of Marshfield upon completion of the contract. Rights to all work products, regardless of format, shall revert to the City of Marshfield upon completion of the contract.

The City of Marshfield shall remain free to copy and edit any and all work products, regardless of format, produced as part of this project. Electronic documents shall not be locked or password protected and the City of Marshfield shall retain the ability to copy and edit such documents.



Site Analysis Study

Marshfield Police Department

Marshfield, WI

Five Bugles Design
a division of Wendel

January 25, 2019

Five Bugles Design
a division of Wendel
Architecture Engineering Planning Energy Efficiency Construction Management

January 25, 2019

Dan Knoeck,
Director of Public Works
207 West 6th Street
Marshfield, WI 54449

RE: Marshfield Police Department
Site Analysis Study

Dear Dan,

Attached you will find the final draft of the City of Marshfield Police Department Site Analysis Report. It was a pleasure to work with you and the city's staff to prepare this report. By combining the knowledge base of City of Marshfield Engineering and Planning Departments, Police Department and Five Bugles Design's Law Enforcement Planners and Architects, I believe we have developed a product that truly represents a holistic examination of the primary question being asked of us: Is there a better site available in Marshfield as a potential location for a new Police Station?

This effort should be considered in conjunction with prior work commissioned by the City that examined the space needs of the Police Department, including the ability of the existing facility and site to support an expansion program. Copies of that information can be made available to you if necessary.

If our firm can be of any further assistance as you move this project forward, please feel free to contact us.

Best Regards,
Five Bugles Design

Michael Clark

Michael Clark, AIA

401 2nd Avenue North, Suite 206, Minneapolis, MN 55401 **p** 612.332.1401 **w** fivebuglesdesign.com

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Introduction ..... Section 1

Site Analysis ..... Section 2

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INTRODUCTION

Early in 2018 the City of Marshfield commissioned a facility assessment study of city owned facilities that included a space needs assessment of the police department. While that study determined that continued use of the existing building is feasible, it also determined that, even with the proposed additions and remodeling, the final result would be less than ideal. This initial study compared the renovation and addition results against a hypothetical new station on a new site. This Site Analysis study is intended as a follow up to that initial study to determine if such a hypothetical 'better' site exists in the city.

It should be noted that the goal of this study was not to necessarily identify a specific site that would then be purchased, but to see if such sites exist and to determine if they would be a better fit for the Police Department than the current site.

Process:

Five Bugles Design was retained to work with the City to develop a site analysis process that emphasized the public safety aspects of this particular site selection analysis. Working with the City's team we developed a site selection matrix customized to the City of Marshfield and its public safety needs that identified 21 site elements deemed critical to a successful placement of a new Police Station in Marshfield. The eight sites that were ultimately investigated were rated on each of the 21 site elements and then ranked to create a comparison to the existing site.

Developing and customizing the Site Selection Matrix was only the first step in the process of developing this report. Other steps included:

1. Developing a site selection matrix that includes general site characteristics, specialized characteristics critical to a Law Enforcement use and requirements specific to the City of Marshfield Police Department.
2. Developing a list of potential sites meeting the basic requirements of the selection matrix.
3. Tour each of the selected sites, rating them and developing a final ranking of all sites.
4. Reviewing the top scoring candidates to verify that they do indeed meet the intended need.

Project Team:

A critical component of any site selection process is a thorough understanding of the community. This project could not have been completed without the assistance of a number of City Staff that brought to the process invaluable specialized knowledge of the City of Marshfield, its planning and development goals and its current and future infrastructure. The City Staff who directly participated include:

Rick Gramza, Chief of Police
Pat Zeps, Assistant Chief of Police
Lorrie Krokstrom, Police Department Staff Services Supervisor
Dan Knoeck, Public Works Director
Tom Turchi, City Engineer
Josh Miller, Development Services Director
Bryce Hembrook, City Planner

SITES ANALYSIS:

The purpose of this study is not intended to provide a specific property recommendation, but instead to determine if potential locations exist that are better than the existing. It should also be noted that none of the owners of private property included in the study have been notified of this effort. Therefore, the published results of the study will not list specific properties examined, but will instead address the results in a general discussion of the merits of the sites studied. It is the hope of the team to avoid creating premature public discussion regarding site selections before decisions have been made to move in that direction.

The sites explored in the course of the study represent a good cross section of the City with several being to the north, several centrally located and several to the south. They represented a variety of publicly owned sites as well as several privately owned properties that would require site acquisition. Where possible, sites were chosen that had a high likelihood of success in that they were the right size and shape, were in approximately the right places and if privately owned, were anticipated to have a reasonable acquisition cost.

A total of eight sites were included in the study. The existing site was included in the sites analyzed in order to create a comparison to other sites as that is the purpose of the study; to determine if there are better sites for the Marshfield Police Station.

Site Analysis Criteria

Working with City Staff the team developed the following list of criteria that should be considered in locating the Police Station:

- General Attributes
  - Size and Shape
  - Topography
  - Expansion Potential
  - Access to Minor Arterials
  - Relative Location in the Community
- Community Concerns
  - Public Accessibility/Visibility
  - Politically Supported (potential negative tax impact)
  - Neighborhood Impacts
- Utility Services
  - Access to Utilities
  - Storm Water Treatment
- Development Impacts
  - Site Preparation Challenges
  - Traffic Impacts
  - Site Acquisition Costs
  - Potential Contamination
- Specific Concerns to Marshfield
  - Access to City Fiber Network
  - Access to Underpasses
  - Southwest of Railroad Tracks (Hazmat/Traffic Issue)
  - Airport Considerations

The team identified the following issues that were considered of primary operational concern if a new Marshfield Police Station were to be constructed on a new site. Those include:

1. Access to Minor Arterials. Having access to primary circulation routes in the community are important in both emergencies and during normal operations. This will facilitate safe and effective emergency response as well as improve effective movement of the police through the community. A preferred site would have quick and easy access to minor or major arterials streets in Marshfield.

2. Public Accessibility & Visibility. Police protection is a core public service. Being visible and accessible to the community is a vital part of providing effective Law Enforcement services to the community. A preferred site would be one that is visible in the community and easy to find.

3. Potential Traffic Impacts. There are a number of issues that are created by traffic impediments in a city. In Marshfield these issues are generally confined to traffic signals and the railroad tracks. Constantly interrupting traffic, or needing to 'force' their way through traffic cued at lights can still be challenging, especially in an emergency. The railroad tracks create choke points that require the department to seek passage at the underpasses. A preferred site would avoid these types of conflicts.

The following graphic shows the general location of sites considered. The numbers on this map correspond to the rating data included in the appendix.

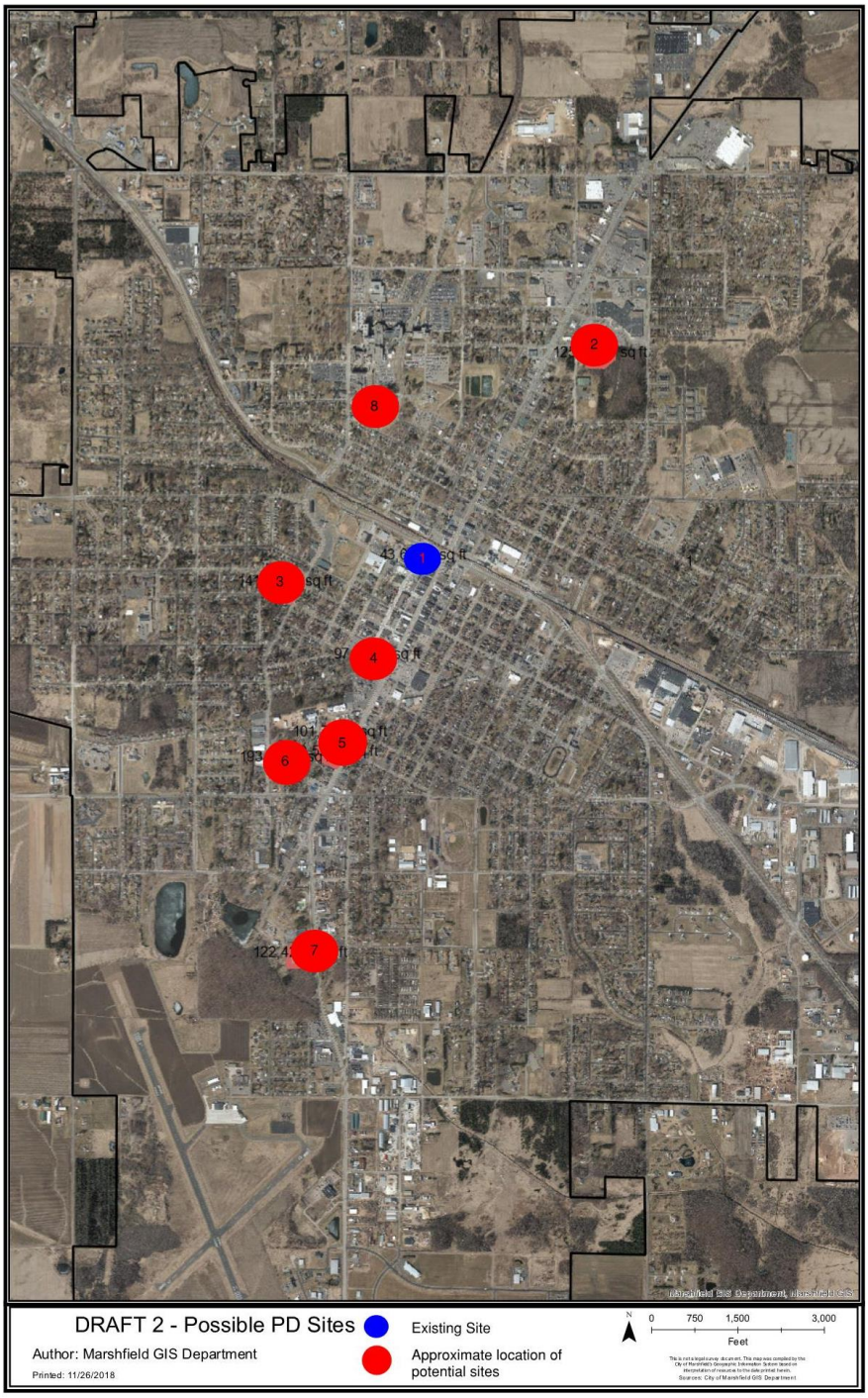


Figure 1. Potential Police Department Sites

CONCLUSIONS

A number of sites investigated fell below the existing Marshfield Police Station site in the ranking system. These sites were subsequently eliminated from further consideration. Those sites include 2, 4, 5, and 6 as shown in Figure 1. While these sites still have potential they each had challenges that lowered their scores relative to the existing site. Some of those challenges include: less visible in community, neighborhood concerns, cost of acquisition and demolition. These sites are still potentially viable and should remain in consideration if a new facility is ultimately deemed the direction the City wishes to go and if other sites prove difficult to develop or obtain.

Of the sites considered, two sites, 7 and 8 in Figure 1, scored a higher ranking than the existing site. The positive and negative aspects of those two sites will be discussed in greater detail in the following narrative. In an effort to not single out individual properties or property owners, we will discuss these sites as Potential North Site(s) and Potential South Site(s).

The following discussion is by no means inclusive of all comments for each site, but provides the primary reasoning of the team in believing that these sites represent a 'better' location than the current station.

Existing Site (1):

Since the purpose of this study is to seek sites that are 'better' locations than the current Police Station, it is appropriate to provide some commentary on the existing sites positive and negative attributes:

- The existing site satisfies the three site characteristics that were seen as critical in the selection process, access to Minor Arterials, visibility in the community and no potential traffic impacts. However, the department reports some concerns with cueing along West Veterans Parkway and South Chestnut Avenue during heavy traffic periods, especially when these are mixed with railroad caused traffic congestion.
- The site is too small as was shown in the prior space needs assessment study. Expansion is possible on the existing site, but valuable parking must be used or valuable retail properties around the station must be purchased.
- The existing Police Station is extremely close to the railroad tracks. While derailments are an unlikely occurrence, it is a disaster scenario that should be considered when planning for critical infrastructure such as a Police Station.

South Site (No. 7)

There are several potential sites in the general area of Site 7 that ranked better than the existing site. Following is a discussion of what makes a site in this location better than the existing site:

- Its location on South Central Avenue satisfies the three site characteristics that were seen as critical in the selection process, access to Minor Arterials, visibility in the community and no potential traffic impacts.
- There is a publicly owned property in this area that could be used, as well as, several privately owned parcels that could be acquired. As such there appears to be adequate area (3 acres minimum) and, pending purchase of private property, the potential exists to have a larger site to plan for future growth.
- While site acquisition costs were seen as a negative for this site, the sites being considered were thought to be of a lower value than other sites considered in the study. The team considered that the location of the Police Station in this area might be a higher and better use than current building stock and thus provide a positive impact on the southern end of the City.
- While not centrally located in the community, its visibility and access to South Central Avenue are off-sets. Other sites that might provide that kind of visibility or access were considered difficult due to acquisition costs or loss of tax revenue on desirable properties.

North Site (No. 8).

The location of Site No. 8 near the Marshfield Clinic was seen as very positive. Many of the same characteristics that make this a good location for the Clinic are the same that make it good for the Police Department; visibility and access being high among those. Following is a discussion of what makes this potential site better than the existing site:

- Its location near the Marshfield Clinic satisfies the three site characteristics that were seen as critical in the selection process, access to Minor Arterials, visibility in the community and minimal potential traffic impacts.
- While a site would need to be acquired in this area the team felt that current development in the area would make this acquisition less costly than in more centrally located areas of the City. This item should be investigated more fully if a new station is planned and the North Site option is still considered viable.
- The City is projected to grow to the North making a more northerly location appropriate for long term planning.
- The specific site investigated was free of existing development reducing potential development costs.

In Conclusion, the team found that there are several potential sites within the City that can be defined as 'better' than the existing site. These sites are large enough for the proposed development, have access to required utility and infrastructure and would appear to be obtainable for reasonable costs. Most importantly, these sites meet the specific requirements that will make them successful sites for the Police Department that include being visible to the public, having access to good minor traffic arteries, and having minimal impacts from the railroad or airport. While the two sites presented here scored higher than the existing for different reasons, this provides the City with a variety of options as you move forward.

It is Five Bugles Design's recommendation that the City consider the following next steps in this issue:

1. Make a determination that there is sufficient desire within the community to continue the discussion of a new facility for the Marshfield Police Department versus renovations to the existing.
2. Instruct City Staff to make initial inquiries into property that may need to be purchased and begin a valuation process to better inform your decision making process.
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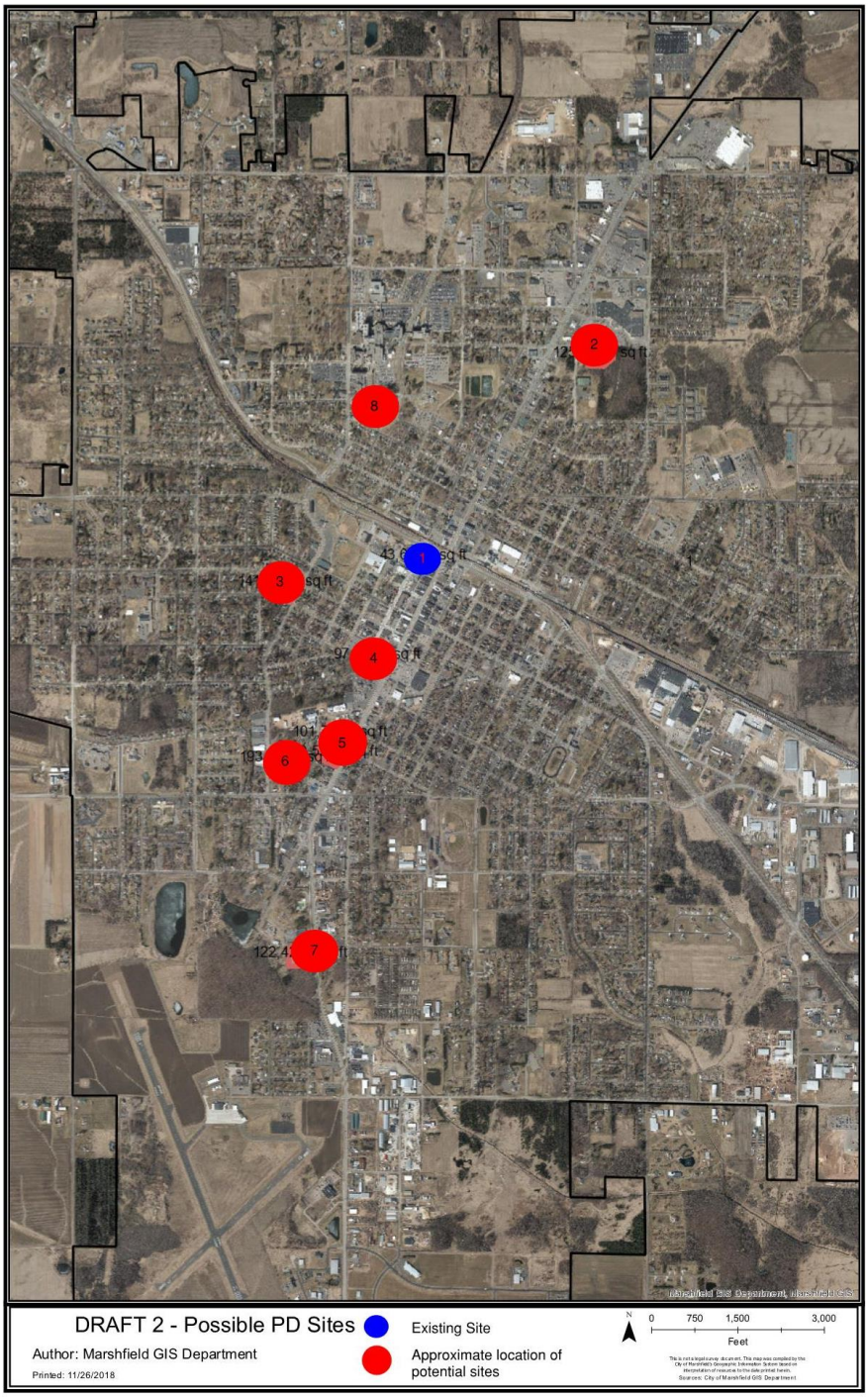


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3. Perform a due diligence investigation of preferred site(s) that includes: Phase 1 environmental studies and geotechnical investigations.

ADCI

experience | architecture | design

Henneman Engineering Inc.

SITE & BUILDING ASSESSMENT

Marshfield Police Department

PREPARED FOR

City of Marshfield, WI

AUGUST 24, 2023

CITY OF MARSHFIELD WISCONSIN



Site & Building Assessment

Prepared For:

OWNER
City of Marshfield
207 W. 6th St.
Marshfield, WI 54449

Prepared By:

ARCHITECT
Architectural Design Consultants, Inc. (ADCI)
30 Wisconsin Dells Parkway, PO Box 580
Lake Delton, WI 53940
608.254.6181

MEP CONSULTANT
Henneman Engineering, Inc. (HEI)
1241 John Q Hammons Drive, Suite 503
Madison, WI 53717
608.833.7000

SUBMITTED
August 24, 2023

ADCI PROJECT NUMBER
23-010

HEI PROJECT NUMBER
23-10424

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SECTION 1

INTRODUCTION & PURPOSE

Architectural Design Consultants, Inc. (ADCI) has been contracted by the City of Marshfield to perform a Site and Building Assessment. The subject property is located at Wildwood Plaza, 2504 South Central Avenue, Marshfield, WI. The purpose of the assessment is to determine viability for the existing building to be converted to use for the Marshfield Police Department, and what impacts may need to be considered for such use.

Michael Maas, senior architect team member at ADCI, viewed the Wildwood Plaza site and building on May 23, 2023. Also on that day, a viewing of the existing Police Department took place at 110 W 1st St, Marshfield, WI. Attending the meeting and site visits for the City of Marshfield were Justin Casperson, Parks & Recreation Director; Tom Turchi, Director of Public Works; Chief Jody Geurink, Chief of Police; and Assistant Chief Travis Esser, Assistant Chief of Police.

The property viewing began at the existing Police Department facility. The group met to discuss goals of the Assessment Evaluation. As identified in that discussion, and per the City Proposal outlining the scope of services, this Assessment will address the following objectives:

1. Review the existing Police Department facility at 110 W 1st St.
2. Verify the 2017 Police Department Space Needs Study performed by Five Bugles Design.
3. Evaluate the existing building, Wildwood Plaza, located at 2504 South Central Avenue, for site & building condition.
4. Evaluate the existing building, Wildwood Plaza, located at 2504 South Central Avenue, for potential use as the Police Department. Include three site plan/floor plan Options for consideration. Provide budget cost estimates for the three developed site/floor plan options.
5. Summary

Following the viewing of the existing Police Department facility on the May 23 site visit, the group traveled to the Wildwood Plaza location to tour the existing site & building at that location.

In the following weeks as initial information was developed and discussed, the group met again in Marshfield on June 12, and again on July 11. Additional correspondence occurred on a routine basis during the interim of these milestone meetings, all in the effort to further communications and discuss options for the evaluation and information being developed.

At the July 11 site visit, I was joined by Mike Wimmer of Henneman Engineering. Mike was present to view the mechanical, electrical and plumbing (MEP) systems and provide an evaluation of the systems.

SECTION 2

REVIEW OF EXISTING FACILITY & SPACE NEEDS STUDY

Review The Existing Police Department Facility

Based on my walk-through of the existing Police Department facility on May 23, it appeared that most if not all areas of the existing building are outgrown, and staff are often moved to make accommodations to utilize spaces other than they were intended or sized for. This includes both operational spaces as well as storage spaces. In general, it is evident the Police Department has outgrown the existing Police Department building. In addition, the entrance and lobby of the existing facility are severely lacking in safety measures due to the transaction windows being open and accessible to the general public. Current design standards would include ballistic rated walls, doors and transaction windows to provide staff security from potential threat. It was noted that many components of the building are not ADA compliant, including restrooms, stairs, door clearances, clear turn spaces, etc. These conditions are due to the building being designed before ADA standards were in effect. The existing building was constructed in 1981 (now 42 years old) and is approximately 18,000 square feet in size. It should be noted that interior Garage parking space includes approximately 1,050 square feet of total area, accommodating only a handful of vehicles. The majority of the daily use Police Department vehicles must be parked in exterior conditions, or at other off-site locations. With current design standards being considered, it is common for new municipal facilities to be designed with a 30-year life expectancy. Given the 42-year age of the current Police Department building, it further identifies the likelihood that the facility has served it's intended use, and is beyond it's efficient functional use for the Police Department. Given the inability to expand the facility due to lot size & location, a new facility location is justifiable and deemed appropriate to properly serve the citizens of Marshfield.

Verify The 2017 Police Department Space Needs Study

I have reviewed the 2017 Space Needs Summary performed by Five Bugles Design (6 pages total) provided to ADCI by the City of Marshfield. In summary, the Study proposes additional space requirements as follows:

- Office of the Chief & Associated Functions
  - 680 square feet existing, 1,290 square feet recommended 90% increase
- Administration/Records
  - 1,714 square feet existing, 2,132 square feet recommended 24% increase
- Patrol
  - 1,830 square feet existing, 1,970 square feet recommended 7% increase
- Booking/Holding
  - 1,420 square feet existing, 2,047 square feet recommended 44% increase
- Evidence/Property
  - 676 square feet existing, 1,019 square feet recommended 51% increase
- Investigations
  - 1,565 square feet existing, 1,748 square feet recommended 12% increase
- Operational Support
  - 2,335 square feet existing, 6,067 square feet recommended 260% increase
- Garage/Fleet Support
  - 3,320 square feet existing, 13,150 square feet recommended 396% increase
  - Note the recommended area includes 1,875 square feet of cold storage area, matching the existing cold storage square footage.
- Items excluded in the area calculations:
  - Firing Range
  - Emergency Management, including dispatch, call center, etc.
  - Municipal Court
- Efficiency Ratios of 10-20% were included in all area calculations, varying by area as noted in the Study.

Total of areas:

- 13,540 square feet existing, 29,423 square feet recommended 217% increase
- 20% Efficiency Ratio increase was recommended for mechanical, electrical, plumbing, circulation, common areas, etc.

Total of areas with Ratio included:

- 18,645 square feet existing, **35,308 square feet recommended**
  - Includes 1,875 square feet Cold Storage area as noted above.

My assessment of the 2017 Space Needs Study follows here.

The majority of the additional recommended space and square footage area is noted for 1) Garage/Fleet Support, and 2) Operational Support:

1) The ability for the Police Department to have adequate and appropriate interior Garage space is critical to daily operations. Wisconsin does not offer an easy or consistent environment to safely rely on exterior parking conditions for critical vehicles and equipment necessary to serve the City. This interior Garage space is critical to planning of a new facility.

2) Regarding Operational Support space as noted, this space increase relates mainly to Training, Armory needs and Staff Support including locker rooms, showers, fitness, breakroom & physical therapy. Again, these needs are critical components to the daily functions of the Police Department staff.

The balance of the square footage area increases are mostly modest for current needs & expected future growth. The increased values align to these needs, with the possible exception of two items, 1) Patrol and 2) Investigations. These areas are noted as a 7% and 12% area increases respectively, and I would propose an increase in these values to better plan for future needs. And additional 1,000 to 1,200 square feet for these functions would allow for the anticipated growth that may occur.

One additional item of comment relates to Evidence/Property space. While this use is indicated as a 51% increase in area, the total area is 1,019 square feet and may not meet the future storage needs. There is an industry trend towards evidence retainage extending to longer durations, to the point that in some instances it is believed evidence, at some point, may need to be held indefinitely. For proper planning, I recommend this space need be increase an additional 700-900 square feet.

Given these additional square footage comments, a total facility properly planned for current needs and future growth will likely be in the range of **37,500 square feet**. This building area calculation would apply to a space configuration that efficiently utilizes programming layout and adjacencies, and limits impacts of inefficient and non-functional spaces. This additional area will allow the Police Department necessary growth in the years and decades ahead, with the anticipation the space will allow for a 15-25 year use of the facility.

With the exception of these few minimal adjustments noted, I concur that the 2017 Space Needs Study is applicable to the current future planning needs of the Marshfield Police Department.

SECTION 3

EVALUATION OF SITE & EXISTING BUILDING

Evaluation Of Wildwood Plaza, 2504 South Central Avenue, Site & Building Existing Conditions

Having performed viewings of the existing site & building on two occasions (May 23 and July 11), I offer the following assessment of the existing building.

The existing building was originally constructed in 1996 (now 27 years old) as a multi-tenant retail or professional services building, with three separate portions of the building intended for use by three different tenants. The total building area is approximately 23,400 square feet, and the site is approximately 1.7 acres in size. In its last use, the building was combined into one overall space for use by one entity, Marshfield Clinic. That use included many individual offices and work stations, which is the current configuration of the existing building interior spaces. The building structure appears to be placed on poured concrete foundation walls, with exterior bearing walls consisting of CMU (concrete masonry units). The framing of the structure includes interior steel columns located on an approximate 30' x 30' grid pattern, steel roof bar joist, metal roof deck and rubber roofing membrane. No destructive investigation was performed during the site visits, thus it is unclear what insulation type and value exists in the exterior walls and roof. Given that exposed exterior CMU walls are visible in some interior spaces, it is likely the exterior walls have minimal insulation. In viewing the roof, it is noted the roof system is a ballasted roof utilizing a stone layer to hold the roof membrane and insulation board in place. This type of roof system was more common at the time of construction than current design and construction standards. There is strong likelihood the roof membrane is the original construction installation, as evident by the wear and shrinkage of the membrane. During the initial site visit I noted 5 roof leak locations where the membrane was compromised, and the Owner followed-up with repairs to those locations prior to my second site visit. A typical EPDM roof membrane will last approximately 20-25 years with proper maintenance. It seems evident the entire roof membrane should be replaced with any building renovation project that is performed. I would also consider changing from a ballasted roof to a fully adhered roof membrane, which would be more consistent to roof installations today. The CMU walls appear to be in mainly good condition, with minimal improvements needed to tuck pointing, CMU spalling and steel lintel rusting. Overall, the building shell appears to be in good to very good condition, and appears to have been well maintained over the life of the building.

The existing building is not protected by an automatic fire protection system. For use as a Police Department facility, this system would need to be added to the building. This will include the need for a new water utility service to the building, due to an increased water supply need. (As a part of a renovation project, all utilities would be modified to remove the existing spilt services (3 gas meters, 3 water meters, etc.) to structure the building for a single occupancy use.)

The site asphalt and site concrete both appear to be in relatively poor condition. The existing asphalt has substantial cracking and deterioration. While an overlay of new asphalt is often considered for existing parking lot & drive renovations, I would not recommend an overlay for this site. My recommendation is to fully remove the existing asphalt on the entire lot and re-grade the base course to ensure a solid and stable base for the installation of new asphalt. (Given the fact a Police Department renovation project would most likely include one or more building additions to the existing structure, it furthers the reasoning to remove & install new asphalt.) A similar situation exists relating to site concrete, such as concrete curbs, sidewalk, etc. Many of the existing concrete components indicate a removal and replacement is necessary due to the visible deterioration of the concrete.

It should be noted this site appears to be in a relatively low-land area, with apparent wetlands to the north of this property on the Wildwood Zoo property. The Wildwood Plaza site is designed to surface-flow storm water across the entire site, with much of the water traveling to the west & north. The asphalt to the north is deteriorated in locations, and sub-soil modifications may be necessary to prepare for new asphalt. Similarly, there is a substantial drainage ditch to the west of the property which will need to be maintained for continued use of storm water management.

To offer a report-card scale opinion of the existing site & facility, we offer the following assessment to the existing property components, in their current status:

Site

- Asphalt & concrete — D+ to C-
- Site drainage — C+ to B-

Building

- Structure (CMU & steel framing) — B+ to A-
- Thermal (insulation) — C
- Interior finishes — C to C+
- Exterior openings (doors & windows) — C- to C
- Mechanical — D
- Electrical — C
- Plumbing — C
- Fire Protection — F (non-existent)
- IT — D+ to C-

Existing site & building photo documentation for reference:



PHOTO 1: EAST SITE & FRONT BUILDING FAÇADE



PHOTO 2: EAST STREET & SITE



PHOTO 3: NORTH SITE



PHOTO 4: WEST STREET & SITE



PHOTO 5: SOUTH STREET & SITE



PHOTO 6: BUILDING ROOF



PHOTO 7: PARKING LOT ASPHALT



PHOTO 8: SITE CONCRETE



PHOTO 9: SITE CONCRETE



PHOTO 10: CMU WALL



PHOTO 11: SITE ASPHALT



PHOTO 12: NATURAL GAS SERVICE METERS



PHOTO 13: WATER SERVICE METERS



PHOTO 14: TYPICAL WORK STATIONS



PHOTO 15: TYPICAL OFFICES & WORK STATIONS



PHOTO 16: TYPICAL OFFICES & WORK STATIONS

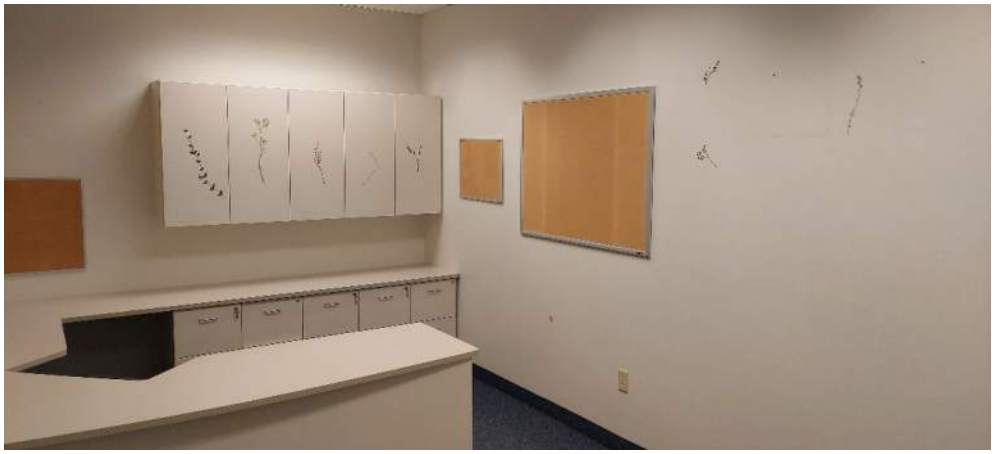


PHOTO 17: TYPICAL OFFICE & WORK STATION

SECTION 4

MEP EVALUATION

BUILDING SYSTEMS

PLUMBING SYSTEMS

Sanitary

The existing sanitary serves multiple commercial and residential type plumbing fixtures throughout the facility. Remodeling of the building will require significant saw cutting of building slabs to tie into below slab piping and run to new fixture drains. Most toilet rooms included floor drains. New plumbing fixtures and drains will require coordination of structural column footings and under slab storm piping. A catch basin is in the slab of the southeast indoor one-vehicle garage.

New Work: Future additions, parking garages, and potential firing range will require new sanitary piping and site work. A civil site survey will provide existing sanitary routing out of the building, pipe size and invert elevations. Sewer - Marshfield Utilities, acct #259054, 2508 S. Central Ave

Storm

The existing storm system consisted of roof drains (approximately 6") with PVC piping dropping down along a nearby column and running under the building slab. A wall cleanout with a furred out column encloses the storm drops. No overflow drains are installed on the roof. Roofing repairs were recently done, but noted other areas where roofing was still damaged. Structural verification would need to be done to confirm overflow drain requirements needing to be added to the building. A civil site survey will provide existing storm routing out of the building, pipe size and invert elevations. Roof drains, risers and under slab piping appears to be in good condition.

New Work: Future additions, parking garages and potential firing range will require new storm piping and site work.

Domestic Water

Water main, approximately 2", enters the rear of the building's utility room, serves three ¾" water meters and distributes to multiple plumbing fixtures and water heaters throughout the building. A curbstop at the northwest corner of the property, located partially in the drainage ditch is assumed to serve as the building shut off. The domestic water distributes to multiple electric water heaters. A pressure test in one of the central mop basin sinks measured a static water pressure of over 70 PSI. A civil site survey will provide existing storm routing out of the building, pipe size and invert elevations.

New Work: Future additions, parking garages, and potential firing range will require new water mains and piping. Water - Marshfield Utilities, acct #259054, 2508 S. Central Ave.

Plumbing Fixtures

Bathrooms typically consist of counter mounted lavatories, floor mounted tank-type water closets and floor drains. All fixtures are dated and dirty, water supplies to fixtures would need to be replaced. Janitor closets consisted of floor mounted mop basins and a 50 gallon (Reliance) water heater. The water heaters are without a hot water recirculating system. The south part of the building had two break rooms, one with a small under-counter hot water heater serving a single bowl stainless steel sink and another break room with a dishwasher and a double bowl stainless steel sink. A south office also had a personal full bathroom with shower.

New Work: Would include all new fixtures, re-routing or replacement of insulated domestic water mains, a new central water heater(s) with recirculating pump to maintain hot water temperatures. Showers, emergency drench showers, garage wash-down hoses, etc. may require a larger water

service. A shared fire protection water line would be provided to the building with a double check valve serving the fire protection.

Fire Protection Systems

A sprinkler system is not installed in the building. The 2" water main enters the back of the building within the utility room and distributes to three water meters (3/4" each) to serve the north, central and south zones of the building. The utility room, which has access only from the outside of the building also serves as the main electrical service room.

New Work: A new 4" (possible 6") line would be installed for a complete wet system for the building. Additional dry sprinkler systems would be added to any cold storage rooms or non-heated areas.

HEATING, VENTILATING, and AIR CONDITIONING SYSTEMS

Air Handling Equipment

Seven rooftop units (RTUs) serve the buildings heating, cooling and ventilation system. Each RTU sits on built up roof curbs with ductwork dropping down below each RTU into the ceiling of the building and distributes ductwork to ceiling mounted supply diffusers and return grilles. The RTUs were manufactured between 1995 to 1999, installed in the late 1990's, have gas fired heat with refrigerant (DX) cooling and are sized from 5 to 10 tons cooling (Trane #1 YCD120 10ton, #2 YCD090 7.5ton, #3 YCD090 7.5ton, #6 YCD120 10ton, #7 YCD090 7.5; Carrier #4 HJD006 5ton, #5 48HJD012 10ton). The RTUs are beyond their expected useful life with limited temperature controls and will require significant maintenance to maintain. RTU #1 has an economizer added to the unit, otherwise the existing units are standard packaged units.

Two ductless split systems (cooling only) served IT rooms that are no longer operating.

A number of the diffusers and return grilles were noticeably dirty. Exterior ladder access to the roof is located in the northeast corner of the building.

Two roof mounted exhaust fans serve main toilet rooms, multiple ceiling fans serve individual toilet rooms discharge out the sidewall of the building.

Manually controlled perimeter electric heating elements are located below each exterior window, in exterior rooms with plumbing, and above or adjacent to each egress door. A number of the below window electric heating elements were not operational due to being partially removed or damaged.

New Work: All the rooftop units would be replaced with new high efficiency, gas fired, DX cooling units and come with full economizer controls. Each unit would be fully ducted with variable air volume (VAV) boxes to provide individual temperature control and maintain the building to be slightly pressurized to limit infiltration.

Specialized equipment would need to be installed for a potential firing range and typically would require 100% outside make-up air units and filtered exhaust.

Gas

The utility supplies gas to three gas meters located outside along the west side of the building and distributes along the exterior of the building to the rooftop units and continues to a garage unit heater in the southwest corner of the building. Utility regulator is at 2 PSI upstream of the meters.

New Work: The gas utility would replace the three meters with a new single meter to serve new higher efficiency rooftop units (up to 7), gas generator (existing MPD has a 35kW), potential gas fired unit heaters in garages and potential gas-fired boilers for perimeter heating. Gas – WE-Energies, acct #0738413831-00003, 2500 S. Central Ave

Perimeter Heating

The existing building uses electric perimeter heat under the windows with a manual dial to adjust. The majority of electric heaters were significantly damaged or non-operational and all would be replaced.

New Work: Recommend using gas-fired boilers to produce hot water to serve hot water baseboard under all exterior windows, hot water cabinet heaters in all vestibules, hot water garage heaters, hot water convectors on all exterior rooms with plumbing and hot water reheat coils located in ducted VAV boxes. Hot water heat would include two high efficient condensing boilers and pumps.

Duct System

The existing ductwork is distributed from the 7 rooftop units and has limited temperature control and is noticeably dirty. Two roof mounted exhaust fans serve the larger toilet rooms, and individual toilet rooms have ceiling mounted fans with switch operation and sidewall ductwork.

New Work: A new rooftop system would be a VAV system with hot water reheat coils. The reheat coils will be zoned for similar rooms with a room thermostat control. A new exhaust system will serve bathroom groups. Supply, return and exhaust systems will be completely revised for the remodeled areas.

HVAC Supplemental Cooling System

Existing ductless split systems with rooftop condensing units, used to maintain year-round cooling, are abandoned in place.

New Work: New data closets or server rooms would be served with similar, but new equipment.

ELECTRICAL SYSTEMS

Electrical Service and Distribution

The electrical service consists of an overhead pole-mounted transformer to an underground conduit run across the parking lot West of the building. The incoming service voltage is 208/120V that splits to feed three separate building units.

New Work: Further evaluation will be required to determine if the existing incoming service is adequate for renovated building load requirements. Will also remove the three separate branch service electrical equipment and replace with a single meter and main distribution panel to feed entire building.

Emergency Electrical Distribution

The building does not have existing emergency backup power.

New Work: A backup emergency power distribution will consist of one or more branch panels connected to the new emergency distribution system, powered by a new generator. Space shall be

allocated for a future 50 kW (*size to be determined, existing MPD Baldor IGLC**35**-2GU*) emergency gas fired generator in a new 25' x 25' dedicated room near the distribution equipment.

Power Branch Wiring

The incoming service will be dispersed from the main switchboard through distribution boards.

Receptacles and convenience outlets will be duplex type with ground. A minimum of one duplex receptacle will be located on each wall in all work areas. Duplex receptacles will also be installed in corridors for house-keeping equipment. Emergency power receptacles are not anticipated to be required for the renovation. All materials shall be listed with Underwriters Laboratories.

Devices for remodeled areas in the existing building will be provided as required by program needs and current design guidelines.

Lighting and Branch Wiring

Ceiling lighting will be modified to be LED type. The lighting system will incorporate standards from the Illuminating Engineering Society of North America (IESNA). Lighting of the office and public areas requires further study and consideration to accomplish aesthetic and functional requirements. Emergency lighting will be provided by selected lamps or fixtures connected to the emergency power system. Exit lighting will be provided by die-cast aluminum or edge-lit LED exit signs. If required, exterior site lighting for reconfigured parking area(s) shall consist of shoe box style fixtures on poles and bollards to match existing.

Communications and Security

Back boxes and raceway shall be provided for data/telephone outlets. Open wire basket tray will be installed above corridor ceilings for cable management. Data and telephone cabling shall be under separate contract. Fire alarm wiring shall be installed in EMT. Fire alarm system shall be microprocessor based CPU, voice command center, transponders, and annunciators and shall integrate with existing fire alarm system located near the front of the building or new system (if required). Fire alarm system would consist of automatic smoke and heat detectors, pull stations, speaker notification devices, visual strobes, and sprinkler flow switch monitoring. The central system would also monitor general alarms. Minimum conduit size shall be one inch with a two-gang box equipped with single device plaster ring for each telephone/data outlet.

Door/gate security and control will be provided with card access and security cameras, as determined by need and space functions.

Gas and Electric Entrances





Water Entrance and Typical Rooftop Ductwork Drops




Typical Single Toilet Rooms





Plumbing Fixtures















Perimeter Surface Mounted Wall Heat and Power





Typical Ceilings (Diffusers, Lights, Fire/Smoke)









Rooftop Controls





Typical Ceiling Heater at Entrance/Exits



Ceiling Ductless Split System in Abandoned IT/Data Room



Fire Alarm System



North Panels



Southeast Garage Panel



SECTION 5

EVALUATION FOR USE AS POLICE FACILITY

Evaluate The Existing Building, Wildwood Plaza, Located At 2504 South Central Avenue, For Potential Use As The Police Department Facility.

Three plan Options have been developed for consideration of use of the existing Wildwood Plaza building for the Police Department. All three options will include the need for some level of demolition, renovation & building expansion. Each Option has it's own level of Pros and Cons to be considered. In summary, some items for consideration include:

Option #1

- 42,199 square feet
- Utilizes a vast majority of the existing building structure & spaces.
- Includes multiple building expansions, to the east and the west.
- Provides separated parking for public use and staff use. Staff parking is secured.
- Requires a City Ordinance Variance for building Setbacks, on both the east and the west of the existing building.
- The north property line will need to be moved 20 feet to the north, or a zero setback Variance granted to accommodate expanded parking.
- Utilities will need to be relocated to accommodate the building addition.

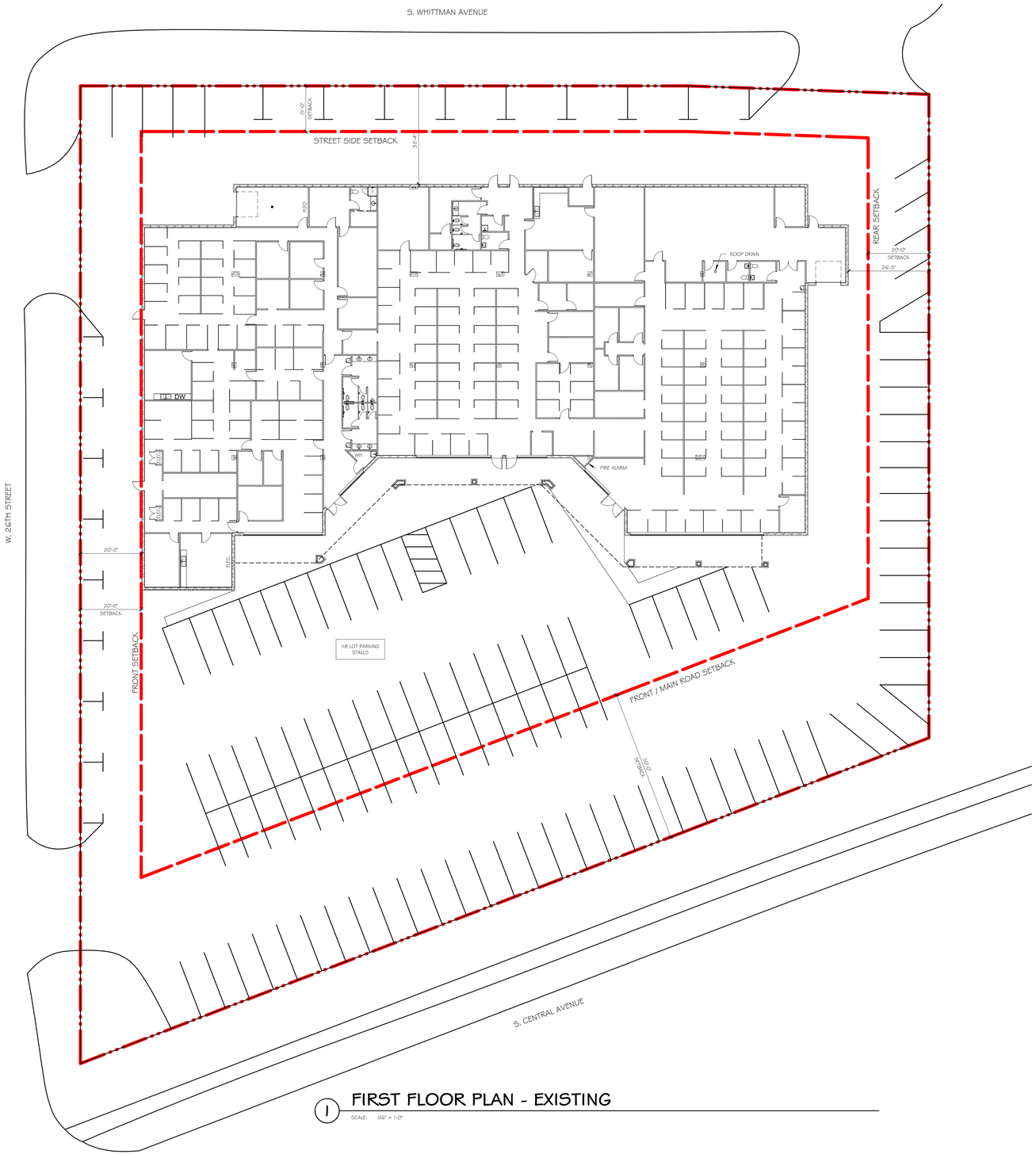
Option #2

- 39,183 square feet
- The north portion of the existing building is renovated from finished office space to open Garage space.
- Includes multiple building expansions, to the east, north and west.
- Provides separated parking for public use and staff use.
- Requires a City Ordinance Variance for building Setbacks, on the north and the west of the existing building.
- Utilities will need to be relocated to accommodate the building additions.

Option #3

- 34,821 square feet
- A fairly large portion of the existing west side of the building is demolished to accommodate the Garage building addition.
- Includes multiple building expansions, to the east, north and west.
- Requires a City Ordinance Variance for building Setbacks, on north of the existing building.
- Utilities will need to be relocated to accommodate the building additions.

The following drawings indicate the existing Wildwood Plaza building, as well as three site plan & floor plan Options for use as the Police Department facility.



1 FIRST FLOOR PLAN - EXISTING
SCALE: 1/16" = 1'-0"

ALL DIMENSIONS ARE APPROXIMATE & WILL REQUIRE FINAL VERIFICATION

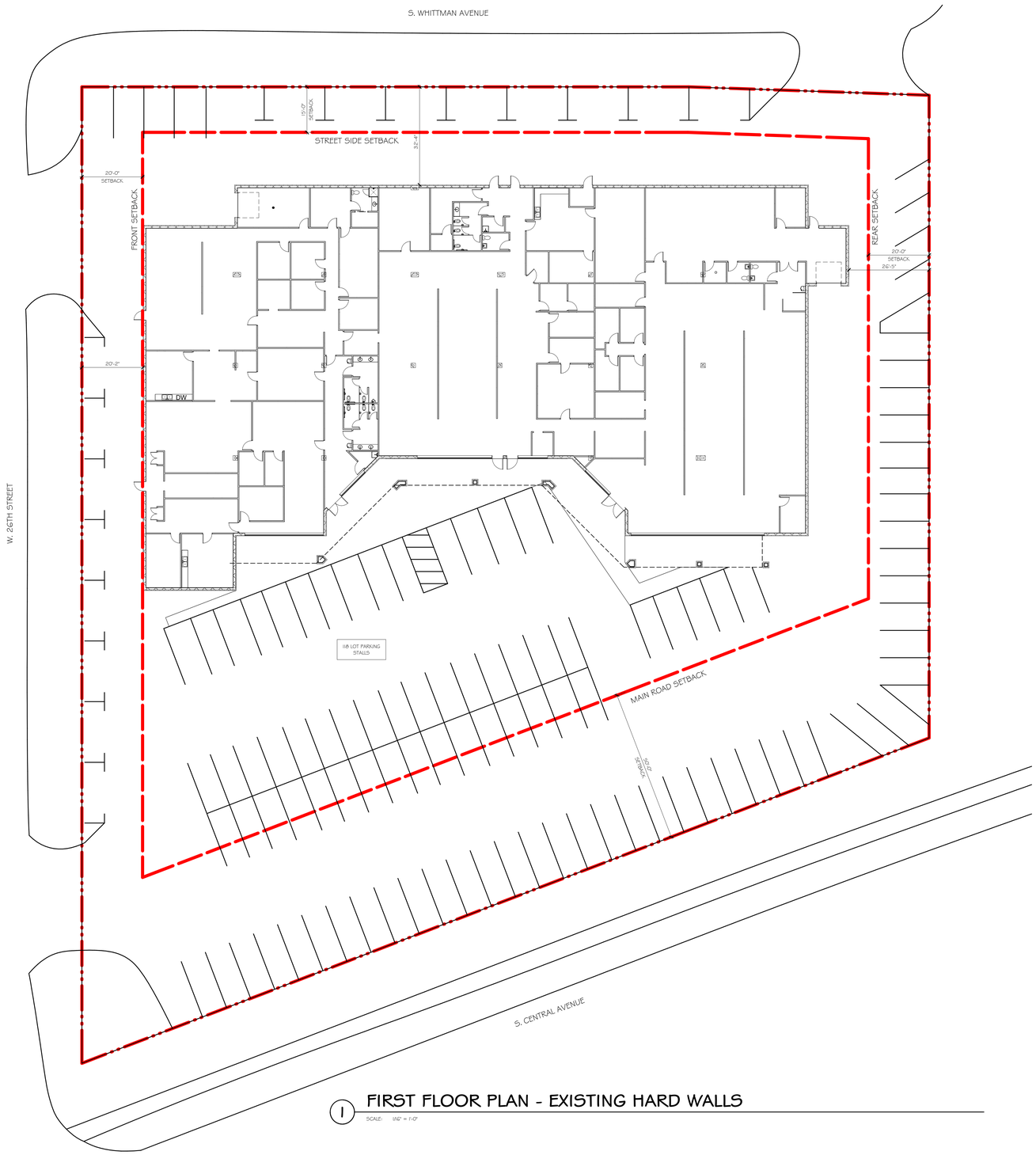
EXISTING AREAS	
AREA	COMMENTS
23585 SF	EXISTING BUILDING

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CITY OF MARSHFIELD
MARSHFIELD POLICE DEPARTMENT

EXISTING FIRST FLOOR
23-010
08.24.2023



1 FIRST FLOOR PLAN - EXISTING HARD WALLS

SCALE: 1/16" = 1'-0"

ALL DIMENSIONS ARE APPROXIMATE & WILL REQUIRE FINAL VERIFICATION

EXISTING AREAS	
AREA	COMMENTS
23585 SF	EXISTING BUILDING

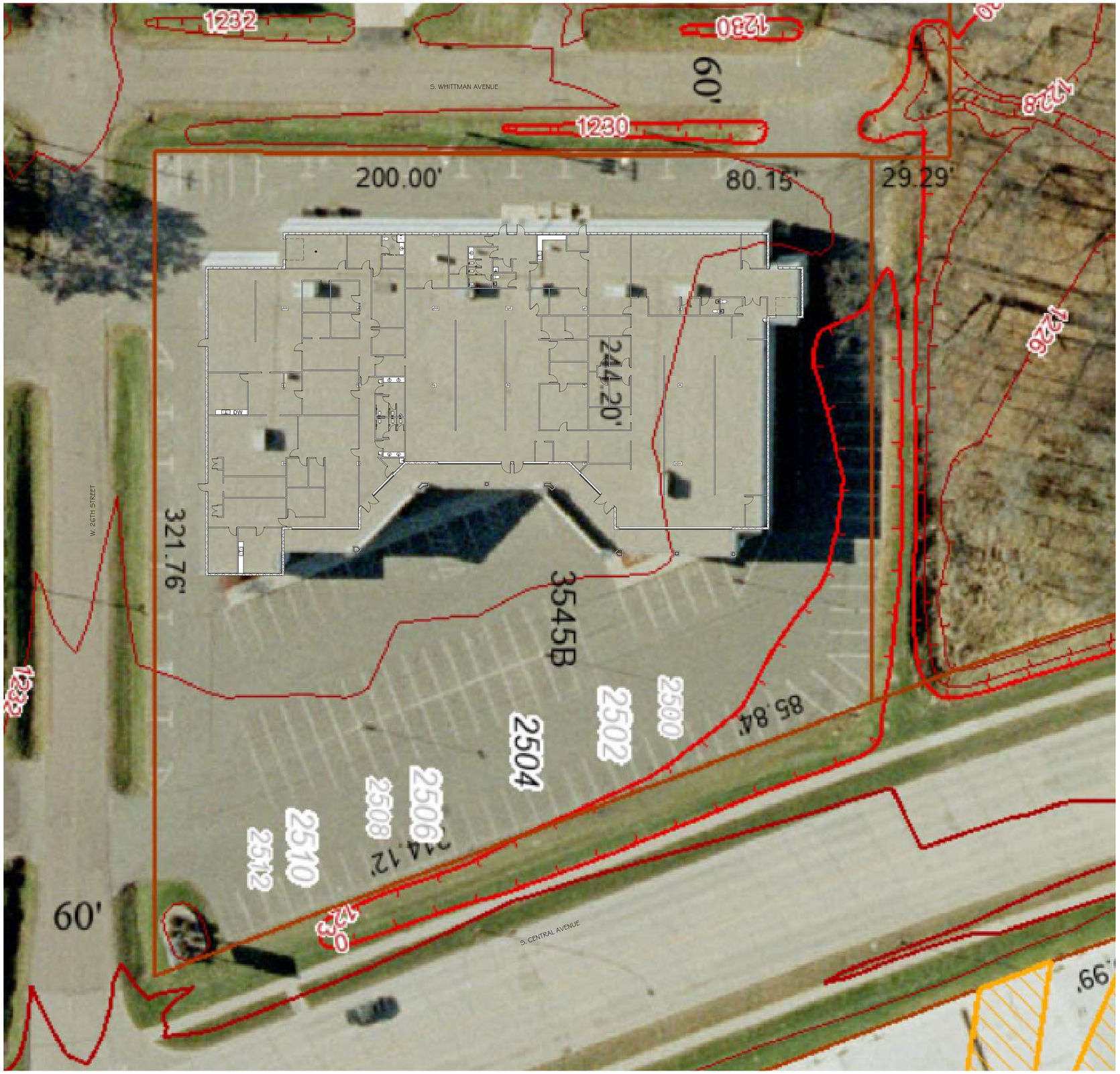
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EXISTING FIRST FLOOR - HARD WALLS

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CITY OF MARSHFIELD
MARSHFIELD POLICE DEPARTMENT

23-010
08.24.2023



ALL DIMENSIONS ARE APPROXIMATE & WILL REQUIRE FINAL VERIFICATION

EXISTING AREAS	
AREA	COMMENTS
23585 SF	EXISTING BUILDING

1 EXISTING SITE PLAN

SCALE: 1/16" = 1'-0"

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CITY OF MARSHFIELD
MARSHFIELD POLICE DEPARTMENT

SECTION 6

RECOMMENDATIONS & COST ESTIMATES

Budget Estimates For Three Police Department Options

We have developed the following building plan budget analysis information pertaining to three Options. This budget information is not a Bid or firm cost analysis, but rather a professional opinion based on current market conditions and the related work scopes.

Note: Option 4 budget offers the scenario of 100% new building construction, for comparison purpose. Additional expense would be required for land acquisition.



1 FIRST FLOOR PLAN - OPTION 1

SCALE: 1/16" = 1'-0"

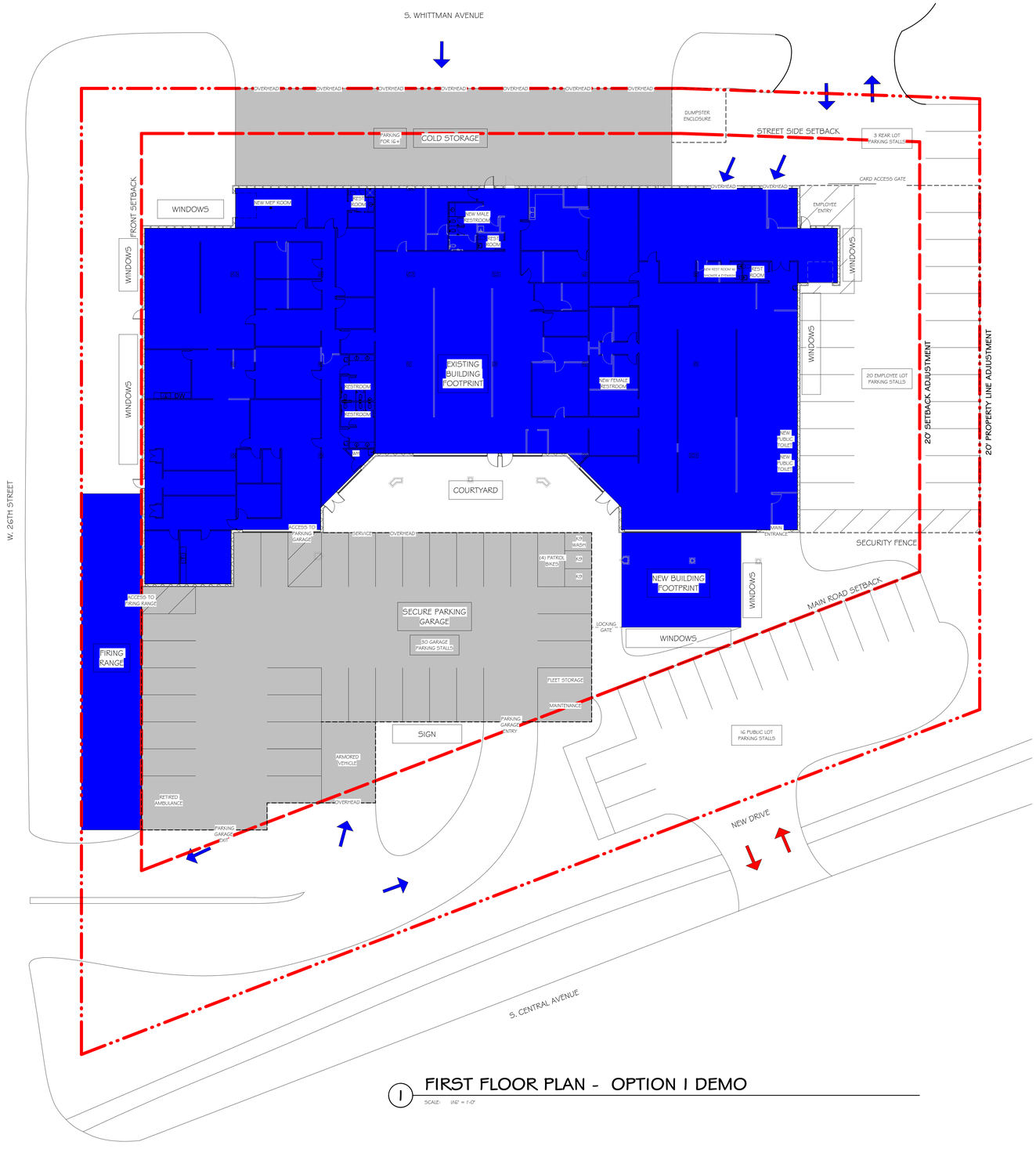
OPTION 1 AREAS	
AREA	COMMENTS
CONDITIONED BUILDING	
1253 SF	OPTION 1 NEW BUILDING FOOTPRINT
2240 SF	OPTION 1 FIRING RANGE
23585 SF	OPTION 1 EXISTING BUILDING FOOTPRINT
27079 SF	
CONDITIONED GARAGE	
11042 SF	OPTION 1 PARKING GARAGE
11042 SF	
UNCONDITIONED STORAGE	
4698 SF	OPTION 1 COLD STORAGE
4698 SF	
42819 SF	

CATEGORY	COLOR CODE
ADMINISTRATION OPERATIONS	
OFFICE OF THE CHIEF	
ADMINISTRATION / RECORDS	
PATROL	
BOOKING / HOLDING	
EVIDENCE / PROPERTY	
SERVICES	
INVESTIGATIONS	
OPERATIONAL SUPPORT	
FLEET SUPPORT	
GARAGE	

ALL DIMENSIONS ARE APPROXIMATE & WILL REQUIRE FINAL VERIFICATION

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OPTION 1 AREAS	
AREA	COMMENTS
CONDITIONED BUILDING	
1253 SF	OPTION 1 NEW BUILDING FOOTPRINT
2240 SF	OPTION 1 FIRING RANGE
23585 SF	OPTION 1 EXISTING BUILDING FOOTPRINT
27079 SF	
CONDITIONED GARAGE	
11042 SF	OPTION 1 PARKING GARAGE
11042 SF	
UNCONDITIONED STORAGE	
4698 SF	OPTION 1 COLD STORAGE
4698 SF	
42819 SF	

CATEGORY	COLOR CODE
CONDITIONED SPACE	
UNCONDITIONED SPACE	

1 FIRST FLOOR PLAN - OPTION 1 DEMO

SCALE: 1/16" = 1'-0"

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Master Project Budget - CONCEPT DESIGN PHASE (option 1)

Project Name: City Of Marshfield - Police Renovation and Addition
Building Type: Law Enforcement
Building Size - Existing: 23,585 Sq. Ft.
Date: 8/24/2023
Building Size - Addition: 18,614 Sq. Ft.
Total Project Area 42,199 Sq. Ft.

Professional Fees

Notes	Description of Work	Scheduled Value	Cost per Sq. Ft.	% of Total Project
	Professional Fees			
Space Needs | Concept Design	Architecture Master planning	$ 39,800.00	$ 0.94	0.30%
Allowance	Architecture, Interiors, Structural, MEP, FP, Civil & Const.Admin, FF&E	$ 840,000.00	$ 19.91	6.36%
Allowance	AR & PM Reimbursables	$ 5,000.00	$ 0.12	0.04%
not included- client to verify with carrier	Builder's Risk, CGL Insurance	$ -	$ -	
Allowance	Printing | Copying	$ 2,000.00	$ 0.05	0.02%
Assumes legal at recording fees only	Property Acquisition	$ 5,000.00	$ 0.12	0.04%
Allowance	Material Testing and Soil Borings	$ 10,000.00	$ 0.24	0.08%
Assumed Waived	Municipal Applications, Permits and Inspections	$ -	$ -	
Allowance	State plan review Fees (Bldg.)	$ 8,200.00	$ 0.19	0.06%
	Total Professional / Soft Fees	**$ 910,000.00**	$ 21.56	6.89%

Hard Costs

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Building Construction			
23,585 SF	Demolition/Renovation Existing	$ 4,955,000.00	$ 235.00	37.51%
Poured Walls- Precast Rf.- EIFS ext.	Shooting Range - New 4 lanes @ 25yd. Incl. Range Systems, Tactical,HVAC	$ 930,000.00	$ 570.00	7.04%
11,040 SF CMU Steel Roof/Metal RFG	Secured parking - New	$ 2,535,000.00	$ 230.00	19.19%
4,700 SF CMU Steel Roof/EPDM	Cold Storage - New	$ 775,000.00	$ 165.00	5.87%
1,253 SF Public Training	Admin./Law Enforcement - New	$ 450,000.00	$ 360.00	3.41%
	Site Work New pavement, curb, walks, site lighting, landscape, etc.	$ 360,000.00	$ 8.53	2.73%
Total Square building area 42,200	**Total Hard Costs**	**$ 10,005,000.00**	$ 237.09	75.74%

Specialties

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Owner Direct Purchases			
Allowance	New Furnishings and Casework	$ 475,000.00	$ 11.26	3.60%
Allowance	Low Voltage, Audio Visual, IT Systems & Security	$ 320,000.00	$ 7.58	2.42%
Allowance	Special Equipment	$ 500,000.00	$ 11.85	3.78%
10% Construction Cost	Owner's protected Contingency	$ 1,000,500.00	$ 23.71	7.57%
	Total Specialties Costs	**$ 2,295,500.00**	$ 54.40	17.38%

Summary

	Professional Fees	**$ 910,000.00**	$ 21.56	6.89%
	Hard Costs	**$ 10,005,000.00**	$ 237.09	75.74%
	Specialties and Soft Costs	**$ 2,295,500.00**	$ 54.40	17.38%
	Pre-Concept Design Budget	**$ 13,210,500.00**	**$ 313.05**	100.00%



1 FIRST FLOOR PLAN - OPTION 2
SCALE: 1/16" = 1'-0"

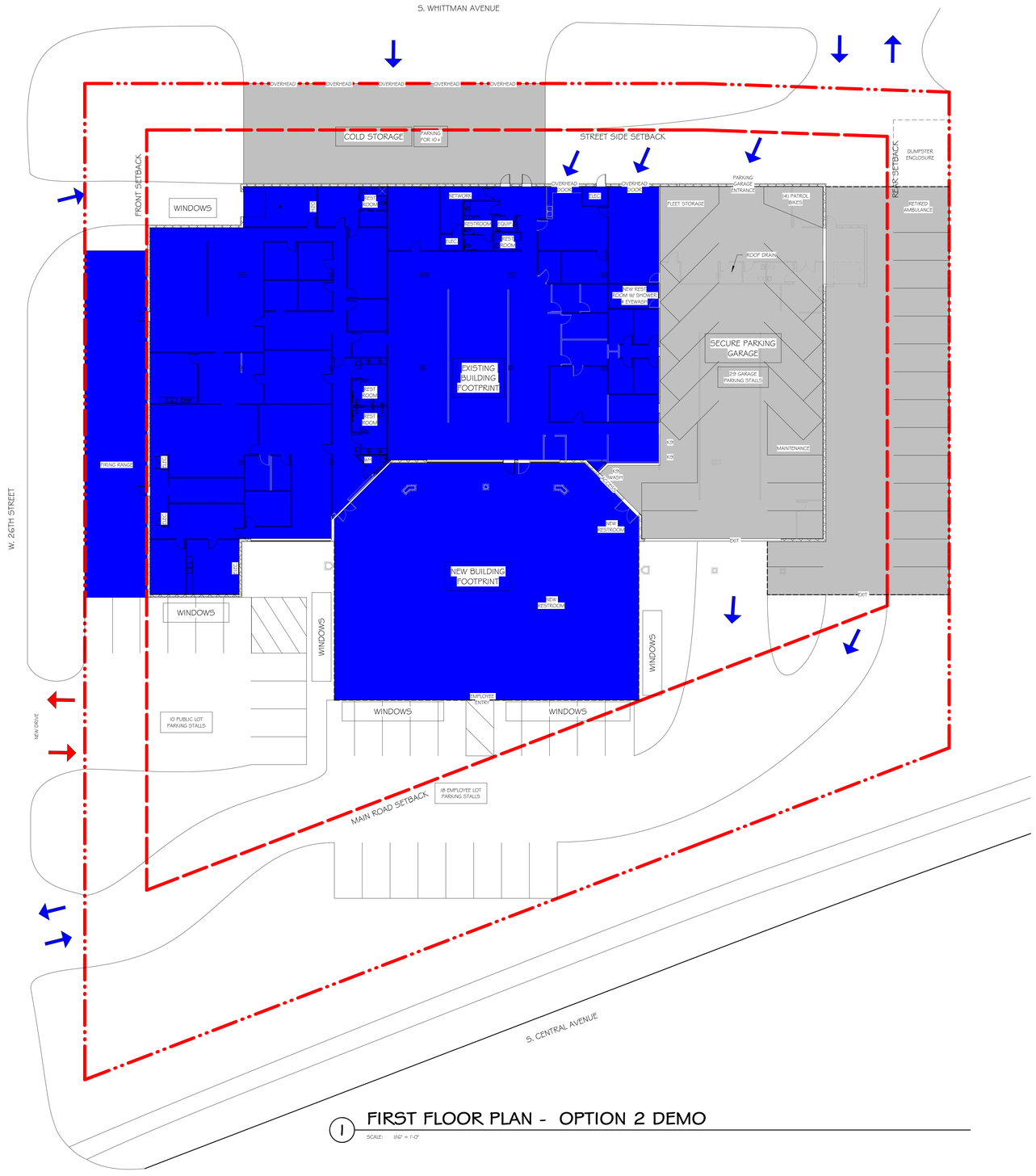
OPTION 2 AREAS	
AREA	COMMENTS
CONDITIONED BUILDING	
7230 SF	OPTION 2 NEW BUILDING FOOTPRINT
2240 SF	OPTION 2 FIRING RANGE
16814 SF	OPTION 2 EXISTING BUILDING FOOTPRINT
26285 SF	
CONDITIONED GARAGE	
5565 SF	OPTION 2 PARKING GARAGE NEW FOOTPRINT
6424 SF	OPTION 2 PARKING GARAGE EXISTING FOOTPRINT
11989 SF	
UNCONDITIONED STORAGE	
3150 SF	OPTION 2 COLD STORAGE
3150 SF	
41423 SF	

CATEGORY	COLOR CODE
ADMINISTRATION OPERATIONS	
OFFICE OF THE CHIEF	
ADMINISTRATION / RECORDS	
PATROL	
BOOKING / HOLDING	
EVIDENCE / PROPERTY	
SERVICES	
INVESTIGATIONS	
OPERATIONAL SUPPORT	
FLEET SUPPORT	
GARAGE	

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1 FIRST FLOOR PLAN - OPTION 2 DEMO
SCALE: 1/16" = 1'-0"

OPTION 2 AREAS	
AREA	COMMENTS
CONDITIONED BUILDING	
7230 SF	OPTION 2 NEW BUILDING FOOTPRINT
2240 SF	OPTION 2 FIRING RANGE
16814 SF	OPTION 2 EXISTING BUILDING FOOTPRINT
26285 SF	
CONDITIONED GARAGE	
5565 SF	OPTION 2 PARKING GARAGE NEW FOOTPRINT
6424 SF	OPTION 2 PARKING GARAGE EXISTING FOOTPRINT
11989 SF	
UNCONDITIONED STORAGE	
3150 SF	OPTION 2 COLD STORAGE
3150 SF	
41423 SF	

CATEGORY	COLOR CODE
CONDITIONED SPACE	
UNCONDITIONED SPACE	

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Master Project Budget - CONCEPT DESIGN PHASE (option 2)

Project Name: City Of Marshfield - Police Renovation and Addition
Building Type: Law Enforcement
Building Size - Existing: 16,814 Sq. Ft.
Date: 8/24/2023
Building Size - Addition: 24,650 Sq. Ft.
Total Project Area 41,464 Sq. Ft.

Professional Fees

Notes	Description of Work	Scheduled Value	Cost per Sq. Ft.	% of Total Project
	Professional Fees			
Space Needs | Concept Design	Architecture Master planning	$ 39,800.00	$ 0.96	0.28%
Final Design & Construction Admin.	Architecture, Interiors, Structural, MEP, FP, Civil & CA, FF&E	$ 830,000.00	$ 20.02	5.88%
Allowance	AR & PM Reimbursables	$ 5,000.00	$ 0.12	0.04%
NIC- client to verify with carrier	Builder's Risk, CGL Insurance	$ -	$ -	
Allowance	Printing | Copying	$ 1,700.00	$ 0.04	0.01%
Assumes legal at recording fees only	Property Acquisition	$ 5,000.00	$ 0.12	0.04%
Allowance	Material Testing and Soil Borings	$ 10,000.00	$ 0.24	0.07%
Assumed Waived	Municipal Applications, Permits and Inspections	$ -	$ -	
Allowance	State plan review Fees (Bldg.)	$ 8,000.00	$ 0.19	0.06%
	Total Professional / Soft Fees	**$ 899,500.00**	$ 21.69	6.37%

Hard Costs

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Building Construction			
16,814 SF	Demolition including main section /Renovation Existing	$ 4,000,000.00	$ 238.00	28.33%
Poured Walls- Precast Rf.- EIFS ext.	Shooting Range - New 4 lanes @ 25yd. Incl. Range Systems, Tactical,HVAC	$ 930,000.00	$ 570.00	6.59%
11,989 SF CMU Steel Roof/Metal RFG	Secured parking - New	$ 2,760,000.00	$ 230.00	19.55%
3,150 SF CMU Steel Roof/EPDM	Cold Storage - New	$ 540,000.00	$ 170.00	3.82%
7,230 SF building addition	Admin./Law Enforcement - New	$ 2,315,000.00	$ 320.00	16.40%
	Site Work New pavement, curb, walks, site lighting, landscape, etc.	$ 340,000.00	$ 8.20	2.41%
Total Square building area 39,183	**Total Hard Costs**	**$ 10,885,000.00**	$ 262.52	77.10%

Specialties

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Owner Direct Purchases			
Allowance	New Furnishings and Casework	$ 450,000.00	$ 10.85	3.19%
Allowance	Low Voltage, Audio Visual, IT Systems & Security	$ 310,000.00	$ 7.48	2.20%
Allowance	Special Equipment	$ 485,000.00	$ 11.70	3.44%
10% Construction Cost	Owner's protected Contingency	$ 1,088,500.00	$ 26.25	7.71%
	Total Specialties Costs	**$ 2,333,500.00**	$ 56.28	16.53%

Summary

	Professional Fees	**$ 899,500.00**	$ 21.69	6.37%
	Hard Costs	**$ 10,885,000.00**	$ 262.52	77.10%
	Specialties and Soft Costs	**$ 2,333,500.00**	$ 56.28	16.53%
	Pre-Concept Design Budget	**$ 14,118,000.00**	**$ 340.49**	100.00%



1 FIRST FLOOR PLAN - OPTION 3

SCALE: 1/16" = 1'-0"

OPTION 3 AREAS	
AREA	COMMENTS
CONDITIONED BUILDING	
5808 SF	OPTION 3 NEW BUILDING FOOTPRINT
2240 SF	OPTION 3 FIRING RANGE
15460 SF	OPTION 3 EXISTING BUILDING FOOTPRINT
23509 SF	
CONDITIONED GARAGE	
3661 SF	OPTION 3 PARKING GARAGE NEW FOOTPRINT
6660 SF	OPTION 3 PARKING GARAGE EXISTING FOOTPRINT
10321 SF	
UNCONDITIONED STORAGE	
3232 SF	OPTION 3 COLD STORAGE
3232 SF	
37061 SF	

CATEGORY	COLOR CODE
ADMINISTRATION OPERATIONS	
OFFICE OF THE CHIEF	
ADMINISTRATION / RECORDS	
PATROL	
BOOKING / HOLDING	
EVIDENCE / PROPERTY	
SERVICES	
INVESTIGATIONS	
OPERATIONAL SUPPORT	
FLEET SUPPORT	
GARAGE	

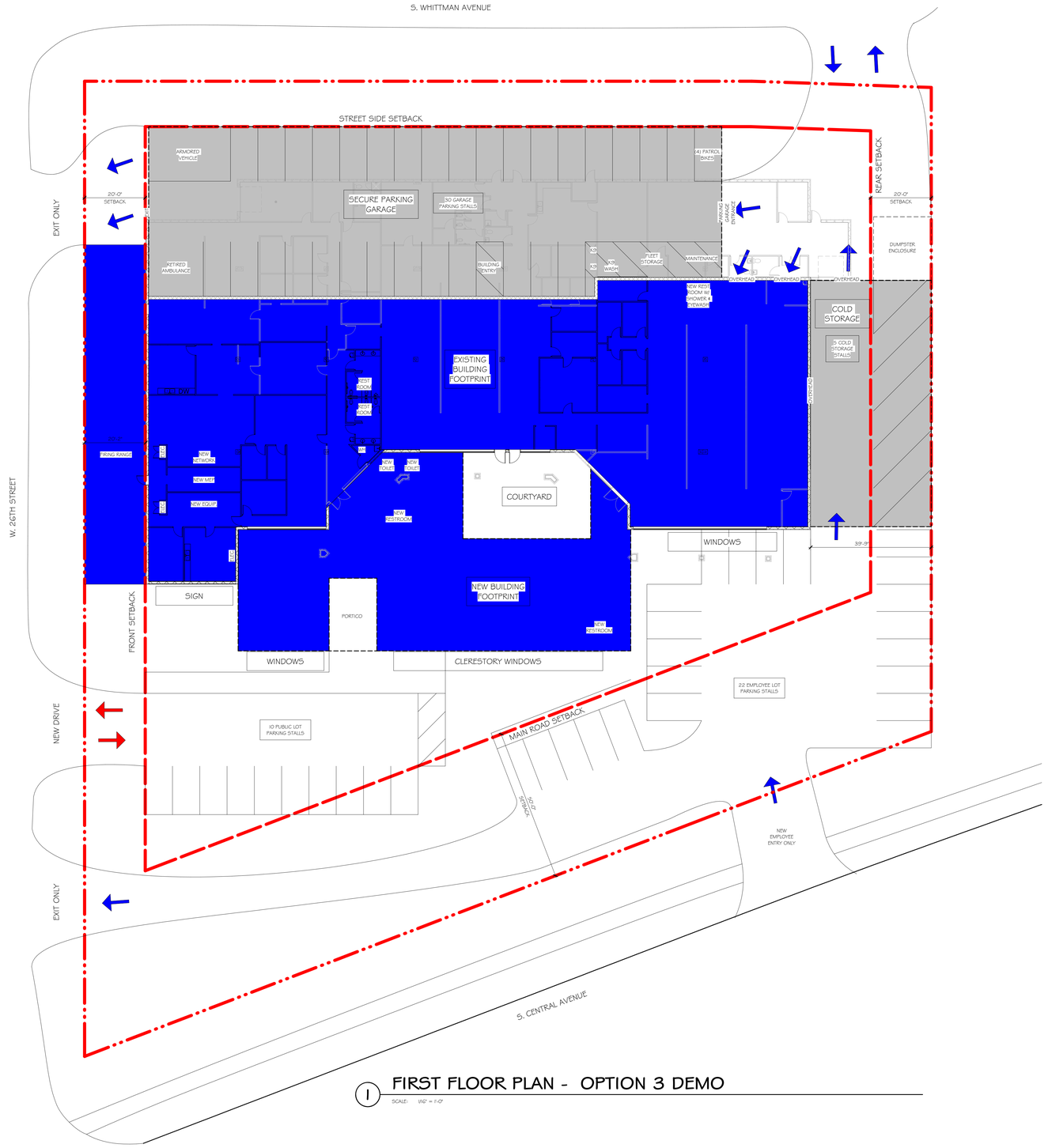
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CITY OF MARSHFIELD
MARSHFIELD POLICE DEPARTMENT

23-010
08.24.2023



1 FIRST FLOOR PLAN - OPTION 3 DEMO

SCALE: 1/16" = 1'-0"

OPTION 3 AREAS	
AREA	COMMENTS
CONDITIONED BUILDING	
5808 SF	OPTION 3 NEW BUILDING FOOTPRINT
2240 SF	OPTION 3 FIRING RANGE
15460 SF	OPTION 3 EXISTING BUILDING FOOTPRINT
23509 SF	
CONDITIONED GARAGE	
3661 SF	OPTION 3 PARKING GARAGE NEW FOOTPRINT
6660 SF	OPTION 3 PARKING GARAGE EXISTING FOOTPRINT
10321 SF	
UNCONDITIONED STORAGE	
3232 SF	OPTION 3 COLD STORAGE
3232 SF	
37061 SF	

CATEGORY	COLOR CODE
CONDITIONED SPACE	
UNCONDITIONED SPACE	

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CITY OF MARSHFIELD
MARSHFIELD POLICE DEPARTMENT

23-010
08.24.2023

Master Project Budget - CONCEPT DESIGN PHASE (option 3)

Project Name: City Of Marshfield - Police Renovation and Addition
Building Type: Law Enforcement
Building Size - Existing: **15,460** Sq. Ft.
Date: 8/24/2023
Building Size - Addition: **21,640** Sq. Ft.
Total Project Area **37,100** Sq. Ft.

Professional Fees

Notes	Description of Work	Scheduled Value	Cost per Sq. Ft.	% of Total Project
	Professional Fees			
Space Needs | Concept Design	Architecture Master planning	$ 39,800.00	$ 1.07	0.29%
Final Design & Construction Admin.	Architecture, Interiors, Structural, MEP, FP, Civil & CA, FF&E	$ 830,000.00	$ 22.37	6.14%
Allowance	AR & PM Reimbursables	$ 5,000.00	$ 0.13	0.04%
NIC- client to verify with carrier	Builder's Risk, CGL Insurance	$ -	$ -	
Allowance	Printing | Copying	$ 1,700.00	$ 0.05	0.01%
Assumes legal at recording fees only	Property Acquisition	$ 5,000.00	$ 0.13	0.04%
Allowance	Material Testing and Soil Borings	$ 10,000.00	$ 0.27	0.07%
Assumed Waived	Municipal Applications, Permits and Inspections	$ -	$ -	
Allowance	State plan review Fees (Bldg.)	$ 8,000.00	$ 0.22	0.06%
	Total Professional / Soft Fees	**$ 899,500.00**	$ 24.25	6.65%

Hard Costs

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Building Construction			
15,460 SF	Demolition and Renovation existing space	$ 3,850,000.00	$ 249.00	28.48%
Poured Walls- Precast Rf.- EIFS ext.	Shooting Range - New 4 lanes @ 25yd. Incl. Range Systems, Tactical,HVAC	$ 930,000.00	$ 570.00	6.88%
10, 321 SF CMU Steel Roof/Metal RFG	Secured parking - New & Struct. change /Renovation Existing	$ 2,620,000.00	$ 253.86	19.38%
3,232 SF CMU Steel Roof/EPDM	Cold Storage - New	$ 550,000.00	$ 171.00	4.07%
5,808 SF building addition	Admin./Law Enforcement - New	$ 2,060,000.00	$ 355.00	15.24%
	Site Work New pavement, curb, walks, site lighting, landscape, etc.	$ 345,000.00	$ 9.30	2.55%
Total building area 34,821	**Total Hard Costs**	**$ 10,355,000.00**	$ 279.11	76.59%

Specialties

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Owner Direct Purchases			
Allowance	New Furnishings and Casework	$ 445,000.00	$ 11.99	3.29%
Allowance	Low Voltage, Audio Visual, IT Systems & Security	$ 310,000.00	$ 8.36	2.29%
Allowance	Special Equipment	$ 475,000.00	$ 12.80	3.51%
10% Construction Cost	Owner's protected Contingency	$ 1,035,500.00	$ 27.91	7.66%
	Total Specialties Costs	**$ 2,265,500.00**	$ 61.06	16.76%

Summary

	Professional Fees	**$ 899,500.00**	$ 24.25	6.65%
	Hard Costs	**$ 10,355,000.00**	$ 279.11	76.59%
	Specialties and Soft Costs	**$ 2,265,500.00**	$ 61.06	16.76%
	Pre-Concept Design Budget	**$ 13,520,000.00**	**$ 364.42**	100.00%

Master Project Budget - CONCEPT DESIGN PHASE (option 4)

Project Name: City Of Marshfield - Police Renovation and Addition
Building Type: Law Enforcement
Building Size - Existing: Sq. Ft.
Date: 8/24/2023
Building Size - New **35,000** Sq. Ft.
Total Project Area **35,000** Sq. Ft.

Professional Fees

Notes	Description of Work	Scheduled Value	Cost per Sq. Ft.	% of Total Project
	Professional Fees			
Space Needs | Concept Design	Architecture Master planning	$ 39,800.00	$ 1.14	0.26%
Final Design & Construction Admin.	Architecture, Interiors, Structural, MEP, FP, Civil & CA, FF&E	$ 860,000.00	$ 24.57	5.61%
Allowance	AR & PM Reimbursables	$ 5,000.00	$ 0.14	0.03%
NIC- client to verify with carrier	Builder's Risk, CGL Insurance	$ -	$ -	
Allowance	Printing | Copying	$ 2,000.00	$ 0.06	0.01%
Assumes legal at recording fees only	Property Acquisition	$ 5,000.00	$ 0.14	0.03%
Allowance	Material Testing and Soil Borings	$ 15,000.00	$ 0.43	0.10%
Assumed Waived	Municipal Applications, Permits and Inspections	$ -	$ -	
Allowance	State plan review Fees (Bldg.)	$ 8,000.00	$ 0.23	0.05%
	Total Professional / Soft Fees	**$ 934,800.00**	$ 26.71	6.09%

Hard Costs

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Building Construction			
Allowance	Building Demo	$ 200,000.00	$ 5.71	1.30%
Poured Walls- Precast Rf.- EIFS ext.	Shooting Range - New 4 lanes @ 25yd. Incl. Range Systems, Tactical,HVAC	$ 930,000.00	$ 570.00	6.06%
10, 000 SF CMU Steel Roof/Metal RFG	Secured parking - New	$ 2,300,000.00	$ 230.00	15.00%
3,500 SF CMU Steel Roof/EPDM	Cold Storage - New	$ 578,000.00	$ 165.00	3.77%
19880 SF building New	Admin./Law Enforcement - New	$ 7,598,136.00	$ 382.20	49.54%
	Site Work New pavement, curb, walks, site lighting, landscape, etc.	$ 360,000.00	$ 10.29	2.35%
Total Square building area 35,000	**Total Hard Costs**	**$ 11,966,136.00**	$ 341.89	78.02%

Specialties

Notes	Description of Work		Cost per Sq. Ft.	% of Total Project
	Owner Direct Purchases			
Allowance	New Furnishings and Casework	$ 445,000.00	$ 12.71	2.90%
Allowance	Low Voltage, Audio Visual, IT Systems & Security	$ 310,000.00	$ 8.86	2.02%
Allowance	Special Equipment	$ 485,000.00	$ 13.86	3.16%
10% Construction Cost	Owner's protected Contingency	$ 1,196,613.60	$ 34.19	7.80%
	Total Specialties Costs	**$ 2,436,613.60**	$ 69.62	15.89%

Summary

	Professional Fees	**$ 934,800.00**	$ 26.71	6.09%
	Hard Costs	**$ 11,966,136.00**	$ 341.89	78.02%
	Specialties and Soft Costs	**$ 2,436,613.60**	$ 69.62	15.89%
	Pre-Concept Design Budget	**$ 15,337,549.60**	**$ 438.22**	100.00%

SECTION 7

SUMMARY

Summary

Based on the discussions, site visits, Options planning and Budget information, I offer my professional opinion in Summary.

Based on the analysis, the existing Wildwood Plaza site and building is a valid consideration for a new location for the Marshfield Police Department. The majority of the value of the existing property will be in the Site and existing building structure/shell. A substantial renovation & building addition project will be necessary to convert the existing building into a Police Department facility. One or more variances would be required by the City to address building setbacks to property lines. The majority of the interior finishes will be removed and replaced, and most of the existing mechanical, electrical, plumbing, IT & utilities will need to be modified or replaced. A new roof membrane will need to be installed. An automatic fire suppression system will need to be added. The available site area will be maximized with building expansion and parking areas. Budget information indicates the cost range that may be associated with a project to be between $13-$14 million, total project budget. It should be noted that this project budget range includes approximately $1 million for furnishings & specialty equipment, in addition to an approximate $1 million project contingency amount. If these amounts are not needed for the project to be completed, the total project range would then be reduced to $11-$12 million. However, we recommend these amounts be included in discussion and consideration for a potential project, until proven unnecessary. If the City were to consider all new construction for a new Police Department Facility, it would be additional expense to the City, in addition to the potential expense of purchasing land for a project. A new construction project budget would be in the range of $15 million, in addition to potential land cost if it is necessary to purchase bare land for the project. By utilizing the existing Wildwood Plaza site & building, my opinion is that the City may save cost in the range of $2-2.5 million dollars, verses a new construction project.

End of Report.

BKV GROUP

RENOVATIONS FOR FUTURE POLICE DEPARTMENT

REQUEST FOR PROPOSALS | CITY OF MARSHFIELD WI

MARCH 24, 2025



ARCHITECTURE | INTERIOR DESIGN | URBAN DESIGN & LANDSCAPE ARCHITECTURE
ENGINEERING | CONSTRUCTION ADMINISTRATION | BRANDED ENVIRONMENTS | SUSTAINABLE DESIGN

BKV
GROUP

March 24, 2025

Josh Mauritz, Acting Public Works Director
The City of Marshfield
207 West 6th Street
Marshfield, WI 54449

RE: RFP for Architectural Services for Renovations for Future Police Department

Dear Josh and members of the selection committee,

On behalf of the BKV Group team, we appreciate this opportunity to submit our proposal to lead architectural and engineering services for the renovations for the future Marshfield Police Department. We are energized by the opportunities this project presents, and a collaboration with the City, Police Department, and all project stakeholders.

BKV Group was founded in 1978 under the principle that architects should put the best interests of the citizens above their own. Our core belief is that architecture has a profound responsibility to the community – regardless of the project type, our duty is to always enhance the economic, aesthetic, social, and environmental context of the communities we work in. Over forty-five years later, this vision has not changed. Today, we continue to provide our government clients with superior customer service by adopting the client's goals and values as our own, enabling transparent decision making, committing to responsible spending of public dollars, and being passionate about the success of the communities for whom we work.

Our experience spans new construction, expansions, renovations, and adaptive reuse. The ability to renovate the identified facility is an important consideration to the financial viability of the project. Bringing an understanding of your project types but also how your existing facilities can be adapted and improved to meet your needs will take expertise and an understanding. This relates to how your departments operate now, and how the building can be improved to meet your needs for the future. This project is a once-in-a-lifetime opportunity to address municipal and public safety needs for decades to come.

We bring a team of trusted partners as well. Wisconsin-based **JSD Professional Services** will provide both civil engineering and landscape architecture as well as a fine-tuned understanding of local conditions. **True North Consulting Group** joins our team once again to assist with design for low-voltage, technology, audio-visual, and security.

We would take great pride in the opportunity to lend our deep experience in your project types to help the City and the Police Department best utilize the Wildwood Plaza Building. This project has the opportunity to reimagine how the City interacts with the community and we will bring our passion and excitement for your project to help you achieve your goals. The following are key reasons we believe we are well suited to assist the City and the Police Department.

We Are a Trusted Partner. BKV Group is embedded in the region, and we understand the nuances of working on projects across the upper Midwest. We have been trusted by communities time and time again, having completed hundreds of projects for cities, counties, and public safety departments. No matter the project type, our past clients appreciate the ease of our process and the quality of our results. Repeat clients speak to the trust they place in us, something we never take for granted.

A Collaborative Stakeholder-Focused Process. Our team's approach is to actively engage our clients and project stakeholders. This process allows us to leverage distinct perspectives as we consider every planning and design option. You will be an active participant as the project evolves.

Innovative Industry-Leading Experience. Our team features national expertise in police projects. We believe that this level of project type understanding, experience, and subject matter expertise is unparalleled in our region. While we bring broad experience, your project and the unique qualities of your community will define the development of the design but be informed by national standards and our experience in helping other communities solve their problems.

Sustainable From the Start. Sustainable design is good design, and there is nothing more sustainable than reuse of an existing building. Sustainable design drastically improves the legacy we leave behind for those who follow us. Longevity, ease of use, reuse, and the overall well-being of the occupants are all common threads in sustainable buildings. Overall, sustainable design creates healthier, more comfortable, and environmentally responsible spaces that positively impact the user experience. Even when formal certification is not required, our design process respects the environment and we strive to create smart, energy-efficient, and cost-effective buildings that will be sustainable and serve the community for decades.

Responsive Project Management. Managing a multi-faceted project that addresses stakeholder engagement, program development, exploration of planning options, holistic design, and construction phase engagement requires focused project management. We will utilize BKV Group's vetted project management process to provide communication and accountability, timely responsiveness, and unified coordination of the entire project team.

Creativity. Your facility must embody the values of your community and should also reflect an investment that the public, elected officials, and project stakeholders are proud of. BKV Group has a proven history of planning and design excellence, winning both regional and national awards for the functionality and beauty of our projects. Our team's well rounded experience designing award winning civic, hospitality, corporate, and community-based projects allows us to think outside the box, drawing connections between project typologies to strengthen the outcome of projects. Thoughtful design can create spaces that are unique and memorable, while still functioning for their intended purpose and allowing flexibility to adapt to future needs.

We would be thrilled to be your partner for your proposed remodel project your Police Department. We believe in a friendly, upbeat, and fun approach to our work, taking our task to heart, "Enriching Lives and Strengthening Communities" - our mission across every project.

If you have any additional questions, please do not hesitate to contact me.

Sincerely,
BKV Group

Paul Michell, AIA
Government Managing Partner
222 North Second Street, Suite 101
Minneapolis, MN 55401
816.405.7585
pmichell@bkvgroup.com



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We build timeless government facilities that define and influence the image of our communities

FIRM NAME
BKV Group, Est. 1978
Sub S Chapter Corporation

EMPLOYEES
190+

CONTACT
Paul Michell, AIA
Government Practice Leader, Partner
C: 816.405.7585
pmichell@bkvgroup.com

PRACTICE AREAS
Police Stations, Public Safety Centers, Fire/EMS Stations, Dispatch/E911, Emergency Operations Centers, City Halls

BKV Group is a holistic architecture, engineering, interior design, landscape architecture and construction administration firm. Over the last 45 years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Minneapolis, Chicago, Washington DC, and Dallas, serving clients locally and nationwide. Collectively, we represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through our full-service structure, we offer our clients a single source for all aspects of design and construction administration services.

BKV Group believes that Police Departments should define and influence the image of communities, with the long-term nature of these public buildings having a tremendous impact on city leaders, law enforcement officers, public safety staff, and the public. Our core belief is that architecture has a profound responsibility to the community, and regardless of the project type, our duty is always to enhance the economic, aesthetic, social, and environmental context of the communities we work in.

Since 1978 our practice has centered on serving the needs of municipalities. In particular, government buildings represent a service which requires special planning. The services and functions they provide are unique, varied in nature. Proper programming in respect to size, location and configuration is essential as a planning tool for an efficient and effective government facility. The foundation of a successful project is a keen understanding of the user needs and relationship required to conduct the activities of the facility. The interaction of employees, community, and the facility is the focus of planning from the inside out.

Today, we provide our government clients with superior customer service by adopting the client's goals as our own, enabling transparent decision-making, committing to responsible spending of public funds, and remaining passionate about the success of the communities for whom we work. Additionally, the long-term and dynamic nature of our Police Departments means that these buildings are among the most enduring. Over the course of completing over 200 Police Department projects throughout the country, BKV has created long-term impacts on civil building design that are responsive to ever-changing service requirements.



JSD PROFESSIONAL SERVICES

To enhance our communities through creative, passionate and inspired services

SERVICES

- Civil Engineering
- Land Surveying & Mapping
- Landscape Architecture
- Planning & Development Services
- Environmental Services
- Construction Services
- Transportation Engineering
- Structural Engineering
- Water Resources

ADDRESS

W238 N1610 Busse Rd,
Suite 100
Waukesha, WI 53188
(262) 513-0666

Since 1998, JSD Professional Services, Inc. (JSD), has grown from one office with two employees to eight offices across four states. Strategically placed to serve local, regional and national clients, JSD's staff includes civil and structural engineers, surveyors, planners, landscape architects, and development services specialists who are all focused on delivering exceptional services from project concept through ribbon cutting.

Our multi-disciplined approach provides our clients with a coordinated team of specialists who have a broad knowledge base in creative design, site evaluation, project financing, municipal entitlements, land survey documentation, site infrastructure, municipal infrastructure and construction.

PUBLIC SAFETY PROJECTS

Baraboo Fire Station No. 1 & 2 - Baraboo, WI
Outagamie County 911 Center - Appleton, WI
Dane County Law Enforcement Training Center Addition - Waunakee, WI
Dane County Public Safety Communications Facility - McFarland, WI
Dane County Sheriff's Southeast Precinct - Stoughton, WI
Delafield Fire Station - Delafield, WI
Fitchburg Police Staton, Fitchburg, WI
Fox River Countryside Fire Rescue District - Station 3, St. Charles, IL
Lakeside Fire Stations 1-4, Newville, Edgerton, Milton East, Milton West, WI
Madison Fire Station No. 12 - Madison, WI
Monona Public Safety Facility - Monona, WI
Outagamie County 911 Communications Center, Appleton, WI
Platteville Fire Station - Platteville, WI
Union Grove - Yorkville Fire Station, Union Grove, WI
Village of Cross Plains Joint Village Hall/ Police Station, Cross Plains, WI
Waukesha Police Department - Waukesha, WI
Waunakee EMS Facility Addition - Waunakee, WI

200+ Police station projects nationwide

Albert Lea Police Department, Albert Lea, MN • **Alpena County** Sheriff's Office & Jail, New Facility, Alpena, MI • **Andover** City Hall and Police Study, Andover, MN • **Baton Rouge** Law Enforcement Training Facility Master Plan, Baton Rouge, LA • **Bayfield County,** Security and Space Needs Study, Bayfield, WI • **Becker County** Law Enforcement Center, Detroit Lakes, MN • **Bedford** Municipal Complex, Bedford, OH • **Bloomington** Police Department, Bloomington, MN • **Bloomington** Police Department & Public Works Study, Bloomington, IL • **Brookings County** Detention Center, Brookings, SD • **Brooklyn Center** Police Station, Brooklyn Center, MN • **Bureau County** Law Enforcement Center, Princeton, IL • **Buffalo** Architectural Services Municipal Facilities, Buffalo, MN • **Burnsville** Facility Space Needs Assessment, Burnsville, MN • **Carver County & Scott County** New Dispatch / 911 Feasibility Study • **Champlin** Police Station, Champlin, MN • **Cloquet** Police Station Master Plan, Cloquet, MN • **Codington County** Justice Center Study, Watertown, SD • **Cook County** Law Enforcement Center Addition & Renovations, Grand Marais, MN • **Coon Rapids** City Center, Coon Rapids, MN • **Dakota** Law Enforcement Center Needs Assessment, Dakota, MN • **Detroit Lakes** Police Station and City Hall Study, Detroit Lakes, MN • **Detroit Lakes** Police Station, Detroit Lakes, MN • **Eagan** Municipal Center, Eagan, MN • **Eau Claire** Police Department, Eau Claire, WI • **Edina** City Hall and Police Station, Edina, MN • **Edina** Police Security Upgrades, Edina, MN • **Elko New Market** Master Plan, Elko New Market, MN • **Elk River** Public Safety, Elk River, MN • **Emily** Police and City Hall, Emily, MN • **Forest Lake** Public Safety and Municipal Center Master Plan, Forest Lake, MN • **Fridley** Public Safety Campus, Fridley, MN • **Fridley** Municipal Facility , Fridley, MN • **Front Royal** Police Department Study, Front Royal, VA • **Gladstone** Public Safety Building Study, Gladstone, MO • **Golden Valley** Public Safety, Golden Valley, MN • **Golden Valley** Civic Campus Master Plan, Golden Valley, MN • **Harlan County** Judicial Center, Harlan, KY • **Hermantown** Public Safety, Hermantown, MN • **Independence** Police Department Study, Independence, OH • **Ingham County** Justice Center, Mason, MI • **Inver Grove Heights** Police Station, Inver Grove Heights, MN • **Isanti County** Law Enforcement Center, Cambridge, MN • **Island Lake** Police Station Study, Island Lake, IL • **Lakes Area** Police Station Needs Assessment, Lakes Area, MN • **Lakeville** Police Station, Lakeville, MN • **Lakewood** Municipal Complex Master Plan, Lakewood, IL • **Lansing** New Public Safety Center, Lansing, MI • **Leech Lake Band of Ojibwe** Justice Center and Tribal Police, Cass Lake, MN • **Le Sueur County** Justice Center, Le Center, MN • **Lockport** Facility Condition Assessment, Lockport, IL • **Maple Grove** Government Center, Maple Grove, MN • **Melrose** Police Station, Melrose, MN • **Menomonie** Police Facility Assessment Study, Menomonie, WI • **Minneapolis Community and Technical College/Metro State University,** Brooklyn Park, MN • **Minneapolis** Precinct #2 & #3 Police Stations, Minneapolis, MN • **Minnetonka** Police Renovation, Minnetoka, MN • **Minnetrista** Police Station, Minnetrista, MN • **Montgomery** Public Safety Facility, Montgomery, MN • **Montgomery County** District 6 Police Station, Gaithersburg, MD • **Montgomery County** Olney Police Station, Rockville, MD • **New Prague** Police Station, New Prague, MN • **Northville Township** Public Safety Headquarters Study, Northville, MI • **Orono** Police Station, Orono, MN • **Parma** Justice Center, Parma, OH • **Pennington County** Sheriff's Office, Rapid City, SD • **Pennington County** Sheriff's Station, Thief River Falls, MN • **Pine County** Justice Center, Pine City, MN • **Plymouth** Public Safety Building, Plymouth, MN • **Prior Lake** Police Department, Prior Lake, MN • **Rapid City** Police Department Master Plan, Rapid City, SD • **Rapid City** Police Evidence Facility Master Plan, Rapid City, SD • **Ramsey** Municipal Center, Ramsey, MN • **Red Wing** Police & Public Works Study/Master Plan, Red Wing, MN • **Richfield** Public Safety Department Study, Richfield, MN • **Rochester** North Service Center and Police Station, Rochester, MN • **Rogers** Police Study, Rogers MN • **Rosemount** Police Department Study, Rosemount, MN • **Rosemount** Police Station & Public Works, Rosemount, MN • **Roseville** Civic Campus Master Plan, Roseville, MN • **Russell Township** Police Station, Russell Township, OH • **Savage** Police Study & Master Plan, Savage MN • **Scott County** Public Safety Training Academy Master Plan, Scott County, MN • **Shakopee** Police Station, Shakopee, MN • **Springfield** Police Headquarters Facility Study, Springfield, OH • **Steger** Village Hall and Police Department, Steger, IL • **Sterling** Police Study, Sterling, IL • **Streamwood** Space Study, Streamwood, IL • **St. Louis Park** Police Station, St. Louis Park, MN • **St. Louis Park** Police Study, St. Louis Park, MN • **St. Cloud** Police Headquarters, St. Cloud, MN • **Todd County** Law Enforcement Center, Long Prairie, MN • **University of Texas M.D.** Anderson Cancer Center Police Department Study, Houston, TX • **Vassar** Municipal Facilities Space Needs Assessment & Master Plan, Vassar, MI • **Waite Park** Public Safety, Waite Park, MN • **Wayzata** Public Safety Study, Wayzata, MN • **West Fargo** Police Station and City Hall, West Fargo, ND • **West St. Paul** Police Station Study, West St. Paul, MN • **Winona** Public Safety Facility Needs Assessment & Study, Winona, MN • **Woodbury** Police Study, Woodbury, MN • **Woodbury** Public Safety, Woodbury, MN • **White Bear Lake** Police Station Study, White Bear Lake, MN • **Wright County / FBI** Joint Tactical Training Facility, Buffalo, MN • **Wyoming** Public Safety Facility, Wyoming, MN

STATEMENT OF UNDERSTANDING







STATEMENT OF UNDERSTANDING

Our core values of “enriching lives and strengthening communities” guides our service to our clients. Our experienced team will lead the design efforts, working closely with the project stakeholders throughout the process. We engage stakeholders to ensure our recommendations reflect the goals and desires of those who will ultimately use the facility.

We believe stakeholder engagement is crucial in two ways: it fosters a sense of connection and investment, and it provides essential input to inform programming, planning, and design. The resulting design should reflect the City of Marshfield’s ideals, values, and goals, not only for today but your vision for the future. Every project is a partnership built on trust, accountability, and clear communication.

The success of this project will be built on our collaborative, consensus-based planning, creating a defined schedule and work plan with input from all stakeholders. The BKV Group team will work closely with the City and the project team to refine the work plan at the project’s outset, ensuring critical milestones are accounted for and establish clear goals and objectives to be achieved within the anticipated schedule.

BKV Group brings together a team of national leaders in police facility planning, ready to review the data gathered from previous engagements and approach your project through a fresh lens. Our team is committed to listening, cataloging your needs, and prioritizing them into a building program that balances critical adjacencies and operations with the goal of creating a distinctive, pride-worthy facility, that supports the health and wellness of those who occupy the facility. We will lead this effort, fostering valuable dialogue with your core team and community leaders to deliver a project that meets your goals and objectives.

When planning police facilities, several key considerations must be made to ensure the facility serves the unique needs of the users and the community. Our planning process will consider the following critical areas at minimum, informed by national standards and best practices, adapted for Marshfield’s specific needs:

- Critical Adjacencies for Efficient Operations
- Community Engagement & Outreach
- Addressing Changing Gender Ratios
- Supporting Evidence Processing, Vehicle Processing, Chain-of-Custody & Storage
- Separation of Victims, Witnesses & Offenders
- Appropriate Interview Rooms and Technology
- Staff Safety & Wellness Functions
- Trauma-informed Design
- Daylighting and Views to the Exterior
- Green Space and Employee Amenities
- Training Functions, Defensive Tactics, and Fitness
- Adequate Meeting Space for both Internal and Community Functions
- Security and Surveillance Systems
- Facility Perimeter Stand-off Zones

STATEMENT OF UNDERSTANDING

- Secure Parking for Staff Vehicles
- Indoor Fleet Garage
- Tornado Storm Shelter Requirements
- Technology Integration
- Engineering Systems and Equipment
- Appropriate Site Design and Stormwater Management

We will collaborate with you while preparing concept plans that highlight the pros and cons of each development option to support informed decision-making. Our team will review operational flow and provide design concepts at both the site and building scale, facilitating deeper discussions on priorities and needs for Police Department. Our team includes national leaders in this project type, offering innovative solutions and fresh perspectives. Once the preferred approach is selected, we will continue working with your team to develop the design and construction documents through the remaining phases.

Our planning experts will lead workshops, typically held bi-weekly, focusing on a coordinated agenda to review pertinent topics in-depth. In addition to these workshops, our team will assist in preparing and presenting updates to the Council and community as needed. We also support weekly virtual touchpoints with the City's core team to ensure open communication and maintain project momentum. All workshops will be documented with meeting minutes to capture input and direction.

INCORPORATING YOUR PROJECT REQUIREMENTS

We understand that your project must focus on creating a modern law enforcement facility that addresses customer service, safety of employees and visitors, efficiency, equipment storage, and growing evidence storage needs, among other key features. While a study has been previously undertaken, we pledge to bring a fresh perspective while respecting the initial work completed. The benefit of our deep national experience will benefit the City of Marshfield by applying a deep understanding of how other departments have solved their problems and by bringing new ideas and an understanding of the trends and standards for this project type. The initial concepts will be explored and validated against the final program with an eye towards aligning your space needs with the space available in the Wildwood Plaza Building to the greatest extent possible while still considering alternative approaches and new ideas. Addressing needs, schedule, and budget must always be considered.

INCORPORATING YOUR GOALS AND VALUES

Our team is dedicated to working with clients to responsibly and effectively design and construct buildings and spaces that speak to the heart of the community. Through an approach that emphasizes dialogue, transparency, and accessibility with our clients, we create meaningful places where communities can thrive. Our team is made up of experts in creating community and public safety projects, and knowledgeable of strategies that ensure that a community will realize its project within budget. We emphasize sustainability by creating work that will meets the evolving needs of a community and gives community leaders an opportunity to reach the people they serve. We strive to create buildings and spaces that are both functional and beautiful and, most importantly, are representative of the place in which they're built.

We approach design by starting with the community, documenting it, divining its essence, and use that information as the basis of a truly integrated design. This is a collaborative process that welcomes the input of all interested parties. It involves the exploration of numerous design concepts, each of which will have advantages and disadvantages, that gradually meld into a final design that is a functional and visual answer to the goals of the project. We see a design as successful if everyone involved truly feels that the building belongs and that their needs are met.

The resulting design should welcome the community. It is critical that your facility fits within your community and reinforce the City's ideals, values, and goals – not just for today, but for what Marshfield hopes to become in the future. It will also be critical that your design professionals understand your project type and accommodate facility specific standards and needs.

No other client shares your exact circumstances, operational philosophies, and needs. Therefore, it's extremely important that we provide a process which facilitates communication. We'll be asking questions, making suggestions, developing options, and analyzing the positives and negatives of any suggested concepts. Our goal is to test and evaluate the possibilities so that they reflect the accumulated knowledge provided by both our team and your input, thereby resulting in the incorporation of state-of-the-art design. We want to be part of the team that assists you in developing a world-class destination and highly functional facilities.

TECHNICAL APPROACH





TECHNICAL APPROACH

The City's identified scope of work in the RFP is understood. We will summarize those services within the framework of BKV Groups collaborative and consensus-building approach using our workshop process on the following pages. The City can be assured that a full and comprehensive project process will be undertaken and that the high level of service and quality will be delivered by the BKV Group team.

STAKEHOLDER ENGAGEMENT AND SCOPING

We will first engage the project stakeholders to define the overall goals, scope, and vision for the project. We will review available documentation to confirm and realign the project scope as necessary to fulfill the City's long-term needs.

Discovery. Successful planning efforts begin with an understanding of the existing facilities and operations. We will request the following, if available, for review prior to the first workshop:

- Construction drawings or plans of the existing facilities so we can compare defined space needs with current space available.
- Mission statements for each user group so we can support your priorities.
- Any previous reports or assessments conducted on the facilities.
- Any boundary, topographic, and utility surveys, environmental assessments, geotechnical reports, etc. available for the site.

Our team will review the existing facility and site in detail through building tours and audits and conduct any additional necessary assessments.

WORKSHOP 1

Kickoff. The first step in any successful project is establishing an effective team while creating shared goals, objectives, expectations, and vision. We do this during the project kickoff meeting by:

- Introducing all core team members and their roles.
- Explanation of the project, including history and background.
- Define overall project goals, vision, and pillars for success.
- Initiate discussions on how sustainability will tie into the project's purpose and goals.
- Establishing schedule, including all major tasks, workshops, presentations, and deliverables.
- Defining communications protocols between team members.
- Identifying all stakeholders and the ways they will be engaged throughout the project.
- Determine format, timing, and frequency of updates to Council.

Each member of the team will consciously adopt these goals, objectives, and visions communicated during the kickoff meeting so that every decision we make aligns with your best interests.

TECHNICAL APPROACH

WORKSHOP 2



Programming. Our team will meet with the City's team and the user groups to identify, discuss, and define all the spaces required for efficient function. We will discuss "State of the Art" methodologies for each department and compare the identified needs with the current building's space. Our deliverable will be a spreadsheet listing the required spaces, quantities, area per space, total programmed areas, and overall square footage. The spreadsheet will also include the gross area of the existing facility. We will follow up after the workshop to review any adjustments requested by staff.

Summary of Discovery Results. Our team will present the results and findings of the discovery process, including our observational assessments from building tours.

PRELIMINARY DESIGN

A valuable phase in any project is spent exploring possibilities through an informed, iterative design process. During this phase, the design team will rapidly explore potential planning approaches, testing different ways of locating program spaces to meet the project's overall needs and stakeholder expectations.

WORKSHOP 3

Planning Options. We will utilize the compiled information to explore development options for the renovation of your facility. For each option, we will develop concept plans, site plans, and other visuals to communicate the implications to the City. Working closely with you, we will outline pros and cons related to operational impacts, initial costs, efficiency, sustainability, and long-term serviceability for the community. Our deliverable will include conceptual site and floor plans to validate the practicality of each planning option, accompanied by a narrative explanation, pros and cons analysis, and high-level cost estimates.

FINAL SCHEMATIC DESIGN

Incorporating findings from the Preliminary Design studies, the design team will further define the selected approach, establishing the overall site design, floor plan, and interior and exterior imagery.

WORKSHOP 4

Visioning. We will conduct a visioning exercise to solicit information about likes and dislikes from a stylistic perspective. In this way, we can build a consensus design language that can serve as a starting point. We can then translate the visioning images into proposed design concepts specific to your project.

Sustainability. Sustainability is integral to our team's core values, and we actively seek opportunities on every project to align our expertise with each client's goals for performance, value, resilience, and well-being. We recognize that sustainability spans multiple scales: from strategic planning and infrastructure decisions, to choices about building reuse, adaptation, and construction, down to human-scale considerations such as indoor environmental quality markers like air quality, daylight, acoustics, and materials. We will engage your core team to discuss specific opportunities for this project.

Mechanical / Electrical / Plumbing. In addition to the sustainability dialogue, our interdisciplinary team of Architects and Engineers will facilitate discussions to gather feedback on the City's specific systems requirements. This input will enable us to confirm and define the building systems within the project parameters. Aligning with these requirements will ensure that the cost estimate at the end of the schematic design phase fully supports the project goals.

Floor Plans. We will present the evolution and development to the site and floor plans of the selected planning option. We will also review general construction types and special considerations required for public safety facilities.

TECHNICAL APPROACH

WORKSHOP 5

Floor Plans. We will review the site and floor plans based on adjustments requested by staff, focusing on special design features, specialty equipment, furniture layout, and other considerations in each space. Our team will facilitate a high-level discussion on interior material finishes to determine appropriate selections for each space and operational needs. We will follow up after the workshop to address any adjustments requested by staff.

Conceptual Renderings. We will present multiple design concepts for the project, exploring improvements to exterior image, interior design, and materiality. Drawing inspiration from the visioning images favored by the City, we will facilitate discussions to highlight impacts on maintainability, constructability, sustainability, and financial feasibility.

Our deliverables at the SD Phase will include a comprehensive package of drawings and complementary narratives for structural, mechanical, plumbing, electrical, and technology systems, defining the overall project scope for an accurate cost estimate. We will collaborate with the City to identify cost-saving options and potential bid alternates to mitigate future risk while maintaining quality and operational efficiency. A comprehensive cost estimate will be prepared and reviewed with the City.

DESIGN DEVELOPMENT

Design Development (DD) is a crucial bridging phase between a project's initial visioning and the finalization of comprehensive contract documents. It involves focused design explorations to determine the building's interior and exterior aesthetics, alongside the development of documents that establish initial expectations for its appearance, construction methods, and quality standards.



WORKSHOP 6

Site & Building. This workshop commences with a review of the SD deliverables and will be a discussion of site issues, covering utilities, stormwater, paving, plantings, lighting, signage, public amenities, etc. We will also cover further updates to the building design: floor plans and interior design.

WORKSHOP 7

Preliminary Building Systems. We will present initial options for each building system, including mechanical/plumbing systems, electrical systems, and Technology/Security. Each option will be discussed, emphasizing aesthetic, sustainability, functionality, and economic implications. We will present these options in a spectrum of good, better, and best where applicable, enabling the City to evaluate different cost ranges and quality levels.

WORKSHOP 8

Interior Design Development. This workshop will commence options for materials and treatments for each space. We will then proceed to review interior casework, equipment, furniture, decorative lighting, FF&E, and more. Utilizing our 3D model, we will navigate through the building space-by-space to facilitate detailed discussions.

WORKSHOP 9

Refined Building Systems. We will expand upon the engineering systems discussions initiated in Workshop 7. Detailed discussions these systems will include recommendations for specific equipment and fixtures as basis-of-design. We will also focus on electrical and low-voltage design, including reviews of light fixtures and controls, equipment placements, specialty systems, security, wireless and data solutions, among others.

WORKSHOP 10

Refined Interior Design. We will use this workshop to review the comprehensive interior design concepts, refined FF&E concepts, and will present physical samples of the options for interior finish materials to the owner's project team, allowing them the touch and feel the samples before making any final decisions.

TECHNICAL APPROACH

Our deliverables for DD Phase will encompass a comprehensive package of drawings and a preliminary project manual featuring specifications from all disciplines and consultants. Additionally, the package will include a product manual containing cutsheets or product data for proposed items such as products, finishes, and specialty equipment. We will work closely with the City to pinpoint cost-saving opportunities and refine potential bid alternates to manage future risks effectively. To uphold quality, BKV Group's senior staff will conduct peer reviews of the DD deliverables, ensuring a cohesive and well-coordinated design. A comprehensive cost estimate will be prepared and reviewed with the City.



CONSTRUCTION DOCUMENTS

The implementation of a client's vision requires thorough documents that illustrate fully coordinated building systems and clear expectations for quality. At BKV Group, each project undergoes rigorous quality assurance and building envelope reviews before they are issued for construction. This process ensures an objective assessment to maintain clarity, completeness, and coordination.

WORKSHOP 11

Page Turn. We initiate the CD phase by conducting a detailed review of the DD drawings with the City's team. This process ensures that the design and documented information align with the project's goals and expectations. Our objective is to ensure transparency so that upon occupancy, you are informed and satisfied with the decisions that have led to the final design of your facility.

WORKSHOP 12

Outstanding Issues. The final workshop will focus on any miscellaneous outstanding issues as well as planning for the bidding phase. Additional workshops can be conducted to collaborate around necessary design refinements during the Construction Documents phase.

We will work closely with our cost estimator during design and at near the end of CD phase to refine the cost estimate, aligning it with the project's development and scope, including FF&E and technology information. A comprehensive cost estimate will be prepared at approximately 75% construction documents as a final price check before completion of deliverables for this phase. We will identify potential bid alternates for review. By the end of CD phase, our deliverables will consist of a permit-review and bid-ready set of Contract Documents encompassing all disciplines.

BIDDING AND CONSTRUCTION ADMINISTRATION

We will assist the City during bidding by participating in pre-bid meetings, answering questions, reviewing substitution requests, preparing Addenda, and reviewing bids. During construction, we will conduct regular site observations and prepare field reports documenting progress and issues. We will review the schedule at each meeting. Our engineers will regularly observe for conformance with the Contract Set.

The full design team will be available for ongoing communications and will review submittals, substitution requests, and RFIs. We will review pay applications to ensure the project progresses as funds are dispersed. We will also review Change Order Requests for reasonable costs and prepare Change Orders for the owner's signature. Key team members will conduct above-ceiling MEP punch lists, substantial completion, and final completion reviews.

CLOSEOUT

During the closeout period we will assist the City in review of operations, maintenance, and warranty documentation and provide conformed as-designed documents that will include updates made during construction. Those will be provided to the Contractor so that they can assemble City's final as-constructed record drawings. We will make an 11-month warranty inspection and walk-through with the City's team.

TECHNICAL APPROACH

MITIGATING RISKS THROUGH LESSONS LEARNED



For nearly half a century, BKV Group has been delivering projects to communities throughout the Midwest and the Nation. Over this time, we have learned what we believe to be the best process for disruption planning and mitigating risk.

Stakeholder Involvement. Stakeholders must be involved throughout the planning and design processes to build consensus and support. We have learned the more active the user groups are during the planning process the less likely costly changes will be made later. This includes not only the user groups but also City officials and, in many cases, the public.

Application of Expertise. We know that we are hired to bring expertise and apply our experience. Our team Is multi-faceted and features deep experience on projects just like yours. Involving a team with design expertise and a successful track record allows the City to explore innovative solutions and bring credibility to the process.

Cost Control. It is critical to reconcile project costs to available funding and identified needs early in the project. We will lean on our experience in the project type and will work with the City to develop options that will address budget while minimizing impacts to the functionality of the project. We will revisit the project budget along the way to allow the City to make the best decisions possible.

Site Understanding. We will investigate all site issues such as existing utilities, site impediments, and soils to ensure that unknowns are identified and resolved prior to design work beginning. We will document the necessary improvements as part of the programming and schematic design processes to ensure that project budgets include all necessary scope.

Existing Conditions. Working within an existing facility presents challenges and unknown risks. We will review City provided drawings for accuracy and identify gaps and potential information that needs to be confirmed prior to design. Identifying and documenting the existing conditions as accurate as possible is key to a smooth construction process, minimizing RFIs and potential change orders.

Ultimately, we have learned that due diligence and an open, transparent, and collaborative process will discern the ultimate project requirements and guide the solutions developed. We thrive on communication and collaboration to help our clients achieve their goals and minimize risk.

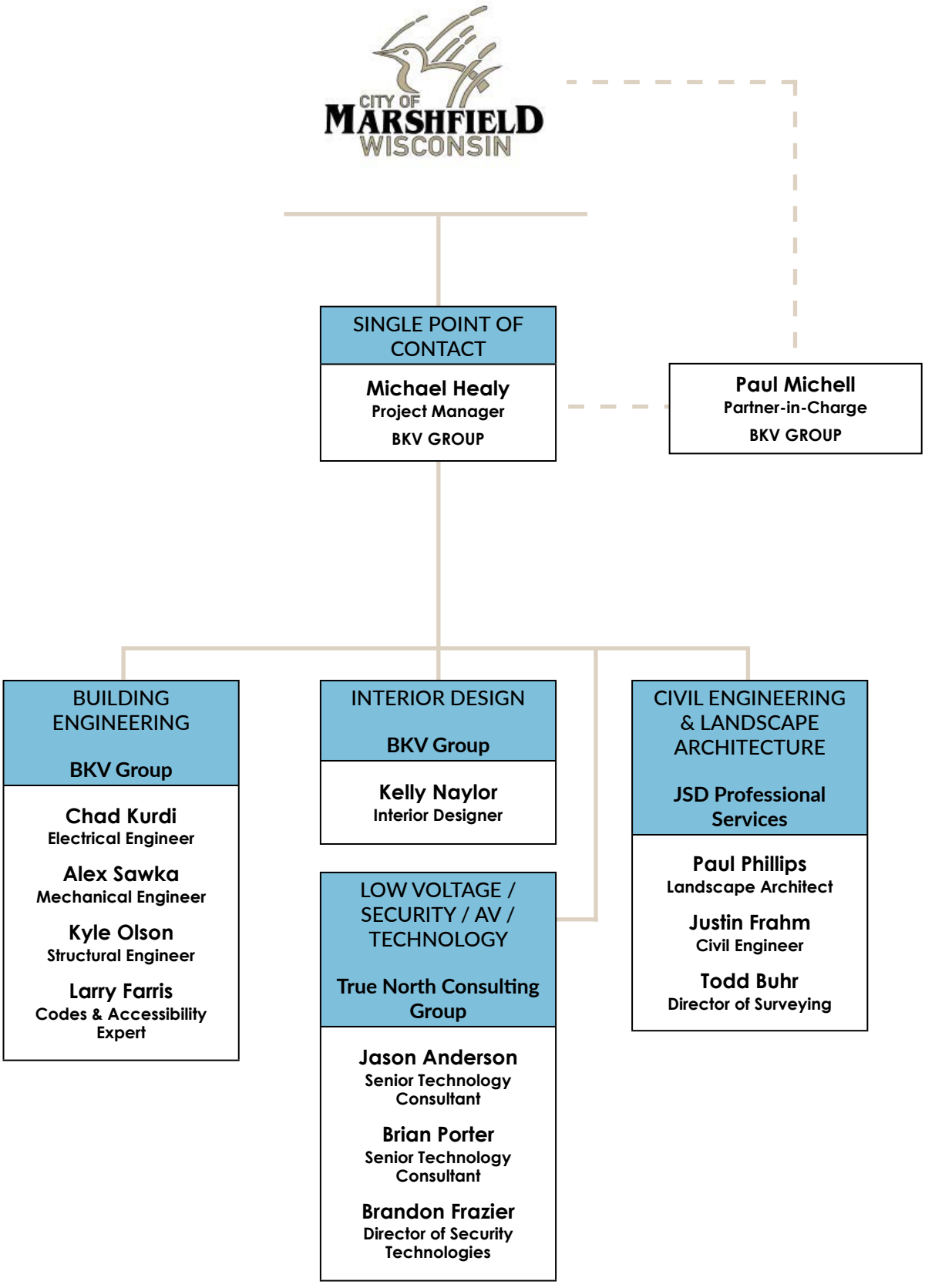
SCHEDULE

Our team is ready to start immediately to build momentum. We've internally reviewed the project scope and schedule to ensure everyone is on the same page. Our core team will remain dedicated to the project throughout, ensuring continuity in information, communication, and project details. Our team is led by specialists who are experts in projects like the one the City of Marshfield is undertaking. This expertise allows us to provide an efficient and responsive approach that meets your unique needs, and it ensures thorough development and oversight for well-informed planning and a cohesive, comprehensive design.

Please refer to the Project Schedule section for additional information and anticipated project timetable.

KEY STAFF

KEY STAFF


CITY OF MARSHFIELD WISCONSIN
SINGLE POINT OF CONTACT
Michael Healy
Project Manager
BKV GROUP
Paul Michell
Partner-in-Charge
BKV GROUP
BUILDING ENGINEERING
BKV Group
Chad Kurdi
Electrical Engineer
Alex Sawka
Mechanical Engineer
Kyle Olson
Structural Engineer
Larry Farris
Codes & Accessibility Expert
INTERIOR DESIGN
BKV Group
Kelly Naylor
Interior Designer
LOW VOLTAGE / SECURITY / AV / TECHNOLOGY
True North Consulting Group
Jason Anderson
Senior Technology Consultant
Brian Porter
Senior Technology Consultant
Brandon Frazier
Director of Security Technologies
CIVIL ENGINEERING & LANDSCAPE ARCHITECTURE
JSD Professional Services
Paul Phillips
Landscape Architect
Justin Frahm
Civil Engineer
Todd Buhr
Director of Surveying

KEY STAFF



Paul Michell, AIA

Partner-in-Charge

Paul brings 26 years in planning and delivering complex public facilities. He demonstrates an unparalleled level of commitment to high-quality design, a team-oriented approach, and influential leadership which contributes to functional, enduring, and purposeful facilities that enrich the community while meeting the client's operational, budgetary, and schedule goals. Paul is passionate about police projects and understands the sensitive nature of local government decision making and delivering value for tax-dollars spent.

EDUCATION
University of Kansas, Bachelor of Architecture, School of Architecture and Urban Design // University of Missouri – Kansas City, School of Architecture and Environmental Design // Marquette University, College of Engineering, Emphasis in Electrical & Mechanical Engineering

REGISTRATIONS
Registered Architect // NCARB

YEARS OF EXPERIENCE
26

AWARDS
Pittsburg Police & Court Facility
2010 Associated General Contractors of Kansas, Award of Excellence Crossland Construction* //* ***Daytona Beach Police Headquarters****, 2009 Associated Builders & Contractors (Central Florida Chapter)*, Excellence in Construction*, Eagle Award*, Ajax Building Corporation**

SPEAKING SESSIONS:
"The Station as a Tool for It's Users" – 2024 FIREHOUSE / OFFICER Station Design Conference

RELEVANT EXPERIENCE

Menomonie Police Facility Assessment Study, Menomonie, WI

Waite Park Public Safety Facility, Waite Park, MN

Eden Prairie Police Department Renovation, Eden Prairie, MN

Lansing Public Safety Facility, Lansing, MI

Great Bend Police & Court Facility, Great Bend, KS*

Bloomington Police Department & City Hall Annex Study, Bloomington, IL

Winona Public Safety Facility Study, Winona, MN

Willmar City Hall & Community Center Site Design & Assessment, Willmar, MN

Golden Valley Fire Station Location Analysis and Public Safety Pre-Design, Golden Valley, MN

South St. Paul Police Master Plan & Needs Analysis, South St. Paul, MN

Chanhassen Civic Campus City Hall/Senior Center & Park Building, Chanhassen, MN

Hays Police & Court Facility, Hays, KS

International Falls Municipal Facilities Needs Assessment, International Falls, MN

Red Wing Police Needs Assessment & Feasibility Study, Red Wing, MN

Fillmore County Law Enforcement Center Renovation & Addition, Preston, MN

Ankeny Police Headquarters, Ankeny, IA*

Bellevue Police Department Study, Bellevue, NE*

Central Police Facility Renovations, Independence, MO*

Andover Fire and Police Study, Andover, KS*

Springfield Police, Fire & City Hall Study, Spring Hill, UT*

Highland Police, Fire and City Hall Study, Highland, IN*

Norfolk Police Headquarters Renovation & Expansion, Norfolk, NE*

O'Fallon Regional Law Enforcement Training Center, O'Fallon, MO*

Wichita East Patrol Station, Wichita, KS*

Wichita East Patrol Site Evaluations, Wichita, KS*

Dade City Police & City Hall Facility, Dade City, FL*

Marion Police Headquarters, Marion, IA*

Lawrence Police Needs Assessment Study, Lawrence, KS*

Clarkville Police Department, Clarkville, AR*

Clayton Police Headquarters, Clayton, MO*

Central Police Facility Renovations, Independence, MO*

Conway Police Headquarters, Conway, AR*

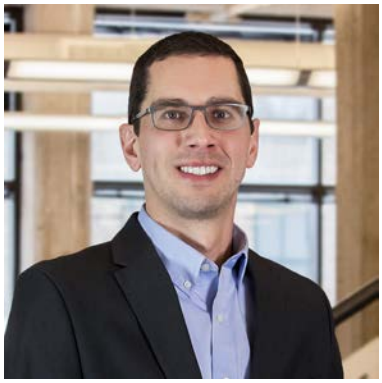
Olathe Fire Stations Masterplanning & Site Evaluations, Olathe, KS*

Lee's Summit Fire Station No. 4 & No. 5, Lee's Summit, MO*

Shawnee Fire Station No. 71 & No. 73, Shawnee, KS*

**Experience prior to BKV Group*

KEY STAFF



Michael Healy, AIA

Project Manager

Michael has focused his career serving municipal clients from the early stages of planning and programming all the way through construction. With his experience, Michael has a full understanding of the operational needs of police facilities and their spatial requirements. Michael understands that each client's needs are unique and is committed to understanding their goals and providing solutions that are budget conscious, fulfill the specific operational needs, and provide added value to the users.

EDUCATION
Masters of Architecture; University of Minnesota, Bachelor of Science, Architecture, Minor, Construction Management

REGISTRATIONS
Registered Architect // OSHA 10-Hour Certification

YEARS OF EXPERIENCE
BKV Group: 14
Total: 16

PROFESSIONAL AFFILIATIONS
American Institute of Architects (AIA)

AWARDS
Detroit Lakes Police Station: 2021 Officer Magazine Law Enforcement Design Awards - Facilities III, Silver

Rochester Government Service Center & North Police Station, MN: 2020 Finance & Commerce Top Project of 2020

Fridley Civic Campus, MN: 2019 Firehouse Magazine Station Design Awards - Mixed Use Bronze Award

RELEVANT EXPERIENCE

Menomonie Police Facility Assessment Study, Menomonie, WI

Waite Park Public Safety Facility, Waite Park, MN

Rochester Police Station Study & Master Plan, Rochester, MN

Eden Prairie Police Department Remodel, Eden Prairie MN

Rosemount Police Station & Public Works, Rosemount, MNLansing Public Safety Facility, Lansing, MI

Chanhassen Civic Campus, Chanhassen, MN

Rochester North Police Station & Service Center, Rochester, MN

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Wright County Government Center and Justice Center, Buffalo, MN

Wright County / FBI Joint Tactical Training Facility, Buffalo, MN

Pennington County Study and Justice Center, Thief River Falls, MN

Lansing Public Safety Facility, Lansing, MI

Ingham County Justice Complex, Master Plan and Facility, Mason, MI

Bloomington Police Department & Public Works Study, IL

City of Montgomery Public Safety Facility and City Hall Remodeling, Montgomery, MN

Edina Police Station Security Upgrades, Edina, MN

Elk River Public Safety Building Remodel and Expansion, Elk River, MN

Hays Public Safety Needs Assessment Study, Hays, KS

Lakes Area, Police Station Needs Assessment, MN

Menomonie, Police Facility Assessment Study, WI

Montgomery - 4th District Police Station Task Order

Montgomery County Police District Station 6, Gaithersburg, MD

New Town Public Safety Center Planning, New Town, ND

Northville Public Safety Headquarters Study & Pre – Design, Northville, MI

Red Wing, Police & PW Study/Master Plan, MN

Red Wing Police Study, Red Wing, MN

Springfield, Police HQ Facility Study, OH

St. Louis Park-Police Facility/Space Assessment, MN

West Fargo City Hall and Police Station, West Fargo, ND

Winona Public Safety Needs Assessment, Winona, MN

Albert Lea City – Wide Facilities Assessment & Master Plan, Albert Lea, MN

Cloquet Facilities Assessment and Master Plan, Cloquet, MN

KEY STAFF



Kelly Naylor, CID, LEED AP

Senior Interior Designer

Kelly brings over 25 years of experience specializing in police stations, city halls, and government buildings. Her expertise in space standards and layouts ensures effective planning by aligning historical data with modern city and law enforcement needs. Leading BKV Group's interior department, she provides strategic leadership and mentorship while overseeing space planning, material selection, construction documents, and furniture review. With a deep understanding of spatial flow and operations, Kelly integrates sustainable, durable, and attractive design solutions, enhancing functionality and aesthetics in every project.

EDUCATION
University of Minnesota, Bachelor of Science, Interior Design

REGISTRATIONS
NCIDQ Certification #016271
LEED Accredited Professional
Certified Interior Designer (CID): MN #C02169

YEARS OF EXPERIENCE
25+

AWARDS
Rochester Government Service Center & North Police Station, MN: 2020 Finance & Commerce Top Project of 2020 // *Fridley Civic Campus, MN:* 2019 Firehouse Magazine Station Design Awards - Mixed Use Bronze Award // *Ramsey Municipal Center, MN:* 2011 AIA Academy of Architecture for Justice AIA/AAJ Justice Facilities Review - Multiple-Use Facilities // *Plymouth City Hall and Public Safety Building, MN:* 2007 Minnesota Pollution Control Agency, Governor's MNGreat! Award // 2007-2008 National AIA Academy for Justice Knowledge, Honor Citation // *Freeborn County Government Center, MN:* 2006-2007 National AIA Academy for Justice - Honor Citation

RELEVANT EXPERIENCE

Eden Prairie Police Department Remodel, Eden Prairie MN

Rochester Police Station Study & Master Plan, Rochester, MN

Rochester North Police Station & Service Center, Rochester, MN

Rosemount Police Station & Public Works, Rosemount, MN

Chanhassen Civic Campus City Hall/Senior Center & Park Building, Chanhassen, MN

Rochester North Police Station & Service Center, Rochester, MN

Rochester Fire Department Station #2, Rochester, MN

Independence City Hall, Independence, MN

Wright County Government Center and Justice Center, Buffalo, MN

Pennington County Study and Justice Center, Thief River Falls, MN

Inver Grove Heights City Hall & Police Station, Inver Grove Heights, MN

Maple Grove Government Center, Master Plan & New Facility, Maple Grove, MN

Minnetonka City Hall & Community Center Renovation, Minnetonka, MN

Shakopee New City Hall, Shakopee MN

Bedford Municipal Complex, Bedford, OH

Emily City Hall & Police Department, Emily, MN

Fridley Civic Campus, Fridley, MN

Excelsior City Hall Study & Renovation, Excelsior, MN

Independence City Hall, Independence, MN

Hennepin County Southside Service Center, Minneapolis, MN

Aitkin County Government Center, Aitkin MN

Freeborn County Government Center, Albert Lea, MN

Le Sueur County Government Center, Le Center, MN

Olmsted Government Center Remodel, MN

Ramsey County Pre-Design for Administrative Offices, Ramsey, MN

Ramsey County Residents First Core Services, Ramsey, MN

Washington County Government Center Renovation, Stillwater, MN

Wright County Government Center, Buffalo, MN

We Win Headquarters, Minneapolis, MN

NetSPI-Corporate Relocation, Minneapolis, MN

Corporate Headquarters, Golden Valley, MN

Plymouth City Hall Renovation, Plymouth, MN

KEY STAFF



Chad Kurdi, PE

Electrical Engineer

Chad has 35 years of experience in the electrical industry, and he brings in-depth understanding of electrical to each of his projects. Over the years, he has worked as an electrical engineer, electrician, electrical trainer, and manager. His electrical engineering experience includes drafting, designing, and specifying and analyzing electrical engineering projects for public safety facilities, hospitals, data centers, sport arenas, and commercial buildings.

EDUCATION
Bachelor of Electrical Engineering, Birzeit University // Master of Education, University of Minnesota

REGISTRATIONS
Professional Engineer: IL #062.067567 among others

YEARS OF EXPERIENCE
35

PROFESSIONAL AFFILIATIONS
(NCEES) - National Council of Examiners for Engineering and Surveying // (IAEI) - International Association of Electrical Inspectors // (MEA) - Minnesota Electrical Association // (IEEE) - Institute of Electrical and Electronics Engineers // MN Board of Electricity

RELEVANT EXPERIENCE

Eden Prairie Police Department Remodel, Eden Prairie MN

Rochester North Police Station & Service Center, Rochester, MN

Rochester Police Station Study & Master Plan, Rochester, MN

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Wright County / FBI Joint Tactical Training Facility, Buffalo, MN

Montgomery County Police District Station 6, Gaithersburg, MD

Elk River Public Safety Building Remodel and Expansion, Elk River, MN

Bensenville Fire Station 107 Remodel Bensenville, IL

Fridley Civic Campus, Fridley, MN

Edina Community Health & Safety Facility & Fire Station #2, Edina, MN

Waconia Fire Station, Waconia, MN

Goshen Fire Station, Goshen, IN

Fernley Fire Station, Fernley NV

Lake Zurich Fire Rescue Station #2,3,4 Study & Master Plan, Lake Zurich, IL

CNS Y – 12 Fire Station Design, Oak Ridge, TN

Dilworth Fire Station, Dilworth, MN

Woodlawn Fire Station #24, Fairfax County, VA

Seven Corners Fire Station #28, Fairfax County, VA

Henrico Short Pump Firehouse #19, Henrico County, VA

Henrico Newbridge Firehouse #23, Henrico County, VA

Waterville New Fire Station, Waterville, MN

Ramsey Fire Station No. 2, Ramsey, MN

Elk River Fire Station #3, Elk River, MN

Prince William County Fire & Rescue Station #27

Penn Daw Fire Station #11 Study & Master Plan, Fairfax County, VA

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Chanhassen Civic Campus, Chanhassen, MN

Loudoun Training Basic Training Facility, Leesburg, VA

Dakota County Empire Campus Public Works Addition and Renovation, Dakota County, MN

Shakopee City Hall Study, Shakopee, MN

Independence City Hall, Independence, MN

KEY STAFF



Alex Sawka, PE

Mechanical Engineer

Alex is skilled in offering innovative mechanical design solutions to Projects. He is a highly motivated and resourceful individual who interacts productively with people from diverse backgrounds. Alex is a conscientious team player with excellent problem solving and troubleshooting skills, able to design innovative solutions that promote maximum efficiency while requiring minimal maintenance.

EDUCATION
Bachelor of Science, Mechanical Engineering, University of Minnesota

REGISTRATIONS
Professional Engineer: IL #062.069495, among others

YEARS OF EXPERIENCE
16

PROFESSIONAL AFFILIATIONS
(ASHRAE) - American Society of Heating and Air-Conditioning Engineers

RELEVANT EXPERIENCE

Waite Park Public Safety Facility, Waite Park, MN

Eden Prairie Police Department Remodel, Eden Prairie MN

Rochester North Police Station & Service Center, Rochester, MN

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Wright County / FBI Joint Tactical Training Facility, Buffalo, MN

Elk River Public Safety Building Remodel and Expansion, Elk River, MN

Springfield Police HQ Facility Study, Springfield, OH

Fridley Civic Campus, Fridley, MN

Edina Community Health & Safety Facility & Fire Station #2, Edina, MN

Waconia Fire Station, Waconia, MN

Goshen Fire Station #5 Study, Goshen, IN

Vadnais Heights Fire Station Study, Vadnais Heights, MN

Lake Zurich Fire Rescue Station #2,3,4 Study & Master Plan, Lake Zurich, IL

Bensenville Fire Station 107 Remodel Bensenville, IL

Little Canada Study for Fire Station Remodeling, Little Canada, MN

Dayton Fire Station, Dayton, MN

Golden Valley Civic Campus Master Plan & Pre -Designs, Golden Valley, MN

Woodlawn Fire Station #24, Fairfax County, VA

Spotsylvania County Fire & Rescue Station 3 & 12, Spotsylvania-VA

Cologne Fire & Rescue Station Improvements, Cologne, MN

Dilworth Fire Station, Dilworth, MN

Penn Daw Fire Station, Emergency and Supportive Housing, and Affordable Housing, Alexandria, VA

Fernley Fire Station, Fernley NV

Henrico Short Pump Firehouse #19, Henrico County, VA

Loudoun Training Basic Training Facility, Leesburg, VA

Prince William County Fire & Rescue Station #27, Prince William, VA

Waterville New Fire Station, Waterville, MN

Winchester New Fire & Rescue Station, Winchester, VA

Elk River Fire Station #3, Elk River, MN

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Chanhassen Civic Campus, Chanhassen, MN

Independence City Hall, Independence, MN

KEY STAFF



Kyle Olson, PE, MLSE

Senior Structural Engineer

Kyle is responsible for performing and directing others in the design, evaluation, and retrofit of metal, concrete, masonry, and wood structures. Kyle has design experience in the following industries: affordable housing, education, energy, food, government, industrial, senior living, and student housing. Duties include preparation of engineering studies, design documents, building and support structure layouts, technical correspondence, engineering and construction cost estimates, and construction bid documents. He is also responsible for supervision of design personnel, final project checking, and communication with clients pertaining to design and construction issues.

EDUCATION
Civil Engineering degree, Bachelor of Civil Engineering, University of Minnesota

REGISTRATIONS
Model Law Structural Engineer // NCEES // Professional Engineer: WI #46220-6, among many others

YEARS OF EXPERIENCE
17

PROFESSIONAL AFFILIATIONS
National Council of Examiners for Engineering and Surveying (NCEES)

RELEVANT EXPERIENCE

Waite Park Public Safety Facility, Waite Park, MN

Eden Prairie Police Department Remodel, Eden Prairie MN

Rochester North Police Station & Service Center, Rochester, MN

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Bloomington Public Works & Parks Study, Bloomington, IL

Montgomery Public Safety Facility Schematic Design, Montgomery, MN

Red Wing Police Needs Assessment & Feasibility Study, Red Wing, MN

Rosemount Police Station & Public Works, Rosemount, MN

Wright County / FBI Joint Tactical Training Facility, Buffalo, MN

Elk River Public Safety Building Remodel and Expansion, Elk River, MN

Aitkin County Government Center, Aitkin, MN

Buffalo Municipal Facilities Assessment & Needs Analysis, Buffalo, MN

Chanhassen Civic Campus, Chanhassen, MN

Fridley Civic Campus, Fridley, MN

Edina Community Health & Safety Facility & Fire Station #2, Edina, MN

Independence City Hall, Independence, MN

Lockport Facilities Condition Assessment, Lockport, IL

South St. Paul Facilities Master Plan/Needs Analysis, South St. Paul, MN

Steger Village Hall and Police Department, Steger, IL

Wright County Government Center and Justice Center, Buffalo, MN

Dakota County Empire Campus Public Works Addition and Renovation, Dakota County, MN

Bensenville Fire Station 107 Remodel Bensenville, IL

Springfield Fire Stations #4, Springfield, MO

Dilworth Fire Station, Dilworth, MN

Edina Fire Station #2, Edina, MN

Fernley Fire and Emergency Response Facility, Fernley, NV

Goshen Fire Station #5 Study, Goshen, IN

Grand Blanc New Department of Public Works & Fire Station, Grand Blanc, MI

Henrico Short Pump Firehouse #19, Henrico County, VA

Henrico Staples Mill Firehouse #20, Henrico, VA

Norfolk Fire Station #11 Design – Build, Norfolk, VA

Fairfax County Penn Daw Fire Station #11 Study & Master Plan, Fairfax County, VA

Vadnais Heights Fire Station Study, Vadnais Heights, MN

Waconia Fire Station, Waconia, MN

Waterville New Fire Station, Waterville, MN

KEY STAFF



Larry Farris, CBO

Codes & Accessibility Expert

Larry brings the expertise of a Certified Building Official and a Certified Building Inspector. Larry has a solid background in commercial and residential construction methods. A Certified Code Specialist, Larry closely monitors BKV Group's projects with his extensive knowledge in both national and state wide building codes and enforcement practices. Larry is also a Certified Plumbing Inspector & Certified Mechanical Inspector. Quality Assurance/Quality Control in design and field aspects of construction is critical in Larry's role on BKV Projects.

EDUCATION
Butte College, CA, Certificate of Completion, Building Inspection Technology

REGISTRATIONS
Certified Building Official, State of MN, #B0002653; Certified Building Inspector, ICBO, #36862; Certified Plumbing Inspector, ICBO, #38724; Certified Mechanical Inspector, ICBO, #37679; Certified Code Specialist, ACIA, #C-038724

YEARS OF EXPERIENCE
16

RELEVANT EXPERIENCE

Waite Park Public Safety Facility, Waite Park, MN

Eden Prairie Police Department Remodel, Eden Prairie MN

Rochester North Police Station & Service Center, Rochester, MN

Detroit Lakes Police Department Facility, Detroit Lakes, MN

Montgomery Public Safety Facility Schematic Design, Montgomery, MN

Rosemount Police Station & Public Works, Rosemount, MN

Elk River Public Safety Building Remodel and Expansion, Elk River, MN

Hays Police Station & Court Reno/ Expansion, Hays, KS

Lansing Public Safety Facility, Lansing, MI

Montgomery County Diversion Center, Montgomery County, MD

Aitkin County Government Center, Aitkin, MN

Chanhassen Civic Campus, Chanhassen, MN

Fridley Civic Campus, Fridley, MN

Edina Community Health & Safety Facility & Fire Station #2, Edina, MN

Independence City Hall, Independence, MN

Wright County Government Center and Justice Center, Buffalo, MN

Bensenville Fire Station 107 Remodel Bensenville, IL

Springfield Fire Stations #4, Springfield, MO

Dilworth Fire Station, Dilworth, MN

Edina Fire Station #2, Edina, MN

Fernley Fire and Emergency Response Facility, Fernley, NV

Goshen Fire Station #5 Study, Goshen, IN

Grand Blanc New Department of Public Works & Fire Station, Grand Blanc, MI

West Fargo City Hall and Police Station, West Fargo, ND

Excelsior City Hall Space Needs Study & Renovation, Excelsior, MN

Shakopee New City Hall, Shakopee, MN

Vadnais Heights Fire Station Study, Vadnais Heights, MN

Waconia Fire Station, Waconia, MN

Waterville New Fire Station, Waterville, MN

CNS Y – 12 Fire Station Design, Oak Ridge, TN

Fairfax County Penn Daw Fire Station #11 Study & Master Plan, Fairfax County, VA

Henrico Newbridge Firehouse #23, Henrico County, VA

Loudoun Training Basic Training Facility, Leesburg, VA

Prince William County Fire & Rescue Station #27, Prince William, VA

Ramsey Fire Station No. 2, Ramsey, MN

Rochester Fire Department Station #2, Rochester, MN

KEY STAFF



Paul Phillips, PE

Landscape Architect

Mr. Phillips has over 35 years of experience in Project Engineering and Management related to land development, municipal, and transportation engineering. He has worked on projects throughout Wisconsin and the Midwest coordinating everything from budgeting and design to plans and specifications preparation.

EDUCATION

University of Wisconsin, Madison - Madison, WI - Bachelor of Science in Civil and Environmental Engineering

REGISTRATIONS

Professional Engineer, WI, IL, MN, MI, TX, TN, FL, MT, OH, IA, IN, NE, OH, ID, GA

YEARS OF EXPERIENCE

35

RELEVANT EXPERIENCE

Outagamie County 911 Call Center, Appleton, WI

New emergency communications center facility development. Standalone building adjacent to Sheriff's department., 9,500 Square Feet

Fox River Countryside Fire Rescue District, St. Charles, IL

New fire station to serve the St. Charles, IL area, 10,500 Square Feet

Mauston Area Ambulance Facility in Mauston, WI*

Design of Ambulance/EMT facility to serve the City of Mauston and surrounding area, 8,221 Square Feet

**Experience prior to joining JSD*



Justin Frahm, PLA, ASLA, ICSC

Civil Engineer

Mr. Frahm has 15 years of experience in site design and project consulting across commercial, institutional, residential, and recreational projects. He excels at transforming concepts into reality through master plans, site plans, and 3D renderings, using advanced software to illustrate and execute creative, functional solutions.

EDUCATION

University of Wisconsin-Madison, Madison, WI Bachelor of Science in Landscape Architecture,

REGISTRATIONS

Professional Landscape Architect, 2021, WI, LA 821-14

YEARS OF EXPERIENCE

15

RELEVANT EXPERIENCE

Athletic Park, Wausau, WI

Bay City Lofts, Green Bay, WI

Center for Industry & Commerce I & II, Madison, WI

City of Marshfield Historic Main Street Renovation, Marshfield, WI

City of Rhinelander Hodag & Pioneer Park Planning, Rhinelander, WI

Village of Poynette, Park & Open Space Plan, Poynette, WI

Village of Belleville Pedestrian/Bicycle Trail Linkage Phase I & II, Belleville, WI

Forest County Potawatomi Health Services, Crandon, WI

HyVee Grocery, Multiple Locations, WI

Landmark Apartments, Wausau, WI

Madison College, Multiple Campus and Site Locations, WI

Marshfield Clinic Health System – Memorial Medical Center Hospitals: Neillsville, Ladysmith & Minocqua, WI

Madison Metropolitan School District, Multiple School Sites, Madison, WI

Meadows Shopping Center, Freeport, IL

Merrick State Park, Fountain City, WI

KEY STAFF



Todd Buhr, PLS

Director of Surveying

Mr. Buhr oversees JSD's survey operations across regional offices, managing staffing, QA/QC, budgets, and standards. With over 30 years of experience, he specializes in land surveying for municipal projects, transportation, utilities, airports, stadiums, railroads, and private developments.

EDUCATION
Northeastern Wisconsin Technical College, Green Bay, WI - AD Civil Engineering

REGISTRATIONS
Professional Land Surveyor, WI #2614

YEARS OF EXPERIENCE
30

RELEVANT EXPERIENCE

Green County Health and Human Services, Monroe, WI

Juneau County Health and Human Services, Mauston, WI

Outagamie County Airport, Outagamie County

City of Baraboo Fire Station no. 1 & 2 (new facilities), Baraboo, WI

City of Fitchburg Police Station (new facility), Fitchburg, WI

City of Platteville Fire Station (new facility), Platteville, WI

City of Madison Fire Station No. 6 Remodel/ Addition, Madison, WI

GEF2 - GEF3 Public Plaza Renovations, Madison, WI

Vernon Hills Park District, Skate Park, Vernon Hills, IL

Dane County Parks - Salmo Pond, Cross Plains, WI

Village of Sharon, Downtown Reconstruction, Sharon, WI

MAYSA - Reddan Soccer Park, Verona, WI

**Experience prior to joining JSD*



Jason Anderson, CTS

Senior Technology Consultant

Jason joined True North Consulting Group (formerly True North Consulting Group-TX) in 2012. Since starting with True North, he has designed audiovisual, physical security, and structured cabling systems. Jason's training and certifications include InfoComm CTS (Certified Technology Specialist), Crestron DMC-D (Digital Media Certified Designer), and Extron's School of Emerging Technologies.

EDUCATION
Carleton College, Northfield, MN - Bachelor of Arts, Physics

YEARS OF EXPERIENCE
20

TRAININGS & CERTIFICATIONS
AVIXA Design // AVIXA Essentials of AV Technology // AVIXA AV Math for Design // AVIXA Certified Technology Specialist (CTS) // Crestron Digital Media Certified Designer (DMC-D) // AMX Consultants

RELEVANT EXPERIENCE

New Scott County Government Center, Scott County, MN

Mystic 2020 Expansion, Mystic Lake Casino, Prior Lake, MN

Expo Center, Williamson County, Taylor, TX

Fridley Municipal Complex, Fridley, MN

Pine County, Minnesota Courthouse, Pine City, MN.

Minneapolis Community & Technical College, Minneapolis, MN

University of St. Thomas – STEAM Project, St Paul, MN

Allina Health – New Simulation Lab at Abbott-Northwestern Hospital

Anoka-Ramsey Community College – Nursing & Business Renovation

Brooklyn Park, MN – Small Business Center

Capstone Classical Academy

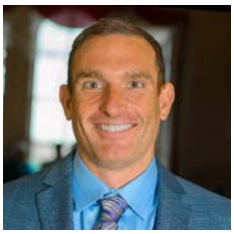
Hennepin County, MN – Medical Examiner Facility

Lakewood Cemetery – New Welcome Center

Minneapolis American Indian Center

Rock Ridge Schools – New High School & Two New Elementary Schools

Scott County – New Government Center & Renovations to Existing Campus



Brian Porter, RCDD

Senior Technology Consultant

Brian has been in the technology industry since 2001, starting at Countryman Associates before joining True North Consulting Group in 2018. He specializes in Municipal, Higher Education, and Military projects, including work with the University of Minnesota, Minnesota Army National Guard readiness centers, Camp Ripley, and Air Force bases.

EDUCATION

University of Minnesota, Twin Cities Campus

YEARS OF EXPERIENCE

30

TRAININGS & CERTIFICATIONS

BICSI Registered Communications Distribution Designer (RCDD) // Williams Sound Loop Induction for Hearing Impaired // BICSI PM125 Telecommunications Project Management // BICSI OSP200 Outside Plant Design // BICSI Grounding & Bonding // among others

RELEVANT EXPERIENCE

Arden Hills Readiness Center-Minnesota National Guard

Luverne Readiness Center, Minnesota National Guard

Ellsworth Air Force Base

Winona State University-Education Village

St. Cloud State University- Student Health Services

University of Minnesota-Pillsbury Hall, Minneapolis, MN

University of Minnesota-Health Sciences Education Center, Minneapolis, MN

University of Minnesota-Biotechnology Resource Center , Minneapolis, MN

University of Minnesota-Undergraduate Chemistry Teaching Lab Facilities, Minneapolis, MN

University of Minnesota Farm & Garden Education Center, Minneapolis, MN

University of Minnesota Center for Magnetic Resonance Research, Minneapolis, MN



Brandon Frazier, CTS, DSCE

Director | Security Technologies

Brandon joined True North Consulting Group in 2018 and is a skilled technology consultant specializing in audio/visual systems, data networks, and advanced security solutions. He designs and implements integrated technology systems for various institutions, ensuring seamless functionality. His innovative approach and attention to detail make him a trusted advisor and director at True North.

EDUCATION

Dunwoody College of Technology, Minneapolis MN, Sound, Data, and Alarm System Design

YEARS OF EXPERIENCE

20

TRAININGS & CERTIFICATIONS

Avixia CTS certified //Digital Signage Experts Group DSCE Certified // Biamp Vocia Certified // Milestone XProtect Corporate Advanced Certified // Genetec Security Center Certified // Exacq Enterprise Certified // Axis Certified Professional Consultants

RELEVANT EXPERIENCE

Anoka County Minnesota

Metropolitan Council, Minnesota

US Bank (Vikings) Stadium, Minnesota

Minneapolis Public Schools, ISD 1, Minnesota

Moraine Park Technical College, Fond du Lac, WI

Minnesota State Capitol Complex Security, St. Paul, MN

U.S. Bank Stadium (Vikings), Minneapolis, MN

SIMILAR PROJECT EXPERIENCE

SIMILAR PROJECT EXPERIENCE



WAITE PARK PUBLIC SAFETY FACILITY

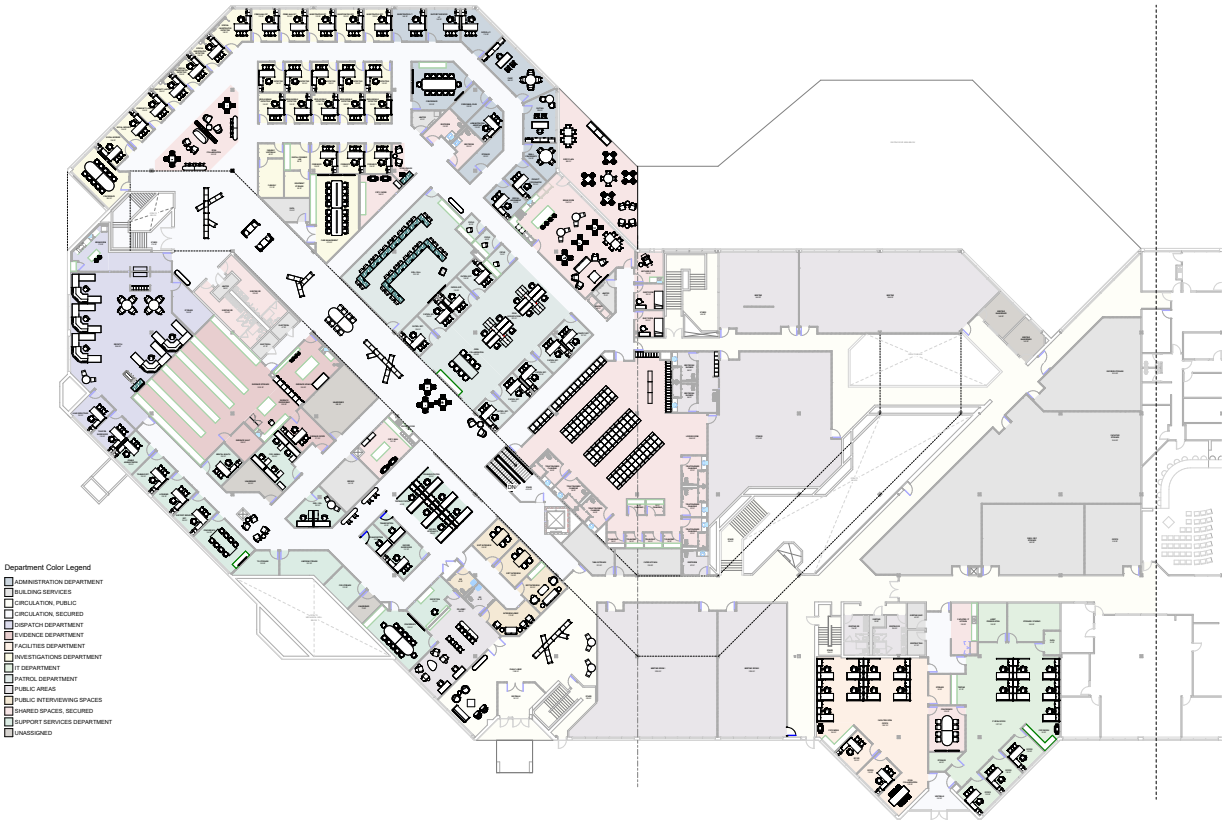
Waite Park, Minnesota

SIZE
79,000 GSF

SERVICES
Programming, Master Planning, Design, Project Management, Architecture, Interior Design, FF&E, Mechanical, Plumbing/FP, Electrical, and Structural Engineering, Landscape Architecture, Specifications, Construction Administration

BKV Group was selected for full architectural and engineering services for Waite Park's renovated and expanded Public Safety Facility. The project started with confirmation of the city hall, police and fire departments' space needs and the development of a detailed space program for each department projecting their anticipated space needs for 20-years. The planning team then developed concept plans and feasibility studies exploring three different site locations and build options to address the current and future needs of the city. It was determined that the most appropriate option was to renovate and expand the existing city hall and public safety facility. The existing facility is planned to double in size, providing much needed additional operational space for police, fire, and city hall departments while renovating existing spaces to refresh interior finishes and improve operational flow. Additionally, the expanded police area will include a 30 stall squad garage, improved evidence processing and storage facilities, new locker rooms, and fitness center. The fire station will be renovated to provide health and wellness functions, equipping the station with decontamination spaces and implementing the hot and cold zone planning best practices to reduce firefighter exposure to harmful carcinogens. The city hall will be provided with a new multi-purpose council chambers/ community training room and new modern, day-lit public entry and lobby.

SIMILAR PROJECT EXPERIENCE



EDEN PRAIRIE POLICE DEPARTMENT REMODEL

Eden Prairie, Minnesota

SIZE
100,000 GSF

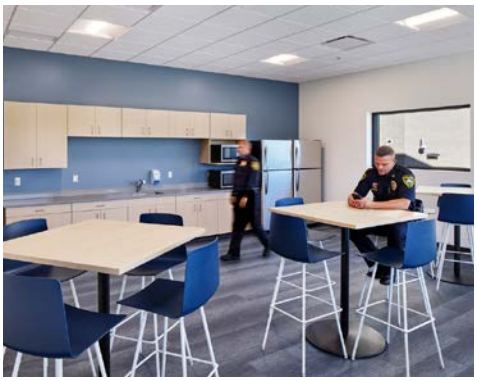
SERVICES
Programming, Master Planning, Design, Project Management, Architecture, Interior Design, FF&E, Mechanical, Plumbing/FP, Electrical, and Structural Engineering, Landscape Architecture, Specifications, Construction Administration

The BKV Group team is working with the Eden Prairie Police Department in programming, planning, and full design services for a 100,000 SF renovation of an existing city owned office building to relocate the police department to provide much needed improvements to their operational space and opportunities for the department to grow in-place.

This project is planned to include an approximate 5,000 SF addition to support the department's special response team operational needs as well as site improvements to provide secure parking for staff. Located within a shared facility with city hall, the renovated station will include an approximate 60 stall squad garage with detention and evidence spaces in the lower level. Staff offices and support areas will be located on the main level with improved wayfinding and public access. Working closely with the department, the operational flow was carefully thought out to maximize efficiencies for day to day operations. The renovation is being planned to maximize daylight to the interior spaces utilizing existing clerestory windows, while activating the circulation spaces to provide opportunities for staff to organically collaborate through thoughtfully placed conversation areas.

SIMILAR PROJECT EXPERIENCE







ROCHESTER NORTH SERVICE CENTER & POLICE STATION

Rochester, Minnesota

SIZE
61,000 SF
Police: 49,500 SF with 50 stall garage
Government Service Center: 11,500 SF

SERVICES
Planning, Programming, Design, Project Management, Architecture, Landscape Architecture, Mechanical, Plumbing/FP, Electrical, and Structural Engineering Specifications, Interior Design, Code Analysis, Construction Administration

The Rochester North Police Station and Government Service Center is an adaptive reuse project that combines the Development Services and Infrastructure Center (DSIC) and the North Station for the Rochester Police Department (RPD). As space became limited at City Hall, the City of Rochester purchased a former bank building and land to relocate the RPD and the DSIC team. The previous space used by RPD was shared with the County Sherriff and did not provide adequately sized operational and support spaces for the growing department.

The project began with renovating the 43,200 SF existing building to accommodate DSIC staff and RPD support spaces such as locker rooms and shared fitness area. The second phase was the construction of a 54,600 square-foot addition to house the RPD North Station. The RPD North Station provides many operational spaces that were lacking at the Department's previous location, including a dedicated crime processing room, vehicle evidence processing bay with an in-ground vehicle lift for inspections, temporary holding facilities, and a 48-stall secure squad garage. Resources available to the community and other city departments include a divisible training room for up to 150 people.

The new facility provides kennels space with outdoor runs for three K-9s, along with a wash area and storage. Additionally, by utilizing sustainable volume-reducing stormwater best practices site area was made available to accommodate RPD's outdoor K-9 training & exercise activities that are extremely valuable to have on-site.

SIMILAR PROJECT EXPERIENCE



MENOMONIE POLICE DEPARTMENT FACILITY STUDY

Menomonie, Wisconsin

SIZE
44,000 SF

SERVICES
Operational Assessment, Space Needs Assessment, Site Feasibility and Master Planning, Cost Estimating

BKV Group was selected by the City of Menomonie to complete a space needs assessment and site master planning for the Menomonie Police Department. The department is currently leasing a space in the Dunn County Judicial Center, and they have outgrown the space available to them. The Menomonie Police Department is a full-service law enforcement agency which currently has thirty-five (35) employees.

The objective of this study was to identify the current and future operational space needs for the Department and to develop planning options and site feasibility studies for addressing the need, along with the associated costs of those options. In addition, BKV Group completed an operational needs assessment of the Department's current facilities, identifying the operational deficiencies and limitations of the existing facilities based on industry best practices.

PROPOSED USE OF CITY STAFF

PROPOSED USE OF CITY STAFF

BKV Group uses a very collaborative workshop-based approach to engage project stakeholders and efficiently collect information needed to develop the design of the project. As you review the Technical Approach section, the level of involvement of key stakeholders is outlined. It is important for both the design professional to bring expertise and experience, but also for the City and the Police Department to be an active participant throughout design. In this way, the design will be rooted in industry standards but also truly responsive to the City of Marshfield's unique needs.

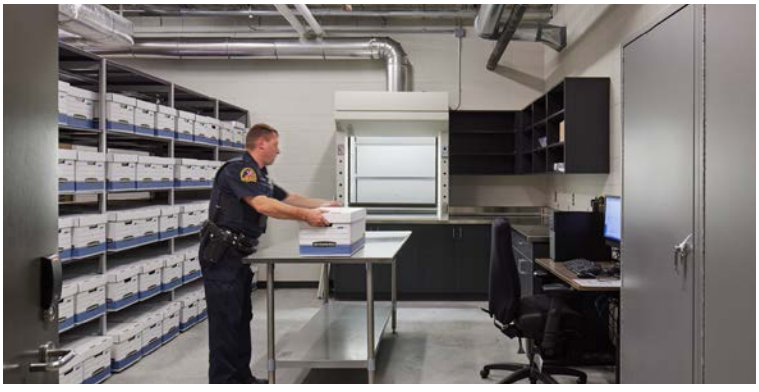
Due diligence work by the City will be required at or before design commencement. This includes full land survey, geotechnical investigation and report, and environmental studies. We assume that full detailed drawings of the existing facility will also be available. Should they not be available, it may be beneficial to engage a scanning service that can laser scan the interior and exterior and create a usable Revit model (BIM) to begin working from. Scan-to-BIM services could be contracted by the City or provided as an additional service by the Architect. The aforementioned information is necessary to allow the design to proceed in confidence with a full understanding of existing conditions.

Another unique aspect of police facility design in Marshfield will be the requirement for an ICC-500 compliant storm shelter and to verify that the building structure meets design requirements for essential facilities. A police facility is defined in the building code as an essential facility and is held to a higher level of structural design. A review of the existing facility's structure to determine if strengthening will be required as part of the renovations. BKV Group has extensive experience in design of storm shelters. As required by code, the City will need to have independent third-party peer review of the storm shelter design as well as special inspections of the storm shelter during construction.









PROJECT SCHEDULE

PROJECT SCHEDULE



SCHEDULE

Allowing sufficient time in a design project schedule is crucial for developing quality documents that clearly communicate intent and meet technical standards. A well-paced schedule ensures thorough research, accurate detailing, and effective collaboration, ultimately enhancing project efficiency and success.

ESSENTIAL COMPONENTS

Core Team Meetings. At the beginning of the project, these are useful to establish critical momentum. This small group meeting of key leadership from the design and owner's teams focuses on schedule, progress, and goals.

Deliverable Milestones Paired with Sufficient Review Time. Key deliverables, both progress and phase completion, should be scheduled including a period of at least one week review thereafter, to allow for the owner's team to review work and provide feedback before the team moves ahead.

Collaborative Workshops. Working meetings framed to connect the teams into active collaboration in development of project content. A place to cultivate positive working relationships, to leverage the insights from every side of the table, and an opportunity to apply goals, priorities, and insights into the development of the project.

Cost Estimate Reviews & Dialogue. Even in preliminary phases, connecting project understanding to project costs is key to ensuring design outcomes that can be achieved within the budget. This effort may include the flow of information from the design to estimating teams as work progresses, workshops where scope is reviewed and strategies discussed, or concrete estimates, detailed peer reviews, and whole team dialogue about cost, value, and impact.

Quality Assurance. BKV Group has established quality assurance measures we use throughout all phases. This includes peer reviews, milestone deliverable checklists, and constructability reviews. This is also a valuable aspect for collaboration between the design and Construction Management teams.

We will begin by meeting with your core team to confirm the overall project schedule, key stakeholder sessions, and Council meetings. Using this input, we will refine a schedule with all milestones, workshops, and presentation dates identified. As a starting point we have drafted the proposed project schedule as follows:

Phase	Start Date	End Date	Calendar Days
Schematic Design	5/1/2025	6/15/2025	45
Design Development	6/16/2025	8/17/2025	62
Construction Documents	8/18/2025	11/16/2025	90
Bidding & Contract Award	12/1/2025	1/11/2026	411
Construction Administration	1/12/2026	12/15/2026	3372
Project Closeout	12/16/2026	2/1/2027	47

[1] *Bidding & Contract Award duration dependent on City's contracting process.*
[2] *Construction duration dependent on Contractor's independent schedule and work plan.*

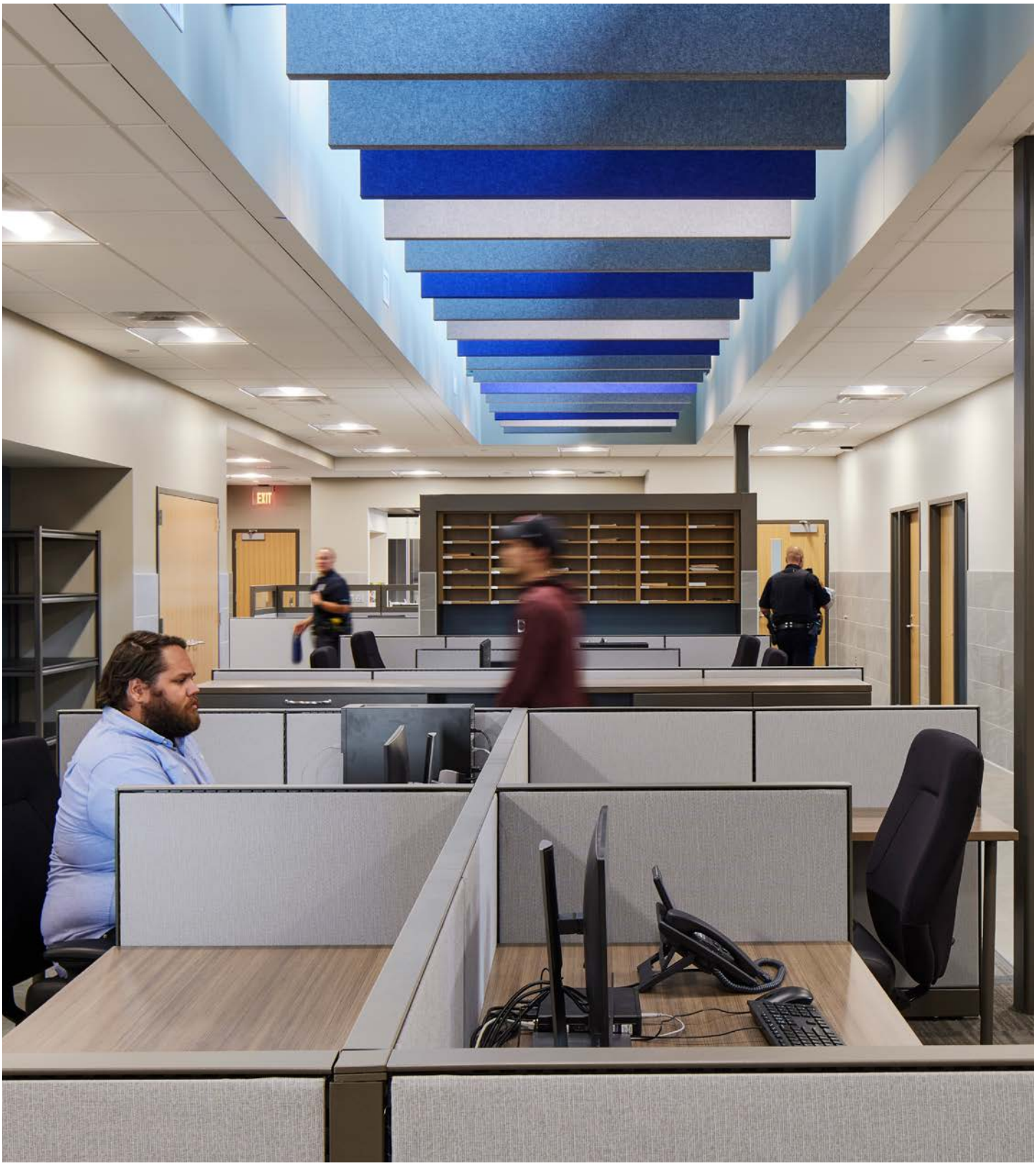
Our team is ready to start immediately to build momentum. Drawing from our experience an approximate 7-month design duration appears appropriate for the scale and complexity of your project. This timeframe will allow for the necessary time investigating the existing conditions and thoroughly documenting the conditions to have a well-coordinated set of documents.

CORPORATE CONFLICT STATEMENT

CORPORATE CONFLICT STATEMENT

CONFLICT OF INTEREST

BKV Group is not aware of any personal or corporate conflicts of interest that would prevent our team from performing the work outlined in this proposal.



REFERENCES



REFERENCES

EDEN PRAIRIE POLICE DEPARTMENT REMODEL

Matt Sackett, Chief of Police
p: 952.949.6262
e: msackett@edenprairie.org

WAITE PARK PUBLIC SAFETY FACILITY

Bill Schluenz, Public Works Director
p: 320.229.3685
e: Bill.schluenz@ci.waitepark.mn.us

ROSEMOUNT POLICE STATION & PUBLIC WORKS

Mikael Dahlstrom, Police Chief
p: 651.423.4491
e: mikael.dahlstrom@rosemountmn.gov

MENOMONIE POLICE DEPARTMENT FACILITY STUDY

Chris King, Commander, Operations Bureau
p: 715-231-8507
e: kingc@menomonie-wi.gov

ROCHESTER NORTH SERVICE CENTER & POLICE STATION

Jon Turk, Captain
4001 West River Parkway NW, Rochester, Minnesota
p: 507.328.6940
e: jturk@rochestermn.gov

ADDITIONAL TERMS OR CONDITIONS

ADDITIONAL TERMS OR CONDITIONS

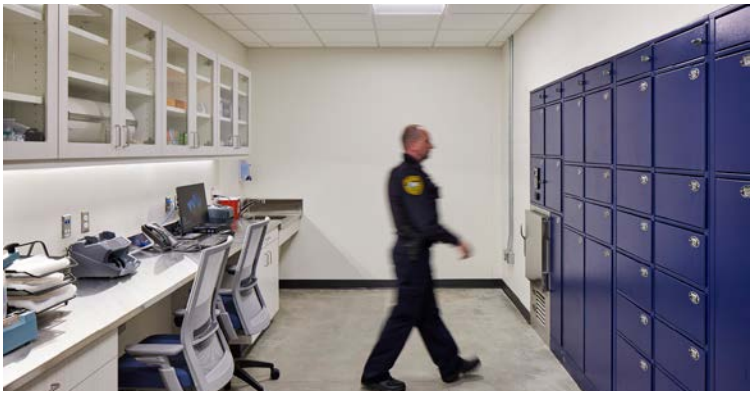
BKV Group understands this project to be a typical police facility project that will be competitively bid to general contractors.

We typically utilize an AIA B101 Standard Form of Agreement Between Owner and Architect for this type of project. The AIA A101 Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, and the AIA A201 General Conditions of the Contract for Construction are typically used for the Agreement between the City and the successful bidder.

The AIA documents are time-tested and developed by a cross-section of building owners, design professionals, contractors, and attorneys and are widely considered fair and reasonable to all parties to these agreements. Utilizing standard format agreements tailored to the project requirements will ensure a cohesive and coordinated contracting vehicle between all parties. We would welcome an opportunity to discuss and make mutually agreed to adjustments to these standard documents that would apply to your project.

We do not have any special terms or conditions applicable to this project.











BKV GROUP

"The BKV Group got to know us as their client very well, they listened well and sought an abundance of input to make certain that every aspect of the design would match our needs. Clever details like the plaza area with dyed concrete stripes that could double as overflow parking stalls or the place for an art fair or farmer's market, an amphitheater for outdoor classes or entertainment, a fireside room that would serve as a great meeting space or the resident's civic campus living room. Each space inside the building was designed to be open, bright, airy and efficient...the City of Fridley is thrilled with its new, beautifully designed complex and our choice of the BKV Group.

SCOTT J. HICKOK AICP
Community Development Director | Fridley Civic Campus

"We placed the BKV Group under a very aggressive timeline and they meet or exceeded our timeline constraints with thoroughness and quality outcomes.

PAUL HOPPE
Public Safety Director
Wyoming Public Safety Department

"This [facility] makes a huge difference in the day-to-day workings of every person who works for the Police Department... We are so grateful for this and it means so much to us...

STEVE TODD
Chief of Police, Detroit Lakes New Police Department Facility

"Our Public Safety, Police and Fire Departments, we all do things so differently. [BKV Group] did a nice job of listening to us and laying out the buildings that work for our process, for Fridley. We didn't want to come into the building and start making capital improvements in 3 years. We wanted to live in this and get it right for 50 years and be proud of it and I think we got that done.

BRIAN WEIERKE
Director of Public Safety, Police Chief of Fridley City of Fridley
Fridley Civic Campus

CHICAGO
209 South LaSalle Street
The Rookery, Suite 920
Chicago, IL 60604
P 312.279.0470

DALLAS
1412 Main Street
Adolphus Tower, Suite 700
Dallas, TX 75202
P 469.405.1196

MINNEAPOLIS
222 North Second Street
Long & Kees Building, Suite 101
Minneapolis, MN 55401
P 612.339.3752

WASHINGTON, DC
1054 31st Street NW
Canal Square, Suite 410
Washington, DC 20007
P 202.595.3173

WWW.BKVGROUP.COM

BKV GROUP

ARCHITECTURE
INTERIOR DESIGN
URBAN DESIGN
LANDSCAPE ARCHITECTURE
ENGINEERING
CONSTRUCTION ADMINISTRATION
BRANDED ENVIRONMENTS
SUSTAINABLE DESSIGN

March 24, 2025

Josh Mauritz, Acting Public Works Director
The City of Marshfield
207 West 6th Street
Marshfield, WI 54449

RE: Fee Proposal for Architectural Services for Renovations for Future Police Department

Dear Josh:

On behalf our entire design team, we want to express our gratitude for the opportunity to propose our services to the City of Marshfield on the renovation to serve the Police Department. We are truly excited to collaborate with your team if we are selected as the City's partner to get this project underway.

The BKV Group's team compensation goals are to establish fees that fair and reasonable for the required services to achieve our client's goals while assuring that both our client and firm are treated fairly for the services and expertise required. To meet this goal, we strive to establish a well-defined project understanding and scope of services to be provided so that an appropriate fee structure can be determined.

Fees for Professional Services

Our proposal is based on the known scope as of the date of this proposal. The RFP provided well defined requirements for the project. Using the stated total project budget of $10 million, we assume a construction cost (hard cost) of approximately $8 million. Hard costs are typically 20% of a project's total budget. Based on the RFP requirements, preliminary project definition and scale, and our experience with projects of similar type and size, we are proposing a base fee of **$459,145** for Schematic Design through Bid Phase services. We understand Construction Phase services will be negotiated at a later date. This is based on our estimated hours for each phase, and historic data required to complete these tasks.

In addition to the fees noted above we would have industry standard reimbursable expenses such as internal and city printing, travel, and shipping. On this project we have proposed a not to exceed amount of **$16,200** for these initial phases of work. We invoice monthly for only those actual expenses incurred with no overhead or profit markups applied.

Please refer to the attached fee proposal worksheet for fee and hours for each team member by phase.



Variables Impacting Cost of Service

At this time, we are unaware of any significant factors that will impact our proposal. As work commences on renovation projects, there may be aspects of the existing facility or site that are discovered that differ from the understanding of the project.

Generally, we would not anticipate the need to request additional services during design phase services before construction begins unless there is a significant alteration in project scope or schedule. Our approach to fee structuring is to provide a complete and comprehensive total fee that accommodates the natural evolutions and refinements of a project throughout design. If changes to the design are initiated by the City that require additional resources (staff, engineering, research, design) to expand or significantly alter the approach in the documents already produced, our team would prepare a proposed scope of services and fee for review and approval by the City prior to proceeding.

Other potential costs could be value added services such as Scan-to-BIM to generate detailed existing facility plans in 3D form and land surveying services, both of which can be proposed as additional services if the City finds beneficial.

In Closing

We would urge the committee to select your team based on experience and qualifications. The fee analysis is based on the project scope as we understand it from the RFP as well as our experience with the level of service our team provides, and the time involved in these types of projects. However, our first task in working with the City will be to meet to make sure our assumption for the project, meetings, and scope aligns with the City's expectations and goals. The objective is to find a balance of fee and scope that best supports the project, the project teams, and the City's fiscal objectives.

As always, should you have any questions or require additional information please do not hesitate to contact us at any time.

Sincerely,
BKV Group

Paul Michell, AIA
Government Practice Leader, Partner in Charge
816.405.7585
pmichell@bkvgroup.com

encl: Fee Proposal Worksheet – March 24, 2025

Renovation of Wildwood Plaza Building for Police Department

Marshfield, WI

March 24, 2025

FEE PROPOSAL WORKSHEET

Phase of Work / Cost Category	BKV Group		JSD		True North		TOTAL	
	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours
Schematic Design	$ 85,550	489	$ 7,500	40	$ 4,620	28	$ 97,670	557
Design Development	$ 126,225	721	$ 18,500	100	$ 11,680	88	$ 156,405	909
Construction Drawings & Bid Documents	$ 153,150	875	$ 12,250	70	$ 14,380	100	$ 179,780	1,045
Bidding & Contract Negotiation	$ 23,250	133	$ 750	5	$ 1,290	10	$ 25,290	148
Subtotal	**$ 388,175**		**$ 39,000**		**$ 31,970**		**$ 459,145**	
Reimbursable Expenses	$ 13,500		$ 1,950		$ 750		$ 16,200	
TOTAL	**$ 401,675**	**2,218**	**$ 40,950**	**215**	**$ 32,720**	**226**	**$ 475,345**	**2,659**

CITY OF MARSHFIELD FIRE & RESCUE

MEMORANDUM

Everett G. Mueller, Fire Chief

TO: Board of Public Works - May 5, 2025
Common Council - May 13, 2025

FROM: Everett Mueller, Fire Chief

DATE: April 30, 2025

SUBJECT: Request for Approval – Selection of SEH for MFRD Training Center Master Plan

BACKGROUND

The Marshfield Fire & Rescue Department (MFRD) issued a Request for Proposals (RFP) to develop a Comprehensive Master Plan for a dedicated Fire Department Training Center. This plan will serve as the foundation for phased development of a modern training campus that supports live fire evolutions, technical rescue, hazardous materials training, SCBA confidence courses, and administrative, classroom, and equipment support facilities.

The RFP closed on April 18, 2025, and proposals were evaluated by a selection committee on April 30, 2025 which was made up of the following members:

- Mike O'Reily; Alderman District 9 and Board of Public Works Chairman
- Bill Penker; Police and Fire Commissioner
- Steve Meek; Police and Fire Commissioner
- Rick Anderson; Dean, Adams Campus and School of Public Safety for Mid-State Technical College
- Josh Mauritz; Acting Public Works Director
- Everett Mueller; Fire Chief
- Ben Griesbach; Lieutenant

The selection committee utilized the following criteria:

- Project Understanding and Technical Approach
- Experience with Fire Service Training Facilities
- Project Schedule and Delivery Capabilities
- Qualifications of Key Team Members
- Familiarity with City processes
- Value of Proposed Services and Fee Structure

ANALYSIS

Following a detailed review and scoring of all proposals, the committee unanimously recommends Short Elliott Hendrickson (SEH) as the most qualified and cost-effective consultant. Their proposal demonstrated:

- **Deep Experience in Fire Training Facilities**
  SEH has designed and master-planned training campuses across the Midwest, including facilities in Oshkosh, Kenosha, St. Cloud, Watertown, and Maplewood. They specialize in NFPA 1402-compliant training centers and incorporate live burn buildings, drill towers, SCBA mazes, extrication areas, and support facilities.
- **Firefighter-Focused Design Team**
  SEH's team includes licensed architects, planners, and engineers — several of whom are also firefighters. This unique perspective ensures that designs reflect the operational reality of modern fire service training, with focus on safety, future-proofing, and practical training environments.
- **Strong Local and Regional Ties**
  SEH's planner, Bryce Hembrook, serves as a contracted City Planner for Marshfield, giving the team direct insight into local zoning, planning, and permitting requirements. SEH has completed several projects for the City, including fire station improvements, Wenzel Plaza, and other municipal efforts.
- **Comprehensive Project Approach**
  SEH will deliver a complete master plan including needs assessment, facility programming, site analysis, phased cost estimates, and stakeholder engagement. Their deliverables will include high-quality visuals, environmental reviews, and guidance for phased implementation and funding opportunities.
- **Competitive Fee**
  SEH proposed a fixed, not-to-exceed cost of $26,750 for the full project scope. By comparison, other proposals ranged from $68,460 to $250,750, making SEH the clear value leader in both quality and cost.
- **Readiness and Capacity**
  SEH's team is prepared to begin immediately upon approval, with major milestones projected from May through September 2025.

RECOMMENDATION

The Marshfield Fire & Rescue Department respectfully requests that the Board of Public Works approve the selection of SEH as the consulting firm for the Training Center Master Plan.

Upon your approval, the project will advance to the Common Council for final consideration on May 13, 2025.

Funding for this project is available in Project Account 215836-1 / Budget #410-57220-21-58610. This account is part of a long-term funding agreement between the City of Marshfield and Mid-State Technical College, which supports training center development on a 50/50 cost-share basis. The department currently has $73,000 available in this account and will utilize these funds toward the future build-out of the training facility. In addition to the matching funds, the department will actively pursue grant opportunities, partnerships with local organizations, and potential congressional funding to support the implementation of the master plan.

We are available to present additional details of the review process or SEH's proposal at your request.

ATTACHMENTS

Request for Proposals for the Development of a Comprehensive Master Plan for the Marshfield Fire & Rescue Department Training Center

SEH (Short, Elliot and Hendricks) Proposal for Professional Services for the Marshfield Fire & Rescue Department Comprehensive Master Plan

Memorandum of Understanding Relative to Protective Services Training

REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT OF A COMPREHENSIVE MASTER PLAN FOR THE MARSHFIELD FIRE & RESCUE DEPARTMENT TRAINING CENTER

CITY OF MARSHFIELD
March 12, 2025

DATE DUE: April 18, 2025, 12:00 PM
at the Office of the Public Works Director
207 W 6th St
Marshfield, Wisconsin 54449

REQUESTING ENTITY:
City of Marshfield
Board of Public Works
Mike O'Reilly, Chairman

CONTACT:
Everett G. Mueller; Fire Chief
514 E. 4th Street
Marshfield, WI 54449-0727
(715) 486-2090
everett.mueller@ci.marshfield.wi.us

I. INTRODUCTION

The City of Marshfield, in collaboration with the Marshfield Fire & Rescue Department, has secured approximately 5 acres of land located at 2615 S. Vine Ave. This parcel is strategically situated on the east side of S. Vine Ave, bounded by S. Vine Ave to the west, 25th Street to the north, 29th Street to the south, and private property to the east, as illustrated in the attached location map.

The vision for the Marshfield Fire & Rescue Department Regional Training Center, in partnership with Mid-State Technical College, is to create a state-of-the-art training facility that serves as a regional hub for firefighter, emergency services, and public safety training. The planned training center will feature a variety of specialized training environments and structures, including:

- Classroom and administrative facilities.
- Live fire training structures.
- A drill tower.
- Vehicle extrication area.
- Hazardous materials training zone.
- A pumping and drafting pit.
- SCBA (Self-Contained Breathing Apparatus) training maze.

In addition to the immediate training needs, the master plan should also account for future expansion of the site. This may include the addition of residential, commercial, and industrial simulation buildings, urban search and rescue facilities, driver training courses, medical training facilities, police training areas, decontamination zones, and open spaces for prescribed wildland practice burns.

The plan should also evaluate the necessity of supporting infrastructure such as an apparatus bay, equipment storage, and potential living quarters to accommodate future operational and growth needs.

The City of Marshfield is looking for a consultant who can develop a comprehensive, flexible, and sustainable master plan that meets the current and future needs of the Marshfield Fire & Rescue Department and the broader regional community.

II. PROJECT OVERVIEW

The City of Marshfield Fire Department is seeking qualified firms to develop a comprehensive master plan for a state-of-the-art Fire Department Training Center located at 2615 S. Vine Ave, Marshfield, WI, 54449. The training center will be a

cornerstone for firefighter education, skill development, and readiness, addressing the department's current and future needs.

The primary goal of the project is to design a facility that supports a wide range of training scenarios to enhance the safety and preparedness of firefighters. The proposed master plan will include a detailed analysis of the site, identification of required training structures and facilities, conceptual designs, cost estimates, and a phased implementation strategy. The training center is expected to incorporate modern technologies, sustainable design principles, and meet all applicable codes and standards.

Key components of the training center may include, but are not limited to:

- Classroom and administrative facilities.
- Live-fire training structures, including a burn building and flashover simulator.
- A multi-story drill tower.
- Vehicle extrication and hazardous materials training areas.
- SCBA training maze and confined space simulations.
- Outdoor and indoor spaces for specialized training, such as urban search and rescue, wildland firefighting, and driver training.
- Supporting infrastructure, such as an apparatus bay, equipment storage, and parking.

The master plan should reflect the fire department's mission to provide high-quality training, ensure firefighter safety, and adapt to evolving service demands. The final deliverables must present a clear, actionable roadmap for phased development of the facility, aligning with the city's budget and operational priorities.

This project represents an important investment in the safety and resilience of the Marshfield community, and we are committed to working with a team that shares our vision for excellence in firefighter training.

III. SCOPE OF WORK BY CONSULTANT

The selected consultant will be responsible for developing a comprehensive master plan for the proposed Fire Department Training Center located at 2615 S. Vine Ave, Marshfield, WI, 54449. The scope of work includes the following tasks:

1. Project Initiation and Background Review:
    a. Conduct an initial kickoff meeting with key stakeholders to establish project objectives, goals, and expectations.
    b. Review existing site information, fire department training needs, and relevant city planning documents.

c. Develop a project schedule with key milestones, deliverables, and deadlines.

2. Needs Assessment:
    a. Conduct interviews and workshops with fire department personnel and other stakeholders to identify current and future training needs.
    b. Evaluate existing training facilities and resources (if applicable) to determine gaps and opportunities.
    c. Assess compliance requirements, including NFPA standards, state and local building codes, and other applicable regulations.
    d. Provide a summary report of findings and recommendations.
3. Site Analysis:
    a. Perform a detailed analysis of the project site, including:
        i. Topographic and geotechnical evaluations
        ii. Infrastructure review (utilities, drainage, road access, etc.).
        iii. Environmental and zoning considerations.
    b. Identify opportunities and constraints for development.
4. Facility Programming and Design
    a. Develop a comprehensive list of required and optional training facilities, such as:
        i. Classroom and administrative buildings.
        ii. Live-fire training structures (burn building, flashover simulator, etc.).
        iii. Multi-story drill tower.
        iv. Vehicle extrication and hazardous materials training areas.
        v. SCBA training maze and confined space simulations.
        vi. Outdoor spaces for wildland firefighting and driver training.
    b. Create conceptual layouts and design options for the training center, integrating sustainable and energy-efficient features where feasible.
    c. Ensure flexibility for phased construction and future expansion.
5. Cost Analysis:
    a. Provide a detailed cost estimate for each proposed facility and infrastructure component.
    b. Include a breakdown of costs for design, construction, equipment, and ongoing maintenance.

c. Identify potential cost-saving measures and funding opportunities, such as grants or partnerships.

6. Phased Implementation Plan
    a. Develop a phased implementation strategy that aligns with budgetary constraints and operational priorities.
    b. Include timelines for design, permitting, construction, and commissioning for each phase.
    c. Provide guidance on minimizing disruptions to fire department operations during construction.
7. Stakeholder Engagement:
    a. Facilitate regular meetings with project stakeholders, including city officials, fire department leadership, and community representatives.
    b. Present progress updates and incorporate stakeholder feedback into the planning process.
    c. Conduct public presentations or open houses (if required) to share the vision for the training center with the community.
8. Final Master Plan Deliverables. The final deliverables should include:
    a. A comprehensive master plan document with:
        i. Executive summary.
        ii. Needs assessment findings.
        iii. Site analysis results.
        iv. Conceptual designs and layouts.
        v. Cost estimates and phased implementation plan.
    b. High-quality visual aids, such as maps, renderings, and diagrams, for presentations.
    c. A digital and printed copy of all reports, designs, and supporting documentation.
9. Ongoing Support:
    a. Provide support during the proposal review process for follow-up questions or clarifications.
    b. Remain available to assist with grant applications or funding opportunities that align with the master plan recommendations (if applicable).

IV. RESPONSIBILITIES OF THE CITY

The City of Marshfield will provide the following services and information as a part of the total project:

1. Provide all relevant background materials, including:
    a. Existing site maps, surveys, and property deeds.
    b. Utility and infrastructure information (e.g., water, sewer, and power lines).
    c. Any applicable zoning or environmental reports.
    d. Fire department training requirements, standards, and priorities.
2. Share historical data on fire department operations, training, and future projections.

V. PROPOSAL REQUIREMENTS

The City of Marshfield respectfully requests a proposal from your firm for the provision of the services identified above. The proposal shall include the following information:

1. A statement of consultant's understanding that demonstrates knowledge of the project requirements.
2. A description of the consultant's technical approach to the project, including an outline of the sequence of tasks, major benchmarks, and milestone dates. Identify the number of site visits and meetings anticipated with City staff.
3. A summary, with resumes attached, of key staff on the project team who will be directly involved in the project, including designation of a single point of contact for coordination of the project. Include a statement that key project personnel identified in the proposal will not be substituted during the course of the project without prior approval of the City.
4. A description of similar project experience involving key staff to be assigned to the project, especially the Project Manager. Relevant experience should be focused around the staff proposed for the project, not of the firm overall. Include samples of comprehensive plans for similar projects developed by the team you are proposing for this project. Indicate the level of implementation that has been completed for the sample projects.
5. Client references (names, addresses, phone number) of staff and/or elected officials who can address the quality of the work of the individuals involved in the projects identified in 4 above.
6. Proposed use of City staff, as well as any equipment, materials, or additional data that will be expected from the City at the onset of the project.
7. Proposed services to be sub-consulted, anticipated subconsultants, and anticipated cost for these services. Explain the intended working relationships and

responsibilities of each firm and the types of projects that you have worked together on in the past.

8. Proposed project schedule with key milestone dates identified.
9. A summary of relevant previous work experience with the City of Marshfield.
10. Compensation - Expected fees and schedule of work, all billable hours, including meetings and site visits to be included in a "not to exceed" fee. Estimated cost of services to be provided under each of the Scope of Work items as described above. For each Scope of Work item provide a description of variables that could impact the estimated cost of service.
11. Any additional terms or conditions, that are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

Interested parties should submit proposals via email. All proposals will be evaluated by City Staff with a recommendation for a specific firm. All proposals become the property of the City and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires. All costs associated with responses to this RFP shall be borne by the responding party. A confirmation will be sent once a proposal is received, please contact Josh Mauritz if no email confirmation is received after submission. RESPONDENT'S EMAIL ADDRESS AND TELEPHONE NUMBER MUST BE INCLUDED WITH PROPOSAL.

Submit Proposals to:

Josh Mauritz
Acting Public Works Director
207 W 6th St
Marshfield, WI 54449
(715) 486-2034
Josh.Mauritz@ci.marshfield.wi.us

VI. PROPOSAL QUESTIONS

The City will only accept written questions regarding this Request for Proposals and the project up to **April 4, 2025**. Questions shall be directed via e-mail to everett.mueller@ci.marshfield.wi.us. Written responses to the questions will be provided to all firms that have expressed interest to the RFP one week prior to the submittal deadline.

VII. PROJECT TIMETABLE

Date(s)	Action(s)
March 12, 2025	RFP disseminated to pre-selected firms
April 18, 2025	Proposals Due 12:00 PM
April 21-25, 2025	Staff evaluation of proposals
May 5, 2025	Board of Public Works recommends one proposal to the Common Council.
May 11, 2025	Common Council approves consultant selection
May 14 – 16, 2025	Agreement executed
May 19, 2025	Notice to Proceed
**********	Milestone dates provided in the consultant's proposal
No later than Sept. 1, 2025	Final Comprehensive Master Plan delivered

VIII. SELECTION CRITERIA

Selection will be based upon the materials submitted and will be ranked primarily based upon the following criteria:

1. Consultant's understanding of the project requirements.
2. Consultant's technical approach to the project including any specialized or unique technical expertise that may be valuable to the project.
3. Consultant's familiarity with Emergency Services Training Operations.
4. Consultant's ability to meet the project schedule.
5. Past record of performance of the project team on similar projects, including successful implementation.
6. Consultant's previous work experience with the City of Marshfield.
7. Relative value of the services to be provided.
8. Cost of the services to be provided.

An evaluation team consisting of members of the Marshfield Fire Department, Police and Fire Commission, Common Council, and City Staff will review proposals. Firms are prohibited from lobbying or contacting city officials or employees to persuade the decision of the committee. If this occurs, their proposal may be rejected.

The evaluation team will select a firm and make its recommendation to the Common Council for their approval. The goal of the selection process is to identify the most qualified firm with exceptional project history that is able to provide the desired services within the identified time line, in the most cost-effective manner. Cost alone will not determine the firm, but references and experience on similar projects will be a major factor.

IX. EXHIBITS

1. Project Location Map

X. INSURANCE

The successful firm will be required to have in force professional liability insurance of at least $2 million.

XI. NON-DEBARMENT CLAUSE

The firm hereby certifies that neither it nor any of its principal officers, architects, engineers, or officials have ever been suspended or debarred, for any reason whatsoever, from doing business or entering into contractual relationships with any governmental entity.

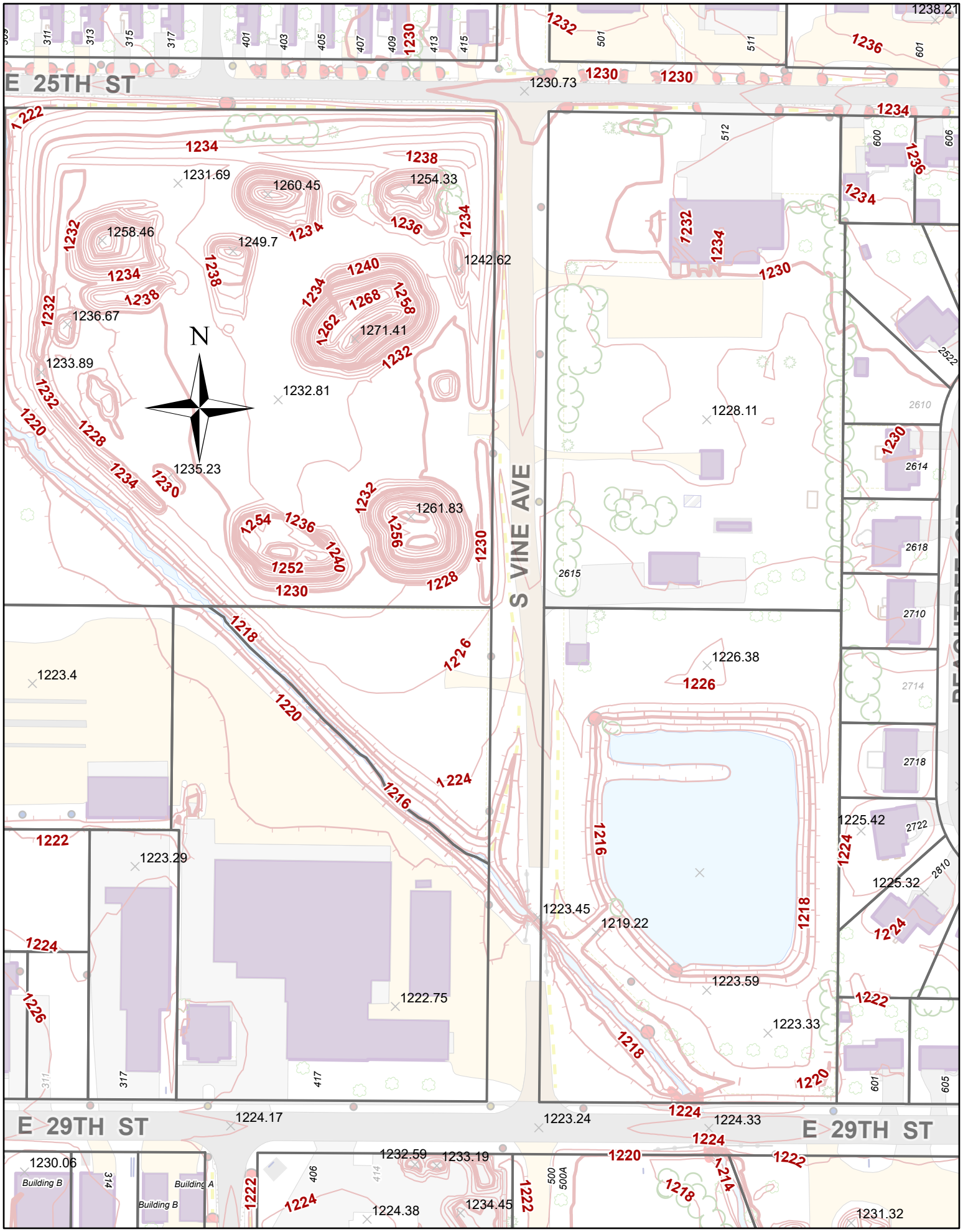
XII. MISCELLANEOUS

Any additional terms or conditions which are deemed necessary for entering into a contract with the City should be attached or incorporated as part of the proposal.

All proposals become the property of the City of Marshfield and will not be returned. The City of Marshfield reserves the right to reject any or all proposals, waive technicalities, or to negotiate further with a responder who appears to clearly meet the City's needs.

All work products, regardless of format, produced as a part of this project shall become the property of the City of Marshfield upon completion of the contract. Rights to all work products, regardless of format, shall revert to the City of Marshfield upon completion of the contract.

The City of Marshfield shall remain free to copy and edit any and all work products, regardless of format, produced as part of this project. Electronic documents shall not be locked or password protected and the City of Marshfield shall retain the ability to copy and edit such documents.



Fire Department Training Center

Date Printed: 2/18/2025 9:50 AM

PROPOSAL FOR PROFESSIONAL SERVICES

Marshfield Fire & Rescue Department Training Center

Comprehensive Master Plan

MARSHFIELD, WISCONSIN | APRIL 18, 2025





SEH

Building a Better World for All of Us®

Engineers | Architects | Planners | Scientists

April 18, 2025

City of Marshfield
Josh Mauritz, Acting Public Works Director
207 W 6th St.
Marshfield, WI 54449
josh.mauritz@ci.marshfield.wi.us

Building a Better World for All of Us®

RE: Marshfield Fire and Rescue Department Training Center

Dear Mr. Mauritz and Members of the Selection Committee:

By moving forward with the development of a master plan for a fire department training facility, the City of Marshfield is taking critical steps to enhance its fire service capabilities and improve emergency response for the community. To bring this important project to fruition and set the stage for the design and construction of the new facility, the City needs to have a dedicated and experienced consultant team that understands the operations of your department and the intricacies of fire station training facility design. The Short Elliott Hendrickson Inc. (SEH®) team is ready to take on this significant undertaking, serving as a committed and driven project partner. Our team offers the following advantages:

- **Our Fire Training Tower and Training Facility Experience:** SEH specializes in designing standalone training facilities. These facilities provide hands-on training for firefighters that simulates the conditions of a wide range of rescue scenarios. This type of facility can also serve as a regional training center for other local fire departments, as well as police and EMS departments. With this experience at our disposal, we're ready to pursue solutions that are in the best interests of your firefighters and community.
- **Our Unique Perspective:** Our goal is to deliver designs that prioritize usage by your firefighters. Our team members aren't just architects and engineers – several of them are also experienced firefighters with firsthand understanding of the unique needs of the profession. From developing trends around evolving safety requirements, to the needs of your firefighting staff, we're plugged into the shifting landscape of the profession, and we are prepared to serve as your advocate to provide adequate space for modern training operations and amenities.
- **Accommodating Future Growth and Needs:** Our planning and design approach will focus on enabling potential expansion on the site to make sure your department's needs are met in the long term. We will develop a comprehensive master plan that anticipates future expansion and includes specialized facilities such as simulation buildings and training areas. Additionally, our plan will consider the necessity of supporting infrastructure, including apparatus bays and equipment storage, to accommodate future operational and growth requirements. By addressing these elements, we aim to make sure that the site and facility meet both immediate and long-term needs.

We look forward to the opportunity to discuss our qualifications and your project needs with you further! If you have any questions, please feel free to contact Project Manager Trevor Frank at 920.585.4320 or tfrank@sehinc.com. We're ready to get to work!

Respectfully submitted,



TREVOR FRANK AIA, LEED AP®, NCARB, PMP
ARCHITECT IN WI
PROJECT MANAGER



BRYCE HEMBROOK AICP
PLANNER, ZONING SPECIALIST



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The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

MARSF 181004

Project Understanding and Approach

Based on our conversations with your staff and our understanding of community and departmental needs, our team is prepared to get to work on this project immediately. Our plan to deliver this project in a timely and efficient manner is outlined below and on the pages to follow.

PROJECT UNDERSTANDING

Since early last fall, the architects and public safety consultants at SEH have been working with Chief Mueller on developing a scope of services for the master plan of Marshfield Fire and Rescue Department training center. Through our collaboration, we have gained deep insight of the project and its primary objective: to create a state-of-the-art training facility that serves as a regional hub for firefighter, emergency services, and public safety training.

The planned training center will feature a variety of specialized training environments and structures such as classroom and administrative facilities, live fire training structures, a tactical drill tower, a vehicle extrication area, hazardous materials training zone, a pumping and drafting pit, and a SCBA confidence maze. The plan should also evaluate the necessity of supporting infrastructure such as an apparatus bay, equipment storage, and potential living quarters to accommodate future operations and growth needs.

All of these educational and training props would be combined on a 5-acre site located at 2615 S. Vine Ave. This parcel is of specific interest because it is strategically situated on the east side of S. Vine Ave. bounded by Vine Ave., 25th St., and 29th St.

During the development of a preliminary master plan scope and rough estimate for the cost of developing a report, our team was introduced to and made aware of several key stakeholders that will be an integral part in the programming, design, and layout of this fire training facility. Those key stakeholders included respective administrators, training officers, and external departments such as the Police Department and surrounding departments that are adjacent to City of Marshfield borders and fire service areas that would have an interest in the training center.

Drawing on our previous experience with fire training facilities, our team was able to recommend the various types of training activities and evolutions that would go into a best-in-class training facility for the Department. Having an understanding of the composition and location of the site, our team was able to provide some input as it relates to some of the discovery work that is necessary to determine capacity of infrastructure, zoning regulations, and regional traffic patterns.



ABOVE: *A firefighter undergoes rigorous training exercises at the Kaukauna Fire Station, showcasing SEH's dedication to developing state-of-the-art facilities, which we aim to replicate at the proposed training center.*



PARTNERSHIP APPROACH TO FIRE TRAINING FACILITY DESIGN

With emergency services projects and municipal buildings comprising nearly all of the work that we complete, our team is uniquely qualified to take on this project, and we're eager to get started on your behalf.

It is important to create a partnership in the early stages of design that pulls together our highly technical professionals with representatives from the Department who will work on this from start to finish.

The experience and professional credibility that this team brings to the process will help garner the support and respect of your communities' residents and stakeholders. We are working with several other communities on similar efforts, we understand the work involved, and we are aware of the process for successfully getting these projects completed. This work is focused on delivering 21st century facilities that solve today's complex issues within the fire service.

WITH THIS EXPERIENCE AND INSIGHT, WE HAVE INCLUDED OUR UNDERSTANDING OF SOME OF THE KEY CONSIDERATIONS OF THIS PROJECT.

YOUR FIRE TRAINING FACILITY

The previous discussions with your staff identified key needs for the Department, including training capacity and diversity of training evolutions to serve the growing community and the inclusion of training programs and facilities.

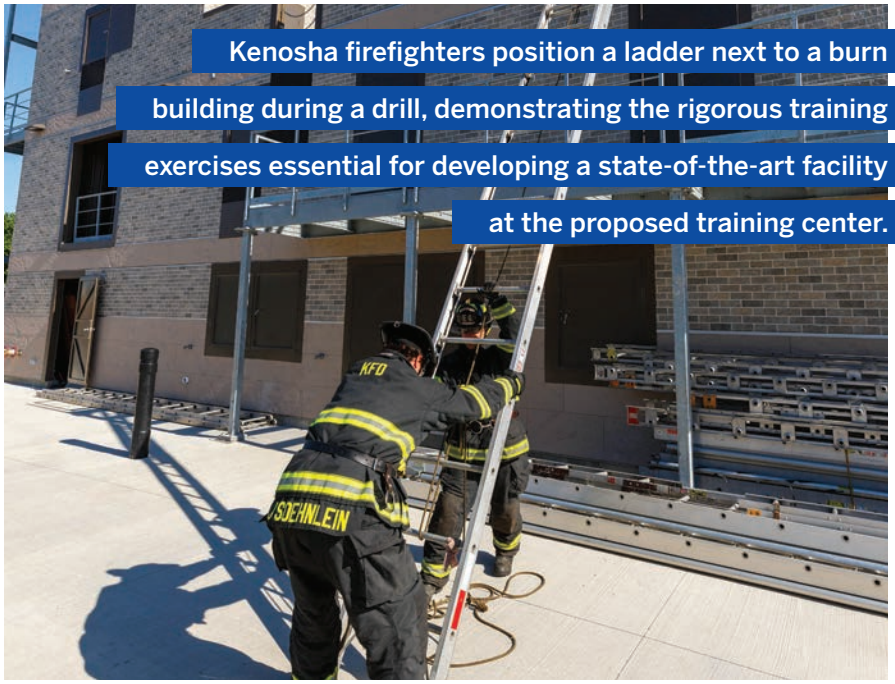
The SEH team has been following the development of the community's need for an improved fire training facility, and we understand the challenges the Department has been facing, which include:

- Efficiency of land use from the current site compounding with the evolutionary changes in the fire service industry
- Cancer prevention through decontamination
- Future-proofing the facility to accommodate the ever-growing gender mix
- Providing proper spaces for training that include more computer-based and distance learning platforms, as well as tactical fire ground and extrication areas
- Understanding the Department's needs to "future proof" your investment by assessing the needs of a demographic shift in the available work pool, as well as anticipating needs of a growing community

Additionally, recruitment in fire service is at an all-time low, magnifying the need for a facility that fosters pride in the Department and leads by example by providing an investment in staff training and professional development.

FIRE DEPARTMENT TRAINING CENTER REQUIREMENTS (NFPA #1402)

Our team will assist the Department in understanding the necessity of incorporating a fire training facility by employing an approach that addresses both current and future needs. Fire department training covers a wide range of disciplines. Identifying the appropriate requirements for the Department will begin with an evaluation of the organization's existing training program and the integration of additional attributes and training props into the design. We will also identify other stakeholders to determine their level of involvement in building a facility that meets the immediate and future needs of this project.



Kenosha firefighters position a ladder next to a burn building during a drill, demonstrating the rigorous training exercises essential for developing a state-of-the-art facility at the proposed training center.

Fire department training can range from integral training props in an active fire station up to a dedicated training and burn facility that may be used as a combined resource by other organizations and technical colleges. Our team has broad and deep experience in all these needs.

Our team will recommend building features that include classrooms for pre- and post-training briefings, as well as separate areas for classroom and IT capabilities that are isolated from live fire and water movement exercise zones. Additionally, our team will inventory other mobile training props and ancillary hardware to maximize space efficiency to be sure all training adjuncts are stored in one adjacent and common storage area. Routine maintenance and certifications of these facilities will also be factored into the design to maintain efficient operations and certification.

Below are some of the design considerations we will be asking as we move from concept to completed training center:

- What additional stakeholders will be involved in the project?
- What training disciplines will be integral to the design, live fire and smoke training, water movement, technical rescue, roof sim, etc.?
- Is this training facility to be part of it be part of the current operations facility?
- Are utilities well located to create an efficient design?
- What type of fuel will be used to create the live fire training?
- What classification of live burn facility will be necessary?

Certain features are essential for live fire training, including decontamination areas, contaminated water runoff and capture, and adherence to local building codes and ordinances. Additional considerations for live fire training include design attributes that minimize risks and reduce degradation exposure to high temperatures, steam, water pressure, and thermal expansion. Safety features such as multiple exits to on-grade areas and elevated or sub-grade training zones are crucial. Isolation of utilities in these areas is also paramount for staff safety and continued operations.

State and federal legislation require specific design and training operations. The Fire Department Public Protection Classification rating through the Insurance Services Organization (ISO) monitors fire department training. Several NFPA codes reference fire training, firefighter safety, and training requirements for fire department staff to operate at fire scenes. Our team has a comprehensive understanding of these requirements and will collaborate with the Department to efficiently meet these benchmarks.

TECHNICAL APPROACH

Our technical approach begins with meeting the department and key stakeholders to identify the overall project goals and intent. Once we have a clear understanding of expectations and buy-in from the stakeholder engagement discussion, our team will commence the discovery phase. This involves providing due diligence related to site analysis, environmental limitations such as wetlands and environmentally sensitive areas, and gaining a deeper understanding of any potential restrictions like access to site utilities or potential ingress and egress traffic flow concerns. *This effort will be considered Milestone #1 and is expected to be completed in June 2025. It will require two in-person meetings and two virtual meetings.*

Once we have a solid understanding of the background and the expectations, our team will get to work on identifying the specific facility needs and then continue with the site analysis. Identifying the size, orientation, and function of each of the integrated training areas, as well as how it relates to the overall organization of the site, is a key function of the needs assessment and site analysis. *This effort will be considered Milestone #2 and is expected to be completed between June and July 2025. It will require one in-person meeting and two virtual meetings.*

Building programming typically follows a parallel track. As the programming architects and operations specialists identify the needs, they also develop the building program for each of the individual training props that will occupy the fire ground and remaining site areas and functions. *This effort will be considered Milestone #3 and is expected to be completed between June and July 2025. It will require two virtual meetings.)*

Once the building sizes and orientation are quantified and the site development scope is identified, the architects and civil engineers will develop an overall cost analysis for the facility. This analysis will not only include the initial brick-and-mortar cost to construct the training facilities but also address costs for design, construction, equipment, and ongoing maintenance. *This effort will be considered Milestone #4 and is expected to be completed in August 2025. It will require two virtual meetings.*

Given the scope of work and available funds, it is highly likely that all improvements to the fire training ground and facilities may not be completed in one initial phase. Therefore, the design team will structure the master plan to allow for phased implementation. This approach helps ensure that future phases can be executed in the appropriate sequence, avoiding challenges or unnecessary costs associated with redoing work from previous phases. *This effort will be considered Milestone #5 and is expected to be completed in August 2025. It will require one in-person meeting and two virtual meetings.*

Once all the discovery and programming phases are complete and the master plan for the site and its implementation is developed, the consultant team will begin assembling the report, public presentation, and final deliverables. *This effort will be considered Milestone #6, the final milestone of the Comprehensive Master Plan, and is expected to be completed by September 1, 2025. It will require one in-person meeting to present the findings and two virtual meetings to plan and organize the final presentation.*

SCOPE OF WORK

The effort necessary to develop a comprehensive master plan of the fire training facility is as follows:

PROJECT INITIATION AND BACKGROUND REVIEW (DISCOVERY PHASE SERVICES)

- Conduct an initial kickoff meeting with key stakeholders to establish project objectives, goals, and expectations (use the list of stakeholders established in the initial stages of the planning process)
- Review existing site information, fire department training needs, and relevant City planning documents (zoning and land use mapping, GIS records)
- Develop a project schedule with key milestones, deliverables, and completion dates

NEEDS ASSESSMENT

- Conduct interviews and workshops with fire department personnel and other stakeholders to identify current and future training needs
- Evaluate existing training facilities and resources (if applicable) to determine gaps and opportunities
- Assess compliance requirements, including NFPA standards, ISO requirements, state and local building codes, and other applicable regulations
- Provide a summary report of findings and recommendations

SITE ANALYSIS

Perform a detailed analysis of the project site, including:

- Topographic and geotechnical evaluations (to be completed in subsequent phases prior to design)
- Infrastructure review (utilities, drainage, road access, etc.)

- Environmental and zoning considerations (wetland delineation)
- Identification of opportunities and constraints for development

FACILITY PROGRAMMING AND DESIGN

Develop a comprehensive list of required and optional training facilities, such as:

- Classroom and administrative buildings
- Live-fire training structures (burn building, flashover simulator, etc.)
- Multi-story drill tower
- Vehicle extrication and hazardous materials training areas
- SCBA training maze and confined space simulations
- Outdoor spaces for wildland firefighting and driver training
- Conceptual layouts and design options for the training center, integrating sustainable and energy-efficient features where feasible
- Flexibility for phased construction and future expansion

COST ANALYSIS

- Provide a detailed cost estimate for each proposed facility and infrastructure component
- Include a breakdown of costs for design, construction, equipment, and ongoing maintenance
- Identify potential cost-saving measures and funding opportunities, such as grants or partnerships

PHASED IMPLEMENTATION PLAN

- Develop a phased implementation strategy that aligns with budgetary constraints and operational priorities
- Include timelines for design, permitting, construction, and commissioning for each phase
- Provide guidance on minimizing disruptions to fire department operations during construction

STAKEHOLDER ENGAGEMENT

- Facilitate regular meetings with project stakeholders, including City officials, Department leadership, and community representatives
- Present progress updates and incorporate stakeholder feedback into the planning process
- Conduct public presentations or open houses (if required) to share the vision for the training center with the community

FINAL MASTER PLAN DELIVERABLES

The final deliverables should include a comprehensive master plan document with the following:

- Executive summary
- Needs assessment findings
- Site analysis results
- Conceptual designs and layouts
- Cost estimates and phased implementation plan
- High-quality visual aids, such as maps, renderings, and diagrams for presentations
- A digital and printed copy of all reports, designs, and supporting documentation

ONGOING SUPPORT

- Provide support during the proposal review process for follow-up questions or clarifications
- Remain available to assist with grant applications or funding opportunities that align with the master plan recommendations (if applicable)

SCHEDULE

Task	2025					
	A	M	J	J	A	S
Proposals Due	■					
Staff Evaluation of Proposals	■					
Board of Public Works Recommendation		■				
Council Approval of Recommended Consultant		■				
Contracting		■				
Notice to Proceed		■				
Kickoff Meeting		■				
Project Initiation (Discovery Phase)			■			
Needs Assessment, Site Analysis			■	■		
Facility Programming			■	■		
Cost Analysis					■	
Implementation Plan					■	
Stakeholder Engagement			■	■	■	
Reporting and Final Deliverables					■	■

Project Team

Our team, listed below, has a deep understanding of your goals for this project and how to plan and design top-quality fire training facilities. This team's strengths will facilitate an efficient, budget-conscious approach to the project, leading to the delivery of a successful project. The team listed will not be substituted during the course of the project without prior approval of the City.

PROJECT ORGANIZATIONAL CHART

Marshfield Fire & Rescue Department
Everett Mueller, Fire Chief

City of Marshfield
Josh Mauritz, Acting Public Works Director

Marshfield Board of Public Works
Mike O'Reilly, Chairman

Trevor Frank AIA, LEED AP®, NCARB, PMP
Project Manager, Principal in Charge, SEH

ARCHITECTURE AND DESIGN

Mark Zvitkovits AIA, LEED GREEN ASSOCIATE
Project Architect, SEH

Brian Bergstrom AIA, NCARB
QA/QC and Programming, SEH

Chuck Leipzig
Operations Specialist, SEH

ENGINEERING SERVICES

Bryce Hembrook AICP
Planner, Zoning Specialist, SEH

ENVIRONMENTAL SERVICES

Renee Cance PWS, CFM, CWS
Wetland Delineator, SEH

SUBCONSULTANTS

Brad Hartjes PE, CFM
Senior Civil Engineer, raSmith

Riley Stone PE
Civil Engineer, raSmith

TEAM RESOURCES FOR FUTURE PHASES

Matt Gundry PE
Structural Engineer, SEH

Keith Kindred PLS
Surveyor, SEH

Patrick Bray EIT
Geotechnical Engineer, Intertek-PSI

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

TREVOR FRANK AIA, LEED AP®, NCARB, PMP

PROJECT MANAGER, PRINCIPAL IN CHARGE | SEH

Trevor is a principal and senior architect with more than 33 years of experience in a wide variety of building types. His passion as an architect is to design public safety facilities that provide the necessary tools to properly train, respond, and live in the environments he creates.

EXPERIENCE

- Emergency Services Building – Black River Falls, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Discovery Center-New Library and Village Hall – Osceola, WI
- North Fire Station – Maplewood, MN
- Public Safety Facility – Bellevue, WI
- Bain School Site Fire Station – Kenosha, WI
- Fire and Emergency Medical Services Station Location Study – Fitchburg, WI
- Fire Station #4 – Kenosha, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Fire Station Design – Kaukauna, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Police and Fire Department Master Planning – Brillion, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- City Hall and Police Station Design – Kaukauna, WI
- Police Department Feasibility Study – Kaukauna, WI
- Fire Station #7 – Kenosha, WI
- New Fire Station Schematic Design – Greenville, WI
- Fire Station Study – Verona, WI
- Fire Stations 40 and 41 Renovation and Expansion – Menasha, WI
- Elkhart Lake Fire Station – Elkhart Lake, WI
- Municipal Facilities Study – Jackson, WI
- Public Safety Facility – Bellevue, WI
- Watertown Fire Station – Watertown, WI
- Building Renovation (Fox Valley Metro Police Department) – Little Chute, WI
- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Facility Assessment – Harrison, WI
- Fire Station #2 Schematic Design – Sheboygan, WI





Trevor will lead the project team, serve as the City's main point of contact, and oversee the quality of the master plan.

33
YEARS OF EXPERIENCE

EDUCATION

Master of Science
Architecture
University of Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

REGISTRATIONS/CERTIFICATIONS

Architect in WI, AZ, FL, GA, IA, IL, IN, KY, MI, MN, NC, ND, NE, OH, RI, SD, TN, and VA

Project Management Professional (PMP), Project Management Institute

LEED AP, U.S. Green Building Council

Architect, National Council of Architectural Registration Boards

AT LEFT: *Our work with Oshkosh involves transforming a former armory into a training facility to support the six active fire stations in the City of Oshkosh.*

MARK ZVITKOVITS AIA, LEED GREEN ASSOCIATE

PROJECT ARCHITECT | SEH

Mark is an architect with experience in architectural design and construction documents. He works with AutoCAD Architecture and Autodesk Revit Architecture on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings and construction administration. He works on design calculations and layout, as-built drawings, cost estimating, and shop drawing reviews.

EXPERIENCE

- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Fire Station #2 Schematic Design – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Police and Fire Department Master Planning – Brillion, WI
- Town Hall, Fire, and Police Station – Freedom, WI
- Fire Station Design – Kaukauna, WI
- North East Fire Station Design – Fitchburg, WI
- North West Fire Station Design – Fitchburg, WI
- Black River Falls Emergency Services Building – Black River Falls, WI
- Bain School Site Fire Station – Kenosha, WI
- Watertown Fire Station – Watertown, WI
- New Fire Station #6 – St. Cloud, MN
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Fire Station 2 Remodel – De Pere, WI
- Discovery Center-New Library and Village Hall – Osceola, WI
- City Hall and Police Station Design – Kaukauna, WI
- Police Department Feasibility Study – Kaukauna, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- City Center Building Evaluation/Space Needs Assessment – Whitehall, WI
- Maplewood North Fire Station – Maplewood, MN
- New Fire Station Schematic Design – Greenville, WI
- Police Department Expansion Project – Maplewood, MN
- Gunnison Valley Health EMS Facility – Gunnison, CO





Mark will lead the architectural design in the master plan for this training facility.

17

YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science
Architecture
University of Wisconsin-Milwaukee

REGISTRATIONS/CERTIFICATIONS

Architect in WI

Firefighter I/HazMat Ops, Lakeshore Technical College

LEED Green Associate, U.S. Green Building Council

PROFESSIONAL ASSOCIATIONS

American Institute of Architects

U.S. Green Building Council

International Association of Firefighters

Professional Firefighters of Wisconsin

AT LEFT: *Mark is a paid on-call firefighter who can bring his firsthand experience of the fire services industry to the design and functionality of your facility in Marshfield.*

BRIAN BERGSTROM AIA, NCARB

QA/QC AND PROGRAMMING | SEH



Brian is a senior project manager with experience leading teams in a variety of architectural related projects for both public and private clients. His responsibilities include project team coordination, development and oversight of project design, project budgets, and schedules. His primary focus is municipal public safety facilities, with project types that include fire stations, police facilities, EMS buildings, city halls, libraries, public works, office buildings, and parks and recreation facilities. Brian has extensive experience with fire station designs. He also has experience in completing building condition assessments, building renovations, and adaptive reuse of existing facilities.

Brian will support the programming of the training facility and will lead the quality management process.

EXPERIENCE

- Fire Station 6 and 7 – St. Cloud, MN
- North Fire Station – Maplewood, MN
- Fire Station and Public Safety Training Tower – Buffalo, MN
- Fire and Police Department South Station – Maplewood, MN
- Fire Station #31 – Omaha, NE
- Fire Safety Campus – Eagan, MN
- Fire Station Improvements – Osseo, MN
- Fire Station 4 – Eden Prairie, MN
- Fire Station Study – Finlayson, MN
- New Fire Station – Sauk Rapids, MN
- Hoyt Lakes Fire and Police Station – Hoyt Lakes, MN
- Fire Station and Emergency Medical Service – Dell Rapids, SD
- Griswold Fire Station – Griswold, IA
- Fire Station – Clear Lake, IA
- Madrid Emergency Services Building – Madrid, IA
- Osceola Fire Station – Osceola, WI
- North Side Fire Station – Menomonie, WI
- Elkhart Lake Fire Station – Elkhart Lake, WI
- Laramie County Fire Districts 1 and 2 Fire Station – Cheyenne, WY
- Joint Fire Station/Town Offices Building (Bennett Fire Protection District) – Bennett, CO
- Platteville-Gilcrest New Fire Station (Platteville Gilcrest Fire Protection District) – Gilcrest, CO
- Red River Dispatch Center – Fargo, ND

27

YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science
Architecture
University of Minnesota-Twin Cities

Associate of Science
Architectural Drafting
Northwest Technical Institute - Eagan, MN

REGISTRATIONS/CERTIFICATIONS

Architect in WI, AR, IA, KS, OK, MO, NC, ND, SD, TX, VA, VT, and WA

Certified Construction Document Technologist (CDT), Construction Specifications Institute

Architect, National Council of Architectural Registration Boards

PROFESSIONAL ASSOCIATIONS

American Institute of Architects



AT LEFT: *Brian led the design of the 35,000 sq. ft. Maplewood North Fire Station, which promoted firefighter safety, operational efficiency, inclusiveness, and sustainability.*

CHUCK LEIPZIG

OPERATIONS SPECIALIST | SEH



Chuck is a business development manager with years of emergency services and fire protection experience. Devoting his entire career to these services, he now works as an operations planner for fire station projects with SEH. With a fire department leadership background, he is able to recommend improvements to facilities that can increase efficiencies in areas from the apparatus bay and vehicle maintenance to dorms, training, and administrative areas. In addition to his experience in fire service, Chuck possesses the Occupation Safety and Health certification for construction safety management and oversight.

Chuck will work with design staff to optimize day-to-day operations and efficiency in the planned training center.

EXPERIENCE

- Sheboygan Station #3 Headquarters Master Planning – Sheboygan, WI
- Police, EMS, and Fire Department Space Needs Analysis – Prairie du Chien, WI
- Fire Station No. 4 – Kenosha, WI
- Oshkosh Fire Department Operations Analysis and Long-Term Needs Assessment – Oshkosh, WI
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Gunnison Valley Health EMS Facility – Gunnison, CO
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- Onalaska Fire Department Staffing and Facilities Study – Onalaska, WI

35
YEARS OF EXPERIENCE

EDUCATION

Bachelor of Science
Public Administration
Mount Senario College - Ladysmith, WI

Associate
Fire Science
Mount Senario College - Ladysmith, WI



AT LEFT: *In his role as Fire Chief, Chuck executed long-term strategic plans to add staffing, consolidate, remodel, and rebuild existing fire stations and negotiated professional service contracts with vendors and local firefighters' unions, including oversight of the build and funding procurement of two fire stations within the Kenosha Fire Department. Additionally, Chuck has completed studies in Engineering and Public Administration, and he has been the project manager of several programs.*

BRYCE HEMBROOK AICP
PLANNER, ZONING SPECIALIST | SEH



8
YEARS OF EXPERIENCE

Bryce will work with the design team to make sure the facility aligns with the City's zoning codes and ordinances.

Bryce is a planning professional with significant municipal experience. As a previous city planner, Bryce is well-versed in zoning, new development and redevelopment, comprehensive planning, master planning, bike and pedestrian planning, and permitting. Bryce works with residents and stakeholders to deliver community-minded results. Additionally, Bryce serves as the contracted City Planner for the City of Marshfield, further showcasing his knowledge and commitment to urban development. Bryce has experience compiling reports, collecting data, analyzing information, implementing recommended policies and programs, and reporting findings to the public.

EXPERIENCE

- City Planner (City of Marshfield Development Services Department) – Marshfield, WI*
- Associate Planner (City of Marshfield Development Services Department) – Marshfield, WI*
- Municipal Planning Services – Town of Brookfield, Town of Burlington, and City of Marshfield, WI
- Comprehensive Plan – Baraboo, WI
- Downtown Master Plan – Waterloo, WI

EDUCATION

Bachelor of Science
Urban Planning
University of Wisconsin-Oshkosh

Bachelor of Science
Geography
University of Wisconsin-Oshkosh

REGISTRATIONS/CERTIFICATIONS

AICP, American Institute of Certified Planners

**Experience prior to joining SEH*

MATT GUNDRY PE
STRUCTURAL ENGINEER | SEH



32
YEARS OF EXPERIENCE

Matt will provide structural engineering support throughout the planning phase as needed and would lead structural design of the future facility.

Matt is a structural engineer with experience designing highway structure projects, county highway shops, wastewater treatment plants, bridges, retaining walls, as well as numerous industrial and commercial buildings. His highway structure design experience includes hydrology and hydraulics analysis, slab, box culverts, prestress and steel girder, timber, simple and continuous spans, sheet pile, MSE block, and CIP concrete retaining walls. Matt's building design experience includes gravity, crane, wind, and seismic; main wind force resisting system (MWFRS) and components and cladding (C&C); foundations; structural and cold-formed steel; cast-in-place and precast concrete; wood, timber, and glulam; and steel connections.

EXPERIENCE

- Fire Station 31 Renovation – Neenah, WI
- Fire Station No. 15 – Oshkosh, WI
- Fire/Police Station Needs Assessment and Site Analysis Study – Rice Lake, WI
- New Fire Station – Watertown, WI
- New Fire Station – Little Chute, WI

EDUCATION

Bachelor of Science
Civil/Structural Engineering
Michigan Technological University-Houghton

REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, KY, MI, MN, NC, NH, and TN

RENEE CANCE PWS, CFM, CWS
WETLAND DELINEATOR | SEH



21
YEARS OF EXPERIENCE

Renee will guide the wetland delineation and impact mitigation process.

Renee is an environmental scientist with experience working in areas of water and natural resources for the preservation, protection and restoration of the environment. Renee is a Wisconsin Department of Natural Resources (WDNR) Assured Wetland Delineator, Professional Wetland Scientist (PWS), Certified Floodplain Manager (CFM), and a Certified Wetland Specialist (CWS). She has completed natural resources surveys, rain garden design, and wetland mitigation design and monitoring. She has permitting experience with dozens of projects involving local, state, and federal agencies. Renee has extensive experience in multiple software including HydroCAD, StormCAD, HEC-RAS, HEC-1, HEC-2, WSP-2, Access Database, and Floristic Quality Assessment Program.

EXPERIENCE

- Fire Fighting Training Area Plan and Phosphorus Removal System Design (US Army - Fort McCoy) – Fort McCoy, WI
- Municipal Building Assessment/Space Needs Analysis – Galesville, WI
- Building 1395 Expansion and Remodel (US Army - Fort McCoy) – Fort McCoy, WI
- Great River Landing Waterfront Development Phase I – Onalaska, WI

EDUCATION

Bachelor of Science
Watershed Management
University of Wisconsin-Stevens Point

REGISTRATIONS/CERTIFICATIONS

Certified Floodplain Manager (CFM), Association of State Floodplain Managers, Inc.

Certified Wetland Specialist (CWS), McHenry County Department of Planning and Development

Professional Wetland Scientist (PWS), Society of Wetland Scientists

Assured Wetland Delineator, WDNR

KEITH KINDRED PLS
SURVEYOR | SEH



41
YEARS OF EXPERIENCE

Keith will provide any needed support during planning and would be the lead surveyor for future phases of the project.

Keith is a senior associate and department head of surveying with extensive experience in the industry. Keith is responsible for the daily planning, coordination, and supervision of the survey field crews. He oversees the quality and accuracy of all survey data collection and right-of-way/property research, as well as preparation of any surveying plats, maps, and exhibits. Keith is also responsible for data collection via GPS including project planning, post processing, data interpretation, and data conversion. In addition, he is recognized as an expert in determining riparian rights.

EXPERIENCE

- New Fire Station No. 4 – West Bend, WI
- Fire Station No. 15 – Oshkosh, WI
- New Fire Station – Watertown, WI
- Fire Department Station #4 Replacement and Memorial Park Trail Head Facility – Appleton, WI
- Pewaukee Fire Station – Pewaukee, WI
- Bain School Site Fire Station – Kenosha, WI

REGISTRATIONS/CERTIFICATIONS

Professional Land Surveyor in WI and IL

BRAD HARTJES PE, CFM
SENIOR CIVIL ENGINEER | raSMITH



30
YEARS OF EXPERIENCE

Brad will lead the site planning and design for this project.

Brad specializes in water resource, municipal, and site development projects. He has focused extensively on water resource aspects, such as hydrologic and hydraulic analysis, stormwater management reviews, stormwater detention, and compensatory storage. He uses his skills in site plan development, stormwater management permitting, grading and earthwork analysis, plan and profiles, utility layout and design, wetland coordination, and geotechnical coordination to deliver success for his clients' projects.

EDUCATION
Bachelor of Science
Civil Engineering
University of Wisconsin-Platteville

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI, IL

PROFESSIONAL ASSOCIATIONS
Certified Floodplain Manager, Association of State Floodplain Managers

EXPERIENCE
- Fire Station (Liberty University) – Lynchburg, VA
- Fire Station Remodel – Neenah, WI
- Public Safety Building – Prairie du Chien, WI
- Freedom Fire Station – Freedom, WI
- Viroqua Fire Station – Viroqua, WI
- Kenosha Fire Station No. 4 – Kenosha, WI
- Kaukauna Phase IV Public Works Expansion – Kaukauna, WI
- Southpoint Commerce Park Expansion – Appleton, WI
- French Road Urbanization – Appleton, WI

RILEY STONE PE
CIVIL ENGINEER | raSMITH



7
YEARS OF EXPERIENCE

Riley will support site planning and design for this project.

Riley has primarily focused on the areas of site design, stormwater management, and flood control to solve surface water problems. He has completed drainage designs and stormwater management plans for site developments. His knowledge of stormwater requirements help to streamline the permitting process and develop successful projects.

EDUCATION
Bachelor of Science
Civil Engineering
University of Wisconsin-Milwaukee

Bachelor of Science
Physics
University of Wisconsin-La Crosse

REGISTRATIONS/CERTIFICATIONS
Professional Engineer in WI

EXPERIENCE
- Fire Station (Liberty University) – Lynchburg, VA
- Fire Station Remodel – Neenah, WI
- Public Safety Building – Prairie du Chien, WI
- Freedom Fire Station – Town of Freedom, WI
- Kenosha Fire Station 4 – Kenosha, WI
- Fire Station – Kaukauna, WI
- Municipal Service Center Expansion – De Pere, WI
- Phase IV Expansion – Kaukauna, WI
- Black River Falls Municipal Utility, Utility Operations Center – Black River Falls, WI

PATRICK BRAY EIT

GEOTECHNICAL ENGINEER | INTERTEK-PSI



10
YEARS OF EXPERIENCE

Patrick will provide geotechnical investigation, engineering, and testing services in future phases of the project, as needed.

As the Branch Manager for PSI's Kaukauna office, Patrick has over 10 years of experience in geotechnical engineering. He has been responsible for the daily management and technical oversight of geotechnical and construction testing departments; preparation and review of reports; management of field and laboratory personnel; coordination of daily schedules; and administrative and marketing responsibilities.

EXPERIENCE

- Fire Station (Liberty University) – Lynchburg, VA
- Fire Station Remodel – Neenah, WI
- Public Safety Building – Prairie du Chien, WI
- Fire Station and Training Facility – Oshkosh, WI
- East Northland Avenue Fire Station – Appleton, WI
- Oconto Falls Fire Station – Oconto Falls, WI
- Laona Rescue Unit – Laona, WI
- Underhill Fire Station – Gillett, WI

EDUCATION

Bachelor of Science
Civil Engineering
University of Wisconsin-Madison

REGISTRATIONS/CERTIFICATIONS

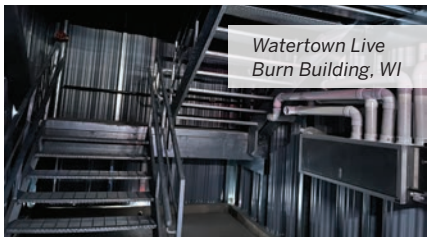
Engineer-in-Training in WI

FIRE GROUND TRAINING SITE PLANNING

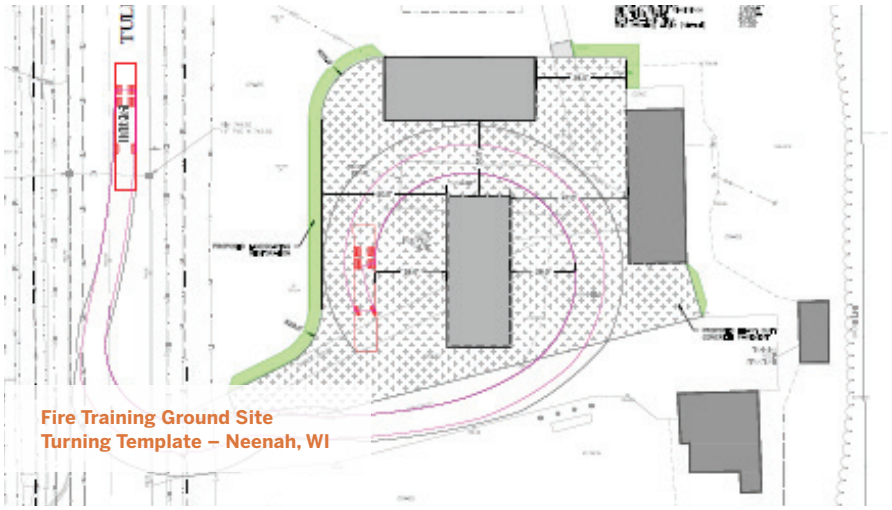
Many of the team members outlined in this section have collaborated specifically on training sites and facilities, including some of the following:



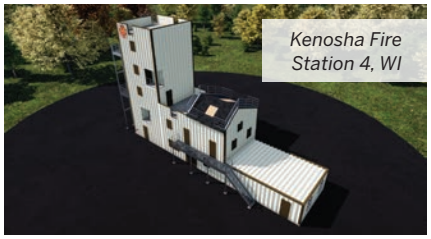
Buffalo Public Safety Tower, MN



Watertown Live Burn Building, WI



Fire Training Ground Site Turning Template – Neenah, WI



Kenosha Fire Station 4, WI



Watertown Live Burn Building, WI



Central MN Fire Training Center, St. Cloud, MN

Project Experience and References

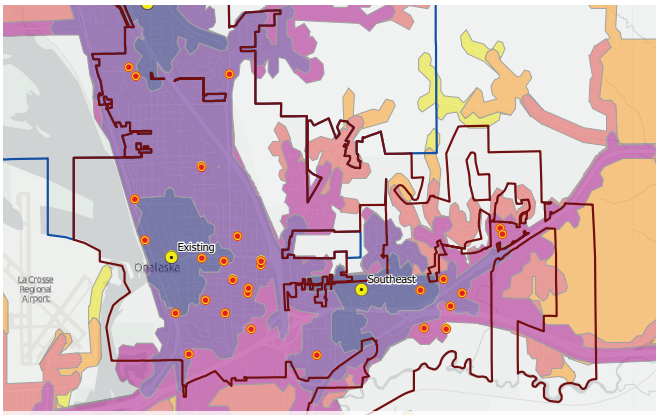
SEH has delivered fire station and public safety projects throughout the country. Our team, including our subconsultant partners, have collaborated on many of these projects, and our complementary skill sets yield positive results for the fire departments and stakeholders we served. For detailed insights, please refer to the contact references provided on each respective project page.

INTERESTED IN MORE?

CLICK THE ICONS BELOW TO VIEW EACH FULL REPORT



OPERATIONS ANALYSIS AND LONG-TERM NEEDS ASSESSMENT
Oshkosh, Wisconsin



FIRE DEPARTMENT FACILITIES AND STAFFING STUDY
Onalaska, Wisconsin



FIRE DEPARTMENT SPACE NEEDS ANALYSIS
Little Chute, Wisconsin



FIRE STATION TECHNICAL MEMO
St. Cloud, Minnesota

FIRE STATION NO. 15

OSHKOSH, WISCONSIN



The City of Oshkosh faces the same challenges many fire departments do across the United States. As the delivery of fire services to communities changes, fire departments need to adapt not only to the latest best practices but also accommodate the gender mix in firefighters entering the fire service.

The Oshkosh Fire Department (OFD) is fortunate in that they have a healthy and diverse mix of male and female firefighters. The challenge is accommodating the needs of female firefighters, as separate sleeping and showering facilities are not available in the existing Fire Station 15.

Renovations to the living quarters in the headquarters station are necessary to accommodate the influx of female firefighters. The plan calls for a complete remodel of the second floor living areas in Station 15. This includes developing private sleeping rooms, unisex showering and changing facilities, and a nursing mother's suite.

OFD is currently renovating an old armory building on Sawyer Street into a state-of-the-art training facility, with SEH assisting in this transformative project. The design and fire department teams have thoroughly reimagined the existing armory's layout, making significant alterations to both the interior and exterior of the building.

The OFD fire chief assigned specific inter-departmental staff to the project to gain insight from several diverse backgrounds. Training chiefs, operations staff, physical fitness champions, maintenance personnel, and project managers all worked closely with the SEH design team to build consensus and have a voice in the programming and design of their best-in-class training facility.

IMPLEMENTATION

The construction documents have been prepared, and the City is awaiting financing in the 2026 CIP.

REFERENCES

Mike Stanley, Fmr. Fire Chief (retired)
720.987.4743
michaelstanley0424@gmail.com

Tim Heiman, Fire Chief
215 Church Ave
Oshkosh, WI 54903
262.424.1326
theiman@oshkoshwi.gov

PROJECT SIZE

5.500 sq. ft.

KEY PERSONNEL

- Trevor Frank, Project Manager
- Mark Zvitkovits, Project Architect
- Chuck Leipzig, Operations Specialist
- Matt Gundry, Structural Engineer
- Keith Kindred, Surveyor
- Patrick Bray (PSI), Geotech

ST. CLOUD FIRE STATIONS 6 AND 7

ST. CLOUD, MINNESOTA



Station 6 front entry perspective



Training tower

SEH is assisting the City of St. Cloud with programming and site development planning of their future Fire Station 6. The station will include a live burn training facility on site. Based on proximity to an extensive trail system directly adjacent to the proposed site, the station will incorporate a trailhead, visitor parking, and restrooms that are separate from the fire station operations. SEH's architectural and site designers are working closely with planning and fire department staff to develop designated public areas around the trailhead that can operate independently of station operations, specifically the live burn tower. The goal of site layout and traffic flow is to keep the responding and returning apparatus separate and uninterrupted and to keep the live burn facility at a safe distance from public amenities.

SEH is also assisting the City of St. Cloud with the programming and site development planning of the future Fire Station 7. The future station is being developed to support growth within the City and maintain a high level of service to the community. The design of Station 7 focuses on creating spaces that promote firefighter safety and well-being, as well as efficiency and durability. A focus was placed on creating a layout that would minimize turnout times while maximizing separation of spaces to create hot, warm, and cool zones. The design includes three drive-through apparatus bays with support spaces. Decontamination and laundry facilities with clean gear storage areas, eight individual bunk rooms, a day room, a kitchen, and a fitness center are also included in the design to promote overall well-being of the users.

REFERENCE

Matt Love, Fire Chief
400 Second St S
Saint Cloud, MN 56301
320.650.3510
matt.love@ci.stcloud.mn.us

PROJECT SIZE

Station 6: 39,000 sq. ft.
Station 7: 18,000 sq. ft.

KEY PERSONNEL

- Trevor Frank, Project Architect (6)
- Mark Zvitkovits, Project Architect (6/7)
- Brian Bergstrom, Project Manager (6/7)

IMPLEMENTATION

Master planning is complete, and collateral materials were prepared for a referendum. The referendum passed.

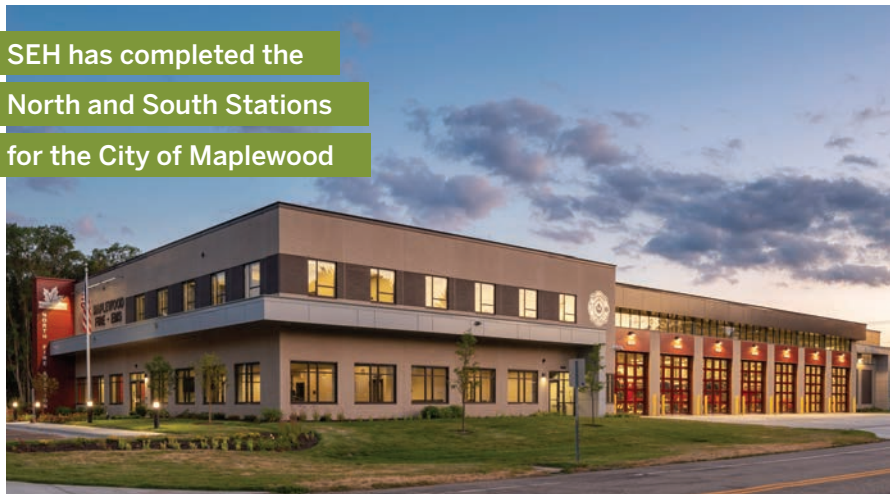


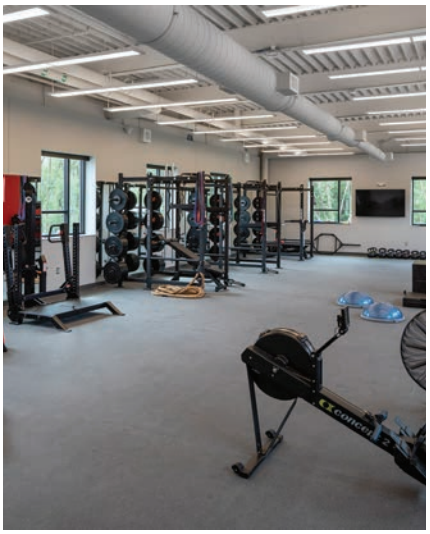
The conceptual site design was developed during the previous planning study to maximize the site's potential. The layout provides quick access to fire apparatus to 33rd Street and prominently places the fire station and trailhead to maximize visibility. The layout works with the natural topography of the site to minimize costly wetland disturbance and focused on creating ample space around the training tower to allow for apparatus placement during various training exercises.

MAPLEWOOD NORTH FIRE STATION

MAPLEWOOD, MINNESOTA

SEH has completed the North and South Stations for the City of Maplewood





The City of Maplewood made the decision to replace the existing North Fire Station facility with a modern facility that supports their current needs and long-term growth. The new 35,000 sq. ft. North Fire Station promotes firefighter safety, operational efficiency, community inclusiveness, and sustainability.

The facility serves as the fire and EMS department headquarters. The two-story fire station building includes seven drive-through apparatus bays to house the current department fleet, along with room for future expansion. The facility also includes decontamination spaces. The new station also includes a laundry/work room, clean turn out gear room, radio room, fitness room, day room, kitchen, and dormitory spaces.

The project incorporated a large community gathering room with two break-out spaces and a kitchenette to provide residents a place to gather, as well as support the department's training program.

IMPLEMENTATION

The project was designed in 2020, built in 2021/2022, and occupied in July 2022.

REFERENCE

Michael Mondor, Fire Chief
1902 E Co Rd B
Maplewood, MN 55109
651.249.2800
michael.mondor@maplewoodmn.gov

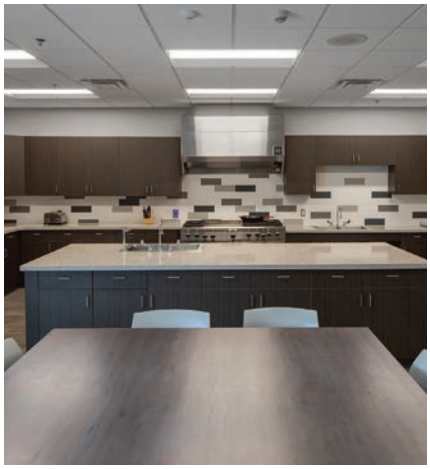
PROJECT SIZE

35,000 sq. ft.

KEY PERSONNEL

- Trevor Frank, Project Architect
- Mark Zvitkovits, Project Architect
- Brian Bergstrom, Project Manager







KENOSHA FIRE STATION NO. 4

KENOSHA, WISCONSIN





The new 29,260 sq. ft. fire and EMS station was built on the site directly adjacent to the operating station house that's being replaced. Once the new facility came on line, the existing 1964 structure was removed. The new facility acts as the department headquarters and fire training center with both academic classroom space and a training tower. The building features gender neutral accommodations for both men and women firefighters, as well as several sustainable features to reduce energy consumption and environmental impact.

The station is also home to the fleet maintenance mechanic and shop spaces. Two bays of the station are dedicated to service and maintenance of fire apparatus and equipment.

IMPLEMENTATION

The project was designed in 2020/2021, built in 2021/2022, and occupied in July 2022.

REFERENCE

Dan Tilton, Fire Chief
625 52nd St
Kenosha, WI 53140
262.653.4100
dtilton@kenosha.org

PROJECT SIZE

29,260 sq. ft.

KEY PERSONNEL

- Trevor Frank, Project Manager
- Mark Zvitkovits, Project Architect
- Chuck Leipzig, Operations Specialist
- Brian Bergstrom, Programming
- Brad Hartjes (raSmith), Civil Engineering
- Patrick Bray (PSI), Geotech





FIRE STATION 31 RENOVATION

NEENAH, WISCONSIN



The remodel of Fire Station 31 is a significant undertaking aimed at expanding the department's capacity and operations. The will enhance the functionality, safety, and efficiency of the facility, which serves as a training center, Emergency Operations Center, and living quarters for full-time firefighters. Key objectives include optimizing workflow, prioritizing health and safety with cancer prevention measures, and creating separate defined spaces for NMFR, the clinic, and technology servers. The remodel will address issues such as inappropriate room sizes, outdated interior finishings, and inadequate facilities for multiple genders.

SEH is also working with the City to future-proof the facility to accommodate a diverse workforce, including gender-neutral restroom and sleeping quarter designs. Additionally, the remodel will improve efficiency and storage capacity, re-envisioning the overall program to provide more space for gear and better separation of department spaces from other facility functions.

IMPLEMENTATION

The project is at 60% design and cost estimate stage. Bidding will take place in August 2025.

REFERENCE

Travis Teesch, Fire Chief
125 E. Columbian Ave
Neenah, WI 54956
920.470.5689
fire@nmfire.org

PROJECT SIZE

17,622 sq. ft.

KEY PERSONNEL

- Trevor Frank, Project Manager
- Mark Zvitkovits, Project Architect
- Chuck Leipzig, Operations Specialist
- Matt Gundry, Structural Engineer
- Brad Hartjes (raSmith), Civil Engineering



WATERTOWN FIRE STATION

WATERTOWN, WISCONSIN



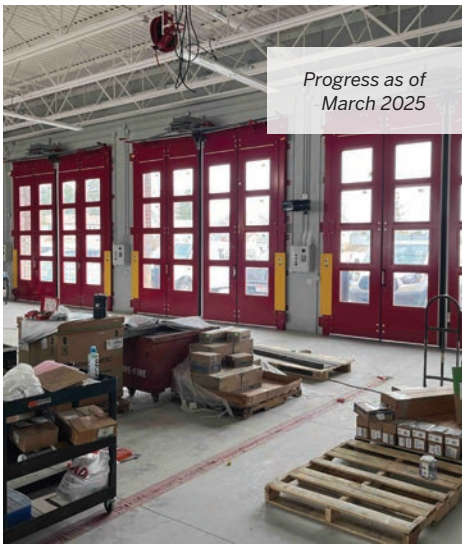
Rendering

SEH is working with the City of Watertown on the design and construction of an approximately 40,000 sq. ft. fire station that will serve the community for years to come. This site and facility will include an outbuilding that houses trailers and reserve equipment. Additionally, the site design includes the placement of a training tower that will enable the City's Fire Department to have on-site training capabilities.

The project focuses on public safety experience, wellness and safety, operational efficiency, and sustainability. The design includes training facilities and amenities, fitness spaces, decontamination areas, and gender-neutral features. The project is being executed in multiple phases: planning, design, bidding, and construction administration. SEH is working closely with community stakeholders to deliver a functional, sustainable, and cost-effective fire station that meets the City's needs.

IMPLEMENTATION

Construction is at 90%. The fire department will occupy the new fire/EMS station in early summer 2025.



Progress as of March 2025

REFERENCE

Travis Teesch, fmr. Watertown Fire Chief
125 E. Columbian Ave
Neenah, WI 54956
920.470.5689
fire@nmfire.org

PROJECT SIZE

34,787 sq. ft.

KEY PERSONNEL

- Trevor Frank, Project Manager
- Mark Zvitkovits, Project Architect
- Chuck Leipzig, Operations Specialist
- Matt Gundry, Structural Engineer
- Keith Kindred, Surveyor
- Patrick Bray (PSI), Geotech



Progress as of March 2025

Experience with the City of Marshfield

SEH has collaborated on several projects with the City of Marshfield, focusing on enhancing community infrastructure and supporting local development. Our team has worked closely with key stakeholders to provide valuable input on various initiatives, making sure that each project aligns with the City's goals and needs. The list below outlines our previous and ongoing service to the City.



Bryce Hembrook, Planner, Zoning Specialist

Having served as the City Planner in Marshfield, Bryce will enable our architectural team to more easily align with municipal codes and ordinances, helping to ensure compliance and streamlined project execution.

IN PROGRESS:

- Planning and Zoning Assistance

PREVIOUS EXPERIENCE WITH THE CITY:

- Marshfield Fire and Rescue Station
- Comprehensive Plan Workshop
- CDIG Application
- Wenzel Family Plaza Design
- Marshfield Private Development Review



Company Overview

SEH is dedicated to serving those who serve their communities. We prioritize designing top-notch facilities for firefighters and emergency response teams, supporting their well-being and enabling them to deliver the best possible service to the people who depend on them.

SHORT ELLIOTT HENDRICKSON INC. (SEH®)

SEH is an employee-owned architectural, engineering, environmental, and planning company that helps government, industrial, and commercial clients find answers to complex challenges.

Our 900-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government and helping industrial and commercial clients achieve their business goals.

PUBLIC SAFETY FACILITY DESIGN EXPERIENCE



Although experienced in a diverse mix of projects, our architects are especially experienced in public safety facilities, including fire station and training facility design as a main focus. Our integrated project teams understand how to make the most of your investment and design functional and sustainable facilities that work for those who own, use, and maintain them.

Today's fire stations and training centers reflect the fact that firefighters are an integral part of their communities. They require facilities that are welcoming to the public, yet offer a high level of security and flexibility. Having delivered public safety building projects and fire stations nationwide, SEH is at the forefront in current design trends and new technologies. Our understanding of the unique needs in emergency responsiveness, combined with our progressive design approach, allows us to provide municipalities with the experience necessary for project success.

Our staff is familiar with all aspects of the seemingly endless list of design considerations that must be addressed early in the planning process. The end result is a facility that is functional, sustainable, and brings pride to the community.

SHORT ELLIOTT HENDRICKSON INC.
founded in
1927

WE PARTNER WITH CLIENTS
in nearly every U.S. state and many Canadian provinces

EMPLOYING
900+
architects, engineers, planners, scientists, and talented professionals

WHO WORK TOGETHER TO SERVE
4 market areas: better places, mobility, clean water, and renewing infrastructure

AN IMPRESSIVE 80%
of our clients are repeat customers

CLICK OR SCAN FOR THE eBook on Fire Station Planning and Design

PAST PERFORMANCE

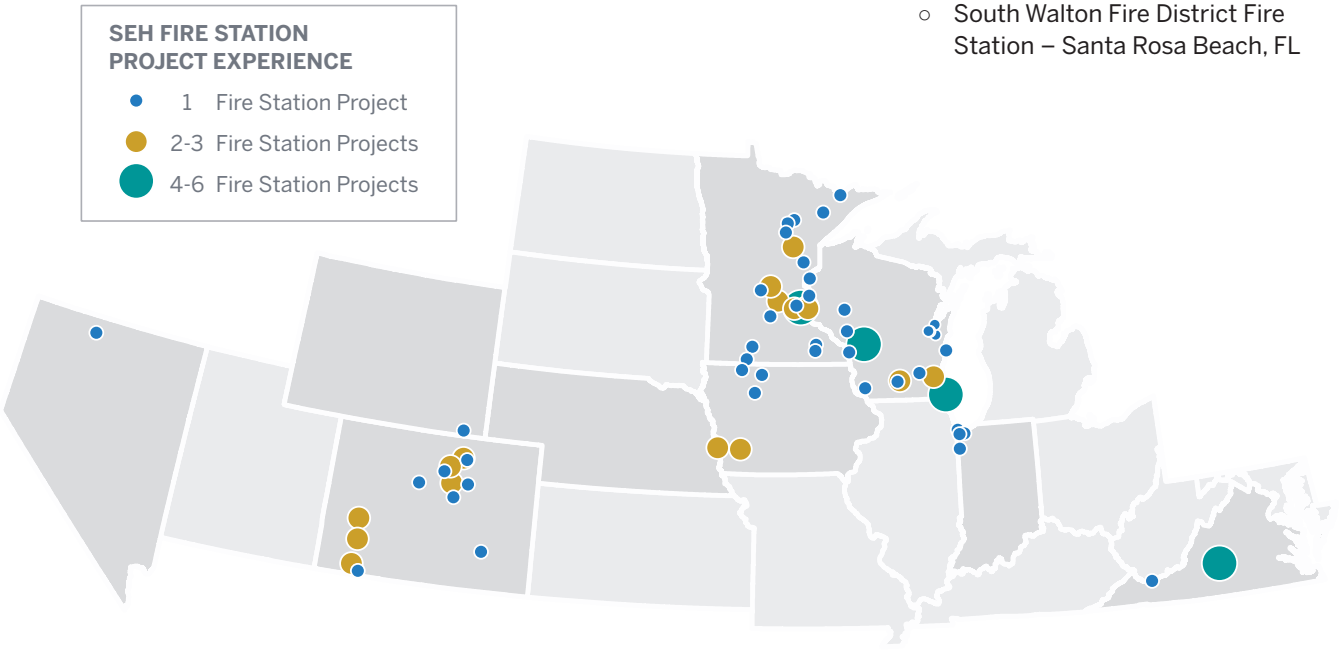
SEH has delivered fire station and public safety projects throughout the country, many with attributes and challenges similar to this project in Marshfield. Our team and subconsultant partners have successfully collaborated on numerous projects, delivering positive results for the fire departments and stakeholders we served.

COMPLETED IN LAST FIVE YEARS

- Buffalo Fire Station – Buffalo, MN
- Durango Fire Station #3 –Durango, CO
- Fire Station – Fenton, IA
- North East Station Design – Fitchburg, WI
- Fire Station #2 – Greeley, CO
- Fire Station #6 – Greeley, CO
- Fire Station #5 Addition – Ignacio, CO
- Bain School Site Fire Station – Kenosha, WI
- Fire Station #2 Schematics – Sheboygan, WI
- Fire Station #4 Improvements – Kenosha, WI
- Fire Station #7 – Kenosha, WI
- Fire Station #4 Design – Kenosha, WI
- Fire Stations 2-6 Study –Lynchburg, VA
- Fire Stations 1, 7, and 8 –Lynchburg, VA
- North Fire Station – Maplewood, MN
- Fire Station – Pewaukee, WI
- Fire Station #31 – Omaha, NE
- Fire Station #6 – Saint Cloud, MN
- Fire Station #1 Remodel – Telluride, CO
- Fire Station #5 Design – Telluride, CO
- Placerville Fire Station – Telluride, CO

IN PROGRESS

- Fire Station Design Services –Avoca, IA
- Fire Station #28 Repair – Denver, CO
- Durango Fire Station #2 – Durango, CO
- Fire Station Phase II – Frisco, CO
- Keystone Fire Station #11 – Frisco, CO
- Fire Station – Griswold, IA
- New Fire Station – Little Chute, WI
- Fire Stations #2 and #6 – Longmont, CO
- Fire Station #9 – Lynchburg, VA
- Station #5 Renovation – Lynchburg, VA
- Fire Station Renovation and Fire Training Tower – Neenah/ Menasha, WI
- Fire Station #53 – Omaha, NE
- Central Fire Training Facility – Oshkosh, WI
- Police/Fire station – Prairie du Chien, WI
- Police and Fire Station – Rocky Ford, CO
- Fire Station – Saint Cloud, MN
- Springville Fire Station – Tazewell, VA
- Watertown Fire Station – Watertown, WI
- West Bend Fire Station – West Bend, WI
- South Walton Fire District Fire Station – Santa Rosa Beach, FL



SUBCONSULTANTS

At SEH, we believe that collaboration is key to delivering exceptional results. Our relationship with subconsultants is built on mutual respect, clear communication, and a shared commitment to excellence. We select our subconsultants based on their experience and ability to meet our high standards. By fostering a collaborative environment, we make sure that every project benefits from the combined strengths of our team and our trusted partners. Together, we strive to create innovative solutions that enhance communities and improve lives.

raSMITH

raSmith is a multidisciplinary consulting firm comprising civil engineers, structural engineers, land surveyors, development managers, landscape architects, and ecologists.

Their services are focused on public and private sector client needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and traffic, surveying, construction services, and geographic information systems (GIS). They work on projects nationwide from eight locations in Wisconsin, Illinois, and California.

raSmith was founded in 1978 by the current owner and CEO, Richard A. Smith, MS, PE. Richard A. Smith, Jr. (Ricky) leads the firm as president. The firm employs a staff of 210.

raSmith has been providing site civil design on SEH fire station projects for the past six years. They have creatively solved site related issues from tight urban fire station sites to environmentally challenging suburban station sites. raSmith has contributed to the success of these fire station projects as our trusted teaming partner.

INTERTEK-PSI

Intertek-PSI provides the full range of geotechnical investigation, engineering and testing services required to support the geotechnical needs of almost any project. PSI maintains local full-service geotechnical engineering laboratories and consulting offices throughout Wisconsin to support local operations.

PSI maintains a large variety of subsurface exploration equipment and has more than 100 fully equipped drill rigs mounted on all types of carriers to allow access to virtually any site condition. More specifically, PSI owns and operates eight drill rigs and two field pressuremeter crews throughout Wisconsin.

Intertek-PSI frequently collaborates with SEH on a wide variety of projects. They are our trusted partner for geotechnical investigations for building designs and other infrastructure efforts.

Compensation and Terms and Conditions

Below, we have included a summary of the expected fees and schedule of work to complete this project.

TASK	FEE	2025				
		MAY	JUN	JUL	AUG	SEP
Kickoff Meeting	$1,200.00					
Project Initiation (Discovery Phase)	$5,000.00					
Needs Assessment, Site Analysis	$3,500.00					
Facility Programming	$4,000.00					
Cost Analysis	$2,000.00					
Implementation Plan	$3,300.00					
Stakeholder Engagement	$1,500.00					
Reporting and Final Deliverables	$4,500.00					
Subtotal (Not to exceed*)	**$25,000.00**					

Added Services (Not listed in the RFP)	
Wetland Delineation	$1,250.00
Expenses	$500.00

TOTAL PROJECT COST	$26,750.00

*Our fee will not exceed the amount shown unless additional services are requested by the client and mutually agreed upon by both parties in writing before commencement of work on the additional scope.

If the scope of work follows the effort outlined in the RFP, there are no variables that will impact the estimated cost of services. If the effort deviates from the original assignment, The City and SEH will assess the added services and mutually agree upon the revised work plan and any associated professional services fees.

There are no additional terms and conditions deemed necessary for entering into a contract with the City. SEH will negotiate a contract in good faith with the City of Marshfield whether it is the City's contract, SEH's contract, or an AIA contract for professional services.

MEMORANDUM OF UNDERSTANDING
RELATIVE TO
PROTECTIVE SERVICES TRAINING

Date: 9th day of February, ~~2020~~ 2021

"PARTIES": "CITY" City of Marshfield, Wisconsin, a municipal corporation

"DESIGNEE" Marshfield Fire & Rescue Department, a municipal department

"MID-STATE": Mid-State Technical College, a Wisconsin technical college

Background: CITY presently owns, operates and maintains the improvements and grounds located at 2615 South Vine Avenue, Marshfield, Wisconsin (the "Training Center" as depicted in attached Exhibit A) for use by the DESIGNEE for education and training of its personnel in the areas of fire protection, emergency services and related activities. MID-STATE desires to continue to offer public safety courses in areas such as fire protection, criminal justice and medical services. The PARTIES have reached agreement on the terms under which use of the Training Center shall be made available to MID-STATE for the provision of instruction and training to students in skills and techniques related to such course offerings, and wish to state their agreement in the manner and form following.

NOW, THEREFORE, the PARTIES hereby agree as follows:

1. Term. The term of this Agreement shall be ten (10) years, commencing July 1, 2021 and continuing to June 30, 2031. Thereafter, this Agreement shall automatically extend for additional consecutive three (3) year terms unless otherwise terminated. Notwithstanding the foregoing, any PARTY may terminate this Agreement effective as of July 1 of any year, provided such PARTY gives advance written notice of termination to each of the other PARTIES no later than December 31 of the preceding year.

2. Schedule of Use. The PARTIES anticipate the cooperative and complimentary scheduling and use of the Training Center in advancing their governmental functions with respect to education and training in the delivery of services in the areas of fire protection, emergency services and law enforcement. No PARTY shall make any use, nor permit any use to be made, of the Training Center which shall be inconsistent with such uses and purposes or which may interfere with the ability of the other PARTIES to advance such uses and purposes.

   During the term of this Agreement, MID-STATE shall periodically prepare a schedule of its planned use of the Training Center and submit such requested schedule to the DESIGNEE for mutual agreement as follows:

Schedule Submitted	Period Covered
April 15	June 1 – August 31
July 15	September 1 – December 31
November 15	January 1 – May 31

MID-STATE and the DESIGNEE shall confirm in writing their approval of the schedule prior to the commencement of each Period Covered.

The DESIGNEE shall have the first right to use the Training Center during available times outside of the MID-STATE approved schedule. The DESIGNEE may allow other agencies or organizations use of the Training Center during times not approved for use by MID-STATE, provided: (a) such use by other agencies or organizations shall not duplicate or compete with the programming, education or training provided by MID-STATE at the Training Center; and (b) the other agencies and organizations shall, in each and every case, provide appropriate property damage and liability insurance as well as indemnification for all PARTIES as determined by the CITY.

MID-STATE shall have the right to use the Training Center at additional times outside of the MID-STATE approved schedule provided the Training Center has not otherwise been scheduled for use by the DESIGNEE or by another agency or organization with the permission of the DESIGNEE under the previous paragraph.

During the periods of MID-STATE's permitted use of the Training Center, MID-STATE and its employees, contractors, students, licensees and invitees shall have the non-exclusive right to use of the parking area(s) on the Training Center premises.

All use of the Training Center shall be in compliance with applicable requirements of federal, state and municipal governments, National Fire Protection Code Standard 1403 and the DESIGNEE'S written guidelines, policies, protocols and practices.

3. Additions/Improvements/Maintenance. A list of projected additions and improvements to the Training Center is set forth in Exhibit B attached hereto. Such list shall be mutually reviewed, updated and prioritized by DESIGNEE and MID-STATE on or before each October 31, annually.

The PARTIES shall mutually approve, and budget for, the construction of additions, improvements and maintenance projects. The CITY shall provide a complete set of plans and drawings to all PARTIES not less than 30 days in advance of the planned date of any construction/installation at the Training Center.

MID-STATE agrees to contribute toward the costs of such mutually approved additions, improvements and maintenance projects in an amount up to the maximum sum of $25,000.00 per academic year of this Agreement. Consideration will be given by CITY for

"in-kind" resources or capital cost share to support additions, improvements and maintenance projects. If the amount contributed by MID-STATE toward total costs of the mutually agreed upon additions, improvements and/or maintenance projects for any year shall be less than $25,000, the difference may be carried forward for application by MID-STATE in a subsequent year during the term of this Agreement. MID-STATE shall have no obligation to contribute toward costs of additions, improvements or maintenance projects following termination of this Agreement.

The CITY shall be responsible for contracting and paying for the performance of all work and acquisition and installation of all additions and improvements to the Training Center. The CITY shall comply with all applicable Wisconsin statutes and regulations regarding bidding and procurement in connection with the additions and improvements to the Training Center. The CITY shall maintain appropriate records relating to such procurement.

All fixed additions and improvements shall become property of the CITY upon construction/installation. MID-STATE personal property (e.g. training materials, movable props, educational equipment) shall remain the property of MID-STATE and shall be removed from the Training Center at the end of the term of this Agreement.

4. Certified Instructors. MID-STATE shall provide certified and/or qualified instructors during its periods of use of the Training Center, some or all of whom may be off-duty City of Marshfield staff, in a ratio that satisfies the acceptable parameters established by industry and/or oversight agencies.

5. Required Equipment. Every time MID-STATE conducts public safety training which may involve a live burn at the Training Center, MID-STATE shall provide, or arrange to provide, a pumper and water source together with personnel trained in operation of said equipment and, further, shall conduct each live burn in a manner consistent with the established guidelines, protocols and practices of the DESIGNEE; provided that such guidelines, protocols and practices are substantially the same as those contained in the National Fire Protection Association Code (as the same may be amended from time to time). The DESIGNEE agrees to allow MID-STATE occasional use of one of the CITY'S pumpers, provided a pumper is available for such use and is operated by a qualified CITY firefighter.

6. Maintenance; Operational Costs. CITY shall be responsible for all general maintenance and repairs to the improvements and grounds of the Training Center, including but not limited to snowplowing, lawn maintenance, maintenance of parking lot areas and provision of onsite utilities. Except to the extent that maintenance projects may be funded by MID-STATE pursuant to the provisions of Section 3 above, all costs of maintenance, repairs and operation of the Training Center shall be at CITY expense.

7. Signage. The PARTIES agree to cost share in the design, installation and maintenance of

co-branded signage for the Training Center.

8. Insurance.

8.1 Property Insurance. The CITY shall, at all times during the term of this Agreement, keep the improvements situated at the Training Center insured against loss or damage at the full replacement cost value. The CITY shall pay all premiums thereon when due. All insurance proceeds payable as a result of any insured loss shall be used to repair loss related damage or to restore or replace the Training Center to the condition existing prior to the insured loss, absent written approval by MID-STATE.

8.2 General Liability Insurance. The CITY and MID-STATE shall each, at all times during the term of this Agreement, at its expense, keep in full force and effect commercial general liability coverage, including coverage for all operations, training activities and exercises conducted at the Training Center, including but not limited to live burns, with limits of not less than One Million Dollars ($1,000,000.00) per occurrence, and Five Million Dollars ($5,000,000.00) in the aggregate. Such insurance procured by the CITY and MID-STATE shall name the other PARTIES as additional insureds.

8.3 Certificates of Insurance; Maintenance of Coverage. The CITY and MID-STATE shall each, with respect to any insurance coverage required in this Agreement, furnish the other with certificates of insurance confirming that the insurance coverages required by this Agreement are in place throughout the term of this Agreement.

8.4 Loss and Damage. Each party shall be solely responsible, at its expense, for carrying personal property insurance sufficient to cover loss of its personal property situated at, or used in connection with operations from, the Training Center.

9. Indemnification.

9.1 Immunity. All PARTIES are governmental entities entitled to governmental immunity under law, including Section 893.80, Wis. Stats. Nothing herein is intended or shall be construed as a waiver of defenses or immunities (including the limitations of Wis. Stat. § 893.80) available under the law which any PARTY is entitled to raise, nor shall the purchase of insurance by a PARTY constitute a waiver of any such defenses and immunities.

9.2 Parties Responsible for Own Actions. Each PARTY shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees, commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each PARTY shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions,

committees, agencies, and representatives. It is not the intent of the PARTIES to waive any statutory protections or impose liability beyond that imposed by state statutes.

9.3 Employee Claims. The employees of each PARTY shall be covered by its employing PARTY for purposes of worker's compensation, unemployment insurance, and benefits under Ch. 40 of the Wisconsin Statutes.

9.4 Survival of Obligations. The obligations set forth in this Section 9 shall survive the termination or expiration of this Agreement.

10. Review and Amendment. The PARTIES acknowledge that circumstances and conditions may change over time, and that modifications to this Agreement may be required to address the evolving needs and interests of the PARTIES. Accordingly, the PARTIES agree to meet annually during the term of this Agreement, and at such other times or intervals as the PARTIES may desire, to identify, discuss and address issues or concerns relating to the operations and uses of the Training Center, the projected programming or training needs or interests of the PARTIES, and other matters of concern or interest to the PARTIES. This Agreement may be amended or modified at any time, provided any and all amendments or modifications shall be in a written form signed by all of the PARTIES.

11. No Legal Partnership or Joint Venture; No Lease. This Agreement shall not in any way establish a legal partnership, joint venture, employment, or agency relationship between the PARTIES; nor is this Agreement intended to create a lessor/lessee relationship between the PARTIES. Rather, this Agreement is intended to state the terms under which MID-STATE will have the right to use of the Training Center to provide for the instruction, education and training of its students, and the responsibility of MID-STATE to contribute toward the cost of improvements to the Training Center to facilitate such use. No PARTY shall hold itself out as a partner, agent, principal, employer or employee of another PARTY, nor shall any PARTY have the right or power to assume or create any obligations of any kind, express or implied, binding on another PARTY hereto.

12. Waiver. The waiver by a PARTY of any breach of any term, covenant, or condition herein shall not be deemed a waiver of the term, covenant or condition. No covenant, term or condition of this Agreement shall be waived by a PARTY, unless the waiver be in writing.

13. Notices. Any notice given or required to be given to the CITY shall be sent or personally delivered as follows:

City of Marshfield
207 W. 6th St.
Marshfield, WI 54449
Attn: Steve Barg, City Administrator

Any notices given or required to be given to the DESIGNEE shall be sent or personally delivered as follows:

Marshfield Fire Department
514 E. 4th St.
Marshfield, WI 54449
Attn: Scott Owen, Fire Chief

Any notices given or required to be given to MID-STATE shall be sent or personally delivered as follows:

Mid-State Technical College
500 32nd Street North
Wisconsin Rapids, WI 54494
Attn: President's Office

Any notice given by one PARTY shall be sent or delivered to each of the other PARTIES. Notices shall be deemed given when deposited in the U.S. Mail, postage prepaid and correctly addressed, certified mail return receipt requested, to the respective PARTIES or when personally delivered. Any PARTY may change its respective above-stated address by written notice to the other PARTIES.

14. Partial Invalidity. If any provision of this Agreement or any specific application shall be invalid or unenforceable, the remainder of this Agreement, or the application of the provision in other circumstances, shall not be affected, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of Wisconsin.

16. Entire Agreement. This Agreement constitutes the entire agreement among the PARTIES hereto. This Agreement may not be modified except by written document signed by the PARTIES hereto.

IN WITNESS WHEREOF, the PARTIES have hereunto set their hands and seals as of the day and year first above written.

CITY OF MARSHFIELD

By: _____
Name: Bob McManus
Title: Mayor

MID-STATE TECHNICAL COLLEGE

By: Dr. Shelly Mondeik
Name: Dr. Shelly Mondeik
Title: President

DESIGNEE

By: Deb M. Hall
Name: Deb M. Hall
Title: City Clerk

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EXHIBIT A

Marshfield Training Center



EXHIBIT B

Suggested Additions and Improvements
Per Section (3) of this Agreement, this list will be mutually reviewed, updated, and prioritized prior to October 31, annually.

Fixed Additions or Improvements

Tactical Prop House
Refurbish current props
Denver Drill Prop
Confined space upgrade
Extrication pad
Farm Rescue station
Parking space
Water training pad
Dry Hydrant installation
Apparatus bay
Burn tower
Training city
- Bank
- Gas Station
- School
- Hospital
- Retail
- Control Room

Movable Additions or Improvements

Draeger Fire Simulation System
Ropes Training Equipment
Farm Rescue Station

City of
MARSHFIELD
MEMORANDUM

To: Board of Public Works
From: Mark Kivela, Wastewater Superintendent
Date: May 5, 2025
RE: Contract approval for a condition assessment of the Northeast Pump Station's force main.

Background

The Northeast Wastewater Pump Station rehabilitation project started last week. Phase 1 is anticipated to be complete by July 15, 2025. This first phase involves installation of a vault with a tap connection into the 20" diameter force main. This will allow an in-line inspection tool to be inserted into the pipe so a condition assessment can be done.

This 2-mile long force main pipe experienced a leak on November 8, 2023 due to corrosion. Wastewater division staff noted the resulting flow anomaly and found the leak. The leak was then repaired by the city's street division staff. The sewer overflow was contained and removed by wastewater division staff by pumping the spilled waste to septic trucks which then transferred it to the treatment plant.

A condition assessment of the entire length of this force main needs to be done. Planning began shortly after the leak occurred. The city already had an engineering firm (Strand Associates) approved for planning and design of Northeast Pump Station's rehabilitations needs. The force main was within their scope of services, so they prioritized this. They began contacting and vetting pipe inspection contractors on behalf of the city. (3) experienced contractors were found that do this very specialized work. These (3) were compared based on cost, experience, methods used and data provided. All (3) required a tap connection to be installed before an assessment could take place which was then incorporated into the project design.

Analysis

Force Main Condition Assessment Contractor Comparison			
	CPM	XYLEM	PICA
Launch Vault Construction Required?	Yes	Yes	Yes
Shutdowns Required?	10 total, 15-30 minutes each	2 total, 15 minutes each	1 for 12 hours 2 for 1 hour
Ability to pass through the (5) 90-degree bends?	90-degree fittings are acceptable	90-degree fittings are low risk	90-degree fittings "should" be OK
Locate Cracks	Yes	No	No
Trace Location Accuracy	1½ feet +/- sensors placed on ground along route every 500'	3 feet +/- sensors need to connect to pipe along the route requiring excavations	Unconfirmed. sensors placed on ground along route
Inspection Cost	$245,000	$290,000	$200,000-$250,000 est.

In comparing the (3) pipe inspection contractors, PICA is not recommended due to their need for a 12-hour shutdown and bypass of the lift station. CPM Pipelines is preferred over Xylem based on the lower cost, reliability of getting through bends in the pipe and deliverable formats provided.

This Inspection is listed as CIP project #601-7418 and budgeted for a cost of $500,000 in 2025. This project will be funded from wastewater's 601 budget which is sufficient to support it. The 601 budget is entirely funded through sewer user fees and not from the city's tax base.

Recommendation

To award this condition assessment to CPM Pipelines at a cost of $245,000 and authorize staff to execute the contract.

Attachments:

Quote comparison summary
CPM Pipelines contract
Force Main overview
CPM Pipelines Acquarius in-line inspection literature

NEFM Condition Assessment Summary			
	CPM	Xylem	PICA
Technology	Ultrasonic	Acoustic + ElectroMagnetic	Acoustic + ElectroMagnetic
Tools	Cleaning Pig (3-4 runs), Inspection Pig	SmartBall - Leaks, PipeDiver - Wall Loss	Acoustic Ball -Leaks, SeeSnake -Wall Loss, Navigator - Location
	Acquarius 	PipeDiver 	See-Snake 
Launch Structure Construction Req'd?	Yes, Wye	Yes, Wye or Live Tap 12" Valve	Yes, Wye
Cleaning or Pre-Pigging Required?	Yes	No	No
FM Inspection Shutdown	Short duration (30 min for each pig launch and 15 min for each retreival). Likely 10 shutdowns	Short duration (15 min for each tool retrieval). Likely 2 shutdowns	Force Main needs to be shutdown (12 hours +/-) during the entirety of SeeSnake inspection. Short duration (1 hr +/-) shutdown required for acoustic ball launch and retrieval
Time of Travel	All pigs will travel for ~ 2 Hrs @ 1.5 fps with pumped flow. Ideally supplement sewage with creek water to maintain constant flow rate. Max flow 3,170 gpm for 20" pig	2-3 hrs for 2 Tools with pumped flow between 0.5-1 fps. Ideally supplement sewage with creek water to maintain constant flow rate	See-Snake Travels 15' per minute or 12 hours for total length. Would be pushed through main with clean water source. Tethering (pulling) is limited to 6,000 LF. Acoustic Ball 2-3 Hours with pumped flow
Tool Exit Requirement	Bar Screen @ Gravity MH	Bar Screen @ Gravity MH	Bar Screen @ Gravity MH
Pass Through Short 90 Degree Bends?	"The 90 degree fittings are acceptable"	"The bends are considered low risk for the PipeDiver, but we may need the ability to adjust flows and boost above the inspection flow rate to get through the bends if PipeDiver gets slowed down"	"We think we should be able to navigate those bends, but it would be helpful to know about the concrete thickness and if the fittings were hand mortared. We've done 20in jobs before that navigated 0.7D compact fittings such as this, so it SHOULD be ok, as long as the concrete doesn't pose a problem. The primary issue is if the fittings are either not mortared, or potentially hand mortared in a varying thickness, there could be a substantial step in the Bore ID. This combined with the bend negotiation is known to cause issues"
Pipe Wall Thickness?	Yes	Yes. Detection Threshold is 3"x3" @ 30% wall loss	Yes
Gas Pockets, Small Leaks?	Yes	Yes	Yes
Locate Cracks?	Yes	No	No
Pipe Slope?	Yes, through the hydraulic profile	If needed yes, but would require 2nd SmartBall Run	No
Fitting Wall Thickness?	No	Depends on type of fitting but possible	No
X,Y,Z Location Accuracy	1.5 feet +/- Physical markers are placed ~ 500 feet apart along the FM route that connect with a sensor on the Acquarius tool	3 feet +/-. Need 2nd SmartBall run to increase accuracy. Also need to pothole locations to install control points along the route. Developing improved accuracy of Z	Need to confirm accuracy. Above ground marker boxes and handheld GPS required to locate X,Y,Z
Lead Time	Lead time 4-6 weeks to perform inspection. Deliverable is now 10-12 weeks after inspection	Lead time is typically 4-6 weeks to perform inspection, Deliverable typically 4-6 weeks after inspection	Need contract in place ~ 1 month before mobilization and prelim results are available in 4 weeks and a final report in 10 weeks from demob.
Inspection Cost	$245,000	$290,000	$200,000-$250,000 (no formal quote received)
Inspection Bypass Cost	None (assumes can be completed in 30 min)	None (assumes can be completed in 15 min)	$40,000 (estimate)
Total Cost	$375,000	$420,000	$370,000 - $420,000
Case History	2 Projects in USA completed. Multiple in Europe last 2 years. Starting 10,000 LF - 20" FM in GA in Feb.'24	Multiple Projects Throughout USA over last 5 years, 25,000 miles inspected worldwide	Multiple Projects Throughout USA over last 5 years
Deliverable Format	Report + GIS, XLS, HTML	Report + GIS Geodatabase	Report w/ Data Table
Other Requirements	Need 75-100' slug of clean water behind pig. The UT sensors are on the back of the pig. Option to use water truck or pump from creek as long as there are no solids in the water behind the pig.	Recommend install of transient pressure monitor	Need clean water source to push See-Snake through the line for the duration of inspection
ROI Analysis? Repair Methods? External Corrosion Recommendation?	Not typically provided	Not typically provided	Not typically provided
Client Feedback	Jimmy Didehbani, Grapevine TX, 817-718-4539. Inspected 6000' 20" Bar Wrap Pipe Raw Water Main using Acqaurius smart pig. No major issues. Noted coordination with utility operators before and during inspection is crucial and required. City preferred CPM and their Ultrasonic technology over acoustic/electromagnetic technology Curtis Richards, OKC, 405-297-2627. Inspected 10,000ft 10" DI Force Main using Acquarius smart pig. No major issues besides they had to send cleaning pig through 2 or 3 times (not once). Just received preliminary report this week. The City sent out an RFP for the work, CPM was the only company that met their RFP requirements and only company that submitted a proposal. City had a wye, valve, and bypass system in place so a launch structure was not required. Acquarius technicians walked the site and utilized a sonde to track X,Y,Z during inspection.	Steve Brown, Dubuque, 563-599-9498: 12,000 LF of 42" PCCP force main pipe inspected in 2020 using SmartBall and PipeDiver. At the time, the PipeDiver was only known tool available to detect prestress wire breaks in PCCP. Only major issue was the PipeDiver got stuck at the tee at insertion. City needed to install an additional wye and valve to allow insertion during inspection. Overall, satisfied with the report and the results. City considered PICA See-Snake but it did not have the capability to detect prestressed wire breaks.	Jared Greeno, Lacrosse, 608-789-7322: 12,000 LF of 14" DI Force Main pipe inspected using the PICA SeeSnake in 2020. Required the design and construction of a launching structure ($110,000). One issue with SeeSnake that got caught up on an unknown tee that required force main shutdown, bypass and pipe replacement. PICA cost was $182,000. Inspection revealed that 800 LF of force main needed to be replaced. Utilized the Primus liner to rehab the existing force main. Overall satisfied with the report and results.

AGREEMENT

THIS AGREEMENT, ("Agreement") is made and entered into on the 29th day of May, 2024 ("Effective Date"), by and between Construction Product Marketing, LLC dba CPM Pipelines ("Contractor") and the CITY OF MARSHFIELD, ("Owner") (collectively, "Parties").

In consideration of the promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

1. **Contractor Duties**. Contractor shall perform the scope of services set forth in Appendix A of this Agreement ("Scope of Services") for the Owner in full and complete accordance with this Agreement. Appendix A is attached hereto and made a part hereof.

2. **Agreement Components**.

   A. The agreement components are this Agreement, the appendices to this Agreement, the purchase order issued by the Owner pursuant to this Agreement ("Purchase Order"), and the following documents, which are made a part hereof by reference ("Other Documents"):

      (i) None ("Document 1")

   B. In the event of an inconsistency or conflict between or among the documents referenced in this Agreement, the following order of precedence governs: (i) this Agreement, exclusive of its appendices, (ii) the appendices to this Agreement, (iii) the Purchase Order, and (iv) the Other Documents. In the event of an inconsistency or conflict between or among the Other Documents, the order of precedence is the order the documents are listed above (e.g. Document 1 governs over Document 2, Document 2 governs over Document 3, etc.).

3. **Term**. The term of this Agreement commences on the Effective Date and remains in full force and effect until Contractor has performed its obligations under this Agreement and the Owner has accepted all services in accordance with this Agreement.

4. **Schedule**. Contractor shall perform the Scope of Services in accordance with the schedule and deadlines set forth in Appendix A.

5. **Payment**.

   A. If Contractor performs its obligations under this Agreement, the Owner shall pay Contractor for the services rendered; however, the Owner is not required to pay Contractor for services that do not conform to the requirements of this Agreement. Furthermore, the total amount paid to Contractor under this Agreement, which includes any out-of-pocket expenses (including, but not limited to, transportation, mileage, lodging, and meals), may not exceed two hundred and forty-five thousand

dollars ($245,000.00) ("Payment"). The Payment may only be increased in accordance with this Agreement. Contractor shall invoice the Owner according to the procedures established by the Owner. .

B. Provided that Contractor's payment application is received by Owner, Owner shall make payment of the amount certified and approved to Contractor not later than sixteen (16) days after a payment application is certified and approved. Owner shall have thirty (30) days after it receives a payment application to certify and approve the payment application. A payment application shall be deemed certified and approved thirty (30) days after Owner receives the payment application, unless before that time Owner prepares and delivers to Contractor a written statement describing Owner's reason(s) for not certifying or approving all or a portion of the payment application. If Owner delivers such a written statement within the applicable time frame not certifying or approving only a portion of the payment application, the undisputed balance of the payment application shall be deemed certified and approved and due to Contractor.

6. **Indemnification.**

A. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend Contractor, and any agents and employees thereof from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), but only to the extent caused by the negligent acts or omissions of Contractor, a subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section.

B. The provisions of this Section survive the expiration or earlier termination of this Agreement with respect to any claims or liability arising in connection with any event occurring prior to such expiration or termination.

C. To the fullest extent permitted by law, Owner shall indemnify, hold harmless, and defend Contractor, and any agents and employees thereof from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, resulting from, and/or relating to any and all damages or defects existing at the project before commencement of Contractor's work regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

7. **Insurance.**

A. Contractor shall maintain the following minimum types and amounts of insurance throughout the term at its own expense:

(i) Commercial general liability insurance in an amount of at least One Million Dollars ($1,000,000) per occurrence, Two Million Dollars ($2,000,000) aggregate in occurrences form. This policy must include coverage for bodily injury, property damage, personal and advertising injury, products and completed operations, and contractual liability under this Agreement.

(ii) Commercial automobile liability insurance of $1,000,000 combined single limit covering all owned, hired and non-owned vehicles.

(iii) Workers' Compensation insurance as required by state law and Employers' Liability Insurance in an amount of at least $100,000 each accident, $100,000 per employee, and $500,000 for all diseases.

B. All of Contractor's insurance policies, except Workers' Compensation, must name the Owner as additional insured.

C. All policies must provide that the Owner will be provided notice at least thirty (30) days prior to any cancellation, reduction or material change in coverage.

D. Contractor shall provide the Owner with Certificates of Insurance on a standard ACORD form, or similar form acceptable to the Owner, reflecting all required coverage. At the Owner's request, Contractor shall provide copies of current policies with all applicable endorsements.

E. All insurance required must be on a primary and noncontributory basis and must be provided by responsible insurers licensed in the state in which the project sits and rated at least A- in the then-current edition of AM Best's Rating Services, or similar rating agency acceptable to the Owner.

F. Contractor hereby waives all subrogation rights of its insurance carriers in favor of the Indemnified Parties. This provision is intended to waive fully, and for the benefit of the Indemnified Parties, any rights or claims which might give rise to a right of subrogation in favor of any insurance carrier.

G. The Owner reserves the right to change or alter the above insurance requirements as it deems necessary.

8. **Concealed or Hazardous Conditions.**

A. If conditions at the Project and/or job site are (1) conditions which are materially different from the conditions identified in the contract documents, or (2) unusual or unknown conditions that are materially different than conditions typically encountered in the work provided for in the contract documents (collectively

"Concealed Conditions"), Contractor may immediately cease working and notify Owner of said condition. Contractor shall not be required to perform any further Work unless and until the parties reach a mutual written agreement with respect to the Concealed Condition and any changes in the Payment or completion time (if any) resulting therefrom.

B. If Contractor encounters hazardous materials, Contractor shall immediately stop work and notify Owner in writing. Contractor shall not return to work in or near the affected area until Owner directs Contractor to do so in writing and Owner presents a reliable third-party's report declaring the area safe.

C. Owner hereby releases, indemnifies and holds Contractor harmless from and against any and all liability, claims, bodily injury, demands or damages arising out of or related to any Concealed Conditions or hazardous materials.

9. **Access**. The Owner shall provide the Contractor and its agents with access to the necessary locations and facilities for the purpose of performing the services. The Owner shall ensure that all necessary traffic management, permits, licenses, and approvals are in place to allow the Contractor to perform its services without hindrance.

10. **Notices.** Unless and to the extent otherwise provided in this Agreement, all notices, demands, requests for approvals and other communications which are required to be given by either party to the other must be in writing and will be deemed given and delivered on the date delivered in person, upon the expiration of five (5) days following the date mailed by registered or certified mail, postage prepaid, return receipt requested to the address provided below, or upon the date delivered by overnight courier (signature required) to the address provided below.

OWNER:

[City of Marshfield

CONTRACTOR:
CPM Pipelines
3625 East Atlanta Avenue, #2
Phoenix AZ, 85040
Attn: Chris MacDonald

11. **Severability.** Should any paragraph or portion of any paragraph of this Agreement be rendered void, invalid or unenforceable by any court of law for any reason, such determination will not render void, invalid or unenforceable any other paragraph or portion of this Agreement.

12. **Due Authority.** Each party to this Agreement that is not an individual represents and warrants to the other party that (i) it is a duly organized, qualified and existing entity authorized to do business under the laws of the state in which the project sits, and (ii) all

appropriate authority exists so as to duly authorize the person executing this Agreement to so execute the same and fully bind the party on whose behalf he or she is executing.

13. **Assignment.** Contractor may not make any assignment of this Agreement without the prior written consent of the Owner. Any assignment of this Agreement contrary to this paragraph is void and confers no rights upon the assignee.

14. **Termination.**

A. This Agreement may be terminated at any time by the Owner for convenience upon thirty (30) days' written notice to Contractor.

B. The Owner may terminate this Agreement upon written notice to Contractor in the event the Contractor defaults on any of the terms and conditions of this Agreement and such failure continues for a period of thirty (30) days following notice from the Owner specifying the default.

C. Contractor may terminate the Agreement if (i) the Owner materially breaches this Agreement, or if (ii) the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the work, for any of the following reasons: issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped; an act of government, such as a declaration of national emergency, that requires all Work to be stopped; because the Owner has not made Payment and has not notified the Contractor of the reason for withholding Payment as required in this Agreement or applicable law. If one of the reasons described in this subsection exists, the Contractor may, upon seven (7) days' notice to the Owner, terminate the Agreement.

D. In the event of any termination under this Agreement, Owner shall pay Contractor for all Work executed and materials ordered. Unless the termination is by the Owner for cause, the Contractor shall also be entitled to payment for costs incurred by reason of the termination, including costs attributable to termination of subcontracts.

E. Termination of this Agreement acts as a termination of the Purchase Order and the Other Documents.

15. **Governing Law and Venue.** The laws of the state in which the project sits govern this Agreement. Venue for any action brought in court must be in the venue governing the location in which the project sits. The Parties consent to the personal jurisdiction of the aforementioned courts.

16. **Attorneys' Fees**. If any party is required to retain counsel to enforce, dispute, or litigate this Agreement, the prevailing party will be entitled to its reasonable attorneys' fees and

its reasonable costs, expenses, expert witness fees and costs, and out-of-pocket costs incurred in any dispute (collectively, "Dispute Expenses"), whether or not litigation is filed, and whether or not costs are "taxable" in court proceedings, and including pre- and post-award and pre- and post-judgment fees and costs.

17. **Amendment**. This Agreement may be amended only in writing executed by the Parties.

18. **Entire Agreement**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, whether oral or written, between them.

19. **Compliance with Laws**. The Contractor shall comply at all times with all federal, state, and local statutes, rules, regulations and ordinances, the federal and state constitutions, and the orders and decrees of lawful authorities having jurisdiction over the matter at issue (collectively, "Laws"). Contractor shall also comply with all applicable Owner policies and procedures provided Owner has given Contractor reasonable notice of such policies and procedures.

20. **Third Party Beneficiary**. Notwithstanding anything to the contrary contained in this Agreement, persons or entities not a party to this Agreement may not claim any benefit hereunder or as third party beneficiaries hereto.

21. **No Construction against Preparer of Agreement.** This Agreement has been prepared by Contractor and reviewed by the Owner and its professional advisors. The Owner and Contractor believe that this Agreement expresses their agreement and that it may not be interpreted in favor of either the Owner or the Contractor or against the Owner or the Contractor merely because of their efforts in preparing it.

22. **Captions.** Captions are for convenience only and do not control or affect the meaning or construction of any of the provisions of this Agreement.

23. **Books and Records**. Contractor shall prepare in accordance with generally accepted accounting practice and shall keep, at the address for delivery of notices set forth in this Agreement, accurate books of account. All books and records with respect to this Agreement must be kept by Contractor and must be open to examination or audit by the Owner during the term of this Agreement and for two years after completion of the term.

24. **Force Majeure and Permitted Delay.** If Contractor is delayed or hindered in or prevented from the performance required hereunder by an act or neglect of Owner, Owner's employees, Owner's agents, separate contractors employed by the Owner, changes in the Work, labor disputes not involving Contractor, fire, unusual delay in deliveries, adverse weather conditions, difficulty obtaining required building permits or other government approvals necessary for the Project, inability on the Contractor's part for reasons it could not have reasonably foreseen to obtain material through its usual channels and suppliers, failures in performance by subcontractors that Contractor could not have reasonably foreseen, loss of key employees or subcontractors due to injury or other reason the builder could not have reasonably foreseen, difficulty due to economic or other conditions in hiring

replacements for lost personnel adequately skilled to perform to Contractor's standards, unavoidable casualties, encountering Concealed Conditions or other causes beyond Contractor's control, or by other causes which Owner and Contractor agree may justify delay, then (1) the Substantial Completion date (if any) shall be reasonably extended and (2) Owner will be liable for any delay-related costs, damages or losses whatsoever incurred by, or claimed to have been incurred by, Contractor and its subcontractors and suppliers of every tier and their respective agents and representatives of every tier.

25. **Limitation of Liability**.

~~A. Notwithstanding any language to the contrary in this Agreement, Owner agrees that the liability of Contractor, its agents, subcontractors, and employees, in connection with the Work and/or the Project, resulting from any breach of this Agreement, negligent acts, willful misconduct by Contractor, its agents, subcontractors, and/or employees is limited to the total payments actually paid by Owner to Contractor under this Agreement..~~

~~B.~~A. Contractor and Owner waive claims against each other for incidental, consequential, or special damages.

~~C.~~B. Notwithstanding any language to the contrary in this Contract, no officer, director, shareholder, member, manager, beneficial owner, trustee, partner, affiliate, employee, participant, or agent of the Contractor (each a "Contractor Exculpated Party") shall be personally liable in any manner or to any extent under or in connection with this Contract. The limitation of liability provided herein is in addition to, and not in limitation of, any limitation on liability applicable to a Contractor Exculpated Party provided by law, by this Contract, or by any other contract, agreement, or instrument.

26. **No Waiver**. No provision of this Agreement will be deemed waived by either party unless expressly waived in writing signed by the waiving party. No waiver may be implied by delay or any other act or omission of either party. No waiver by either party of any provision of this Agreement will be deemed a waiver of such provision with respect to any subsequent matter relating to such provision, and the Owner's consent respecting any action by Contractor does not constitute a waiver of the requirement for obtaining the Owner's consent respecting any subsequent action.

27. **Licenses**. Contractor shall obtain any and all necessary, licenses, certifications and approvals which may be required by any government agency in connection with Contractor's performance of this Agreement. Upon request of the Owner, the Contractor shall provide the Owner with written evidence of such, licenses, certifications and approvals.

28. **Successors and Assigns**. This Agreement inures to the benefit of and is enforceable by and against the Parties, their heirs, personal representatives, successors, and assigns, including successors by way of reorganization.

29. **Subcontract**. Contractor may hire or use outside services or subcontractors in connection with the performance of Contractor's obligations under this Agreement. Contractor, as soon as practicable after award of the Agreement, shall notify the Owner of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design.

30. **Relationship of Parties**. Nothing contained herein may be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the Parties, it being understood and agreed that nothing contained herein, nor any acts of the Parties, may be deemed to create any relationship between the Parties other than the relationship of independent contractors and principals of their own accounts.

31. **Contract Adjustments.** Either party may propose additions, deletions or modifications to the Scope of Services ("Contract Adjustments" aka Change Orders) in whatever manner such party determines to be reasonably necessary for proper compliance with this Agreement. A Contract Adjustment is a written instrument agreement between Owner and Contractor stating their agreement upon: (a) the change in the work; (b) the amount of adjustment in the Payment; (c) the extent of the adjustment to the estimated substantial completion time. Contract Adjustments must be explicitly approved by both parties. Contract Adjustments may be submitted via email or paper or any other suitable medium.

32. **Acceptance**. After notice from Contractor that it has performed the services required pursuant to this Agreement, the Owner shall issue written acceptance upon the Owner's confirmation that the services have been provided in accordance the terms and conditions of this Agreement. Within seven (7) days of receipt of Contractor's notice that it has performed the services, the Owner will notify Contractor of any discovery by the Owner of a non-conformance of the services with the requirements of this Agreement ("Non-conformance"), and Contractor will have twenty one (21) days to correct such Non-conformance. The Owner's issuance of written acceptance in no way relieves Contractor of its warranty obligations pursuant to this Agreement.

33. **Warranties.** Contractor warrants to Owner that materials and equipment furnished under this Agreement shall be of good quality and new unless otherwise required or permitted by the Agreement, that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the Agreement. The Contractor's warranty excludes remedy for damage or defect caused by separate contractors, abuse, modifications not executed by Contractor, improper or insufficient maintenance, improper operation, normal wear and tear, and normal usage. No warranty shall be effective or honored until such time as Contractor has been paid in full the entire Payment. However, Owner's non-payment does not toll the commencement of the warranty period. Contractor does not warrant or guarantee the detection of all issues or defects that may exist, especially those that are hidden, difficult to detect, or not immediately apparent during the inspection process.

34. **Non-Exclusive Agreement.** This Agreement imposes no obligation on the Owner to utilize

the Contractor for all of the work and services of this type that may be needed during the term of this Agreement. This is not an exclusive agreement. The Owner specifically reserves the right to concurrently contract with other companies for similar work and services if it deems such action to be in the Owner's best interest.

35. **Contractor Personnel.** The Owner reserves the right to require Contractor to replace any persons performing services pursuant to this Agreement, including but not limited to Contractor's employees and any affiliates' or subcontractors' employees, whom the Owner reasonably judges to be incompetent, careless, unsuitable or otherwise objectionable, or whose continued use is deemed contrary to the best interests of the Owner. If Owner has such an objection, it must state the objection in writing to Contractor, and the parties shall cooperate to resolve the objection, including by removing the personnel reasonably objected to. Contractor shall receive an increase in the time to complete its work under this Agreement equal to the time reasonable required to replace or otherwise resolve issues with any objected-to personnel.

36. **Execution of Agreement**. This Agreement may be executed in any number of counterparts, each of which is deemed to be an original, and such counterparts collectively constitute a single original Agreement. Additionally, each party is authorized to sign this Agreement electronically using any method authorized by applicable law or Owner policy, including any of the following: (i) a typed name on an electronic document; (ii) an image of a physical signature sent via email, fax, or other electronic transmission method; (iii) clicking a button to indicate agreement or acceptance in an electronic signature system; or (iv) a handwritten signature that is digitally captured on a touch device such as a tablet or smartphone.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives on the day and date first above written.

_____

Contractor

_____

Address

_____

City, State, Zip

_____ BY: _____

_____ _____

Title

Attest: CITY OF MARSHFIELD ("OWNER")

_____ _____

Lois TeStrake, Mayor

_____ _____

Jessica Schiferl, City Clerk

All of the Contract Documents have been examined as to form and are approved.

_____, 2025 _____

Harold C. Wolfgram, City Attorney

Provision is made to pay the liability that will accrue under this Contract.

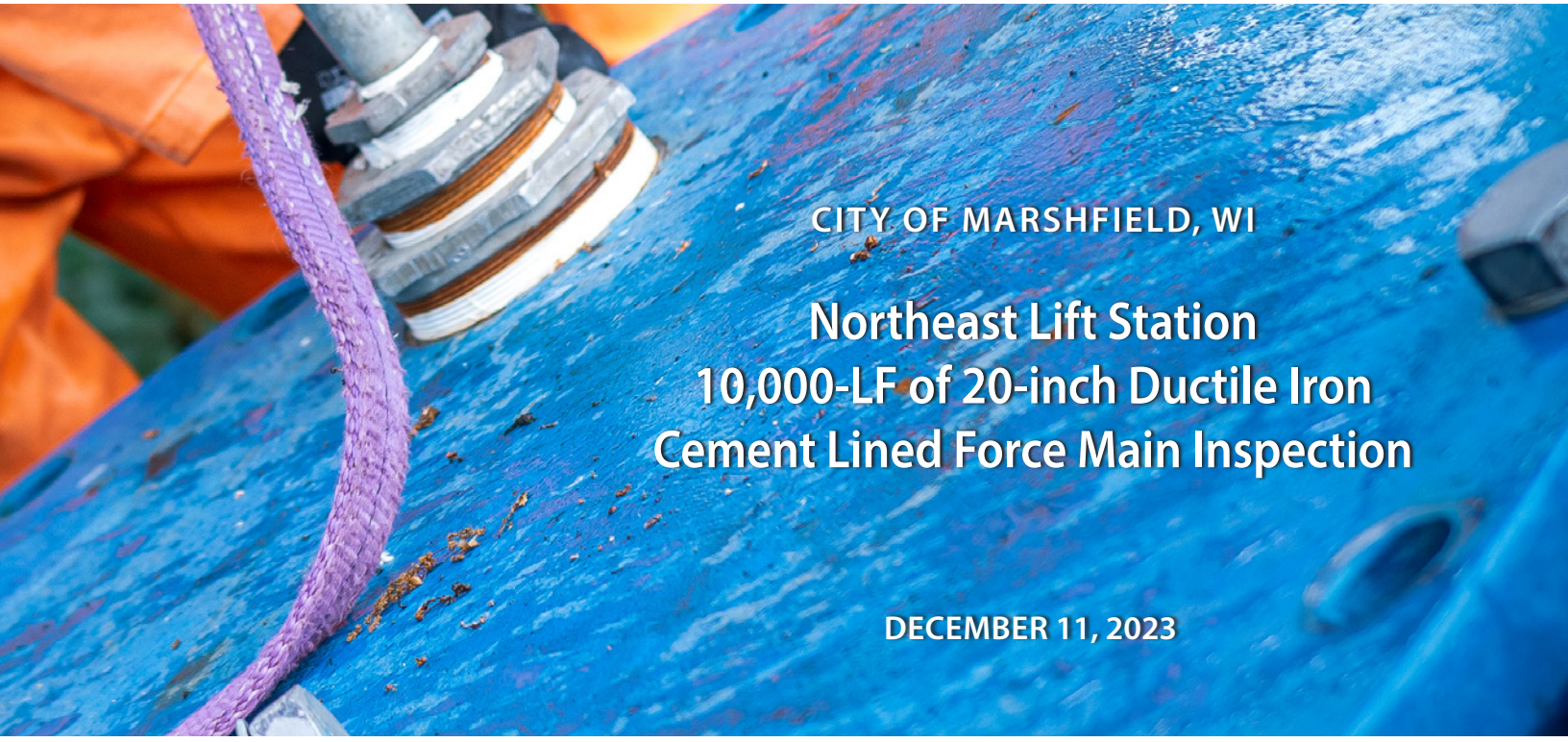
_____, 2025 _____

Jennifer Selenske, Finance Director

Appendix A
Scope of Services

BUDGETARY PROPOSAL





CITY OF MARSHFIELD, WI

Northeast Lift Station
10,000-LF of 20-inch Ductile Iron Cement Lined Force Main Inspection

DECEMBER 11, 2023

SUBMITTED TO:

STRAND ASSOCIATES®

SUBMITTED BY:

CPM PIPELINES

3625 East Atlanta Avenue, Unit 2
Phoenix, AZ 85040
480.438.1283



CITY OF MARSHFIELD, WI
2014 Northeast Lift Station
10,000-LF of 20-inch Ductile Iron
Cement Lined Force Main Inspection



BUDGETARY PROPOSAL

December 11, 2023

Strand Associates
Attn: Eric Vieth
910 West Wingra Drive
Madison, WI 53715

RE: City of Marshfield, Wisconsin
Northeast Lift Station, 10,000-LF of 20-inch Ductile Iron Cement Lined Force Main Inspection

Mr. Vieth,

CPM Pipelines (CPM) would like to thank you for the opportunity to submit a proposal for a cutting edge inspection of a force main for the City of Marshfield, Wisconsin. The focus of the inspection is a 20-inch ductile iron cement lined force main with a span of approximately 10,000-LF, that originates at the Northeast Lift Station.

CPM proudly offers unrivaled, high-resolution inspection technologies and tailored approaches for pressurized pipelines. The tool identified for pipeline data collection along the 20-inch force main is the Acquarius ultrasonic, multi sensor, in-line inspection technology. The Acquarius smart pig tool provides precise measurements for ovality, joint deflection, wall thickness, joint gap width (positive or negative), air pockets, acoustics (leaks), and XYZ mapping (1.5-ft accuracy). The soft foam construction of the tool not only allows for effortless navigation of complex geometry (bends, alignment changes), it also greatly minimizes the risk of becoming stuck in the line, reducing the risk to pipeline owners. The high-quality data, communicated through Acquaint's award-winning Pipeline Inspection Dashboard, facilitates a proactive asset management program to maintain critical infrastructure.

Information surrounding the Acquarius inspection technology is outlined on the following pages. The Acquarius description includes an approach, division of scope, deliverable content, and pricing information. Further information illustrating the value of an Acquarius inspection, and the data provided for the City of Marshfield to create an asset management program to proactively maintain their critical infrastructure for continued sustainability can be found on page 15. Included with this document is the final report from a recent Acquarius inspection performed by CPM on a 20-inch bar wrapped pipe.

As outlined in this proposal, CPM is dedicated to providing proven solutions to pipeline assessment, inspection and rehabilitation needs. If you have any questions, please do not hesitate to call me at 480.206.2309.

Kind Regards,

Chris MacDonald
President

CPM PIPELINES
3625 East Atlanta Avenue, Unit 2 ▮ Phoenix, AZ 85040 ▮ 480.438.1283
cpmpipelines.com



FIRM BIO

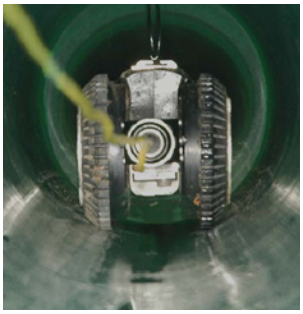
Founded in 2010, privately held and headquartered in Phoenix, Arizona, CPM specializes in providing field inspection services for pipeline condition assessment projects and specialty pressure pipe rehabilitation systems and technologies. CPM provides services in a variety of industries including municipal water and wastewater, industrial, and power through sourcing methods that include direct to client, and collaboration with reputable contractors and many national consulting firms. Our record of successful projects spans the United States from east coast to west coast, with thousands of projects focused on pressure pipe inspection and pressure pipe rehabilitation. CPM strives to introduce and pioneer new technologies previously unavailable in the United States and diligently evaluates these technologies prior to introducing them to our trusted client network. CPM is honored to have been selected by the innovators at Acquaint and ASOE to partner in North America to deliver their unique inspection and rehabilitation technologies on projects with clients nationwide.

CPM's mission is dedicated to delivering innovative, best in class products and services while prioritizing integrity, safety, loyalty and environmental stewardship. Employees are empowered to pioneer new technologies, and deliver solutions that transform how asset managers navigate complex issues. Our safety and sustainability focus ensures responsible operations that protect employees, clients, and the environment. We are solution-driven, working closely with our partners to understand their unique needs related to extending the useful life of critical assets while protecting our natural resources.

CPM is dedicated to providing innovative technologies and services, unmatched in the industry, for clients looking to proactively maintain and extend the life of their critical infrastructure. Our staff is fully trained for performing work in challenging conditions including, but not limited to, confined space entry, traffic right of way, industrial and mining sites, and underwater applications. We are equipped for pressurized pipe condition investigations that include metallic, concrete, PVC, FRP, PCCP, bar wrapped, asbestos cement and others for pipe diameters from 8-inch to over 100-inch. In addition to both manned entry, robotics, and in-line inspection tools for pipe inspections, CPM also provides installation, start-up, maintenance, and repair services for ancillary items associated with the pipelines including air valves, isolation valves, control valves, and water storage facilities.

Whether the needs of the client involve pressure pipe, gravity pipe, water, wastewater, air or gas, CPM has equipment and technologies to provide best in class inspections in addition to various point repair or full rehabilitation solutions. We have the capability to support the needs of rehabilitation projects, design, product selection, installation, and start up. Our project footprint for pipeline inspection and rehabilitation spans throughout the United States with projects completed at extreme depths up to 800-feet below grade.






CPM PIPELINES



Inspection Technology

ACQUARIUS

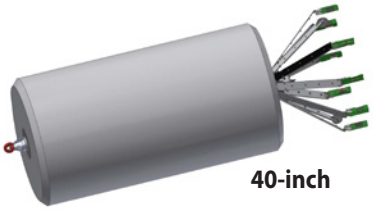
In-line Inspection Tool

With on-board ultrasonic testing (UT) circumferential scanning sensors and internal mapping unit (IMU), the Acquarius is a diverse in-line inspection tool designed to use in different types of pipes and materials. Acquarius' sensors record the condition of many miles of transmission, pressure or sewer pipelines in a single run without shut down, recording and sending inspection data to the cloud platform. The tool is designed to provide high-quality, accurate data in a wide range of applications, service conditions and pipeline environments. Collected data provides insight into the condition, risks and lifetime of the inspected pipeline. This ultra flexible, configuration friendly, and reliable tool provides wall thickness measurements, ID changes, precise pipe geometry, joint defects, leak and air pocket detection, pipe ovality, delamination, AC leaching (degradation of asbestos cement), and plots XYZ locations. Acquarius's comprehensive report helps set maintenance and management priorities based on data driven results. Asset managers can predict and repair pipeline damage before it occurs. **This proactive approach provides data driven insights to set actionable decisions with known budgets for rehabilitation, eliminating disruptive pipe breaks, and associated environmental and economic impacts.**

> "The results were impressive. In less than four hours, the tool had charted over a mile of pipeline."


8-inch


24-inch

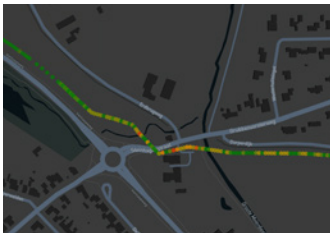

40-inch

















ACQUARIUS INSPECTION SEQUENCE

The sequencing of the inspection is broken into pre-inspection, inspection, and post-inspection phases. The tasks involved in each of these phases is summarized below.

Inspection Sequence

PRE-INSPECTION PHASE	▮ Scope Definition ▮ Project Planning ▮ Roles and Responsibilities ▮ Pig Configuration
INSPECTION PHASE	▮ Mobilization ▮ Last-Minute Risk Assessment ▮ Pipeline Cleaning ▮ Plotting Marker Points ▮ Perform Proving Run (if needed) ▮ Perform True Run ▮ Data Verification
POST INSPECTION PHASE	▮ Remover Markers/ Equipment ▮ Demobilization

St. Petersburg Acquarius inspection work plan located on pages 10-11.

By understanding the current state of the pipeline, a basis for remaining useful life determination (RUL) can be formed. Structural calculations, finite element analysis, and risk curves provide the foundation for determining remaining useful life. Capital improvement decisions can be reached based on the data including pipeline rehabilitation or replacement and which area(s) of the pipe to prioritize. The data gathered during the inspection is compiled in a straightforward report and deliverables include a geographic shape file (Shape/ GIS/RD) with the results of the inspection. A summary of information obtained as part of the inspection is included in the table on the right.

Inspection Data

Information Collected and Accuracy	Data Format
Deviating Location	GIS / XLS or HTML
XYZ Mapping (0.5 m)	GIS / XLS or HTML
Leaks (>13.0 dB)	GIS / XLS or HTML
Wall Thickness (0.49 mm)	GIS / XLS or HTML / C-scan
Joint Angular Displacement, vertical and horizontal (0.25º)	GIS / XLS or HTML per joint
Joint Gap Width (4.0 mm)	GIS / XLS or HTML per joint
Ovality (0.5%-point)	GIS / XLS or HTML
Axial Deformation (0.2 m)	GIS / XLS or HTML
Air Pockets	GIS / XLS or HTML
Debris	GIS / XLS or HTML
Wire Breaks (non-cylinder pipe)	GIS / XLS or HTML

Detailed Data Points

LOCATION DATA

Location data is obtained through magnetic, accelerometer, and gyroscopic technology. The data is calibrated and corrected by using physical markers placed along the alignment that connect with the sensor in the Acquarius tool. The markers are placed roughly 500-feet apart prior to the deployment of the tool and are not required to be placed directly above the line (within 60-feet).



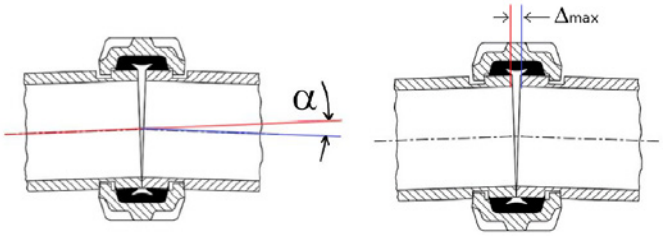
If a deviation is observed, it will be indicated in the final analysis data. Changes in the pipeline material are also detected by the tool including the location of transitions. XYZ coordinates are provided in the National Triangle Coordinate



system with the 'Z' coordinate being the deviation from the connection, causing the value to vary around the zero position. Location data is included in GIS format for the final deliverable. This information serves as a valuable addition to refine existing GIS databases with accurate geographical pipe alignment data.

JOINTS AND CONNECTIONS

The state of pipe segment connections is reported in three values: angular rotation (horizontal and vertical) and joint width. Angular rotation corresponds to the angular displacement reported per joint over 20-centimeters from



Joint Deflection Analysis

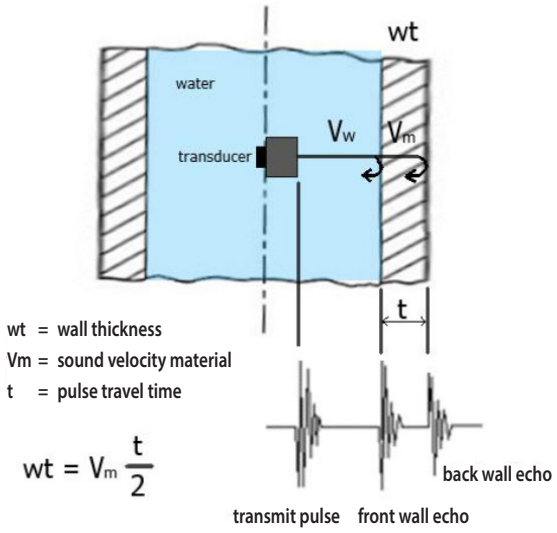
the center of the joint in both directions.

Angular joint displacement output carries a resolution of approximately 0.125 degrees with an inspection speed of about 0.2 meters per second. The angular displacement is reported in two values: horizontal (rotated left or right) and vertical (rotated up or down). Joint width is based on the distance and time traveled and the detected internal diameter change at the joint (via ultrasonic measurements). There are cases where joint width is not detected, for example, when joints are obscured by sediment or other debris. In such cases, it can be possible to determine joint width based on the amplitude of the ultrasonic signal. The detectability of joints can also be beneficial in circumstances where joints were (or were intended to be) grouted during installation and have deteriorated or failed to be grouted initially.

When joints are detectable, they are reported in the feature list of the deliverable. The accuracy of the measurement depends on the inspection speed and measurement speed.

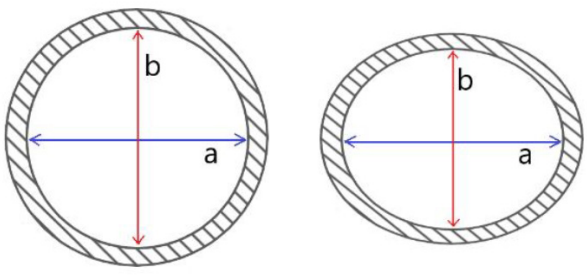
WALL THICKNESS MEASUREMENT

Ultrasonic sensors within the Acquarius tool provide data surrounding the pipeline wall thickness. The sensor measures the detection of sound reflections based on variations of the host material. The time difference between sending and receiving the signal is measured and interpreted to produce pipe wall thickness (t in the figure below) data. The speed of sound through the materials and liquids encountered is known and therefore wall thickness can be calculated. Our team of engineers and experienced operators allow for the necessary QA/QC processing of the data.



PIPELINE DEFORMATION

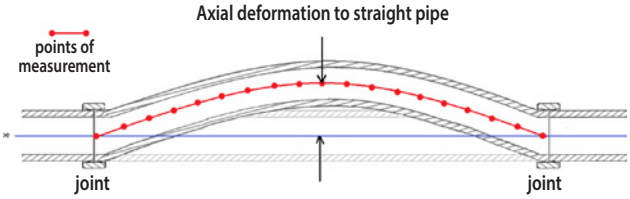
The internal diameter of the pipeline is determined based on the ultrasonic measurements. The first reflection of the sensor corresponds to the inner radius of the pipeline and therefore ovality/roundness can be detected.



Ovality/Roundness Detection



Axial deformation is also detected during the inspection based on deviations from a straight pipe. The deformation is determined per pipe section (joint to joint) as shown in the figure below.



Axel Deformation Detection

LEAK DETECTION

A hydrophone on board the Acquarius tool continuously records sound during the inspection. When local deviations of the sound spectrum are detected, its location is recorded as an area of a potential leak. When a potential leak is detected, further investigation can be utilized to determine the true nature of the anomaly.

DELIVERABLE

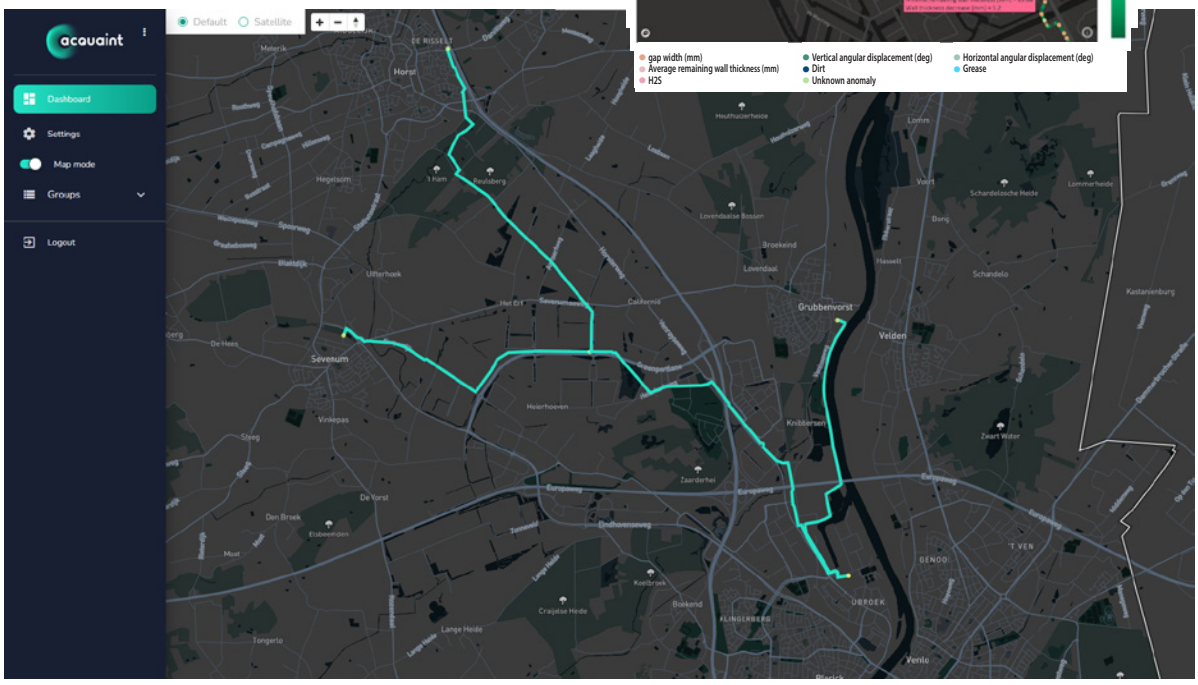
The deliverable includes a summary report including executive summary and spreadsheet of anomalies detected. As stated, it shall also include a summary of findings in GIS format. A sample output of an inspection is shown below, illustrating the various data points gathered and the geographical representation of the locations of points of interest. The data can also be reviewed through a 3D HTML dashboard containing a comprehensive overview of the pipeline anomalies.

Acquarius's sensors assess the condition of transport, pressure and sewer pipes in a single run:
https://www.youtube.com/watch?v=pG45U2mGvbg

Acquarius example deliverable



Acquarius dashboard screenshot



https://cpmpipelines.com/wp-content/uploads/2022/09/Report-Example-Acquarius-Topo-EN.html



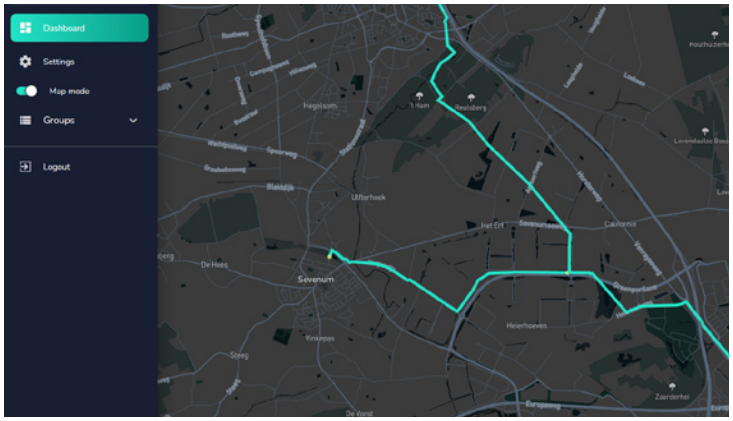
Technical Information



ACQUARIUS

	Max Flow @1.6 f/s gpm	Max DP pig	Max ID** reduction	Weight*** (pounds)	Length (feet)
8-inch	510	18 PSI	25%	55	3.2
10-inch	790	14.5 PSI	25%	99	3.4
12-inch	1,150	11.6 PSI	25%	176	3.6
14-inch	1,540	9.4 PSI	25%	264	4
16-inch	2,025	7.25 PSI	25%	330	4.4
20-inch	3,170	5.8 PSI	30%	661	4.9
24-inch	4,540	4.35 PSI	30%	1047	6
28-inch	6,160	3.6 PSI	30%	1543	7.5
32-inch	8,140	2.9 PSI	30%	2314	7.8
36-inch	10,350	2.2 PSI	30%	2976	7.8
40-inch	12,770	1.5 PSI	30%	3527	7.8

*More ranges are available. **Higher reduction possible on request. ***Weight saturated with water.





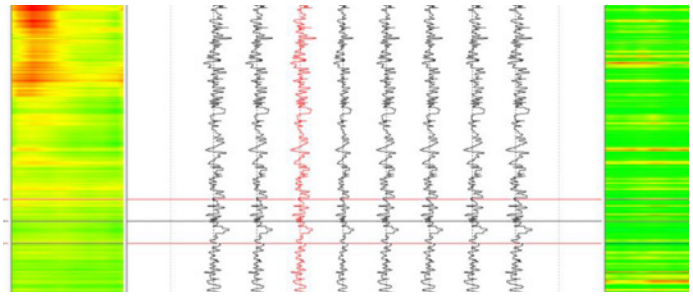


Ductile Iron Inspections

The primary challenge with any in-line inspection technology comes down to the unknown conditions and variables. When evaluating different options, understanding the value and limitations is critical in making decisions on which technology is best suited for the application. In all instances the purpose of the inspection is to obtain visibility of the system and determine where extreme degradation or damage has occurred to develop a management plan to repair, rehabilitate, or replace. Having inspection data as the cornerstone of the asset management plan ensures:

- Investments in infrastructure don't occur after failures.
- Investments in infrastructure are not premature.
- Investments are not excessive, and properly budgeted based on the remaining useful life.

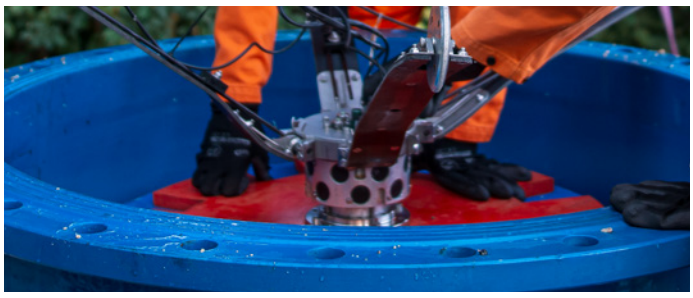
Options for evaluating the condition of cement lined ductile iron pipe are electromagnetic or multi-sensor with ultrasound based sensor technology on board. When considering electromagnetic technology, the limitations and benefits are well covered in the AWWA M77 manual of practice for condition assessment. While electromagnetic technology can deliver valuable defect detection, many factors can influence the signals and deliverables.



For decades electromagnetics have been used through various platforms to deliver wall condition data. The signals are compared to historical data, often not calibrated to the actual pipe that's undergoing inspection. These signals are interpreted by software, or highly skilled analyst to determine a level of degradation in the location where the indication has occurred. The results are subjective, and can be skewed by outside factors such as stray current, and resolution. Due to the interpretation of the data, the actual degradation is often less than reported. However, these limitations are not reasons to discontinue utilizing electromagnetics, as it has been historically proven to help provide necessary data required to focus renewal efforts.

Acquaint's Acquarius in-line inspection tool with multi-sensor technology provides precision ultrasonic measurements on a platform capable of deployment in line with minimal to no system shutdown. The technology is easily deployed through a wye or tee connection, either existing or installed for the purpose of inspection. The soft foam pig deployment system is used for swabbing the pipe, is very forgiving, allows navigation of complex geometry, and introduces minimal risk to the system as it requires a small pressure differential of 3-5psi required to travel successfully through the pipeline.

Ultrasonic technology has some limitations, however compared to electromagnetics, the measurements are absolute. Depending on the footage inspected and sensor array, millions of data points are collected to provide average thickness and minimum measurements across a segment of pipe. The measurement accuracy when detecting wall thicknesses through a single layer is 0.5mm. Through multiple layers, as in the case of cement lined ductile iron, accuracy is 1mm. Much like electromagnetics, ultrasonic technology coverage will not be 100%. Analysts have found when comparing the technologies, value of data is high, and the likelihood of locating the areas in the worst condition is also very high.



The Acquarius tool is equipped with multiple sensors including ultrasonic (UT), inertial measurement unit (IMU), magnetic field wave (MFW) and hydrophones that collect UT data in combination with other measurements to gain a



better overall understanding of the pipeline's condition. For example, cement lining missing from the interior of a pipe wall, is very visible through UT measurements, even if the metallic pipe wall is in good condition in the same area. As the liner may have recently failed, this is an area of concern, and will require repair or monitoring. If the liner is tightly bonded to the pipe wall, and thickness is similar there will be inner and outer wall reflections that will point to external corrosion occurring on the ductile iron pipe. If liners are missing indications will be highly accurate and reflect the precise measurements of the ductile iron layer. Liner that has dis-bonded from the pipe wall, but still intact, will also be reported. This data is critical to understanding the threat associated with the anomaly. Details reported will show the average and minimum lining thickness, as well as the average and minimum ductile iron wall thickness throughout the pipe alignment. Shown in figures 1-4 below.

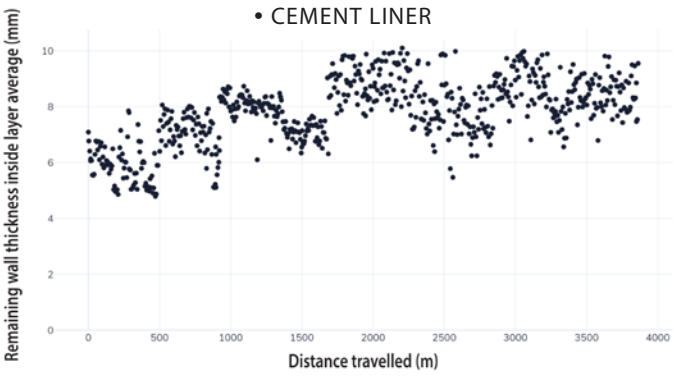


FIGURE 1

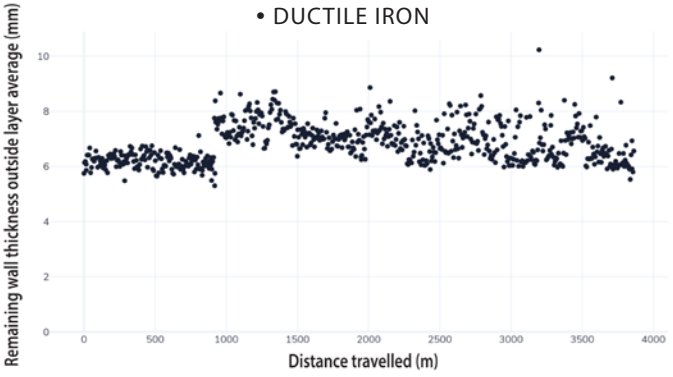


FIGURE 2

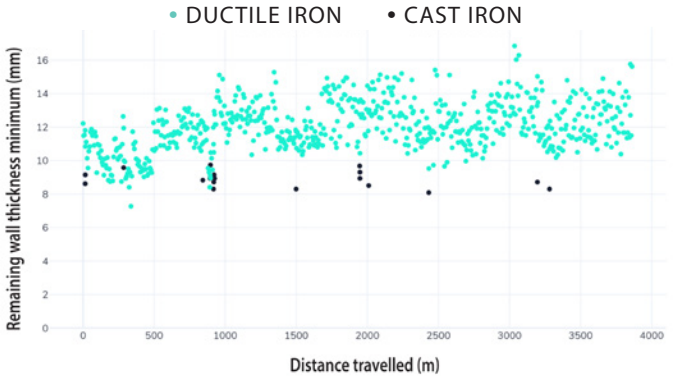


FIGURE 3

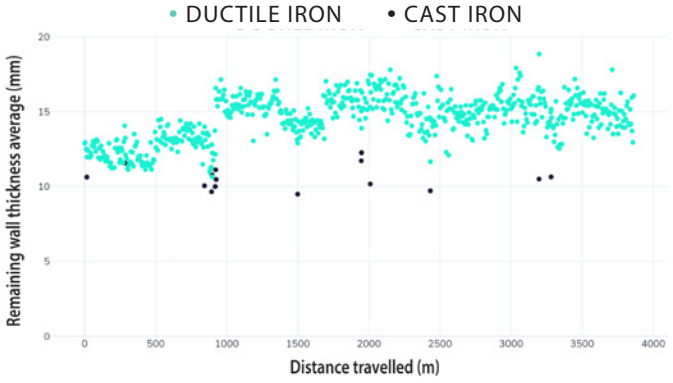


FIGURE 4

Clients often question whether every minor defect will be picked up when using the various available technologies and techniques. The answer across the board is no. The most severe areas of corrosion will be detected. Based on CPM Pipelines' experience, these locations are unchecked for many years, and are broad in reach before a failure occurs.

In addition to the information collected related to thickness of the liner and pipe material, additional information is logged. The on board IMU collects data related to joint deflection both vertically and horizontally, gaps at the joints, that could indicate a pipe was assembled incorrectly or is pushing apart from thrust forces. The data helps to calibrate and locate the defects indicated by the UT circumferentially, which is important when analyzing the cause of the corrosion or erosion in the pipe wall. The hydrophones detect active leaks, while the UT sensors detect gas pockets In addition, the multi-sensor nature of the technology collects data related to the pipeline hydraulic profile, pressure, debris in the pipe, and delivers sub meter accuracy (within 1.5 feet), and XYZ mapping that allows for highly accurate location results. Deliverables can be downloaded to the clients' GIS system.

The combination of ultrasound, inertial measurement unit, hydrophones, and magnetic field wave technologies in a single inspection run, yields results and data collected that provide a valuable road map to efficiently managing and maintaining critical pipeline assets. This is what truly sets the Acquarius tool apart from other electromagnetic technologies that collect wall defects without additional data to quantify the results obtained.





Work Plan

1. Job Walk and Planning

- Owner
- Strand Associates
- CPM

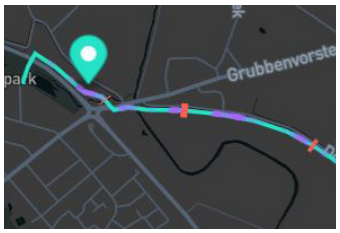
2. Mobilization

- CPM Pipelines (three technicians and field service).
- Acquaint (two person technical team).

3. Lift Station Modifications

- Remove 90 degree bend as shown in Figure 1 on page 13, and replace with a 22 degree bend and pig launching tube (owner). Temporary shut down required, and scaffolding and hoisting equipment to maneuver the materials in place and install the launch tube. CPM will assist with coordination and logistics.
- Owner to provide water source to connect 6-inch pump, and provide clean water for launching pigs.









4. Cleaning of Force Main (CPM)

- Utilize soft foam pigs to gradually clean the force main.
- Launch two pigs in series (soft foam) from Northeast Lift Station, and retrieve at down stream manhole.
- Continue to launch two pigs in series until the main is clean enough to inspect (including three days).
- Monitor the condition of all cleaning pigs to identify potential issues when launching proving and live inspection pigs.

5. Launch and Retrieve Pilot Pig

6. Launch and Retrieve Inspection Pig

- Track all pigs during cleaning, pilot and inspection process.
- Pigs will be retrieved at downstream manhole.
- Verify data.
- Perform QA/QC on collected data.
- Demobilize and report in 4-6 weeks.



ACQUARIUS SCOPE OF WORK

CPM Pipelines

- Provide cleaning, proving, and inspection pigs.
- Mobilize inspection team.
- Perform the launch and retrieval of the tool.
- Verification of data before any equipment or personnel leaves the site.
- Production of inspection report (4-6 weeks after inspection).
- Project planning including scheduling, identification and selection of necessary equipment, determination of launch/retrieval points. Insertion at Northeast Lift Station, and retrieval at downstream manhole.
- Pre-cleaning of the force main prior to Acquarius inspection.
- Client to provide a water source capable of pushing the inspection pig into the line, at which point the existing system can be activated to propel the pig through the line. CPM to collaborate for the necessary pressure/pump/flow requirements. Anything above a 6-inch pump to overcome the force main head will be at an additional charge.





Strand Associates or Client

- Facilitate throttling/manipulation of the force mains flow to 1-2 feet per second, and valve actuation.
- Obtain/provide permits and necessary traffic control.
- Make necessary lift station modifications to isolate valves, remove and replace the 90 degree bend with a 22 degree bend and pig launching tube (owner). Temporary shut down required, and scaffolding and hoisting equipment to maneuver the materials in place and install the launch tube. CPM will assist with coordination and logistics.

Click on video below to see Acquarius in action.









Budgetary Pricing

ACQUARIUS

10,000-LF of 20-inch In-line Inspection.....$245,000

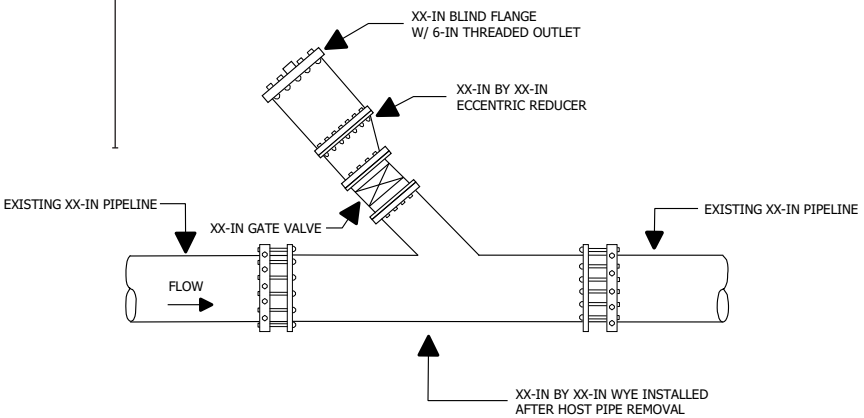
Budgetary Rehabilitation Pricing

10,000-LF of 20-inch
BulletLiner System® Type W.....$4,200,000

1,000-LF of 20-inch
BulletLiner System® Type W.....$700,000

Detailed information about BulletLiner System® FFRP trenchless rehabilitation is included in the appendix, page 16.

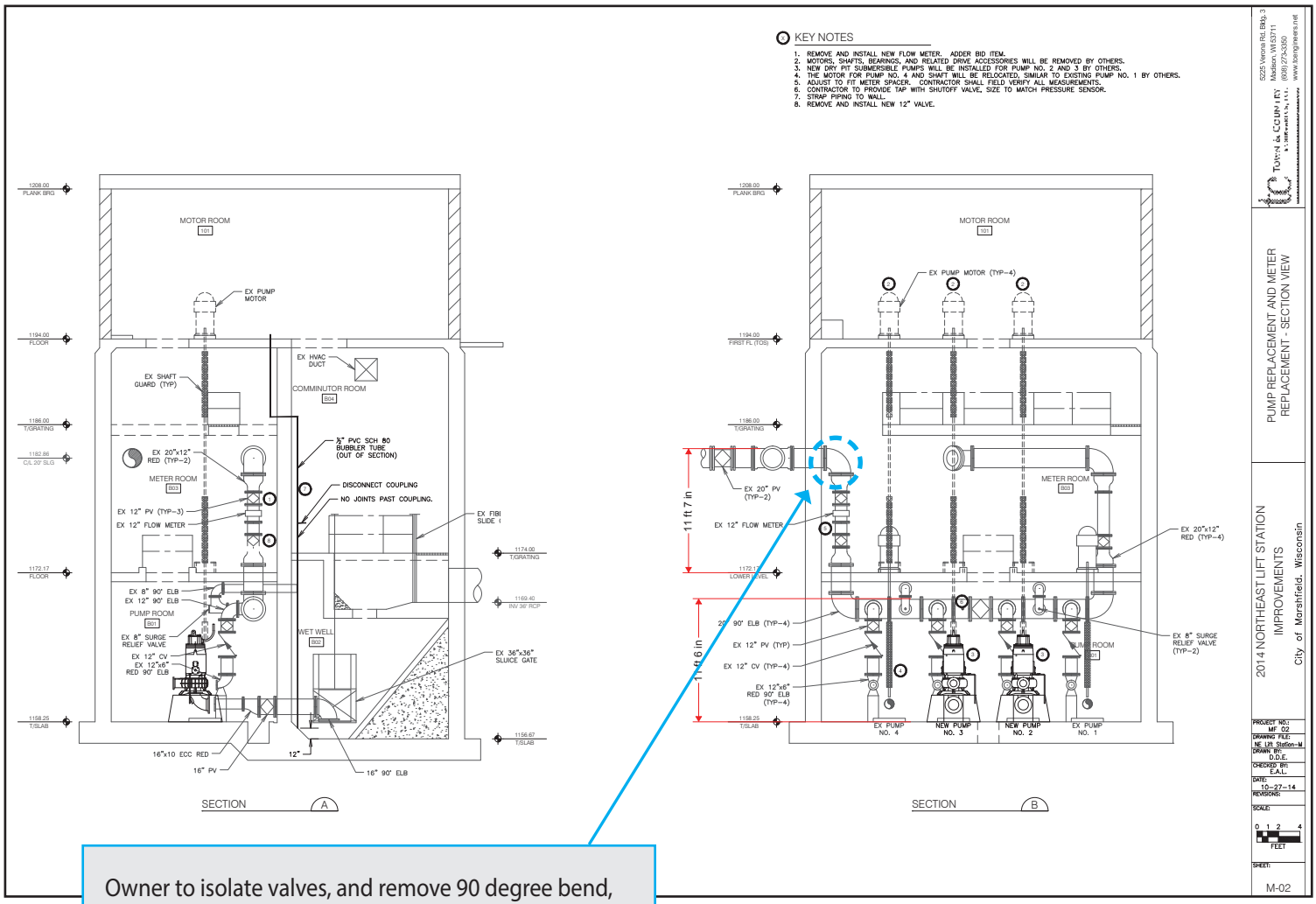
Example Acquarius Launch Apparatus



CPM PIPELINES



Figure 1: Lift Station Modifications



Owner to isolate valves, and remove 90 degree bend, and replace with a 22 degree bend and pig launching tube. Temporary shut down required, and scaffolding and hoisting equipment to maneuver the materials in place and install the launch tube. CPM will assist with coordination and logistics.


ACQUARIUS
PROACTIVE
ASSET
MANAGEMENT
PROGRAM



10-miles of 24-inch critical pressure pipe providing water or wastewater services to a local community.

Per the standard of pressure pipe maintenance throughout the U.S. these critical assets have received little to no maintenance since construction.

CONSTRUCTED

1994



CAPITAL IMPROVEMENT

Air release valves (ARVs) tend to be the only visible component to critical pressure pipes. Hydraulic and pump deficiencies are indicators that pipelines are operating inefficiently making ARVs an appropriate and functional initial capital improvement.

$1,500 - $5,000 each plus install
(dependent upon diameter and geography)

ARV REPLACEMENT

2023

2023



HIGH LEVEL SCREENING ASSESSMENT

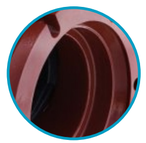
Floating sphere technology e.g. INGU Pipers®

Budgetary: **$15,000 - $150,000**

Deliverable: Air pockets, leak detection, anomaly detection, hydraulic profile, debris survey, and baseline pipe wall condition survey.

Does not provide information related to the following: wall thickness, joint gap width, axial deformation, manufacturing defects, longitudinal defects (cracking, spalling, etc. in lined pipe), circumferential defects, delamination or disbonding of inner liner to inner core (PCCP, RCCP, BWP, DI etc.), or sub-meter XYZ mapping of the pipelines.

Note: Typically this approach requires additional validation requirements to determine wall thickness measurements on metallic pipes, which further require excavations to create access to the pipe wall, where air pockets or metallic anomalies are detected. Recommendations are generally limited to leave in place, full rehabilitation or replacement.



CAPITAL IMPROVEMENT

30-year old butterfly valves (BFVs) replacement with gate valves to facilitate current and future in-line inspections and proceed with proactive asset management plan.

$15,000 each plus install

Example: 24-inch gate valve plus appurtenances.

BFV REPLACEMENT

2023



ACQUARIUS IN-LINE INSPECTION

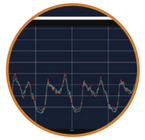
- Obtain accurate pipeline condition with wall thickness, joint health, lining integrity and accurate GIS mapping.
- Confirm structural adequacy, identify areas of concern and areas to monitor going forward.
- Establish maintenance, or find and repair utilizing a surgical approach with budgeting as warranted.
- Propose re-inspection frequency based on results of initial inspection. The value of an asset management programmatic approach increases exponentially over time as subsequent inspections are completed and data is compared to previous inspections.
- Executive Summary and HTML dashboard portions of deliverables will allow utility to convey raw water line integrity to leadership and key stakeholders as needed.

$7-10 per LF (not including civil)

ACQUARIUS IN-LINE INSPECTION

2023/24

REACTIVE SCENARIOS ------> CATASTROPHIC FAILURE



LEAKS

Loss of pressure and water supply. May take months or years to identify existence and locate. Scheduled repair cost of :

$100,000 - $200,000

POSSIBLE OUTCOMES WITH UNPREDICTABLE EXPENSES

- Logistics of bringing in alternative water source.
- Emergency and failure assessment could take up to one week.
- Emergency procurement of contractor and materials.
- Requisite pipeline assessment and viability efforts.
- Unknown social, environmental and political costs – unquantifiable.

FULL REPLACEMENT

DIG AND REPLACE

Absent inspection. Full replacement with traditional pipeline materials and methods with 50-year design life. The design may be substantially decreased if pro-active asset management is not undertaken. The estimated replacement cost is based on an actual replacement with ductile iron pipe.

$60,000,000



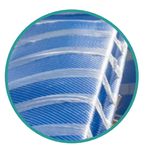
SCHEDULED POINT REPAIRS

Find and repair based on inspection data.

$25,000 - $50,000
per repair

Longevity 50-years. Dependent upon location and accessibility. Repairs may require numerous pits and disruption.

2024



SCHEDULED SURGICAL PIPE REHABILITATION

Find and repair based on inspection data.

$750,000 - $1,000,000
1,000-LF

50-year design life. Environmentally friendly with minimal disruption to surrounding community.

2027



SCHEDULED ACQUARIUS IN-LINE INSPECTION

As necessary improvements are made through a proactive critical infrastructure protection plan working in conjunction with an asset management plan, inspection cost decreases significantly over time and the life of critical buried pipelines are extended without full replacement. This proactive approach dramatically lowers the carbon footprint of the operator, and is environmentally friendly and sustainable over the life of the asset.

$6-8 per LF
(not including civil)

2030

FULL REHABILITATION

BULLETLINER SYSTEM BY ASCE

Full flexible fabric reinforced pipe (FFRP) rehabilitation with a 50-year renewal, and a 5-year material warranty.

$20,000,000

CPM Pipelines continues to partner and collaborate for future inspection and rehabilitation needs as warranted.

Acquarius Proactive Asset Management Program

CPM PIPELINES

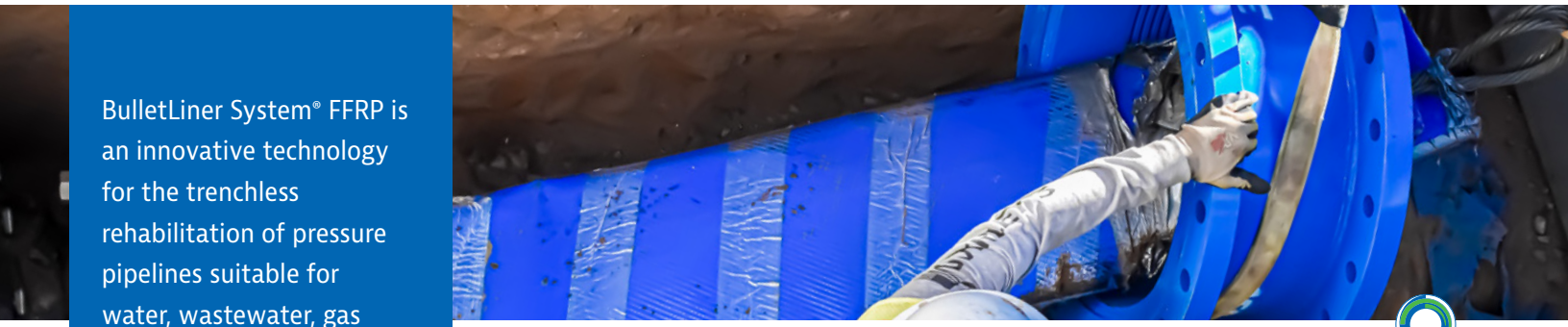
Based on 2023 price structure.

Water: The Invaluable Natural Resource



APPENDIX:
BulletLiner System®





BulletLiner System® FFRP is an innovative technology for the trenchless rehabilitation of pressure pipelines suitable for water, wastewater, gas and oil. The liner is flexible, foldable and light with the material strength of a steel pipeline. Due to the extreme flexibility it opens up a variety of rehab applications without having to trench and remove pipeline around your city or commercial property. Installation requires two small excavation pits or access points for rehabilitating a deteriorated section of pipe. This reduces the conventional pipeline replacement noise, traffic disturbances, time-consuming reconstruction as well as environmental and economic impacts to surrounding landscape and businesses. NSF 61 certified and suitable for the transportation of various liquids including potable water, reclaimed water, wastewater; with drinking water approvals in numerous countries.

NSF 61

BULLETLINER SYSTEM BY ASOE

Technical Specifications

Nominal Host Pipe ID (inches)	Independent Operating Pressure (PSI)	BulletLiner System® Wall Thickness (inches)	Maximum Manufactured OD	Max. Expanded OD at Independent Operating Pressure	Tensile Strength (tons)	Weight (lbs./foot)
2	305	0.14	2.1	2.1	8	0.44
3	305	0.14	3.2	3.3	12	0.77
4	232	0.20	4.2	4.4	18	0.91
5	232	0.20	4.8	5.0	26	0.99
6	232	0.20	6.0	6.3	27	1.48
8	232	0.24	7.6	8.0	28	1.65
10	232	0.24	9.6	10.0	49	2.69
11	232	0.24	10.4	11.0	54	2.96
12	232	0.24	11.5	12.1	58	2.69
14	145	0.24	13.5	14.2	63	3.49
14	**232**	**0.24**	**13.5**	**14.0**	**91**	**3.49**
16	145	0.23	15.5	16.3	75	4.27
16	**232**	**0.24**	**15.5**	**16.0**	**107**	**4.27**
18	145	0.24	17.4	18.4	105	5.17
18	**232**	**0.24**	**17.4**	**18.0**	**119**	**5.17**
20	145	0.26	19.4	20.4	117	6.11
20	**232**	**0.26**	**19.4**	**20.1**	**129**	**6.11**
24	87	0.31	23.0	24.2	152	7.19
24	**145**	**0.31**	**23.8**	**24.6**	**152**	**7.19**
28	87	0.31	27.2	28.6	180	9.18
28	**145**	**0.31**	**27.2**	**28.5**	**180**	**9.18**
30	87	0.31	29.3	30.9	195	9.58
30	**145**	**0.31**	**29.3**	**30.3**	**195**	**9.58**
32	87	0.31	30.9	32.6	212	10.21
32	**145**	**0.31**	**30.0**	**32**	**212**	**10.21**
36	87	0.31	34.8	36.9	249	10.88
40	58	0.31	38.8	40.1	230	12.83
48	73	0.31	45.7	47.3	250	16.13

- AFR Water Liner is manufactured using Polyester Warp with a Polyester and Kevlar Weft to CPM Pipelines specifications.
- CPM Pipelines will design and manufacture BulletLiner System® to higher pressures, and up to 48-inches in diameter.
- Bold items indicate higher pressure manufactured using Kevlar Weft.

CPM PIPELINES



References

BURGESS & NIPLE, INC.

- Hays County Water Control Improvement Districts 1 and 2, Hays County, TX
  8- and 12-inch Medium Pressure BulletLiner System®
  2,800-LF of 12-inch PVC raw water line
  2,800-LF of 8-inch PVC raw water line
  July 2023

Reference: Lonnie Wright
512.686.1660 ■ lwright@municipalops.com

GLOBAL WATER

- 4,350-feet of 16-inch Medium Pressure BulletLiner System®
  March 2023

Reference: Ron Lakefield
480.229.3409

GARNEY CONSTRUCTION

- City of Mesa Sloan Park / Cubs Stadiums
  71.5-feet of 4-inch Fireline BulletLiner System®
  July 2022

Reference: Carl Rodgers
913.302.7724 ■ crodgers@garney.com

HAWKKE CONSTRUCTION

- 220-feet of 24-inch Medium Pressure BulletLiner System®
  October 2022

Reference: Marc Ainslie
480.689.6470 ■ mainslie@hawkke.com













REDACTED ACQUARIUS BAR WRAPPED PIPE INSPECTION REPORT

acquaint

BETTER INSIGHTS, SAFER PIPELINES

CPM PIPELINES

INSPECTION REPORT

Rev	Date	Author	Reviewer	Client
1.1	2023-05-05	T. Heeres	W. Jousma	CPM Pipelines

Inspection report pipeline - 20" BWP

[redacted]

Report created for

CPM Pipelines

Made by

Acquaint

Date

2023-05-05

Rev	Description	Date	Author	Reviewer	Authorization
1.1	Update joint thresholds	2023-05-05	T. Heeres	W. Jousma	E. Driessen
1.0	Release	2023-02-13	M. Ludema	T. Heeres	E. Driessen
0.3	Third draft	2023-02-06	M. Ludema	W. Jousma	
0.2	Second draft	2023-01-26	M. Ludema	E. Driessen	
0.1	First draft	2023-01-24	M. Ludema	T. Heeres	

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2.2.2. Gap width 7
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Executive summary

On Wednesday, December 7, 2022, an inspection was carried out by Acquaint for CPM Pipelines at the [redacted] The pipeline in consideration is a 20" BWP (Bar Wrapped Pipe) pipeline. A plan of action has been drawn up prior to the inspection in order to carry out the entire project in the best possible order.

The proprietary Acquarius tool from Acquaint was used during the inspection. This tool is an intelligent Pipeline Inspection Gauge (PIG). This tool has been developed together with various wastewater utilities, drinking water companies and the Wetsus institute, the European centre of excellence for sustainable water technology, situated in Leeuwarden, Netherlands. The PIG measures various properties of the pipe. It uses sixteen ultrasonic sensors to determine the wall thickness of the pipe. These sensors can also measure deviations in pipes. Furthermore, the PIG contains advanced inertial sensors (IMU). These sensors are used to determine the location of the route. These sensors are also used in determining axial deformation and angular displacement of joints.

The inspection has been carried out successfully. All sensor data has been assessed and is considered to be of good quality to use for further advanced analysis. Various observations are considered in the analysis. Such as, deviating position of the pipe, condition of the joints, wall thickness and different anomalies found in the pipe.

Regarding the location deviation, no set route of the inspected pipeline was provided. As such, it was not possible to measure and map spatial differences between the active measurements and the originally mapped route. Acquaint did map the location of the pipeline and delivers this in several GIS files, that can be incorporated in the GIS system of the pipeline owner.

44 instances of excessive angular displacement were localized within the total pipeline length. Alongside these, two instances of extreme joint width were discovered.

Based on current information, the wall thicknesses of the BWP (up to the steel cylinder) range between 0.7 and 1.3 inch. Considering the possible variance within this kind of material, the exact speed of sound of this material has to be determined in order to calculate the exact wall thickness. To do so, a sample from the pipeline has to be provided. The thickness of the steel cylinder and the concrete behind it can not be determined.

No leakages were discovered or indicated by the acoustic results of the hydrophone within the inspected pipeline.

Finally, thirty-one gas pockets and five dirt accumulations were identified within the pipeline, alongside eight “other” anomalies. These include a dent, instances of possible damage or obstruction, varying wall thicknesses in single pipe parts and spots of missing concrete. Some of these require attention.

1. Introduction

This report provides information about the results of this inspection as well as the way in which these results were obtained. In addition to a general introduction, this chapter contains the technical properties of the inspected pipeline and a list of abbreviations. Chapter 2 provides information about the method of measurement. The measured values are explained in more detail in the inspection analysis in chapter 3. Chapter 4 draws the conclusions and makes any recommendations. Chapter 5 mentions liability. This report also includes several appendices. The project-specific measurement results are provided in the feature list (appendix) and will be made available in the Acquaint ILI dashboard. The feature list will be delivered separately in addition to this inspection report.

1.1. Technical pipeline features

The technical properties of the pipeline are shown below in Table 1.

Table 1: Technical properties

Technical properties	
Project number	P22-041
Client	CPM Pipelines
Pipeline	[redacted]
Pipeline material specification	BWP
Nominal inner diameter	20"
Design pressure [psi]	87
Maximum pressure [psi]	
Current working pressure [psi]	
Location	[redacted]
Build year	1983
Start(Any coordinate system)	735048.04 | 2145741.06
End(Any coordinate system)	735287.56 | 2144470.08

1.2. Abbreviations and terms list

Table 2 shows the abbreviations used in this report.

Table 2: Abbreviations

Abbreviation	Description
IMU	Inertial Measurement Unit
UT	Ultrasound transducer
dB	Decibel
BWP	Bar wrapped pipe (plate reinforced concrete)
ATO	Standard atmosphere (pressure class)
IR	Inner Radius
TOF	Time of Flight

Table 3 shows the technical terms used in this report.

Table 3: Technical terms

Technical term	Description
Ultrasound	Sound waves with a frequency higher than audible sound, which are used for the measurements
Front-wall	The inner wall reflection
Back-wall	The outer wall reflection
Feature list	An overview of all joints and pipe sections. It also includes all detected anomalies.
Failure mechanism	A possible cause as a result of which a pipeline can fail or no longer meet the requirements
Appendage	Device in a water supply network to control, measure or protect the functioning of the installation.
Hydrophone	Measurement device which records sound levels, this device can be used for leak detection.
Datalogger	A measuring instrument that stores measurement data from various sensors in relation to time or in relation to location.
Angular displacement	The angle at which two pipe segment are positioned relative to each other
Pipe deformation	A process in which the mechanical stress in the pipe material leads to deformation of the pipe

2. Methodology

The inspection was carried out using the Acquarius I tool from Acquaint. This tool has ultrasonic sensors for inspecting the pipe. The methodology is described below. Table 4 provides an overview of the accuracy of all measurements.

Table 4: Measurement accuracy

Measurement accuracy	
Position (X/Y/Z)	1.64 ft (3 sigma)
Leakages	>13.0 dB (relative)
Wall thickness	0.026 in
Angular displacements	0.25 degrees
Gap width	0.2 in
Deformation in the length of each pipe section	0.33 ft

2.1. Ultrasound

The technique of measuring using ultrasound is based on the detection of sound reflections due to variations in the material. The time difference between sending the signal and receiving the reflections is registered. This measuring principle is illustrated in Figure 1. In general, the speed of sound (material property) of the materials and liquids to be measured is known, so that the wall thickness can be determined. Deviations in the speed of sound are possible, therefore it is recommended that this is verified by verification in the form of a circumference measurement or drill core, and then corrected.

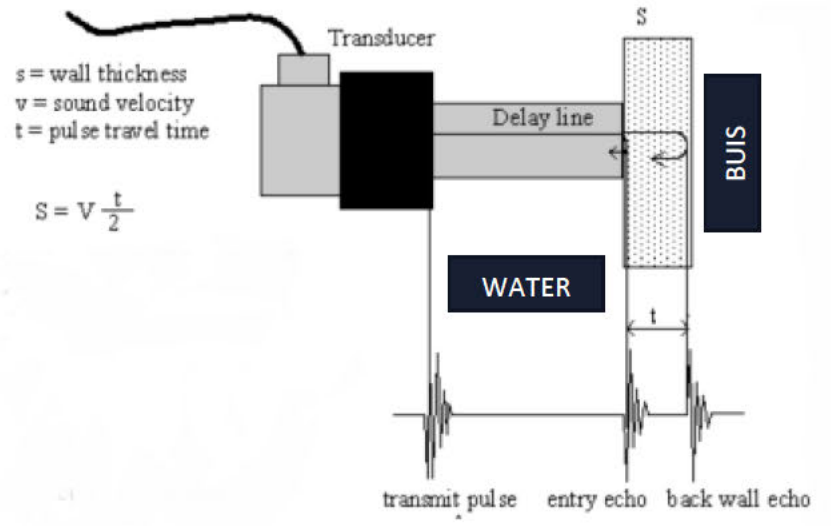


Figure 1: Principle of ultrasound measuring

2.2. Joints

Two properties are measured of the connections of all pipe sections in the route. These are the angular displacement and the gap width.

2.2.1. Angular displacement

The angular displacement (α) is reported for each joint over a distance of approximately +20 cm and –20 cm (≈8 inch) from the joint in both directions. This also causes a possible inaccuracy of the measurement in case of consecutive bends and fittings. The measured angular displacement may be considered inaccurate by the analyst in case of a bend or fitting, as this value also represents the rotation through the bend or fitting, rather than just the angular displacement of the joint.

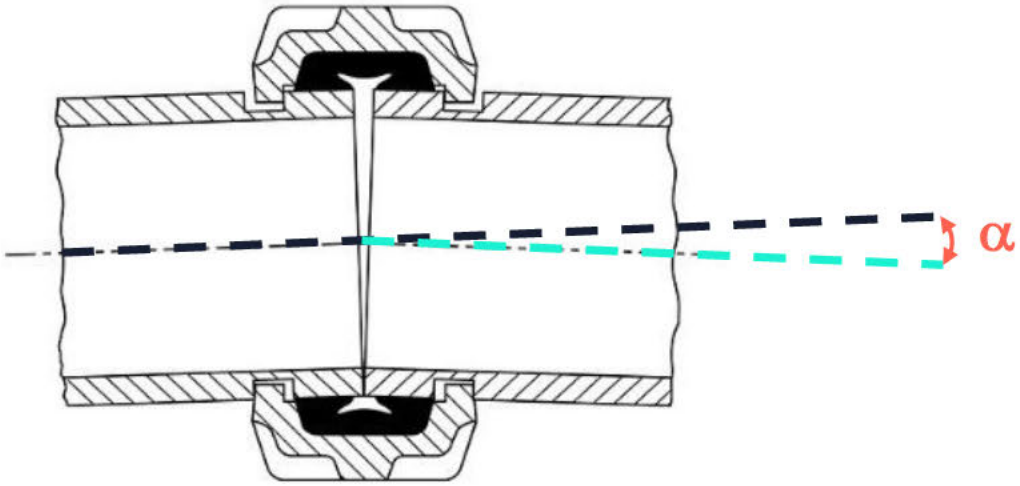


Figure 2: Angular displacement of a joint

2.2.2. Gap width

The detection of the joint's gap width is based on the detected internal diameter change at the joint (ultrasonic). The gap width of a joint is shown schematically in Figure 3.

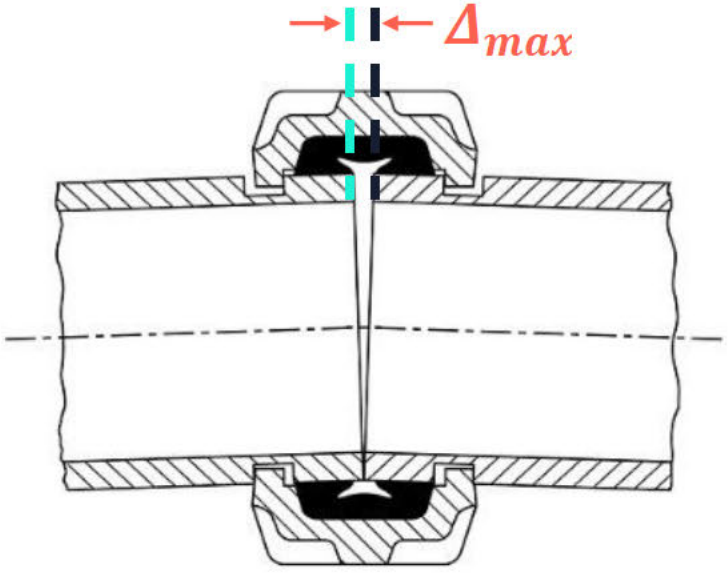


Figure 3: Gap width of a joint

Not all joints show a clear joint width. It may happen that joints are clogged by sediment, for example. In such cases it is possible to determine the gap width based on the amplitude of the ultrasonic signal. Where detectable, the gap width is reported in the feature list. The accuracy of the measurement

depends on the inspection speed and measurement speed. The gap width is determined at each clock position. The reported joint width is the clock position with the largest gap width detected by the ultrasound.

2.3. Wall thickness

Based on the UT data, the wall thickness of various materials can be determined. Recently, it was found that this is also possible for a concrete wall. From the UT signals it is possible to determine where the wall begins and ends. Based on the time measured between this inner and outer wall, in combination with the sound velocity of concrete, the wall thickness can be calculated.

For BWP with a steel plate core it is not possible to determine the total wall thickness, as the UT signal cannot travel trough the steel cylinder. As such, the thickness of the steel cylinder, the thickness of the concrete behind it and any delamination between both these layers can not be determined. However, it is possible to determine the wall thickness of the concrete before the steel cylinder and any delamination between the inner concrete and steel cylinder.

3. Analysis

This chapter discusses the analysis of the data in more detail. In particular, the extremes of measured parameters are explained. Possible failure mechanisms such as deviations, angular displacements, leaching, pipe deformation, sulfate attack and leakages will be mentioned and analyzed in this chapter, if they are present. The figures are created based on the feature list (see Appendix 1).

3.1. Pipeline overview

Before looking at failure mechanisms in the following chapters, an overview is given of the location of the pipeline and the diameters and materials used in the trajectory. This is shown in Figure 4 and Figure 5.

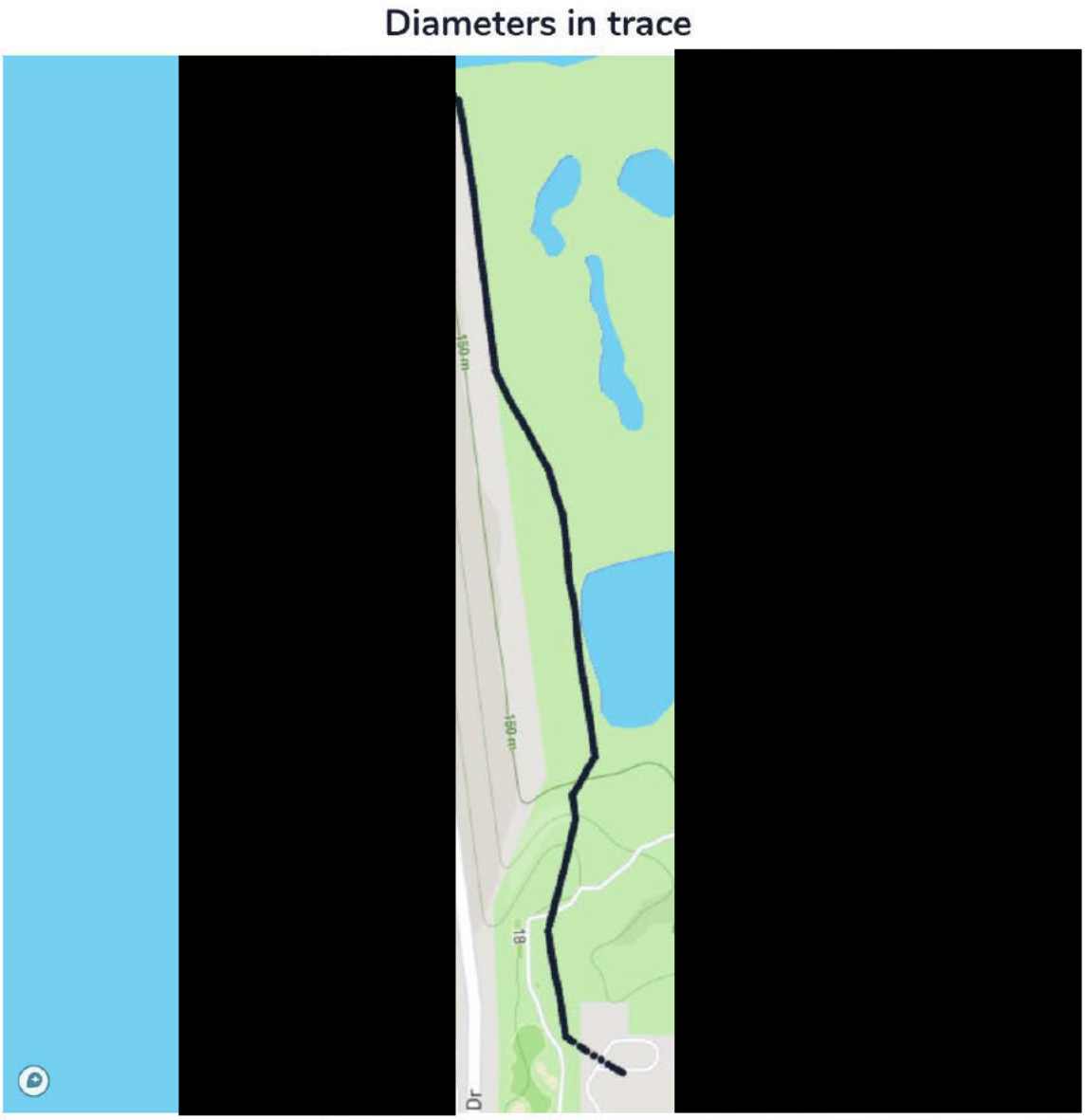


Figure 4: Diameters in the trajectory

Materials in trace

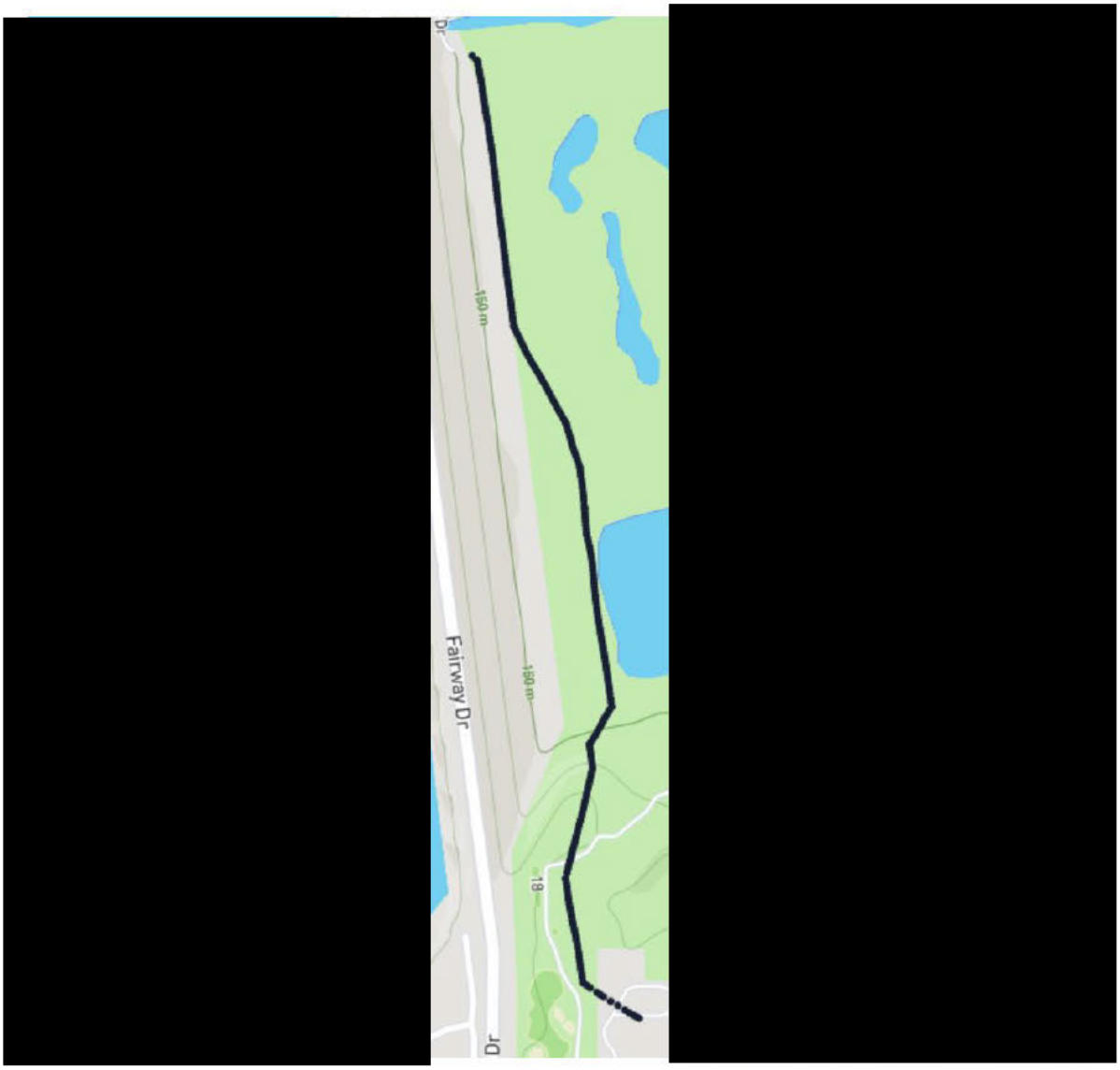


Figure 5: Materials in the trajectory

3.2. Location deviation

As no set route of the inspected pipeline was provided, it was not possible to measure and map spatial differences between the active measurements and the originally mapped route. Therefore, only the measurements done on location with the Acquarius tool (see Figure 5), along with the depth profile line (see Figure 6), could be mapped. This mapping will be provided in shape file(s). It is advised to incorporate the mapped route in the GIS system of the pipeline owner.

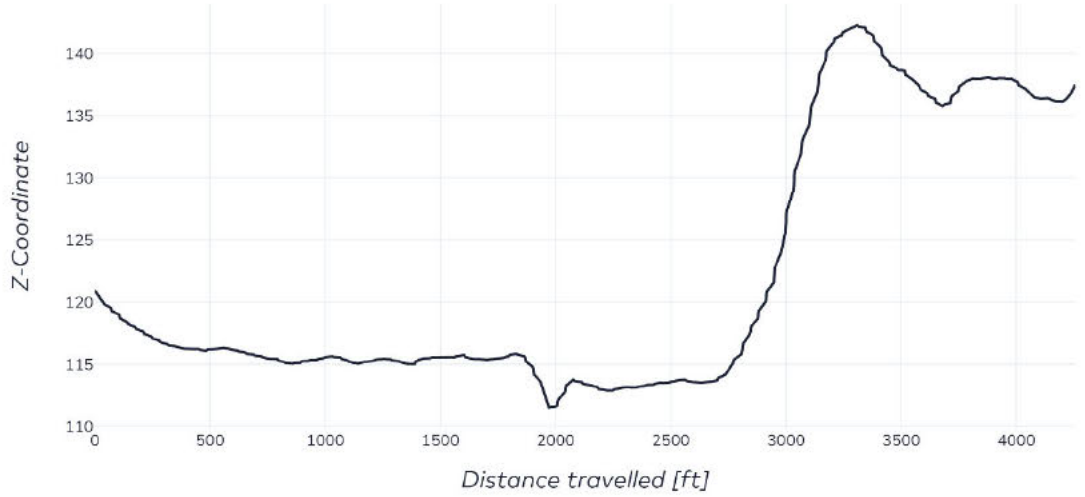


Figure 6: Depth profile line of the pipe

3.3. Joints

The condition of every individual joint is given by the following values:

- Angular displacement (horizontal and vertical direction)
- Gap widths

Based on the measured value, it can be determined whether the joints are a critical part of the pipeline and action may be required. Below, an analysis has been provided for each component, including clear figures to show the inspection results.

3.3.1. Angular displacement

Angular displacements are calculated based on the IMU sensor on board of the PIG. When analyzing the angular displacement, the joints between consecutive bends are not taken into account as bends cause vibrations in the IMU. These vibrations make it impossible to measure the angular displacement accurately.

Table 5 shows the applied thresholds for assessing the angular displacements. These thresholds are based on the norms corrected for the measurement accuracy of Acquaint.

Table 5: Applied thresholds for angular displacement

Diameter	Material	Angular displacement norm	Source	Measurement accuracy	Threshold
DN500	BWP	1.93°	Gifford-Hill-American	0.25°	1.68°

The figures below show the angular displacements of the joints in relation to the critical limits.

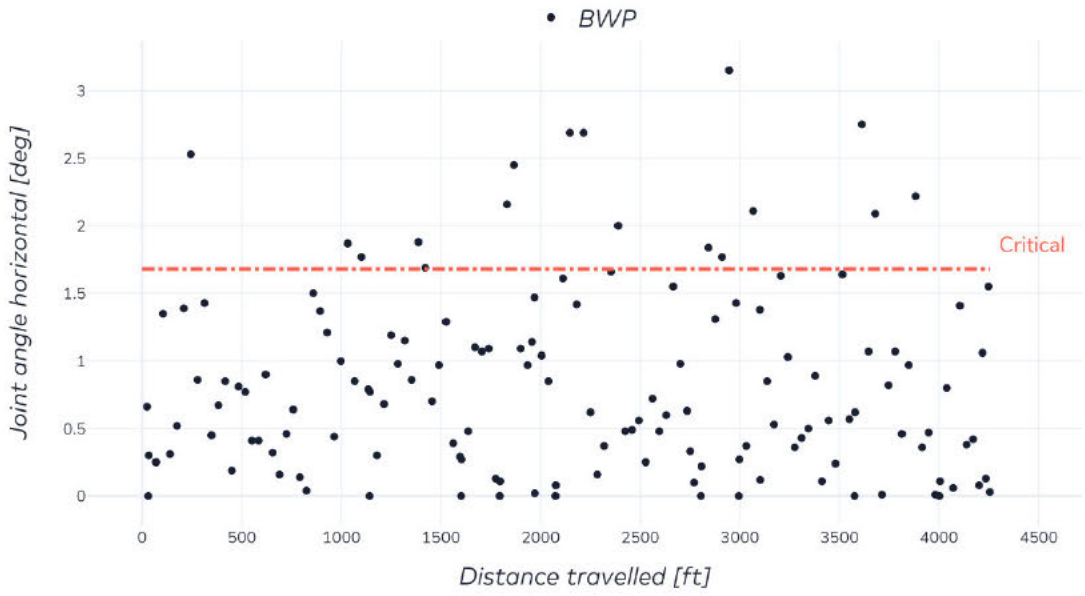


Figure 7: Horizontal angular displacements of DN500 BWP joints

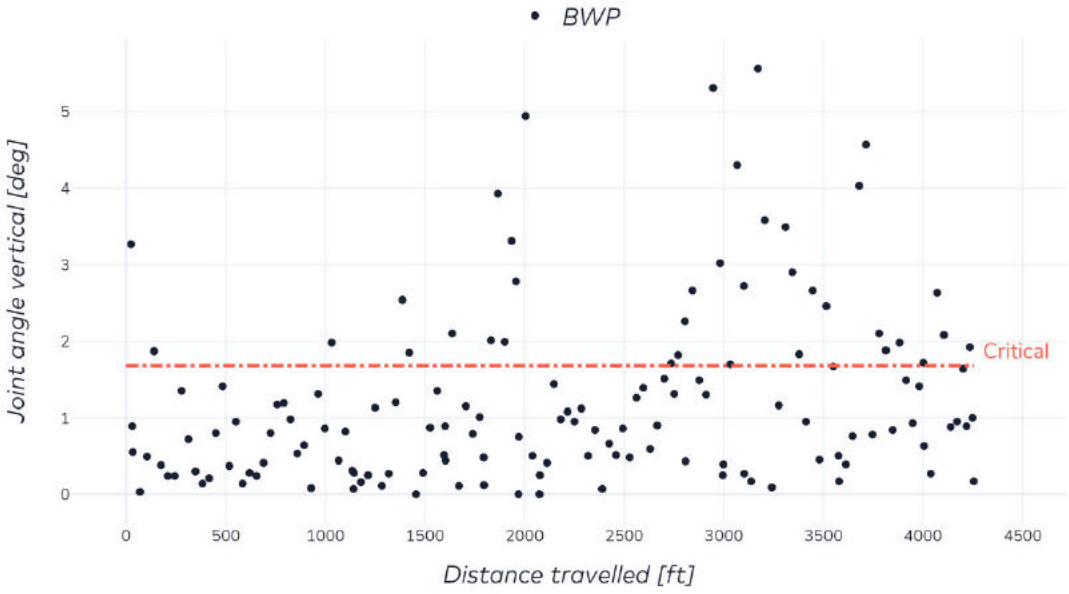


Figure 8: Vertical angular displacements of DN500 BWP joints

The data of the critical angular displacements can be found in the attachment Critical angular displacements.

In total, 17 instances of excessive horizontal angular displacement and 27 instances of excessive vertical angular displacement have been detected. These instances are shown in the map in paragraph 3.3.3.

As can been found on the map in paragraph 3.3.3, the majority of excessive vertical angular displacement is located on the side of the hill and on the top of the hill. This can possibly be attributed to difficulties in installation in changing terrain or any ground movements. A second cluster can be found near the sinker located at 2000 ft distance.

The excessive horizontal angular displacement are more spread out over the full extent of the pipeline. It can be seen that these occur mainly at locations of changing heading (both small and big) of the pipeline.

It is recommended to keep monitoring these locations, so that possible aggravations of these instances can be found and mapped in time.

3.3.2. Gap Widths

Joints can become critical if the gaps between them become too big.

Table 6 shows the thresholds that have been applied for assessing the measured gap widths. These thresholds are based on the norms corrected for the measurement accuracy of Acquaint.

Table 6: Applied gap width thresholds

Diameter	Material	Gap width norm	Source	Measurement accuracy	Threshold
DN500	BWP	3.5 in	Gifford-Hill-American	0.2 in	3.3 in

The gap widths are shown in the figure below.

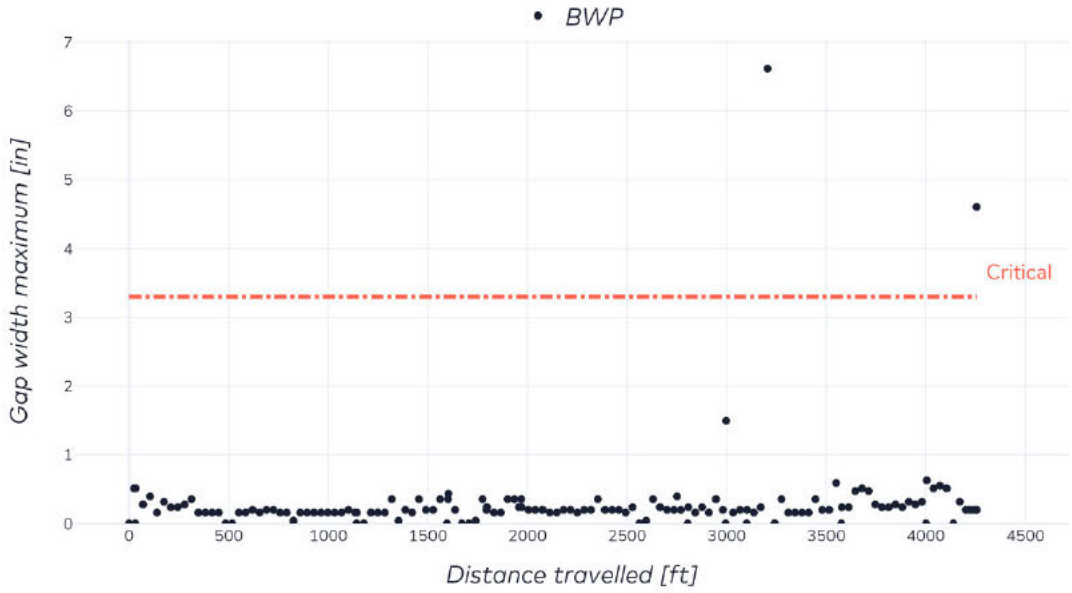


Figure 9: Gap widths of DN500 BWP joints

Table 4 shows the data of the joints with an extreme gap width.

Table 7: Extreme gap widths

ID	Horizontal angular displacement [°]	Vertical angular displacement [°]	Gap width [in]	Material	Time (ref Acq)	Comment
108	1.63	3.58	6.614	BWP	7804.06	
144	0.03	0.17	4.606	BWP	8345.94	Start Y-joint

Within the route, two instances of extreme joint widths have been discovered. These points have been located near a terrain shift (ID 108, see Figure 10) and at the very end of the inspected pipeline (ID 144). At ID 108 specifically, the large gap width is measured at three of the sixteen ultrasonic sensors aimed towards the six 'o clock position. The gap width is significantly smaller at all other clock positions. It is also worth pointing out that the vertical angular displacement of this joint is rather big, but not critical.



Figure 10: Terrain shifts near [redacted]

Considering the sizable strengths of these deviations (both are significantly larger than the socket depth), it is advised to further investigate the two joints. It is unclear if this high gap widths have an increased risk of failure, or that these joints are special sockets securing the connection of the two attached pipes. If these are not present within the pipeline, it is advised to verify the registered joint widths, possibly through visual inspection.

3.3.3. Overview of critical joints

Figure 11 gives an overview of the critical angular displacements and extreme gap widths.



Figure 11: Geographical overview of critical angular displacements and gap widths

3.4. Wall thickness

With the UT data, it is possible to determine the wall thickness of the pipe material in the inspected section based on hundreds to thousands of measurements samples. This determines both the average remaining wall thickness and the minimum remaining wall thickness per pipe section. Figure 12 shows the average remaining wall thickness per material and Figure 13 shows the minimum remaining wall thickness.

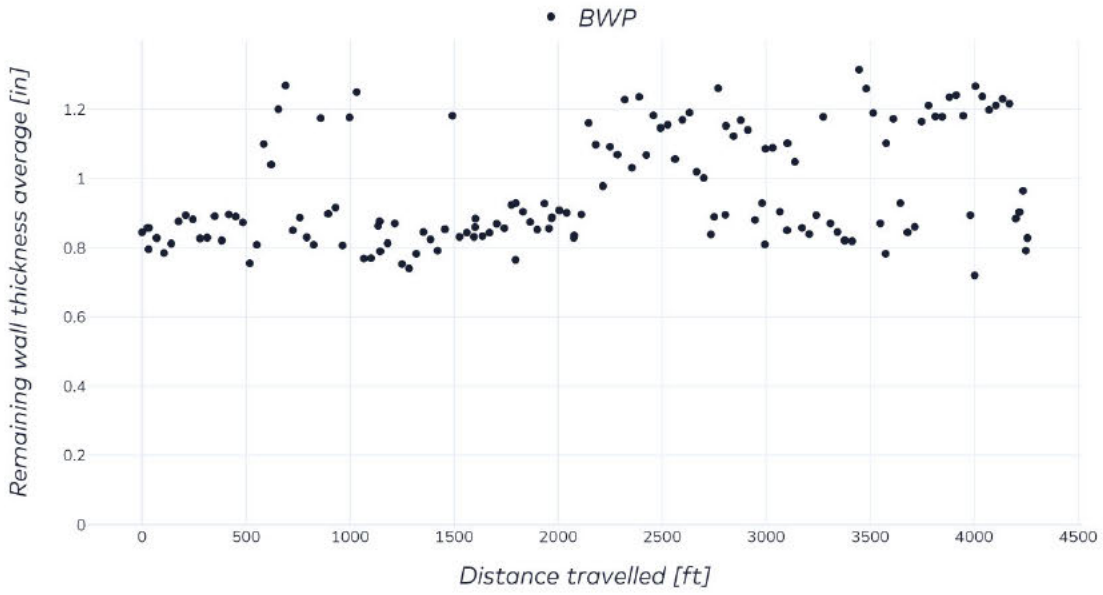


Figure 12: Average remaining wall thickness per material

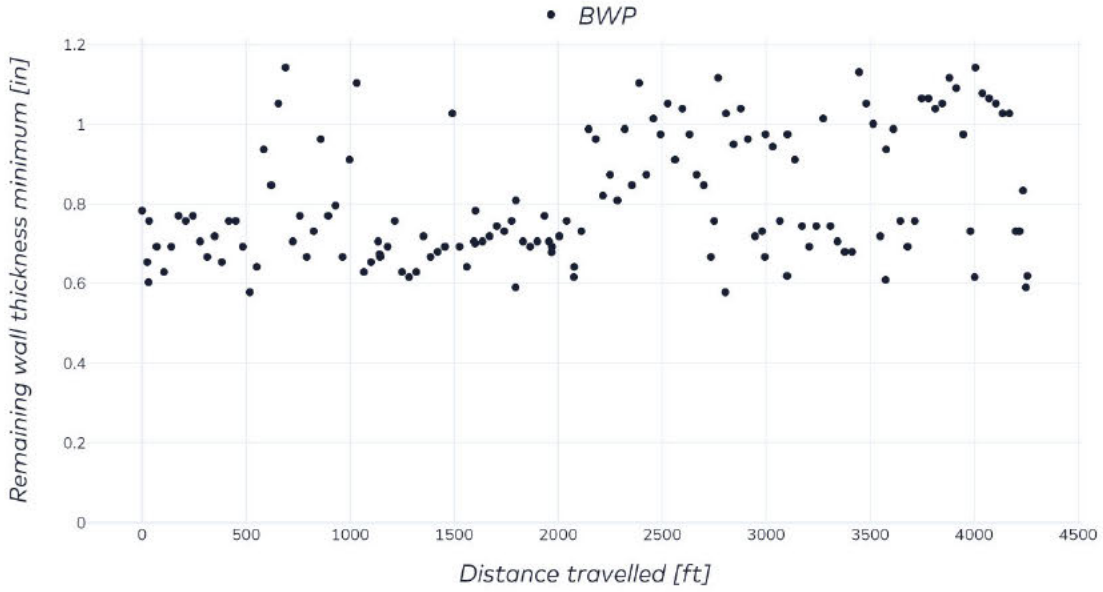


Figure 13: Minimal remaining wall thickness per material

Wall thickness is determined based on the speed of sound, as is described in chapter 2.3. Currently, these calculations deliver a range between 0.7 and 1.3 inch for the average remaining wall thicknesses of the pipeline.

However, it is important to note that the speed of sound of BWP can vary. This is due to the fact that the composition of the material might vary. Also, considering that the pipe consists of plate reinforced concrete, only the distance from the inside towards the inner steel plate has been measured.

As such, it is recommended to provide Acquaint with a sample from the pipeline, so that the exact speed of sound can be determined. Subsequently, the exact wall thicknesses can be calculated and the results recalibrated.

3.5. Leakages

Leakages are detected using a hydrophone. The results show that there was no noticeable increase in the sound signal in this pipeline. This indicates that no leakages have been detected in the inspected pipeline by means of the hydrophone.

3.6. Delamination

The inner concrete and the steel cylinder have been analyzed to detect any delamination if present. However, no instances of delamination have been found in the entire pipeline. Any delamination that could occur between the steel cylinder and the outer concrete cannot be determined, as described in paragraph 2.3.

3.7. Anomalies

It may occur that some deviations are detected that have not been explained in the previous paragraphs of this report yet. These anomalies will be described in this section of the report.

A geographical overview of the observed anomalies is shown in Figure 14.

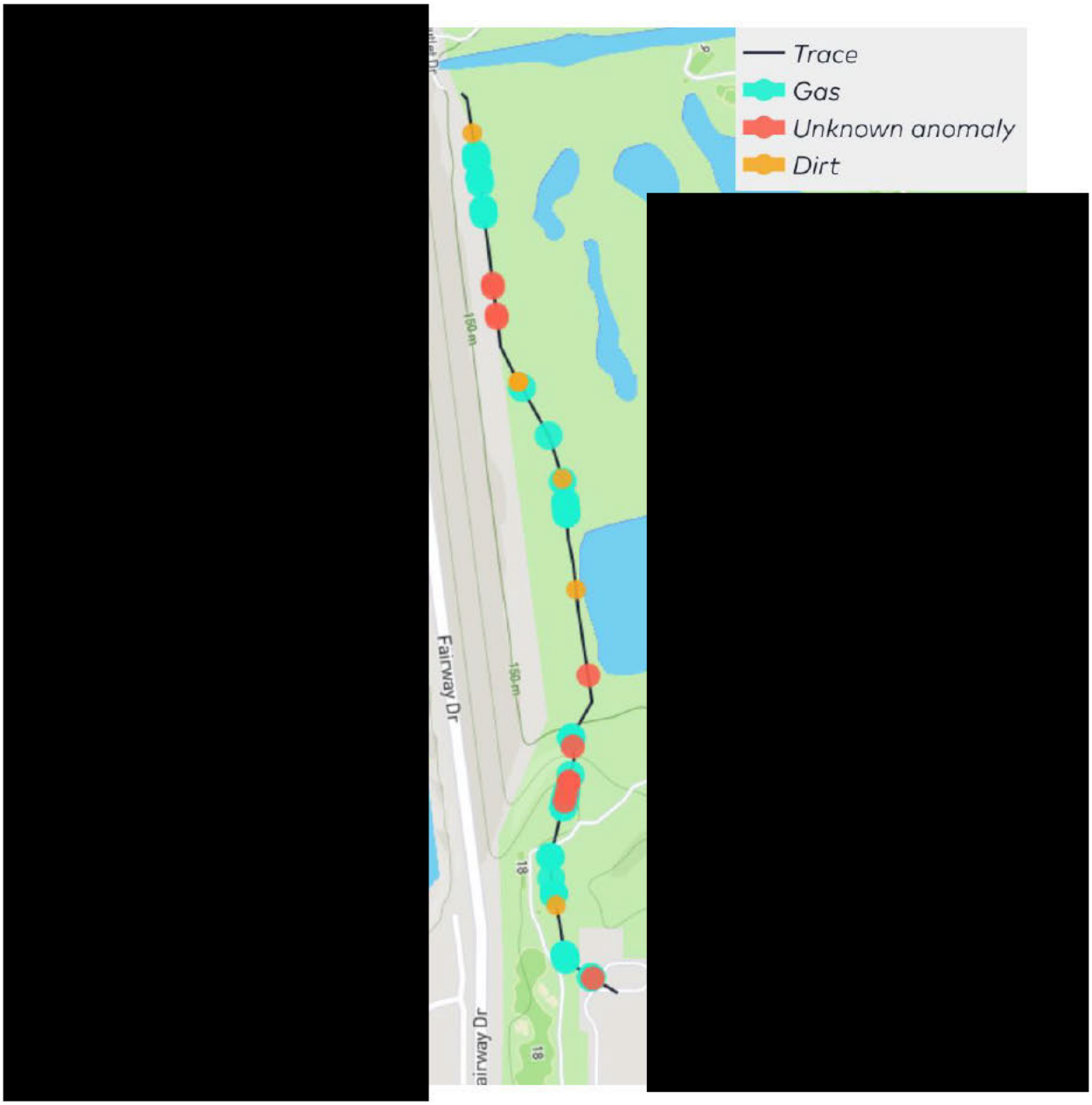


Figure 14: Geographical overview of observed anomalies

The data of these anomalies can be found in the attachment Anomalies.

In total, thirty-one instances of gas, with a total length of 157.8 ft, and five instances of dirt, with a total length of 24.5 ft, have been localized, alongside eight other anomaly types, which are summed up below:

859 ft from the entry point, a straight pipe part was discovered where the Inner Radius (IR) seems to fluctuate, which would indicate that the distance between the center of the pipe and the wall fluctuates, as does the Time of Flight (TOF). Assuming that this pipe is made of a consistent concrete composition, and the accompanying speed of sound remains equal, it can be concluded that the wall thickness in the pipe part seems to vary between 0.9 and 1.4 inch (see Figure 15).

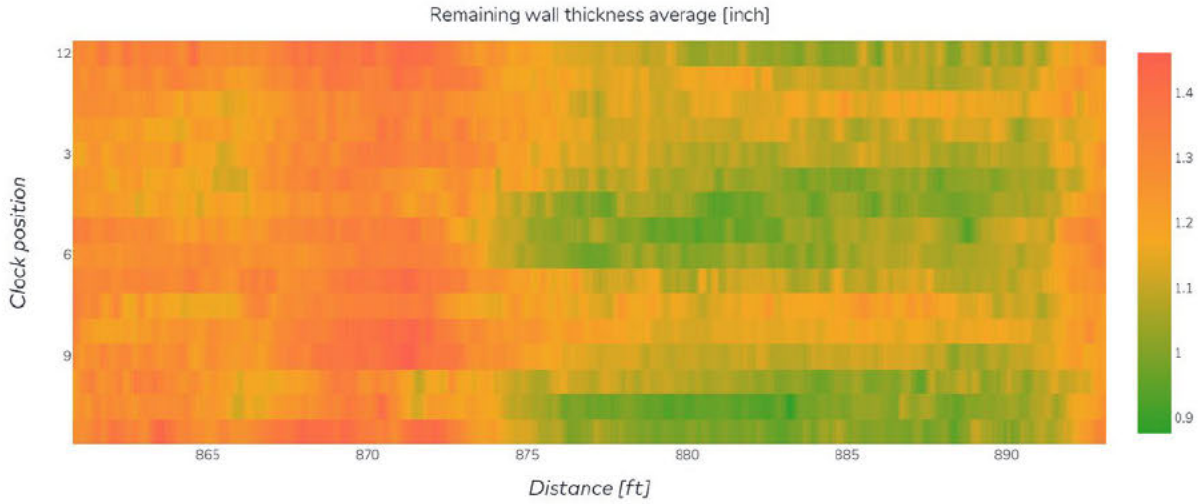


Figure 15: Average remaining wall thickness of straight pipe part (ID 28)

A similar instance was found 997 ft from the starting point, although in this instance, the wall thickness range is wider, ranging between 0.9 and 1.5 inch. Both instances could be attributed to manufacturing errors.

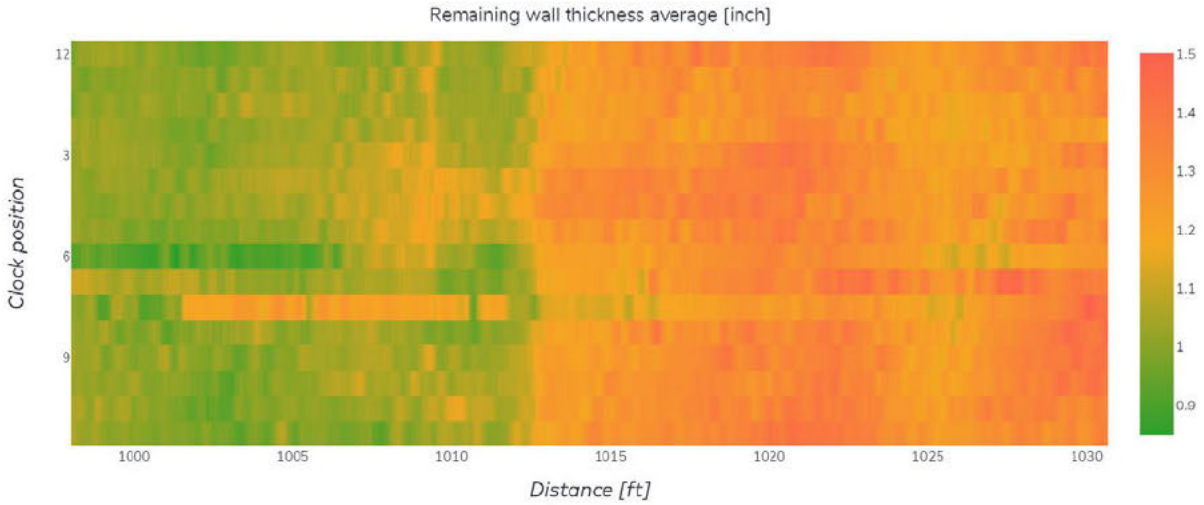


Figure 16: Average remaining wall thickness of straight pipe part (ID 32)

At both 2685 and 3039 ft distance, small instances of missing concrete were discovered near the six 'o clock position of their respective straights. It would be advisable to take action and possibly repair the corresponding pipe parts (ID's 88 and 102).

At the six 'o clock position of a joint, located at 3206 ft and between two straights (ID's 107 and 108), a degree of possible damage has been registered, due to a brief loss of the UT signal at said position. Further investigation of this point is advised, for example by digging up the concerning pipe part(s) and doing a visual inspection.

The next anomaly was found in a straight at 3258 ft (ID 109), and concerns a small area, at the three 'o clock position. A very sudden change in the UT signal indicates a possible instance of rough surface. Solely based on the collected it is impossible to determine a possible cause.

A dent, roughly 1.2 inches in length, was discovered at 3294 ft (ID 110). It is located in a straight BWP pipe near the six ‘o clock position . The dent is visible in the steel cylinder, which is dented towards the inside of the pipe. This anomaly becomes visible in the ultrasonic data due to a sudden decrease of the distance from the steel cylinder towards the center of the pipe. The concrete on the inside of the pipe does not seem to be dented, which might indicate the possibility of a manufacturing defect.

Finally, a very brief moment of sudden vibration, during which the signal of one of the sensors was interrupted, was registered in a straight at 4142 ft distance (ID 138). This could have been caused by either a small obstruction or a spot of wall damage at the six ‘o clock position of the concerning pipe part.

Further details are given in both Attachment 3 and the Excel feature list.

Regarding the localized gas, it would be advised to vent the pipeline, wherever it is deemed necessary.

4. Conclusions and Recommendations

This chapter contains the conclusions based on the data analysis. A number of recommendations will also be made.

4.1. Conclusions

With respect to the location deviation, no set route of the inspected pipeline was provided. As such, it was not possible to measure and map spatial differences between the active measurements and the originally mapped route. Acquaint did map the location of the pipeline and delivers this in several GIS files, that can be incorporated in the GIS system of the pipeline owner.

44 instances of angular displacement were localized within the pipeline. Alongside these, two instances of extreme joint width were discovered.

Based on current information, the wall thicknesses of the BWP range (up to the steel plate core) between 0.7 and 1.3 inch. Considering the possible variance within this kind of material, the exact speed of sound of this material has to be determined in order to calculate the exact wall thickness. To do so, a sample from the pipeline has to be provided. The thickness of the steel cylinder and the concrete behind it can not be determined.

No leakages were discovered or indicated by the acoustic results of the hydrophone within the inspected pipeline.

Finally, thirty-one gas pockets and five of dirt spots were discovered within the pipeline, alongside eight "other" anomalies. These include a dent, instances of possible damage or obstruction, varying wall thicknesses in single pipe parts and spots of missing concrete. Some of these require attention.

4.2. Recommendations

Below are the recommendations of Acquaint towards CPM Pipelines featured.

Subject	Recommendation
Location deviation	Incorporate the pipeline location measured by Acquaint
Critical angular displacement	Continue to monitor the discovered instances of critical angular displacement
Extreme gap widths	Verify the discovered instances of extreme joint width, by checking for special pipe parts (possibly through a visual inspection)
Wall thickness	Provide Acquaint with a sample from the pipeline for further study
Leakage	-
Anomalies	Vent the pipeline where necessary Further inspect and possibly repair the pipeline at the given locations

5. Liability

The study and this report have been carried out and drawn up with the greatest possible care. The RVOI 2001 shall apply to the assignment and this report. Liability is limited to the provisions of these terms and conditions.

Attachments

Attachment 1. Supplied documents

Various files are supplied in the delivery folder. These are the following documents:

1. **Inspection tool datasheet**

   The datasheet of the inspection tool contains all information about the inspection tool used for the inspection.

2. **Work plan**

   The work plan describes the plan of approach for the project.

3. **Site report**

   The site report contains a description of the findings and the course of the activities during the execution of the inspection.

4. **Excel feature list**

   The Excel feature list contains all the data of the joints, pipe parts and anomalies on a detailed level.

5. **GIS files**

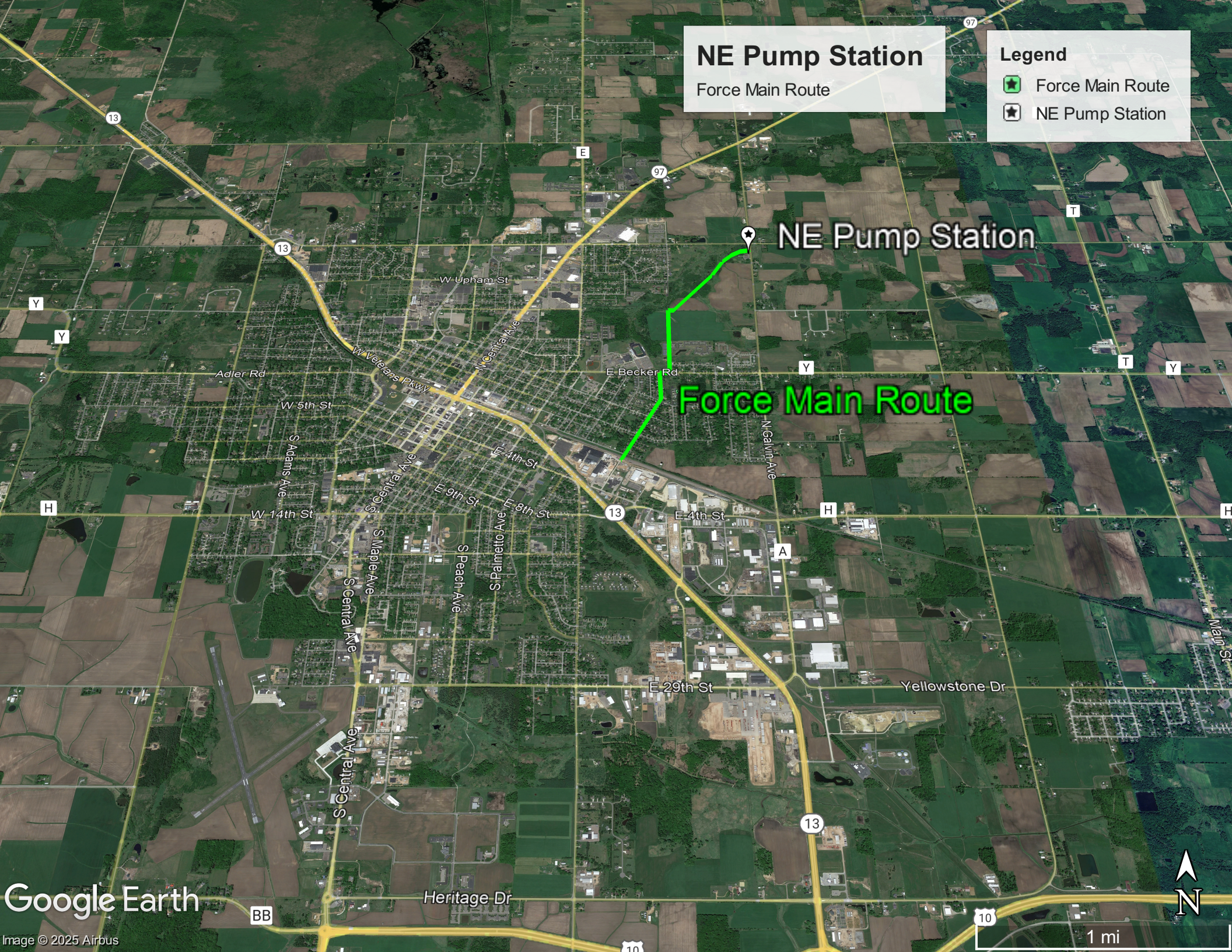
   The GIS files include the measured location of the route. In addition, the information from the Excel feature list are also included as shape files.

Attachment 2. Critical angular displacements

ID	Horizontal angular displacement [°]	Vertical angular displacement [°]	Gap width [in]	Material	Time (ref Acq)	Comment
2	0.66	3.27	0.512	BWP	5710.79	
7	0.31	1.87	0.157	BWP	5775.04	
10	2.53	0.24	0.236	BWP	5844.88	
33	1.87	1.98	0.157	BWP	6379.55	
35	1.77	0.82	0.197	BWP	6426.77	
45	1.88	2.54	0.197	BWP	6617.57	
46	1.69	1.85	0.157	BWP	6640.67	
54	0.48	2.1	0.197	BWP	6783.98	
61	2.16	2.01	0.157	BWP	6912.37	
62	2.45	3.93	0.157	BWP	6935.27	Start sinker
63	1.09	1.99	0.354	BWP	6958.28	
64	0.97	3.31	0.354	BWP	6981.22	
65	1.14	2.78	0.236	BWP	6995.63	
68	1.04	4.94	0.197	BWP	7027.78	
73	2.69	1.44	0.157	BWP	7120.24	
75	2.69	1.08	0.197	BWP	7165.46	
80	2.0	0.07	0.197	BWP	7276.47	
90	0.63	1.71	0.197	BWP	7494.73	
92	0.1	1.82	0.197	BWP	7516.36	
93	0.0	2.26	0.0	BWP	7538.06	Start bend
95	1.84	2.66	0.157	BWP	7562.33	
97	1.77	1.3	0.157	BWP	7607.82	
98	3.15	5.31	0.354	BWP	7630.44	
99	1.43	3.02	0.197	BWP	7653.33	
102	0.37	1.7	0.157	BWP	7687.38	
103	2.11	4.3	0.197	BWP	7710.49	
104	1.38	2.72	0.0	BWP	7733.62	Start bocht
107	0.53	5.56	0.236	BWP	7780.88	
108	1.63	3.58	6.614	BWP	7804.06	
111	0.43	3.49	0.157	BWP	7873.78	
112	0.5	2.9	0.157	BWP	7897.26	
113	0.89	1.83	0.157	BWP	7920.6	
115	0.56	2.66	0.354	BWP	7965.43	
117	1.64	2.46	0.197	BWP	8006.74	
121	2.75	0.39	0.236	BWP	8059.08	
123	2.09	4.03	0.512	BWP	8089.75	
124	0.01	4.57	0.472	BWP	8105.28	
126	1.07	2.1	0.236	BWP	8137.07	
127	0.46	1.88	0.236	BWP	8152.29	
129	2.22	1.98	0.236	BWP	8183.16	
133	0.0	1.72	0.0	BWP	8239.08	Start bend
136	0.06	2.63	0.551	BWP	8268.67	
137	1.41	2.08	0.512	BWP	8282.19	
142	0.13	1.92	0.197	BWP	8336.95	

Attachment 3. Anomalies

Pipe part ID	Anomaly	Distance travelled [ft]	Anomaly size [ft]	X-Coordinate	Y-Coordinate	Time (ref Acq)
8	Dirt	185.925	0.295	[redacted]		5810.1
11	Gas	280.873	11.417			5863.71
11	Gas	294.554	4.626			5871.03
11	Gas	311.909	0.689			5881.06
14	Gas	381.923	0.295			5926.77
14	Gas	387.402	5.938			5930.53
14	Gas	409.383	5.348			5945.18
18	Gas	518.471	0.558			6022.9
18	Gas	529.232	6.168			6030.77
18	Gas	547.244	3.773			6043.74
28	Unknown anomaly	859.449	33.169			6262.06
32	Unknown anomaly	997.047	32.644			6356.31
42, 43	Dirt	1317.848	2.297			6571.54
43	Gas	1349.803	0.623			6592.64
50	Gas	1593.898	0.328			6755.32
60	Dirt	1797.178	1.772			6890.05
60	Gas	1811.188	1.476			6899.32
63	Gas	1900.066	4.823			6958.38
63, 64	Gas	1914.6	25.262			6968.08
64	Gas	1948.163	5.512			6990.16
64, 65	Gas	1955.906	8.399			6995.13
77	Dirt	2300.459	16.142			7219.99
88	Unknown anomaly	2685.63	0.558			7464.43
100, 101	Gas	2996.949	1.115			7664.24
102	Unknown anomaly	3039.829	1.115			7692.61
107	Gas	3172.9	0.886			7781.55
107, 108	Unknown anomaly	3206.201	0.722			7803.98
109	Gas	3249.573	3.478			7833.68
109	Unknown anomaly	3258.333	0.656			7839.66
110	Gas	3281.562	1.411			7855.38
110	Unknown anomaly	3294.455	1.214			7863.91
110, 111	Gas	3309.252	9.285			7873.77
111	Gas	3320.144	0.197			7881.29
111	Gas	3322.31	10.728			7882.81
117, 118	Gas	3548.786	15.617			8026.76
122	Gas	3646.03	10.925			8074.7
123, 124	Gas	3712.566	2.1			8104.75
125	Dirt	3765.65	3.97			8130.4
131, 132	Gas	3980.84	6.037			8229.49
132	Gas	3992.093	6.037			8234.57
134	Gas	4006.234	0.886			8241.0
137, 138	Gas	4137.402	0.558			8295.61
138	Gas	4139.567	3.346			8296.59
138	Unknown anomaly	4146.161	0.394			8299.38


NE Pump Station
Force Main Route
Legend
Force Main Route
NE Pump Station
NE Pump Station
Force Main Route
W Upham St
N Central Ave
W Veterans Pkwy
Adler Rd
E Becker Rd
W 5th St
S Adams Ave
S Central Ave
E 4th St
E 9th St
E 8th St
W 14th St
S Maple Ave
S Peach Ave
S Palmetto Ave
N Galvin Ave
E 4th St
E 29th St
Yellowstone Dr
Main St
Heritage Dr
Google Earth
Image © 2025 Airbus
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CITY OF MARSHFIELD
PARKS & RECREATION

Memorandum

TO: Board of Public Works
FROM: Justin Casperson, Parks and Recreation Director
DATE: May 5, 2025
RE: Request to approve change order moving the deadline from May 23 to June 23 for lights at the Braem Park pickleball courts

SUMMARY

This memo requests approval for a 30-day extension to the completion deadline for the new lights at the Braem Park Pickleball Courts. The current deadline is May 23, 2025, and we are requesting a new deadline of June 23, 2025.

ANALYSIS

The original May 23rd deadline was set with the aim of completing installation prior to the courts' ribbon-cutting ceremony. However, Merkel Companies, the contractor for the work, has informed the City of unforeseen delays in the delivery of the light poles due to current market and supply chain uncertainties. This delay is outside of Merkel Companies' control.

Merkel Companies has requested a 30-day extension to accommodate the potential delivery timeframe for the poles. They have assured us that installation will occur immediately upon arrival of the materials.

City staff have reviewed this request and find it reasonable given the circumstances. We recommend approval of this change order to accommodate the supplier delays and ensure the successful completion of the lighting project.

RECOMMENDATION

To approve the change order to move the deadline date from May 23 to June 23 (30-day extension) for the new lights at the Braem Park Pickleball Courts.

ATTACHMENTS

Braem Park Pickleball Courts Light Project Change Order 001.

CITY OF MARSHFIELD

CHANGE ORDER FORM

PROJECT: Braem Park Pickleball Lights Project **DATE:** 5-May-25

CONTRACTOR: Merkel Companies Inc

CHANGE ORDER NO: 001 **PREVIOUS CHANGE ORDERS:** 0

DESCRIPTION, PURPOSE AND/OR NEED FOR CHANGE(S):

Contractor requests approval of a 30-day extension to the completion deadline for lights at the Braem Park Pickleball Courts.
Due to unforeseen delays in the delivery of the poles, outside of Merkel Companies' control, they asking for extension
There is no additional cost for change.

ATTACHMENTS:

CHANGE ORDER ITEMS AND UNIT PRICE SCHEDULE:

ITEM NO.	ADD OR DELETE	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
						$0.00
						$0.00
						$0.00
						$0.00
					NET ESTIMATED CHANGE IN PROJECT COST:	$0.00

CHANGE IN PROJECT COST:

ORIGINAL PROJECT TOTAL AMOUNT:	$83,000.00
ADJUSTED PROJECT AMOUNT (Previous CO's):	$0.00
NET CHANGE THIS CHANGE ORDER:	$0.00
PROJECT TOTAL COST WITH THIS CHANGE:	$83,000.00

CHANGE IN PROJECT TIME:

ORIGINAL PROJECT COMPLETION DATE:	5/23/2025
PREVIOUS ADJUSTED PROJECT COMPLETION DATE:	
NET CHANGE THIS ORDER: (DAYS)	30
NEW ADJUSTED PROJECT COMPLETION DATE	6/23/2025

AUTHORIZED BY - OWNER:

SIGNATURE PRINTED NAME TITLE DATE

APPROVED BY - CONTRACTOR:

SIGNATURE PRINTED NAME TITLE DATE

APPROVED BY - FINANCE DEPT: Jennifer Selenske Finance Director

SIGNATURE PRINTED NAME TITLE DATE

ADDITIONAL COPIES TO:

City of
MARSHFIELD
MEMORANDUM

TO: **Board of Public Works**
FROM: **Josh Mauritz, Acting Public Works Director**
DATE: **May 5, 2025**
RE: **Proposal for Subsurface Exploration and Geotechnical Engineering Services for the Braem Park Wet Detention Basin**

BACKGROUND

In November of 2024, the City hired Strand Associates for design and bidding-related services for the Braem Park wet detention basin project. The design of this pond requires soil borings and related geotechnical services, which are outside of Strand's scope of services.

ANALYSIS

Strand's scope of services includes assistance with selecting and hiring a geotechnical services consultant. Strand solicited proposals from multiple firms; two proposals were received, as shown below. Rock cores were not part of ECS Midwest's base proposal, but since they are necessary, their cost was added to the base proposal.

City of Marshfield - Braem Park Wet Detention Basin Geotechnical Proposals				
Firm	**Cost with Rock Cores**	**Cost without Rock Cores**	**Cost of Rock Cores (2 Cores Assumed)**	**Base Cost**
AET	**$14,539.00**	$11,499.00	$3,040.00	$14,539.00
ECS	**$11,295.00**	$9,995.00	$1,300.00	$9,995.00

Upon review by Strand and City staff, ECS Midwest, LLC was selected as the preferred consultant.

RECOMMENDATION

Approve the proposal from ECS Midwest, LLC for Subsurface Exploration and Geotechnical Engineering Services for the Braem Park Wet Detention Basin project and authorize execution of said proposal.

ATTACHMENTS

A ECS Midwest, LLC Proposal for Subsurface Exploration and Geotechnical Engineering Services





ECS Midwest, LLC

Proposal for Subsurface Exploration and Geotechnical Engineering Services

Braem Park Wet Detention Basin

905 N Cedar Ave
Marshfield, Wood County, Wisconsin

ECS Proposal Number 59:6796-GP

April 30, 2025 (Revision 4)

April 30, 2025

Mr. Josh Mauritz
Acting Director of Public Works
City of Marshfield
207 West 6th Street
Marshfield, WI 54449
Email: josh.mauritz@ci.marshfield.wi.us

CC: Mr. Baylor Haen
Strand Associates, Inc.
Email: baylor.haen@strand.com

ECS Proposal No. 59:6796-GP (Revision 3)

Reference: Proposal for Subsurface Exploration and Geotechnical Engineering Services
Braem Park Wet Detention Basin
905 N Cedar Ave
Marshfield, Wood County, Wisconsin

Dear Mr. Mauritz:

As requested on March 12, 2025, ECS Midwest, LLC (ECS) is pleased to present the following unit rate proposal for providing geotechnical subsurface exploration and geotechnical engineering services for the above referenced project. This proposal outlines our understanding of the project, the proposed scope of services, activity schedule, fees, and authorization requirement.

In preparing this proposal, we have had the opportunity to review the Request for Proposal, Preliminary Construction Drawing (Attachment H 1332.052), available geologic and geotechnical information for the general site vicinity, and aerial photography.

PROJECT DESCRIPTION

The project site is in Braem Park, northwest of the Cherry Avenue and East Grant Street intersection in the City of Marshfield, Wood County, Wisconsin. ECS understands the proposed project consists of the design of a new wet detention basin. A new wet detention basin outlet pipe and control structure will be constructed on the east side of the basin that will outfall into a small channel draining north into McMillan Creek. A forested disc golf course currently occupies a portion of the proposed wet detention basin location. The basin will have a permanent wet pool area of 0.52-acre, water surface elevation at approximately El. 1221 feet, and bottom elevation at approximately El. 1216 feet.

A subsurface exploration consisting of a series of test borings will be performed at the site to evaluate the subsurface conditions within limits of the proposed construction. The scope of services proposed for this subsurface exploration and geotechnical engineering analysis is given in the following section.

BASE SCOPE OF SERVICES

Our integrated services will include drilling of test borings by drill crews guided by ECS, laboratory testing of representative soil samples for pertinent engineering properties, various engineering analyses and preparation of a geotechnical engineering report. Our proposed scope of services are as follows:

Field Exploration

- The proposed boring locations will be marked in the field by ECS or its subcontracted driller utilizing a handheld GPS unit and/or conventional measuring techniques. The surface elevation will also be measured at each of the boring locations using conventional leveling techniques.

- Digger's Hotline will be contacted to mark utilities in the vicinity of the boring locations. ECS will work with the owner attempting to avoid private buried utilities. However, our base fee does not include contracting a private utility locator. We can include coordinating a private utility locator as an optional service, if requested.

- Mobilize an all-terrain vehicle (ATV) mounted drilling rig to the site.

- As requested, four (4) standard penetration test borings will be performed for this exploration. Each of the borings will be extended to at least a bottom elevation at El. 1,207.0 feet. Further, one (1) of the borings will be advanced to a depth of 15 feet, two (2) of the borings will be advanced to a depth of 17 feet, and one (1) boring will be advanced to a depth of 21 feet below the existing grade within the proposed wet detention basin.

- The borings will be extended to the proposed depths below the existing ground surface unless auger refusal causes them to be terminated at a shallower depth. If auger refusal is encountered in the borings prior to reaching the planned boring depth, then ECS can advance a 5-foot rock core into the obstruction. However, our base fee does not include fees for rock coring. We can include rock coring as an optional service, if requested.

- Standard Penetration Tests in general accordance with ASTM D1586 will be performed in each soil boring at standard intervals. In conjunction with the penetration testing, split-spoon soil samples will be recovered at each test depth. Three (3) thin-walled Shelby tube samples will be obtained from the proposed bottom of pond elevation. Bulk samples of the encountered soils will also be collected for possible laboratory testing.

- Collect headspace vapor measurements on split samples recovered from the borings to estimate the volatile organic compounds (VOC) content of the soil using a photoionization detector (PID).

- Measure depth to groundwater within each borehole at the time of drilling, completion of drilling operations, and 24 hours after drilling prior to backfilling.

- Upon completion of subsurface exploration drilling, each of the boreholes will be backfilled in accordance with Wisconsin Administrative Code NR141. Excess soil cuttings from the borings will be thin spread at the boring location. The owner should anticipate some rutting and marred surfaces in unpaved areas accessed for the borings. Our drill crew will minimize site disturbance

as reasonably possible. Typically, we will not provide site repairs beyond what is outlined above unless specifically contracted.

- Upon completion of drilling operations, the collected representative samples will be returned to our laboratory for further identification and testing.

Other than the PID readings, this proposal does not include environmental consulting, testing or sampling, or the use of special OSHA protections for hazardous drilling conditions. The client should inform ECS of known environmental site conditions which could affect the health and safety of the drill crew.

Complete rights-of-entry and access to the site are expected to be provided for us as a function of this proposal. Further, our estimate does not include fees for clearing trees or brush for drill rig access to the boring locations. If tree/brush clearing is required to access the boring locations, then ECS should be immediately notified so we can revise our proposal.

Laboratory Services

The subsurface exploration program will include limited laboratory testing, as we deem it necessary to evaluate the classification, strength, and other characteristics of the encountered subsurface materials. As a minimum, we will perform calibrated hand penetrometer resistance tests on cohesive soil samples and the following laboratory tests:

- (28) Moisture Content (ASTM D2216)
- (4) Particle Size Distribution (ASTM D422 and D1140)
- (4) Atterberg Limits (ASTM D4318)
- (8) Unit Weight Determination of Soils (ASTM D7263)
- (3) Falling Head Permeability (ASTM D5084)

Report

Upon completion of testing and geotechnical engineering analysis, we will prepare a written geotechnical engineering report that presents our findings and recommendations. We will provide one color electronic version (PDF format) of the report. If requested, ECS will provide up to two bound copies of the report for the quoted fee. Additional bound reports requested will be provided for a nominal fee. The geotechnical engineering report will include the following items:

- Observations from our site reconnaissance, including current site conditions, surface drainage features, and surface topographic conditions.

- A review of the published geologic conditions and their relevance to your planned development.

- A subsurface characterization and a description of the field exploration and laboratory tests performed by ECS and a boring location diagram illustrating the approximate boring locations.

- A summary of groundwater conditions encountered during the exploration including the observed groundwater levels within the boreholes and the presence of perched water levels at the bore hole locations.

- Records of the field exploration (test boring logs) prepared in accordance with the local standard practice for geotechnical engineering. The soil will be classified using the Unified Soil Classification System (USCS) as a guide. Borings located in proposed storm water management device areas will also be classified in accordance with the United States Department of Agriculture (USDA) Classification System.

- Recommended allowable soil bearing pressure(s) for conventional shallow foundations (spread footings) and estimates of potential foundation settlement for outlet structure and diversion structure. If the subsurface conditions preclude the economical use of a conventional shallow foundation system, we will provide recommendations for intermediate foundations or ground improvement options.

- Recommendations for the construction of site utilities.

- Parameters to be used for design and construction of wet detention ponds including embankments, estimated seasonally high groundwater level, potential use of onsite soils for clay liner material, and pond liner construction in general accordance with Wisconsin Department of Natural Resources (WDNR) Technical Standard 1001.

- Evaluation of the on-site soil regarding storm water infiltration properties in general accordance with Wisconsin Department of Natural Resources (WDNR) Technical Standard 1002. We will also complete *Soil and Site Evaluation-Storm* log for the borings located in storm water management locations.

- Based on estimated/laboratory soil parameters, one (1) representative slope cross-section will be analyzed for existing slope stability and for the proposed slope modification. We will conduct these analyses using a computer program that utilizes the Modified Bishops method, and possibly other methods. If necessary, we will provide slope stabilization alternatives for the basin embankments based on the proposed construction and the results of the slope stability analysis.

- Evaluation of the on-site soils for reuse as engineered fill to support grade slabs and pavements. We will also include recommendations for crushed aggregate base course, compaction, testing frequency, and general engineered fill material guidelines.

- Geotechnical review of final specifications and drawings (tentatively scheduled for September 2025).

- Recommendations for additional testing and/or consultation that might be required to complete the geotechnical assessment and related geotechnical engineering for this project.

ECS ADVANTAGES

In addition to the standard services many local geotechnical engineering firms provide, ECS has distinguished itself on multiple disciplines to allow us to “Set the Standard of Service” for you, our clients.

Most notably:

- **Resources**. ECS has extensive experience in Wisconsin, which allows us to meet your schedule and project timeline requirements with efficient and well-informed recommendations. Our track record demonstrates our ability to execute quality services for your fast-paced projects.

- **Experience**. ECS has established an extensive subsurface database for local geologies, allowing us to economically price subsurface explorations and offer the most appropriate techniques initially, not after the first phase of testing is complete.

- **Technology**. ECS utilizes Global Positioning System (GPS) services to locate borings more accurately in the field. This technology allows us to control the responsiveness of our subsurface exploration and ultimately our report deadlines, versus relying on other firms to locate borings.

- **Expertise**. ECS has in-house geotechnical and geophysical testing. These services include vibration monitoring, pile driving analyzer (PDA) testing, pressuremeter testing, site classification for seismic design, seismic refraction (rock surface studies), ground penetrating radar (GPR), and electrical resistivity imaging (ERI) services.

OPTIONAL SERVICES

In addition to the scope of services described previously, there are other services and alternative exploration techniques ECS can conduct that may benefit your project. We have provided a summary of these optional services in the following sections for your consideration.

Private Utility Clearance

We or our subcontracted driller will contact Digger's Hotline to locate underground utilities at the site, but our experience indicates that Digger's Hotline will not locate utilities beyond the point of distribution (meters or gauge points) on private property. We will locate our test boring locations attempting to avoid underground utilities indicated by the Digger's Hotline locating system. However, we will not be responsible for private utilities not pointed out to us by the landowner or client prior to drilling activities. **If private utilities are a concern, we can provide a private utility line locator to reduce your liability for a fee of $1,500**.

Contracting a private utility locator service is not a guarantee that each of the utilities within a work site will be identified, but a service that is offered to lower the risk of the owner/client. ECS and our clients have had past success in avoiding utility conflicts by augmenting the Digger's Hotline services with a private utility locator service. Private utility locator services can identify utility alignments that incorporate significant iron content in the conduit materials. However, private utilities possessing the higher likelihood of not being easily identifiable, beyond the point of distribution, include utilities not containing significant ferrous (iron) content (examples would include but not be limited to most sanitary sewer alignments, copper or PVC water lines, fiber optic lines without tracer ribbons, copper electric lines with no surface exposure, drainage tiles/pipes, and irrigation lines). Where a private locator service identifies a potential risk that is not traceable through conventional methods, ECS will notify the client immediately and work to resolve the issue. *[If you would like ECS to perform this optional service, please indicate so on the attached Proposal Acceptance Form.]*

Rock Coring

If auger refusal is encountered in the borings prior to reaching the planned boring depth, then ECS can advance a rock core run into the obstruction to evaluate the composition and quality of the rock or obstruction. For each core run, the core recovery, and the respective rock quality designation (RQD) will be measured and recorded. Photographs of the rock cores will be taken and included in the report along with Test Boring Records which provide details of the rock core descriptions, recovery, and RQD. **The fee for each 5-foot rock core run is $650.** *[If you would like ECS to perform this optional service, then please indicate so on the attached Proposal Acceptance Form.]*

FEE

It is proposed that the fee for the performance of the requested scope of services be determined on a unit price basis. On this basis and in accordance with the attached Geotechnical Fee Schedule, we estimate the total fee will be as follows:

DRILLING	Quantity	Unit Rate	Units	FEE
Standard Penetration Test Borings (0 to 50 feet)	75.0	$18.00	Per Foot	$1,350.00
Boring Abandonment	75.0	$6.00	Per Foot	$450.00
Mobilization	1.0	$1,250.00	Per Trip	$1,250.00
Daily ATV Rig and Equipment Rental	1.0	$250.00	Per Day	$250.00
Utility Clearance and Coordination	2.0	$110.00	Per Hour	$220.00
Boring Layout and Elevations	1.0	$207.00	Per Hour	$207.00
Per Diem – Lodging (2 people, 1 night)	1.0	$110.00	Per Person Per Night	$110.00
Per Diem – Meals (2 people, 1 day)	2.0	$68.00	Per Person Per Day	$136.00
Photo Ionization Detector Rental	1.0	$167.00	Per Day	$167.00
Shelby Tube Samples	3.0	$50.00	Per Each	$150.00
SUBTOTAL				$4,290.00
LABORATORY TESTING				
Moisture Content (ASTM D2216)	28.0	$15.00	Per Each	$420.00
Sieve Analysis (ASTM D422 and D1140)	4.0	$110.00	Per Each	$440.00
Atterberg Limits (ASTM D4318)	4.0	$95.00	Per Each	$380.00
Unit Weight of Soil (ASTM D7263)	8.0	$45.00	Per Each	$360.00
Visual Classification of Soil (ASTM D2488)	30.0	$10.00	Per Each	$300.00
Falling Head Permeability (ASTM D5084)	3.0	$335.00	Per Each	$1,005.00
SUBTOTAL				$2,905.00
GEOTECHNICAL				
Boring Log Preparation and Administration	4.0	$70.00	Per Hour	$280.00
Report Preparation - Staff Geotechnical Engineer	16.0	$110.00	Per Hour	$1,760.00
Report Preparation - Senior Geotechnical Engineer	4.0	$190.00	Per Hour	$760.00
SUBTOTAL				$2,800.00
TOTAL FEE				**$9,995.00**

Estimated fees for the optional services are noted on the attached Proposal Acceptance Form. Our fee anticipates the site is accessible to an ATV mounted drill rig and the soil borings can be performed during normal work hours (Monday - Friday, 7am to 5pm).

If additional services are requested or required based on difficult drilling conditions (e.g., soils having SPT blow counts > 50 blows/6-inches or fill materials such as demolition debris, etc.), unreported contaminated materials, or differing site conditions, we will contact your office (or assigned representative) for verbal and written authorization for the additional services.

SCHEDULE

It is expected the selected firm will be awarded the geotechnical scope by March 31, 2025. We understand initial boring information is required by June 6, 2025, and the final geotechnical report is required by June 30, 2025. In preparing this proposal, we anticipate the client will assist in the coordination of our access to the site with the current site owners/occupants.

We anticipate being able to mobilize to the site within about 3 to 4 weeks after receiving authorization to proceed and notification that the appropriate on-site personnel have been informed and delineation of utility lines. We anticipate the drilling operations will require approximately 1 day, and the laboratory testing and report preparation, after drilling is completed, will require approximately 10 days. Therefore, for time budget purposes, the base scope of services should take approximately 5 to 6 weeks from initial authorization through final report submission. Verbal comments on findings can typically be provided within 3 days of drilling completion, if requested. The above schedule values are estimates and are dependent on weather conditions and equipment/crew availability.

CLOSING

If other items are required because of unexpected field conditions or because of a request for additional services, they will be invoiced in accordance with our current Fee Schedule. Before modifying or expanding the extent of our exploration program, you would be informed of our intentions for both your review and authorization.

Our “Terms and Conditions of Service,” which are included as an attachment to this letter, is an integral part of our proposal. These conditions represent the current recommendations of the GeoProfessional Business Association (GBA), the Consulting Engineers' Council, and the Geo-Institute of the American Society of Civil Engineers.

Our insurance carrier requires that we receive written authorization prior to initiation of our services, and a signed contract prior to the release of our work product. This letter is the agreement for our services. Your acceptance of this proposal may be indicated by signing and returning the enclosed copy to us. We are pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,

ECS Midwest, LLC

Mark E. King, P.E.
Group Manager
mking@ecslimited.com

Matthew Meyer, P.E.
Geotechnical Department Manager
mmeyer@ecslimited.com

Enclosures: Proposal Acceptance Form, Terms and Conditions of Service, Proof of Insurance

PROPOSAL ACCEPTANCE FORM

Proposal No.:	59:6796-GP (Revision 4)
Scope of Services:	Subsurface Exploration and Geotechnical Engineering Services
Project:	**Braem Park Wet Detention Basin**
Location:	905 N Cedar Ave, Marshfield, Wood County, Wisconsin
Base Scope Fee:	**$9,995.00**

Optional Services:

Private Utility Locating ($1,500): ❑ Yes ❑ No

Rock Coring ($650.00 per each 5-foot core run) ❑ Yes ❑ No

Please complete this page and return one copy of this proposal to ECS to indicate acceptance of this proposal and to initiate services on the above-referenced project. The Client's signature below also indicates that he/she has read or has had the opportunity to read the accompanying Terms and Conditions of Service and agrees to be bound by such Terms and Conditions of Service.

Attest:

City of Marshfield "Owner"

_____

_____
Lois TeStrake, Mayor

_____

_____
Jessica Schiferl, City Clerk

All of the Contract Documents have been examined as to form and are approved.

_____, 2025

_____
Harold C. Wolfgram, City Attorney

Provision is made to pay the liability that will accrue under this Contract.

_____, 2025

_____
Jennifer Selenske, Finance Director

BILLING INFORMATION
(Please Print or Type)

Name of Client: _____
Name of Contact Person: _____
Telephone No. of Contact Person: _____
Party Responsible for Payment: _____
Company Name: _____
Person/Title _____
Department: _____
Billing Address: _____
_____
_____
Telephone Number: _____
Fax Number: _____
Email: _____
Purchase Order Number: _____
Client Project/Account Number: _____
Special Conditions for Invoice: _____
Submittal and Approval: _____

ECS offers an array of services to assist you with *many* phases of your project, including but not limited to:

• *Phase I, II and III ESAs* • *Archaeological Assessments* • *Wetlands Delineations* • *Asbestos/Lead Paint Services* • *Indoor Air Quality Mold Services*	• *Third Party Mechanical, Electrical, Plumbing Inspections Services* • *Geotechnical Engineering Services* • *Construction Materials Testing* • *Septic/Drainfield Design Services*	• *Building Envelope, Roofing, and Waterproofing Inspection and Consultation* • *Pre- and Post-Construction Condition Assessments* • *Specialty Materials and Forensics Testing* • *LEED® Consulting Services*

Proposal No. 59:6796-GP (Revision 4) (hereinafter the "Proposal")

Client: City of Marshfield

ECS MIDWEST, LLC
TERMS AND CONDITIONS OF SERVICE

The professional services (the "Services") to be provided by ECS MIDWEST, LLC ["ECS"] pursuant to the Proposal shall be provided in accordance with these Terms and Conditions of Service ("Terms"), including any addenda as may be incorporated or referenced in writing shall form the Agreement between ECS and Client.

1.0 INDEPENDENT CONSULTANT STATUS - ECS shall serve as an independent professional consultant to CLIENT for Service on the Project, identified above, and shall have control over, and responsibility for, the means and methods for providing the Services identified in the Proposal, including the retention of Subcontractors and Subconsultants

2.0 SCOPE OF SERVICES - It is understood that the fees, reimbursable expenses and time schedule defined in the Proposal are based on information provided by CLIENT and/or CLIENT'S contractors and consultants. CLIENT acknowledges that if this information is not current, is incomplete or inaccurate, if conditions are discovered that could not be reasonably foreseen, or if CLIENT orders additional services, the scope of services will change, even while the Services are in progress.

3.0 STANDARD OF CARE

3.1 **In fulfilling its obligations and responsibilities enumerated in the Proposal, ECS shall be expected to comply with and its performance evaluated in light of the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity at that time in the region (the "Standard of Care"). Nothing contained in the Proposal, the agreed-upon scope of Services, these Terms and Conditions of Service or any ECS report, opinion, plan or other document prepared by ECS shall constitute a warranty or guaranty of any nature whatsoever.**

3.2 CLIENT understands and agrees that ECS will rely on the facts learned from data gathered during performance of Services as well as those facts provided by the CLIENT. CLIENT acknowledges that such data collection is limited to specific areas that are sampled, bored, tested, observed and/or evaluated. Consequently, CLIENT waives any and all claims based upon erroneous facts provided by the CLIENT, facts subsequently learned or regarding conditions in areas not specifically sampled, bored, tested, observed or evaluated by ECS.

3.3 If a situation arises that causes ECS to believe compliance with CLIENT'S directives would be contrary to sound engineering practices, would violate applicable laws, regulations or codes, or will expose ECS to legal claims or charges, ECS shall so advise CLIENT. If ECS' professional judgment is rejected, ECS shall have the right to terminate its Services in accordance with the provisions of Section 25.0, below.

3.4 If CLIENT decides to disregard ECS' recommendations with respect to complying with applicable Laws or Regulations, ECS shall determine if applicable law requires ECS to notify the appropriate public officials. CLIENT agrees that such determinations are ECS' sole right to make.

4.0 CLIENT DISCLOSURES

4.1 Where the Scope of Services requires ECS to penetrate a Site surface, CLIENT shall furnish and/or shall direct CLIENT'S consultant(s) or agent(s) to furnish ECS information identifying the type and location of utility lines and other man-made objects known, suspected, or assumed to be located beneath or behind the Site's surface. ECS shall be entitled to rely on such information for completeness and accuracy without further investigation, analysis, or evaluation.

4.2 "Hazardous Materials" shall include but not be limited to any substance that poses or may pose a present or potential hazard to human health or the environment whether contained in a product, material, by-product, waste, or sample, and whether it exists in a solid, liquid, semi-solid or gaseous form. CLIENT shall notify ECS of any known, assumed, or suspected regulated, contaminated, or other similar Hazardous Materials that may exist at the Site prior to ECS mobilizing to the Site.

4.3 If any Hazardous Materials are discovered, or are reasonably suspected by ECS after its Services begin, ECS shall be entitled to amend the scope of Services and adjust its fees to reflect the additional work or personal protective equipment and/or safety precautions required by the existence of such Hazardous Materials.

5.0 INFORMATION PROVIDED BY OTHERS - CLIENT waives, releases and discharges ECS from and against any claim for damage, injury or loss allegedly arising out of or in connection with errors, omissions, or inaccuracies in documents and other information in any form provided to ECS by CLIENT or CLIENT's agents, contractors, or consultants, including such information that becomes incorporated into ECS documents.

6.0 CONCEALED RISKS - CLIENT acknowledges that special risks are inherent in sampling, testing and/or evaluating concealed conditions that are hidden from view and/or neither readably apparent nor easily accessible, *e.g.*, subsurface conditions, conditions behind a wall, beneath a floor, or above a ceiling. Such circumstances require that certain assumptions be made regarding existing conditions, which may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of a building or component thereof. Accordingly, ECS shall not be responsible for the verification of such conditions unless verification can be made by simple visual observation. Client agrees to bear any and all costs, losses, damages and expenses (including, but not limited to, the cost of ECS' Additional Services) in any way arising from or in connection with the existence or discovery of such concealed or unknown conditions.

7.0 RIGHT OF ENTRY/DAMAGE RESULTING FROM SERVICES

7.1 CLIENT warrants that it possesses the authority to grant ECS right of entry to the Site for the performance of Services. CLIENT hereby grants ECS and its subcontractors and/or agents, the right to enter from time to time onto the property in order for ECS to perform its Services. CLIENT agrees to indemnify and hold ECS harmless from any claims arising from allegations that ECS trespassed or lacked authority to access the Site.

7.2 CLIENT warrants that it possesses all necessary permits, licenses and/or utility clearances for the Services to be provided by ECS except where ECS' Proposal explicitly states that ECS will obtain such permits, licenses, and/or utility clearances.

7.3 ECS will take reasonable precautions to limit damage to the Site and its improvements during the performance of its Services. CLIENT understands that the use of exploration, boring, sampling, or testing equipment may cause minor, but common, damage to the Site. The correction and restoration of such common damage is CLIENT'S responsibility unless specifically included in ECS' Proposal.

7.4 CLIENT agrees that it will not bring any claims for liability or for injury or loss against ECS arising from (i) procedures associated with the exploration, sampling or testing activities at the Site, (ii) discovery of Hazardous Materials or suspected Hazardous Materials, or (iii) ECS' findings, conclusions, opinions, recommendations, plans, and/or specifications related to discovery of contamination.

8.0 UNDERGROUND UTILITIES

8.1 ECS shall exercise the Standard of Care in evaluating client-furnished information as well as information readily and customarily available from public utility locating services (the "Underground Utility Information") in its effort to identify underground utilities. The extent of such evaluations shall be at ECS' sole discretion.

8.2 CLIENT recognizes that the Underground Utility Information provided to or obtained by ECS may contain errors or be incomplete. CLIENT understands that ECS may be unable to identify the locations of all subsurface utility lines and man-made features.

8.3 CLIENT waives, releases, and discharges ECS from and against any claim for damage, injury or loss allegedly arising from or related to subterranean structures (pipes, tanks, cables, or other utilities, etc.) which are not called to ECS' attention in writing by CLIENT, not correctly shown on the Underground Utility Information and/or not properly marked or located by the utility owners, governmental or quasi-governmental locators, or private utility locating services as a result of ECS' or ECS' subcontractor's request for utility marking services made in accordance with local industry standards.

9.0 SAMPLES

9.1 Soil, rock, water, building materials and/or other samples and sampling by-products obtained from the Site are and remain the property of CLIENT. Unless other arrangements are requested by CLIENT and mutually agreed upon by ECS in writing, ECS will retain samples not consumed in laboratory testing for up to sixty (60) calendar days after the issuance of any document containing data obtained from such samples. Samples consumed by laboratory testing procedures will not be stored.

9.2 Unless CLIENT directs otherwise, and excluding those issues covered in Section 10.0, CLIENT authorizes ECS to dispose of CLIENT'S non-hazardous samples and sampling or testing process by-products in accordance with applicable laws and regulations.

10.0 ENVIRONMENTAL RISKS

10.1 When Hazardous Materials are known, assumed, suspected to exist, or discovered at the Site, ECS will endeavor to protect its employees and address public health, safety, and environmental issues in accordance with the Standard of Care. CLIENT agrees to compensate ECS for such efforts.

10.2 When Hazardous Materials are known, assumed, or suspected to exist, or discovered at the Site, ECS and/or ECS' subcontractors will exercise the Standard of Care in containerizing and labeling such Hazardous Materials in accordance with applicable laws and regulations, and will leave the containers on Site. CLIENT is responsible for the retrieval, removal, transport and disposal of such contaminated samples, and sampling process byproducts in accordance with applicable law and regulation.

10.3 Unless explicitly stated in the Scope of Services, ECS will neither subcontract for nor arrange for the transport, disposal, or treatment of Hazardous Materials. At CLIENT'S written request, ECS may assist CLIENT in identifying appropriate alternatives for transport, off-site treatment, storage, or disposal of such substances, but CLIENT shall be solely responsible for the final selection of methods and firms to provide such services. CLIENT shall sign all manifests for the disposal of substances affected by contaminants and shall otherwise exercise prudence in arranging for lawful disposal.

10.4 In those instances where ECS is expressly retained by CLIENT to assist CLIENT in the disposal of Hazardous Materials, samples, or wastes as part of the Proposal, ECS shall do so only as CLIENT'S agent (notwithstanding any other provision of this AGREEMENT to the contrary). ECS will not assume the role of, nor be considered a generator, storer, transporter, or disposer of Hazardous Materials.

10.5 Subsurface sampling may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or excavation/boring device moves through a contaminated zone and links it to an aquifer, underground stream, pervious soil stratum, or other hydrous body not previously contaminated, or connects an uncontaminated zone with a contaminated zone. Because sampling is an essential element of the Services indicated herein, CLIENT agrees this risk cannot be eliminated. Provided such services were performed in accordance with the Standard of Care, CLIENT waives, releases and discharges ECS from and against any claim for damage, injury, or loss allegedly arising from or related to such cross-contamination.

10.6 CLIENT understands that a Phase I Environmental Site Assessment (ESA) is conducted solely to permit ECS to render a professional opinion about the likelihood of the site having a Recognized Environmental Condition on, in, beneath, or near the Site at the time the Services are conducted. No matter how thorough a Phase I ESA study may be, findings derived from its conduct are highly limited and ECS cannot know or state for an absolute fact that the Site is unaffected or adversely affected by one or more Recognized Environmental Conditions. CLIENT represents and warrants that it understands the limitations associated with Phase I ESAs.

11.0 OWNERSHIP OF DOCUMENTS

11.1 ECS shall be deemed the author and owner (or licensee) of all documents, technical reports, letters, photos, boring logs, field data, field notes, laboratory test data, calculations, designs, plans, specifications, reports, or similar documents and estimates of any kind furnished by it [the "Documents of Service"] and shall retain all common law, statutory and other reserved rights, including copyrights. CLIENT shall have a limited, non-exclusive license to use copies of the Documents of Service provided to it in connection with the Project for which the Documents of Service are provided until the completion of the Project.

11.2 ECS' Services are performed and Documents of Service are provided for the CLIENT'S sole use. CLIENT understands and agrees that any use of the Documents of Service by anyone other than the CLIENT, it's licensed consultants and its contractors is not permitted. CLIENT further agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its contractors' use of ECS' Documents of Service.

11.3 CLIENT agrees to not use ECS' Documents of Service for the Project if the Project is subsequently modified in scope, structure or purpose without ECS' prior written consent. Any reuse without ECS' written consent shall be at CLIENT'S sole risk and without liability to ECS or to ECS' subcontractor(s). CLIENT agrees to indemnify and hold ECS harmless for any errors, omissions or damage resulting from its use of ECS' Documents of Service after any modification in scope, structure or purpose.

11.4 CLIENT agrees to not make any modification to the Documents of Service without the prior written authorization of ECS. To the fullest extent permitted by law, CLIENT agrees to indemnify, defend, and hold ECS harmless from any damage, loss, claim, liability or cost (including reasonable attorneys' fees and defense costs) arising out of or in connection with any unauthorized modification of the Documents of Service by CLIENT or any person or entity that acquires or obtains the Documents of Service from or through CLIENT. CLIENT represents and warrants that the Documents of Service shall be used only as submitted by ECS.

12.0 SAFETY

12.1 Unless expressly agreed to in writing in its Proposal, CLIENT agrees that ECS shall have no responsibility whatsoever for any aspect of site safety other than for its own employees. Nothing herein shall be construed to relieve CLIENT and/or its contractors, consultants or other parties from their responsibility for site safety. CLIENT also represents and warrants that the General Contractor is solely responsible for Project site safety and that ECS personnel may rely on the safety measures provided by the General Contractor.

12.2 In the event ECS assumes in writing limited responsibility for specified safety issues, the acceptance of such responsibilities does not and shall not be deemed an acceptance of responsibility for any other non-specified safety issues, including, but not limited to those relating to excavating, trenching, shoring, drilling, backfilling, blasting, or other construction activities.

13.0 CONSTRUCTION TESTING AND REMEDIATION SERVICES

13.1 CLIENT understands that construction testing and observation services are provided in an effort to reduce, but cannot eliminate, the risk of problems arising during or after construction or remediation. CLIENT agrees that the provision of such Services does not create a warranty or guarantee of any type.

13.2 Monitoring and/or testing services provided by ECS shall not in any way relieve the CLIENT'S contractor(s) from their responsibilities and obligations for the quality or completeness of construction as well as their obligation to comply with applicable laws, codes, and regulations.

13.3 ECS has no responsibility whatsoever for the means, methods, techniques, sequencing or procedures of construction selected, for safety precautions and programs incidental to work or services provided by any contractor or other consultant. ECS does not and shall not have or accept authority to supervise, direct, control, or stop the work of any contractor or consultant or any of their subcontractors or subconsultants.

13.4 ECS strongly recommends that CLIENT retain ECS to provide construction monitoring and testing services on a full time basis to lower the risk of defective or incomplete Work being installed by CLIENT'S contractor(s). If CLIENT elects to retain ECS on a part time basis for any aspect of construction monitoring and/or testing, CLIENT accepts the risks that a lower level of construction quality may occur and that defective or incomplete work may result and not be detected by ECS' part time monitoring and testing. Unless the CLIENT can show that the error or omission is contained in ECS' reports, CLIENT waives, releases and discharges ECS from and against any other claims for errors, omissions, damages, injuries, or loss alleged to arise from defective or incomplete work that was monitored or tested by ECS on a part time basis. Except as set forth in the preceding sentence, CLIENT agrees to indemnify and hold ECS harmless from all damages, costs, and attorneys' fees, for any claims alleging errors, omissions, damage, injury or loss allegedly resulting from Work that was monitored or tested by ECS on a part time basis.

14.0 CERTIFICATIONS - CLIENT may request, or governing jurisdictions may require, ECS to provide a "certification" regarding the Services provided by ECS. Any "certification" required of ECS by the CLIENT or jurisdiction(s) having authority over some or all aspects of the Project shall consist of ECS' inferences and professional opinions based on the limited sampling, observations, tests, and/or analyses performed by ECS at discrete locations and times. Such "certifications" shall constitute ECS' professional opinion of a condition's existence, but ECS does not guarantee that such condition exists, nor does it relieve other parties of the responsibilities or obligations such parties have with respect to the possible existence of such a condition. CLIENT agrees it cannot make the resolution of any dispute with ECS or payment of any amount due to ECS contingent upon ECS signing any such "certification."

15.0 BILLINGS AND PAYMENTS

15.1 Billings will be based on the unit rates, plus travel costs, and other reimbursable expenses as stated in the Professional Fees section of the Proposal. Any Estimate of Professional Fees stated in these Terms shall not be considered as a not-to-exceed or lump sum amount unless otherwise explicitly stated. CLIENT understands and agrees that even if ECS agrees to a lump sum or not-to-exceed amount, that amount shall be limited to number of hours, visits, trips, tests, borings, or samples stated in the Proposal.

15.2 CLIENT agrees that all Professional Fees and other unit rates shall be adjusted annually to account for inflation based on the most recent 12-month average of the Consumer Price Index (CPI-U) for all items as established by www.bls.gov when the CPI-U exceeds an annual rate of 2.0%.

15.3 Should ECS identify a Changed Condition(s), ECS shall notify the CLIENT of the Changed Condition(s). ECS and CLIENT shall promptly and in good faith negotiate an amendment to the Scope of Services, Professional Fees, and time schedule.

15.4 CLIENT recognizes that time is of the essence with respect to payment of ECS' invoices, and that timely payment is a material consideration for this agreement. All payment shall be in U.S. funds drawn upon U.S. banks and in accordance with the rates and charges set forth in the Professional Fees. Invoices are due and payable upon receipt.

15.5 If CLIENT disputes all or part of an invoice, CLIENT shall provide ECS with written notice stating in detail the facts of the dispute within fifteen (15) calendar days of the invoice. CLIENT agrees to pay the undisputed amount of such invoice promptly.

15.6 ECS reserves the right to charge CLIENT an additional charge of one-and-one-half (1.5) percent (or the maximum percentage allowed by Law, whichever is lower) of the invoiced amount per month for any payment received by ECS more than thirty (30) calendar days from the date of the invoice, excepting any portion of the invoiced amount in dispute. All payments will be applied to accrued interest first and then to the unpaid principal amount. Payment of invoices shall not be subject to unilateral discounting or set-offs by CLIENT.

15.7 CLIENT agrees that its obligation to pay for the Services is not contingent upon CLIENT'S ability to obtain financing, zoning, approval of governmental or regulatory agencies, permits, final adjudication of a lawsuit, CLIENT'S successful completion of the Project, settlement of a real estate transaction, receipt of payment from CLIENT'S client, or any other event unrelated to ECS provision of Services. Retainage shall not be withheld from any payment, nor shall any deduction be made from any invoice on account of penalty, liquidated damages, or other sums incurred by CLIENT. It is agreed that all costs and legal fees including actual attorney's fees, and expenses incurred by ECS in obtaining payment under this Agreement, in perfecting or obtaining a lien, recovery under a bond, collecting any delinquent amounts due, or executing judgments, shall be reimbursed by CLIENT.

15.8 Unless CLIENT has provided notice to ECS in accordance with Section 16.0 of these Terms, payment of any invoice by the CLIENT shall mean that the CLIENT is satisfied with ECS' Services and is not aware of any defects in those Services.

16.0 DEFECTS IN SERVICE

16.1 CLIENT, its personnel, its consultants, and its contractors shall promptly inform ECS during active work on any project of any actual or suspected defects in the Services so to permit ECS to take such prompt, effective remedial measures that in ECS' opinion will reduce or eliminate the consequences of any such defective Services. The correction of defects attributable to ECS' failure to perform in accordance with the Standard of Care shall be provided at no cost to CLIENT. However, ECS shall not be responsible for the correction of any deficiency attributable to CLIENT-furnished information, the errors, omissions, defective materials, or improper installation of materials by CLIENT's personnel, consultants or contractors, or work not observed by ECS. CLIENT shall compensate ECS for the costs of correcting such defects.

16.2 Modifications to reports, documents and plans required as a result of jurisdictional reviews or CLIENT requests shall not be considered to be defects. CLIENT shall compensate ECS for the provision of such Services.

17.0 INSURANCE - ECS represents that it and its subcontractors and subconsultants maintain Workers Compensation insurance, and that ECS is covered by general liability, automobile and professional liability insurance policies in coverage amounts it deems reasonable and adequate. ECS shall furnish certificates of insurance upon request. The CLIENT is responsible for requesting specific inclusions or limits of coverage that are not present in ECS insurance package. The cost of such inclusions or coverage increases, if available, will be at the expense of the CLIENT.

18.0 LIMITATION OF LIABILITY

18.1 CLIENT AGREES TO ALLOCATE CERTAIN RISKS ASSOCIATED WITH THE PROJECT BY LIMITING ECS' TOTAL LIABILITY TO CLIENT ARISING FROM ECS' PROFESSIONAL LIABILITY, I.E. PROFESSIONAL ACTS, ERRORS, OR OMISSIONS AND FOR ANY AND ALL CAUSES INCLUDING NEGLIGENCE, STRICT LIABILITY, BREACH OF CONTRACT, OR BREACH OF WARRANTY, INJURIES, DAMAGES, CLAIMS, LOSSES, EXPENSES, OR CLAIM EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) RELATING TO PROFESSIONAL SERVICES PROVIDED UNDER THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THE ALLOCATION IS AS FOLLOWS.

18.1.1 ECS' total aggregate liability to CLIENT shall not exceed the amounts listed in the insurance requirements section of this contract.

18.2 CLIENT agrees that ECS shall not be responsible for any injury, loss or damage of any nature, including bodily injury and property damage, arising directly or indirectly, in whole or in part, from acts or omissions by the CLIENT, its employees, agents, staff, consultants, contractors, or subcontractors to the extent such injury, damage, or loss is caused by acts or omissions of CLIENT, its employees, agents, staff, consultants, contractors, subcontractors or person/entities for whom CLIENT is legally liable.

18.3 CLIENT agrees that ECS' liability for all non-professional liability arising out of this agreement or the services provided as a result of the Proposal be limited to the amounts listed in the insurance requirements section of this contract.

19.0 INDEMNIFICATION

19.1 To the fullest extent of the law, ECS agrees to hold harmless and indemnify CLIENT from and against damages (including reasonable attorneys' fees and costs of litigation defense and/or settlement) arising from ECS' negligent performance of its Services, but only to the extent that such damages are found to be caused by ECS' negligent acts, errors or omissions, (specifically excluding any damages caused by any third party or by the CLIENT.) ECS does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, or any other statute.

19.2 To the fullest extent permitted by Law, CLIENT agrees to indemnify, and hold ECS harmless from and against any and all liability, claims, damages, demands, fines, penalties, costs and expenditures (including reasonable attorneys' fees and costs of litigation defense and/or settlement) ["Damages"] caused in whole or in part by the negligent acts, errors, or omissions of the CLIENT or CLIENT'S employees, agents, staff, contractors, subcontractors, consultants, and clients, provided such Damages are attributable to: (a) the bodily injury, personal injury, sickness, disease and/or death of any person; (b) the injury to or loss of value to tangible personal property; or (c) a breach of these Terms. The foregoing indemnification shall not apply to the extent such Damage is found to be caused by the sole negligence, errors, omissions or willful misconduct of ECS.

19.3 It is specifically understood and agreed that in no case shall ECS be required to pay an amount of Damages disproportional to ECS' culpability. **IF CLIENT IS A HOMEOWNER, HOMEOWNERS' ASSOCIATION, CONDOMINIUM OWNER, CONDOMINIUM OWNER'S ASSOCIATION, OR SIMILAR RESIDENTIAL OWNER, ECS RECOMMENDS THAT CLIENT RETAIN LEGAL COUNSEL BEFORE ENTERING INTO THIS AGREEMENT TO EXPLAIN CLIENT'S RIGHTS AND OBLIGATIONS HEREUNDER, AND THE LIMITATIONS, AND RESTRICTIONS IMPOSED BY THIS AGREEMENT. CLIENT AGREES THAT FAILURE OF CLIENT TO RETAIN SUCH COUNSEL SHALL BE A KNOWING WAIVER OF LEGAL COUNSEL AND SHALL NOT BE ALLOWED ON GROUNDS OF AVOIDING ANY PROVISION OF THIS AGREEMENT.**

19.4 **IF CLIENT IS A RESIDENTIAL BUILDER OR RESIDENTIAL DEVELOPER, CLIENT SHALL INDEMNIFY AND HOLD HARMLESS ECS AGAINST ANY AND ALL CLAIMS OR DEMANDS DUE TO INJURY OR LOSS INITIATED BY ONE OR MORE HOMEOWNERS, UNIT-OWNERS, OR THEIR HOMEOWNER'S ASSOCIATION, COOPERATIVE BOARD, OR SIMILAR GOVERNING ENTITY AGAINST CLIENT WHICH RESULTS IN ECS BEING BROUGHT INTO THE DISPUTE.**

19.5 **IN NO EVENT SHALL THE DUTY TO INDEMNIFY AND HOLD ANOTHER PARTY HARMLESS UNDER THIS SECTION 19.0 INCLUDE THE DUTY TO DEFEND.**

20.0 CONSEQUENTIAL DAMAGES

20.1 CLIENT shall not be liable to ECS and ECS shall not be liable to CLIENT for any consequential damages incurred by either due to the fault of the other or their employees, consultants, agents, contractors or subcontractors, regardless of the nature of the fault or whether such liability arises in breach of contract or warranty, tort, statute, or any other cause of action. Consequential damages include, but are not limited to, loss of use and loss of profit.

20.2 ECS shall not be liable to CLIENT, or any entity engaged directly or indirectly by CLIENT, for any liquidated damages due to any fault, or failure to act, in part or in total by ECS, its employees, agents, or subcontractors.

21.0 SOURCES OF RECOVERY

21.1 All claims for damages related to the Services provided under this agreement shall be made against the ECS Entity contracting with the CLIENT for the Services, and no other person or entity. CLIENT agrees that it shall not name any affiliated entity including parent, peer, or subsidiary entity or any individual officer, director, or employee of ECS, specifically including its professional engineers and geologists.

21.2 In the event of any dispute or claim between CLIENT and ECS arising out of in connection with the Project and/or the Services, CLIENT and ECS agree that they will look solely to each other for the satisfaction of any such dispute or claim. Moreover, notwithstanding anything to the contrary contained in any other provision herein, CLIENT and ECS' agree that their respective shareholders, principals, partners, members, agents, directors, officers, employees, and/or owners shall have no liability whatsoever arising out of or in connection with the Project and/or Services provided hereunder. In the event CLIENT brings a claim against an affiliated entity, parent entity, subsidiary entity, or individual officer, director or employee in contravention of this Section 21, CLIENT agrees to hold ECS harmless from and against all damages, costs, awards, or fees (including attorneys' fees) attributable to such act.

22.0 THIRD PARTY CLAIMS EXCLUSION - CLIENT and ECS agree that the Services are performed solely for the benefit of the CLIENT and are not intended by either CLIENT or ECS to benefit any other person or entity. To the extent that any other person or entity is benefited by the Services, such benefit is purely incidental and such other person or entity shall not be deemed a third party beneficiary to the AGREEMENT. No third-party shall have the right to rely on ECS' opinions rendered in connection with ECS' Services without written consent from both CLIENT and ECS, which shall include, at a minimum, the third-party's agreement to be bound to the same Terms and Conditions contained herein and third-party's agreement that ECS' Scope of Services performed is adequate.

23.0 DISPUTE RESOLUTION

23.1 In the event any claims, disputes, and other matters in question arising out of or relating to these Terms or breach thereof (collectively referred to as "Disputes"), the parties shall promptly attempt to resolve all such Disputes through executive negotiation between senior representatives of both parties familiar with the Project. The parties shall arrange a mutually convenient time for the senior representative of each party to meet. Such meeting shall occur within fifteen (15) days of either party's written request for executive negotiation or as otherwise mutually agreed. Should this meeting fail to result in a mutually agreeable plan for resolution of the Dispute, CLIENT and ECS agree that either party may bring litigation.

23.2 CLIENT shall make no claim (whether directly or in the form of a third-party claim) against ECS unless CLIENT shall have first provided ECS with a written certification executed by an independent engineer licensed in the jurisdiction in which the Project is located, reasonably specifying each and every act or omission which the certifier contends constitutes a violation of the Standard of Care. Such certificate shall be a precondition to the institution of any judicial proceeding and shall be provided to ECS thirty (30) days prior to the institution of such judicial proceedings.

23.3 Litigation shall be instituted in a court of competent jurisdiction in Wood County, Wisconsin. The parties agree that the law applicable to these Terms and the Services provided pursuant to the Proposal shall be the laws of the Commonwealth of Wisconsin, but excluding its choice of law rules. Unless otherwise mutually agreed to in writing by both parties, CLIENT waives the right to remove any litigation action to any other jurisdiction. Both parties agree to waive any demand for a trial by jury.

24.0 CURING A BREACH

24.1 A party that believes the other has materially breached these Terms shall issue a written cure notice identifying its alleged grounds for termination. Both parties shall promptly and in good faith attempt to identify a cure for the alleged breach or present facts showing the absence of such breach. If a cure can be agreed to or the matter otherwise resolved within thirty (30) calendar days from the date of the termination notice, the parties shall commit their understandings to writing and termination shall not occur.

24.2 Either party may waive any right provided by these Terms in curing an actual or alleged breach; however, such waiver shall not affect future application of such provision or any other provision.

25.0 TERMINATION

25.1 CLIENT or ECS may terminate this agreement for breach or these terms, non-payment, or a failure to cooperate. In the event of termination, the effecting party shall so notify the other party in writing and termination shall become effective fourteen (14) calendar days after receipt of the termination notice.

25.2 Irrespective of which party shall effect termination, or the cause therefore, ECS shall promptly render to CLIENT a final invoice and CLIENT shall immediately compensate ECS for Services rendered and costs incurred including those Services associated with termination itself, including without limitation, demobilizing, modifying schedules, and reassigning personnel.

26.0 [SECTION INTENTIONALLY REMOVED]

27.0 ASSIGNMENT - CLIENT and ECS respectively bind themselves, their successors, assigns, heirs, and legal representatives to the other party and the successors, assigns, heirs and legal representatives of such other party with respect to all covenants of these Terms. Neither CLIENT nor ECS shall assign these Terms, any rights thereunder, or any cause of action arising therefrom, in whole or in part, without the written consent of the other. Any purported assignment or transfer, except as permitted above, shall be deemed null, void and invalid, the purported assignee shall acquire no rights as a result of the purported assignment or transfer and the non-assigning party shall not recognize any such purported assignment or transfer.

28.0 SEVERABILITY - Any provision of these Terms later held to violate any law, statute, or regulation, shall be deemed void, and all remaining provisions shall continue in full force and effect. CLIENT and ECS shall endeavor to quickly replace a voided provision with a valid substitute that expresses the intent of the issues covered by the original provision.

29.0 SURVIVAL - All obligations arising prior to the termination of the agreement represented by these Terms and all provisions allocating responsibility or liability between the CLIENT and ECS shall survive the substantial completion of Services and the termination of the agreement.

30.0 TITLES; ENTIRE AGREEMENT

30.1 The titles used herein are for general reference only and are not part of the Terms and Conditions.

30.2 These Terms and Conditions of Service together with the Proposal, including all exhibits, appendixes, and other documents appended to it, constitute the entire agreement between CLIENT and ECS. CLIENT acknowledges that all prior understandings and negotiations are superseded by this agreement.

30.3 CLIENT and ECS agree that subsequent modifications to the agreement represented by these shall not be binding unless made in writing and signed by authorized representatives of both parties.

30.4 All preprinted terms and conditions on CLIENT'S purchase order, Work Authorization, or other service acknowledgement forms, are inapplicable and superseded by these Terms and Conditions of Service.

30.5 CLIENT's execution of a Work Authorization, the submission of a start work authorization (oral or written) or issuance of a purchase order constitutes CLIENT's acceptance of this Proposal and its agreement to be fully bound the foregoing Terms. If CLIENT fails to provide ECS with a signed copy of these Terms or the attached Work Authorization, CLIENT agrees that by authorizing and accepting the services of ECS, it will be fully bound by these Terms as if they had been signed by CLIENT.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher Risk Management Services, LLC
14026 Thunderbolt Place, Suite 200
Chantilly VA 20151

CONTACT NAME:
PHONE (A/C, No, Ext): 703-988-0900 **FAX (A/C, No):** 703-988-9498
E-MAIL ADDRESS: Randi_Swisher@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Bankers Standard Insurance Company	18279
INSURER B : ACE American Insurance Company	22667
INSURER C : Cincinnati Insurance Company	10677
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ECS Midwest, LLC
14026 Thunderbolt Place
Suite 700
Chantilly VA 20151

COVERAGES **CERTIFICATE NUMBER:** 1733494671 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	X **COMMERCIAL GENERAL LIABILITY**	Y	Y	ENP 0219995	12/1/2024	12/1/2025	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X Contractual Liab						MED EXP (Any one person)	$ 10,000
	X X C U Coverage						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
C	**AUTOMOBILE LIABILITY**	Y	Y	EBA 0463053	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X **UMBRELLA LIAB** X OCCUR	Y	Y	ENP 0219995	12/1/2024	12/1/2025	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 5,000,000
	[ ] DED X RETENTION $ 0							$
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N	N / A	Y	71764165	12/1/2024	12/1/2025	X PER STATUTE [ ] OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] **(Mandatory in NH)**						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Pollution Liability	Y	Y	CPMG28192289	12/1/2024	12/1/2025	Occurrence/Aggregate	$15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Project: Braem Park Wet Detention Basin City of Marshfield, Wisconsin

City of Marshfield and Strand Associates, its officials, employees, and officers are included as Additional Insured on a primary and non-contributory basis with respects to General Liability and Automobile Liability coverage where required by written contract. A waiver of subrogation is granted in favor of the above-listed parties where required by written contract. 30 days prior written notice of cancellation (10 days' notice for non-payment of premium). Umbrella follows form.

CERTIFICATE HOLDER

Stand Associates, Inc
910 West Wingra Drive
MAdison WI 53715

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Frank Anderson

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City of
MARSHFIELD
MEMORANDUM

TO: **Board of Public Works**
FROM: **Josh Mauritz, Acting Public Works Director**
DATE: **May 5, 2025**
RE: **Approval of Engineering Services Contract for the design of the 4th St (Maple Ave to Peach Ave) Project**

BACKGROUND
In 2024, the City of Marshfield was selected to receive federal funding through the STP-Urban program for the design and reconstruction of 4th Street from Maple Avenue to Peach Avenue. Last fall, staff created an RFP to solicit engineering services for this project. Procurement for engineering services must follow WISDOT procedures utilizing a Quality-Based Selection (QBS) process. Under this process, the fee is not to be considered when reviewing proposals. The City must submit the three top-ranked firms to WISDOT, who then will negotiate an agreement with the City's preferred consultant. If negotiations with the top-ranked firm fail, negotiations proceed to the next-ranked firm. Ultimately, a three-party agreement will be executed between WISDOT, the Municipality, and the consultant. This grant funds the cost of engineering design services and construction at 80% federal, 20% local share.

ANALYSIS
In November 2024, Robert E. Lee & Associates (REL) was selected as the preferred firm to provide design engineering services for the project. Negotiations between WisDOT and REL have now been completed. The proposed agreement is attached. The total cost for engineering services is $394,154, with a 20% local share of $78,831. The total project cost estimate is $2,729,500, with a local share of $433,900. Construction is currently planned for 2028.

RECOMMENDATION
Approve the Engineering Services Contract between WISDOT, the City of Marshfield, and Robert E. Lee & Associates for design engineering services for the 4th St (Maple Ave to Peach Ave) project, and authorize execution of the same.

ATTACHMENTS
A. Three-Party Design Engineering Services Contract

Docusign Envelope ID: DAB8A1E1-7E5C-4309-A9AF-832A7FF94259

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES
ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION, CITY OF MARSHFIELD (MUNICIPALITY)

AND ROBERT E. LEE & ASSOCIATES, INC. (CONSULTANT) FOR

Project ID 6995-12-02
C Marshfield, East 4th Street
S Maple Avenue to S Peach Avenue
Wood, County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in the City of Marshfield for reconstruction of East 4th from South Maple Avenue to South Peach Avenue in Wood County and provide design, survey, soils investigation, environmental documentation, agency coordination, utility coordination, plat development, pavement design report, design study report, public involvement, preliminary and final design, final plan development, PS&E documentation and any other tasks required by the WisDOT Facilities Development Manual for a project of this type. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: *Jason Schaeffer; Local Program Project Manager; jason.schaeffer@dot.wi.gov; and (715) 421-7309.*

The MUNICIPALITY REPRESENTATIVE is: *Josh Mauritz, P.E.; Acting Public Works Director; josh.mauritz@ci.marshfield.wi.us; and (715) 486-2034.*

The CONSULTANT REPRESENTATIVE is: *Ashley Nelson, P.E.; Project Manager; anelson@releeinc.com; and (920) 544-4526.*

The CONSULTANT SERVICES will be performed for the DEPARTMENT's NC Region office located in Wisconsin Rapids, WI and will be completed by *August 1, 2027.*

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☒ DEPARTMENT ☐ MUNICIPALITY

For *contract services,* actual costs to the CONSULTANT up to $325,349.49, plus a fixed fee of $ 26,929.99, not to exceed $352,279.48.

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For *soil borings and ground penetrating radar* subcontracted to *Terracon,* the CONSULTANT'S actual cost to *Terracon* not to exceed $12,000 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
6 Standard Borings 5 feet Deep	1	Each	$4,500	$4,500
GPR for Railroad	1	Each	$2,500	$2,500
Traffic Control Including Lane Closures	1	Day	$2,500	$2,500
Lab Testing	1	Each	$350	$350
Report/PM Coordination	1	Each	$2,150	$2,150

For *Archaeologic and Historic Surveys* subcontracted to Terracon, the CONSULTANT'S actual cost to *Terracon not* to exceed $15,000 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Archaeological Survey	1	Each	$4,400	$4,400
Architecture/History Survey	1	Each	$6,800	$6,800
Determination of No Adverse Effects	1	Each	$1,700	$1,700
Section 106 Coordination/Project Management	1	Each	$2,100	$2,100

For *Title Search Reports* subcontracted to *GOWEY Abstract & Title Company, Inc* the CONSULTANT'S actual cost to *GOWEY Abstract & Title Company, Inc* not to exceed $14,875 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Search Report	35	Each	$325	$11,375
Title Updates	70	Each	$50	$3,500

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed $ *394,154.48.*

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

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THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
SIGNATURE PAGES

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 28 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

By: Signed by: Ashley Nelson F26408495D314C4...

Title: Transportation Manager

Date: April 28, 2025

For the DEPARTMENT

By: _____

Contract Manager, WisDOT

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

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THREE PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 05/26/16

The following are recommended special provisions for the design contract to be inserted behind the standard provisions. The scope of work includes preliminary through final design of a concrete reconstruction of East 4th Street in the City of Marshfield from South Maple Avenue to South Peach Avenue in Wood County. Work also includes curb and gutter, curb ramps, storm sewer, sanitary sewer, water main, sidewalk and pavement markings.

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

(1) Design Study Report
Prepare a Modernization Design Study Report in accordance with the MANUAL. Submit to the DEPARTMENT for approval.

(2) Request for Exceptions to Design Standards
Prepare a request for exception(s) to design standards in accordance with the MANUAL. Three copies of the request shall be submitted to the DEPARTMENT for approval.

(3) Traffic Management Plan (TMP)
Prepare a Type 2 TMP in accordance with the DEPARTMENT'S guidelines described in the MANUAL.

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a CEC Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and

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intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Section 4(f) Evaluation:
Describe the impact of this PROJECT upon lands protected under Section 4(f) of the Federal-Aid Highway Act of 1968, as amended, and the findings to the MUNICIPALITY for evaluation by the DEPARTMENT and the FHWA. Prepare a Section 4(f) evaluation in accordance with the MANUAL.

(2) Historical and Archaeological Surveys and Studies:

(a) Identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the archaeological and historical reconnaissance and evaluation studies to the region project manager. Obtain recommendations from SHPO, the historian and the Project Manager regarding historical/architectural reconnaissance surveys. Obtain recommendations from the archaeologist, Bureau of Environment and the Project Manager prior to conducting evaluation studies when further work is needed.

(b) Prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" in accordance with the MANUAL. Document the results of the reconnaissance survey for architecture/history using the “Architecture/History Survey Form”.

(c) Conduct further study(ies), in accordance with the MANUAL, to document the eligibility of site(s) for inclusion in the National Register of Historic Places.

(d) Prepare a Determination of Eligibility for each property that is recommended for consideration as eligible for inclusion in the National Register of Historic Places using Determination of Eligibility Form HP-02-10(06/01/94). Preparing a Determination of Eligibility for archaeological sites using either the National Register Form NPS 10-900 or Form HP-02-10.

(e) Prepare documentation for the determination of effects (No Effect, No Adverse Effects, Adverse Effects) as appropriate. Prepare Documentation for Consultation in accordance with the MANUAL and in consultation with the FHWA, SHPO, and BOE.

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When appropriate, Native Americans will also be included in the consultation process. Prepare a Data Recovery Plan as part of the Documentation for Consultation for Archaeological properties.

(3) Hazardous Materials/Contamination Assessments

(a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.

(b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.

(c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.

C. AGENCY COORDINATION

(1) Section 401 and 402 Certifications:
Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.

(2) Section 404 Permits:
Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application.

(3) Coordinate with the following agencies:
(a) WDNR
(b) U.S. Fish and Wildlife Service
(c) Federal Aviation

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D. RAILROAD/ UTILITY INVOLVEMENTS

(1) Utility Coordination

Perform all utility coordination in accordance with:

a) The WisDOT "Guide to Utility Coordination"

(2) The DEPARTMENT/MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT. Verify and update the list.

(3) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities, and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

(4) Utility Negotiations/Agreements

Prepare statements, exhibits, and documentation for and present testimony at proceedings before the Public Service Commission or such other forum as may be designated by the MUNICIPALITY.

E. PUBLIC INVOLVEMENT

(1) Public Involvement Meetings:

(a) Conduct or assist the MUNICIPALITY in holding one public involvement meeting and explain to the public concepts and probable impacts of this PROJECT.

(b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting.

(c) Prepare a summary report after the public involvement meeting.

(d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting.

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(e) Make all the necessary arrangements for scheduling the public involvement meeting and provide notices and press releases for the MUNICIPALITY'S use.

(f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.

(g) Coordinate meeting schedules with the MUNICIPALITY'S representative.

(h) Prepare and maintain a mailing list for the PROJECT. Mail public involvement meeting notices for each public involvement meeting. The mailing list should include all properties adjacent to the PROJECT and within ¼ mile on each end of the project along the PROJECT corridor.

F. MEETINGS

(1) Attend an Operational Planning Meeting virtually at 30% design with Utilities, DEPARTMENT and MUNICIPALITY to discuss preliminary design anticipated impacts and field any concerns. Provide agenda, comment summary and meeting minutes.

(2) Attend Design Study and Region Pre-PS&E Review Meetings virtually. Provide agenda, comment summary and meeting minutes for both meetings.

(3) A Final Plan Review Meeting with the MUNICIPALITY shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date.

(4) Attend the pre-construction conference as scheduled by the MUNICIPALITY.

(7) Three virtual meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff.

(8) Conduct a one-in person coordination meeting with the Fire Department on the PROJECT.

G. SURVEYS

(1) Perform surveys referenced to Wisconsin Coordinate Reference System in US Survey Feet.

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(2) Locate the necessary section corners for the right-of-way plat. It is estimated that 2 section corners need to be located and established and tied to state plane coordinates. Do not apply for reimbursement from the applicable county for these costs.

(3) Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way and property. Provide right-of-way monumentation information. All such information shall be provided in an electronic file in accordance with the MANUAL.

(4) Tie surveys to section corners, quarter section corners, and to street lines or block corners in platted areas. Ties shall be in sufficient detail to permit the preparation of proper legal descriptions of the lands acquired.

(5) Submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in the LandXML format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in addition to LandXML shall also be provided.

H. SOILS AND SUBSURFACE INVESTIGATIONS

(1) Perform 6 borings of the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.

(2) Transmit to the DEPARTMENT all Soil Reports relating to structures, roadways, pavements and environment. Send this in a .pdf format that references the DEPARTMENTS design project I.D., and send them to the followings email location at the time of PSE submittal: DOTDTSDGeotechnicalSirLab@dot.wi.gov

I. ROAD PLANS

Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:

Marking and Signing Plan
Storm sewer Plan
Grading/Utility Plan
Project Overview - Single Sheet Schematic Drawing

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J. PLATS

(1) Prepare Right-of-Way Plats in accordance with the MANUAL.

(3) Right of way descriptions shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. The CONSULTANT shall submit the legal descriptions on a hard copy and on a CD/DVD or an electronic e-mail file to the DEPARTMENT.

(4) The CONSULTANT shall prepare the descriptions in line item format using IBM compatible PC-DOS-Word Perfect software and provide a copy of this diskette to the DEPARTMENT and MUNICIPALITY.

(5) Field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.

(6) Monument the new and existing right of way boundaries in accordance with the procedures outlined in the MANUAL.

(7) Provide an electronic *CSV or LandXML* file with unique point IDs of right of way points, permanent easement points, found monuments, alignment PI's and USPLSS corners on the project.

(8) Be responsible for all changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this contract.

(9) Submit the Right-of-Way Plat electronically in accordance with the MANUAL to be reproduced by the DEPARTMENT for each relocation order or when requested by the DEPARTMENT.

k. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

1. Televising of existing sanitary sewer

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PROSECUTION AND PROGRESS

(1) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.

(2) The CONSULTANT proposes to sublet these services to
- (a) Archaeological and Architectural/Historical Investigations – Terracon
- (b) Geotechnical Engineering Services – Terracon
- (c) Title search reports – Gowey Abstract & Title Company, Inc.

(3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by April 11, 2025.

Report Title	**Date**
Environmental Document	November 2025
Preliminary Road Plan	July 7, 2025
Soils Report	June 20, 2025
Pavement Design Report	June 20, 2025
Design Study Report	March 2, 2026
Slope Intercepts & Preliminary Plat	March 2, 2026
Right-Of-Way Plat(s)	June 1, 2026
Right-Of-Way Descriptions	June 1, 2026
Pre-PS&E Road Plans	June 1, 2027
Final P.S. & E.	August 1, 2027

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT
STANDARD PROVISIONS

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I. DEFINITIONS

A. AUTHORIZATION: written direction from the DEPARTMENT to the CONSULTANT to proceed; it references this CONTRACT, the specific SERVICES to be performed and the DEPARTMENT PROJECT ID to which costs will be charged.

B. CONSTRUCTION CONTRACT: agreement between the DEPARTMENT and a CONTRACTOR setting forth the obligations of the parties to the CONSTRUCTION CONTRACT, including, but not limited to, performance of the WORK, furnishing of labor and materials and basis of payment.

C. CONSULTANT: individual, partnership, joint venture, corporation or agency undertaking the performance of the SERVICES designated under the terms of the CONTRACT and acting directly or through a duly authorized representative.

D. CONSULTANT REPRESENTATIVE: employee designated by the CONSULTANT to act as liaison between the CONSULTANT and the DEPARTMENT or MUNICIPALITY

E. CONTRACT: agreement between the DEPARTMENT and a CONSULTANT setting forth the obligations of the parties to the CONTRACT, including, but not limited to, theses standard provisions, performance of the SERVICES, furnishing of labor and materials and basis of payment. The CONTRACT type may be a MASTER CONTRACT, which will include SERVICES to be provided under a WORK ORDER.

F. CONTRACT AMENDMENT: agreement between the DEPARTMENT and a CONSULTANT setting forth the change in SERVICES from the original contract. The change in compensation, fixed fee and completion date, if any, shall be agreed upon by the DEPARTMENT and the CONSULTANT.

G. CONTRACTOR: individual, partnership, joint venture, corporation or agency undertaking the performance of the WORK designated under the terms of a CONSTRUCTION CONTRACT and acting directly or through a duly authorized representative.

H. DEPARTMENT: Wisconsin Department of Transportation.

I. DEPARTMENT REPRESENTATIVE: employee of the DEPARTMENT in immediate charge of this CONTRACT and designated to act as liaison between the DEPARTMENT and the CONSULTANT

J. FHWA: Federal Highway Administration.

K. MANUALS: DEPARTMENT'S Construction and Materials Manual (CMM); Finals Process for Let Project Closeout; Facilities Development Manual (FDM); LRFD Bridge Manual (BM); and Standard Specifications for Highway and Structure Construction (Standard Specifications,) and materials referenced in those manuals.

L. MASTER CONTRACT: a type of CONTRACT under which WORK ORDERS are issued.

M. MUNICIPALITY: city, village, town, or county.

N. MUNICIPALITY REPRESENTATIVE: employee of the MUNICIPALITY in immediate charge of this CONTRACT and designated to act as liaison between the MUNICIPALITY and the CONSULTANT.

O. PROJECT: specific section of highway proposed for improvement by the DEPARTMENT or MUNICIPALITY in this CONTRACT. Each PROJECT or other described activity has a unique project ID.

P. PROJECT DOCUMENTS: all materials, guides, written instructions, plans, documents, correspondence, forms, computer files, databases, electronic mail messages, work product or other information of any type created by the CONSULTANT for the DEPARTMENT under this CONTRACT.

Q. SERVICES: engineering or other services, labor, equipment, and materials furnished by the CONSULTANT in accordance with this CONTRACT.

R. WORK: The furnishing of all labor, materials, equipment, and incidentals and the performing of all tasks needed to complete the project or a specific part of the project as specified in the CONSTRUCTION CONTRACT, together with the fulfillment of all associated obligations and duties required under the CONSTRUCTION CONTRACT.

S. WORK ORDER: a type of CONTRACT issued under the terms of a MASTER CONTRACT.

II. SCOPE OF SERVICES

A. General

1. Active Voice
    a. The DEPARTMENT defines the CONSULTANT and DEPARTMENT responsibilities within the contract documents in one of the following ways:
        (1) Taken in context, the contract language makes the responsible party clear.
        (2) Direct commands are written to the CONSULTANT in the active voice-imperative mood.
    b. If the CONSULTANT thinks the responsibility for an action under the CONTRACT is unclear or given to the wrong party, the CONSULTANT will seek clarification from the DEPARTMENT.
    c. Sentences directing the CONSULTANT to perform SERVICES are written in the active voice-imperative mood. These CONSULTANT directions are written as commands. For example, the basic requirement to perform the CONTRACT SERVICES would be expressed as, “Furnish all SERVICES to accomplish this CONTRACT," rather than “The CONSULTANT shall furnish all SERVICES to accomplish this CONTRACT”. In the imperative mood, the subject "the CONSULTANT” is understood.
    d. Requirements to be performed by others are written in the active voice. Sentences written in the active voice identify the party responsible for performing the action. For example, "The DEPARTMENT will provide manuals, guides, written instructions and other information and data necessary to enable the CONSULTANT to perform the SERVICES to the same standards required of the DEPARTMENT’S personnel." Certain requirements of the CONSULTANT may also be written in the active voice, rather than the active voice-imperative mood, if the sentence includes requirements for others in addition to the CONSULTANT. For example, a sentence that involves action by both the CONSULTANT and the DEPARTMENT would be expressed, “At the request of the DEPARTMENT, the CONSULTANT shall furnish maps, portions of plans, supplemental reports or other information relating to the SERVICES."
    e. Sentences that define terms, describe a product or desired result, or describe a condition that may exist are written in neither the active voice nor the imperative mood. These types of sentences that describe a condition use verbs requiring no action. For example, "The DEPARTMENT REPRESENTATIVE is identified in the CONTRACT."
2. Perform all SERVICES consistent with applicable standards and requirements contained in the MANUALS. Revisions to the MANUALS made subsequent to the execution of this CONTRACT will be considered as orders defined in (IV)(B)(1.)
3. Furnish all SERVICES, materials, equipment, supplies, and incidentals other than those designated in writing to be furnished by the DEPARTMENT or MUNICIPALITY and check or test them prior to use.
4. The DEPARTMENT and FHWA may participate in all conferences and reviews.
5. Confer with the DEPARTMENT and prepare and present such information and studies pertinent or requested by the DEPARTMENT to enable it to reasonably pass judgment on the features of the SERVICES. The CONSULTANT shall make such changes or revisions to the SERVICES required by the DEPARTMENT.
6. The DEPARTMENT and MUNICIPALITY reserve the right to select the alternative to be used and may request additional alternatives be studied.
7. At the request of the DEPARTMENT or MUNICIPALITY furnish maps, portions of plans, supplemental reports or other information relating to the SERVICES.

8. This CONTRACT serves as a permit under sec. 86.07(2), Wis. Stats., for the CONSULTANT to perform the SERVICES on property under the jurisdiction of the DEPARTMENT or MUNICIPALITY, unless a separate permit is required by the DEPARTMENT or MUNICIPALITY REPRESENTATIVE. The CONSULTANT is an authorized representative of the DEPARTMENT or MUNICIPALITY for purposes of the right of entry under sec. 84.01(10), Wis. Stats., to enter private lands to perform the SERVICES.
9. The SERVICES under this CONTRACT are subject to review and approval by the DEPARTMENT at those appropriate steps defined in detail in the MANUALS.

B. Control and Authority
   1. DEPARTMENT
      (1) The DEPARTMENT REPRESENTATIVE is identified in this CONTRACT and will monitor CONSULTANT compliance with the CONTRACT.

C. SERVICES to be Performed by the CONSULTANT
   1. Perform field operations in accordance with Occupational Safety and Health Administration (OSHA) regulations and accepted professional practice.
   2. Design Reports
      a. Prepare and submit a Design Study Report as set forth in the MANUALS.
   3. Environmental Documentation
      a. Assess the probable environmental impacts of the PROJECT as described in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Recommend the appropriate level of environmental documentation to the MUNICIPALITY.
      Upon the MUNICIPALITY's concurrence of the level of environmental documentation, prepare the appropriate environmental documentation.
   4. Railroad and Utility Coordination
      a. Arrange for applicable utility and railroad coordination as set forth in the MANUALS.
      b. Provide necessary information to allow the DEPARTMENT or MUNICIPALITY to negotiate utility and railroad agreements.
   5. Surveys
      a. Make surveys to accomplish the SERVICES in accordance with the MANUALS.
      b. Surveys shall be tied into the coordinate system as specified in the Special Provisions.
   6. Soils and Subsurface Investigation
      a. Prepare a Soils Report(s) in accordance with the MANUALS.
      b. Recommend additional subsurface SERVICES, if warranted.
   7. Public Involvement
      a. Prepare a Public Involvement Plan according to the MANUALS.
      b. Maintain a log of public and agency involvement activities.
      c. Assist the DEPARTMENT in answering all questions received from the general public.
   8. Schedule and attend meetings and conferences as required in the Special Provisions.
   9. Prepare the Plans, Specifications, and Estimates (P.S. & E.) as specified in the MANUALS.
   10. Unless terminated, the CONTRACT is in full force and effect for the purposes of requiring changes or revisions in accepted SERVICES.

D. Agency Coordination
   1. General
      a. Consult with applicable affected local, state, and federal agencies and supply them with the necessary information according to the MANUALS.
      b. Contact with the FHWA shall be only through the DEPARTMENT.
   2. Prepare necessary permit applications according to the MANUALS.

III. PROSECUTION AND PROGRESS

A. Start of Services
   1. Commence SERVICES upon AUTHORIZATION from the MUNICIPALITY.
   2. The DEPARTMENT and MUNICIPALITY will not be liable for payment for SERVICES performed without AUTHORIZATION.

B. Progress
   1. Prepare progress reports documenting the SERVICES performed to date.

C. Completion of Services
   1. Notify the DEPARTMENT when the SERVICES have been completed.
   2. The DEPARTMENT will notify the CONSULTANT of the formal acceptance of the completed SERVICES.

D. Delays and Extensions
   1. The DEPARTMENT may extend the time for completion, with a CONTRACT AMENDMENT, in the event of an excusable non-compensable delay as defined in the Standard Specifications.
   2. Prior to completion of the CONTRACT, request, if desired, a CONTRACT AMENDMENT for an excusable delay.

E. Termination of Contract
   1. Termination for Cause – Default
      a. The DEPARTMENT may terminate this CONTRACT, in whole or in part, upon default by CONSULTANT, including:
         (1) Failing to begin the SERVICES under the CONTRACT within the time specified.
         (2) Failing to perform the SERVICES with sufficient workers, equipment, or materials to complete the SERVICES within the specified time.
         (3) Failing to complete the CONTRACT within the CONTRACT time specified, as extended by the DEPARTMENT.
         (4) Performing the SERVICES unsuitably, or not obeying a DEPARTMENT directive to remove and replace or otherwise correct unacceptable SERVICES.
         (5) Discontinuing the prosecution of the SERVICES before completion without the DEPARTMENT'S permission.
         (6) Failing to resume SERVICES that the DEPARTMENT discontinued within a reasonable time after notice to do so.
         (7) Insolvency or bankruptcy, or committing an act of bankruptcy or insolvency.
         (8) Allowing a final judgment against the CONSULTANT to stand unsatisfied for a period of 48 hours.
         (9) Making an assignment for the benefit of creditors.
         (10) Failing to comply with the provisions of the CONTRACT.
         (11) Failing to acquire or maintain the required insurance.
         (12) Failing to perform the SERVICES in an acceptable manner.
      b. The DEPARTMENT will notify CONSULTANT in writing of a default condition specifying the default and the action required. If the CONSULTANT, within a period of 10 calendar days of the notice, fails to proceed satisfactorily in compliance therewith, the DEPARTMENT then has full power and authority to take the performance of SERVICES out of the hands of the CONSULTANT; to use all suitable materials and equipment on the project; or to enter into CONTRACT, or use other methods that the DEPARTMENT requires to perform the SERVICES.
      c. If the DEPARTMENT takes over or reassigns the incomplete SERVICES (III)(E)(a), the DEPARTMENT will deduct all additional costs and damages and the costs and charges of completing the SERVICES under CONTRACT from payments due the CONSULTANT. If that total exceeds the sum that would have been payable under the CONTRACT, the

DEPARTMENT will consider the CONSULTANT liable, and the CONSULTANT shall pay the excess sum to the DEPARTMENT.

d. The DEPARTMENT will not relieve the CONSULTANT of the liability for the assessment of liquidated damages because of the CONSULTANT'S default.
e. The rights and remedies of the DEPARTMENT are in addition to all other rights and remedies provided by law or under the CONTRACT.

2. Termination for Convenience
   a. The DEPARTMENT may terminate the CONTRACT in whole or in part after determining that termination is in the DEPARTMENT'S or the public interest.
   b. The DEPARTMENT will deliver to the CONSULTANT a termination notice specifying the extent of termination and the effective date.
   c. Upon receipt of a termination notice, do not proceed with the affected SERVICES unless directed to do so in that notice. Complete all SERVICES specified in the termination notice. The DEPARTMENT reserves the right to declare in default a CONSULTANT who does not carry out the conditions of a termination for convenience.
   d. If the DEPARTMENT orders termination of the CONTRACT for convenience, the CONSULTANT shall be paid for the SERVICES rendered, an amount bearing the same ratio to the total CONTRACT amount as the amount of SERVICES completed or partially completed and delivered to the DEPARTMENT bears to the total amount of SERVICES provided for herein, as a CONTRACT AMENDMENT.
   e. If the DEPARTMENT directs, the CONSULTANT shall promptly remove equipment and supplies from the project site or other DEPARTMENT property. If the CONSULTANT does not remove the equipment and supplies as directed, the DEPARTMENT may do so at the CONSULTANT'S expense.
   f. The DEPARTMENT will not relieve the CONSULTANT of contractual responsibilities for the SERVICES performed and SERVICES completed.

F. Subletting or Assignment of Contract
   1. Obtain approval to sublet or assign any part of this CONTRACT.
   2. Perform SERVICES amounting to at least one-half of the original CONTRACT amount.
   3. Retain full responsibility for the fulfillment of the CONTRACT.

IV. BASIS OF PAYMENT

A. General
   1. The CONSULTANT will be paid for the performed and approved SERVICES under this CONTRACT.
   2. Reimbursement for costs will be limited to those which are allowable under 48 CFR Part 31 and by DEPARTMENT policy.
   3. Submit invoices for the SERVICES performed to date. The final invoice shall be submitted within three months of completion of SERVICES.
   4. Submit a separate invoice and a separate final invoice for each individual PROJECT.
   5. Payment does not constitute acceptance of unsatisfactory or defective SERVICES.
   6. The DEPARTMENT has the equitable right to set off against any sum due and payable to CONSULTANT under this CONTRACT, any amount the DEPARTMENT determines the CONSULTANT owes the DEPARTMENT, whether arising under this CONTRACT or under any other CONTRACT.
   7. Maintain and make available all records pertaining to all costs incurred for inspection by the DEPARTMENT, the FHWA, and the Comptroller General of the United States for three years following the final payment.
   8. Compensation will not exceed the total CONTRACT amount unless authorized by a CONTRACT AMENDMENT.

9. Compensation will not be allowed for improper CONSULTANT performance.
10. Pay subconsultants within 10 business days of receipt of a payment for SERVICES performed.

B. SERVICE Orders, Additional SERVICES, or Decreased SERVICES
   1. The DEPARTMENT may give orders regarding the SERVICES including additional SERVICES or the elimination of required SERVICES until the CONTRACT is terminated.
      a. If the order will not increase or decrease SERVICES, there is no change to the CONTRACT amount.
      b. The CONSULTANT must notify the DEPARTMENT if extra compensation is desired for the SERVICES in (IV)(B)(1)(a).
      c. If the order will increase or decrease SERVICES the DEPARTMENT and the CONSULTANT will negotiate adjustments to the CONTRACT amount and submit a CONTRACT AMENDMENT.

C. Errors and Omissions
   1. Be responsible for the accuracy of the SERVICES, and promptly make necessary revisions to its SERVICES resulting from its negligent acts, errors, or omissions without additional compensation.
   2. Give immediate attention to these revisions to prevent or minimize delay to any PROJECT.
   3. Be responsible to the DEPARTMENT for any losses to or costs to repair or remedy as a result of negligent acts, errors or omissions.
   4. Unless terminated, the CONTRACT is in full force and effect for the purposes of requiring revisions in the SERVICES necessary to correct errors or omissions.

V. MISCELLANEOUS PROVISIONS

A. Professional Practice
   1. Perform all SERVICES consistent with generally accepted professional practice.

B. Ownership of Documents
   1. The DEPARTMENT is owner of all PROJECT DOCUMENTS.
   2. Deliver all PROJECT DOCUMENTS within 10 business days of request or completion of CONTRACT.
   3. The DEPARTMENT'S reuse of PROJECT DOCUMENTS other than for the intended PROJECT shall be at the sole risk of the DEPARTMENT.

C. Legal Relations
   1. Comply with and observe applicable federal, state, and local laws, ordinances, and regulations in effect at the time the SERVICES are performed.
   2. Indemnify the DEPARTMENT and the FHWA and all of their officers, agents, and employees on account of any damages to persons or property resulting from negligence in performance of the SERVICES, errors, omissions and/or noncompliance with any applicable federal, state or local laws.
   3. Be responsible for all damages to property or persons arising out of negligent act, error and/or omission.

D. Prevailing Wage Rate
   1. Sec. 103.50, Wis. Stats., the Wisconsin prevailing wage rate law, does not apply.

E. Nondiscrimination in Employment
   1. In connection with the performance of Services under this CONTRACT, the CONSULTANT, for itself, its assignees, and successors in interest, agrees not to discriminate against any employee or applicant because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wisconsin Statute Section 51.01(5), sexual orientation as defined in Wisconsin Statute Section 111.32(13m), 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. Except with respect to sexual orientation, the CONSULTANT further agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT, setting forth the provisions of this nondiscrimination clause.

2. The CONSULTANT, for itself, its assignees, and successors in interest, agrees to comply with the following "Acts" and "Regulations," respectively, relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this CONTRACT; including but not limited to:
    a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); 49 CFR Part 21; and 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).
    b. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
    c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex).
    d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
    e. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
    f. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
    g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
    h. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
    i. The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
    j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
    k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100).

l. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

3. The CONSULTANT, with regard to the SERVICES performed by it during the CONTRACT, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
4. In all solicitations, either by competitive bidding, or negotiation made by the CONSULTANT for SERVICES to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subconsultant or supplier will be notified by the CONSULTANT of the CONSULTANT'S obligations under this CONTRACT and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
5. The CONSULTANT will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the DEPARTMENT or FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish the information, the CONSULTANT will so certify to the DEPARTMENT or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
6. In the event of the CONSULTANT'S noncompliance with the Non- discrimination provisions of this CONTRACT, the DEPARTMENT will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
   a. Withholding payments to the CONSULTANT under the CONTRACT until the CONSULTANT complies; and/or
   b. Cancelling, terminating, or suspending the CONTRACT, in whole or in part.
7. The CONSULTANT will include the provisions of paragraphs one through seven of this Section V.E. entitled "Nondiscrimination in Employment" in every subcontract, including procurements of materials and leases of equipment, unless exempt under Wisconsin law or by the Acts, the Regulations and directives issued pursuant thereto. The CONSULTANT will take action with respect to any subcontract or procurement as the DEPARTMENT or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the CONSULTANT becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the CONSULTANT may request the DEPARTMENT to enter into any litigation to protect the interests of the State. In addition, the CONSULTANT may request the United States to enter into the litigation to protect the interests of the United States.

F. Federal Requirements for Disadvantaged Business Program

1. Disadvantaged Businesses Enterprises (DBE) as defined in 49 CFR Part 26 and federal law shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DBE requirements 49 CFR Part 26 and federal law apply to this CONTRACT (and any WORK ORDER) only when they are federally funded.

2. When any portion of this CONTRACT is federally funded and Federal law in effect at the time this CONTRACT is executed authorizes and requires it, the CONSULTANT agrees to ensure that DBE'S have the maximum opportunity to participate in the performance of any subcontracts financed in whole or in part with federal funds provided under this agreement. Take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum opportunity to compete for and perform subcontracts. The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision shall constitute a breach of contract and may result in termination of this CONTRACT (or any WORK ORDER) by the DEPARTMENT or other such remedy as the DEPARTMENT deems appropriate.
3. When this CONTRACT is federally funded, identify, by name, the DBE'S whose utilization is intended to satisfy this provision, the items of SERVICES involved, and the dollar amounts of such items of SERVICES.
4. When this CONTRACT is federally funded, maintain records and document its performance under this item.

G. Equal Employment Opportunity (All Contracts Exceeding $10,000)
During the performance of this CONTRACT, the CONSULTANT, for itself, its assignees, and successors in interest, agrees as follows:
1. The CONSULTANT shall, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
2. The CONSULTANT shall comply with all provisions of Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
3. The CONSULTANT shall furnish all information and reports required by Executive Order 11246 and by rules, regulations and orders of the U.S. Secretary of Labor, or pursuant thereto, and will permit access to its books, records and accounts by the DEPARTMENT, FHWA, and the U.S. Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
4. The CONSULTANT shall include the provisions of this Section V.G. entitled "Equal Employment Opportunity" in every subcontract in excess of $10,000.

H. Implementation of Clean Air Act and Clean Water Act (All Contracts Exceeding $10,000)
1. Stipulate that any facility to be utilized in the performance of this CONTRACT, unless such CONTRACT is exempt under the Clean Air Act and under the Clean Water Act is not listed, on the date of CONTRACT award, on the U.S. Environmental Protection Agency (EPA) List of Violating Facilities Pursuant to 40 CFR 15.20.
2. Comply with all the requirements of the Clean Air Act and the Clean Water Act and all regulations and guidelines listed therein.
3. Notify the DEPARTMENT (or MUNICIPALITY, in the case of a three-party contract) and the U.S. EPA Assistance Administrator for Enforcement of the receipt of any communication from the Director, Office of Federal Activities, EPA, indicating that a facility to be utilized for this CONTRACT is under consideration to be listed on the EPA List of Violating Facilities.
4. Include the provisions (V)(H) in every nonexempt subcontract.

I. Conflict of Interest
1. Warrant that neither it nor any of its affiliates have any financial or personal interest that would conflict in any manner with the performance of the SERVICES, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.

2. Warrant that it will not employ for any SERVICES any person who is employed by the DEPARTMENT at the time of execution or during the life of this contract without prior written approval from the DEPARTMENT.
3. Warrant that it will immediately notify the DEPARTMENT if any actual or potential conflict of interest arises or becomes known. Upon receipt of such notification a DEPARTMENT review and approval is required to continue to perform SERVICES under this CONTRACT.

J. Certification Regarding Lobbying
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the CONSULTANT shall complete and submit standard form-LOLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The CONSULTANT shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
   This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

K. Contingent Fees
1. Warrant that only employee(s) working solely for the CONSULTANT solicited or secured this CONTRACT (or any WORK ORDERS), and that any fees, commissions, percentages, brokerage fees, gifts, or any other considerations, contingent upon or resulting from the award or making of this CONTRACT (or any WORK ORDER) will be given only to employee(s) working solely for the CONSULTANT.
2. For breach or violation of this warranty, the DEPARTMENT may terminate this CONTRACT without liability, or deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

L. Certification Regarding Debarment, Suspension, and Other Responsibility Matters-All Covered Transactions
1. For purposes of this section, “proposal” means this entire CONTRACT when signed and submitted by CONSULTANT to the DEPARTMENT before execution by the DEPARTMENT.
   a. Instructions for Certification
      (1) Signing and submitting this proposal provides the certification set out in section (V)(L)(1)(b) below.
      (2) The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this provision, have

the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Chapter Trans 504 Wis. Admin. Code.

(3) Include (V)(L) titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—All Covered Transactions" without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(4) Submit an explanation for the inability to provide the certification set out in (V)(L)(1)(b) below. The DEPARTMENT will determine if the explanation is sufficient to enter into this transaction. Failure to furnish a certification or explanation will exclude participation in this transaction.

(5) The certification in this clause is a material representation of fact upon which reliance was placed when the DEPARTMENT determined to enter into this transaction. If it is later determined that the CONSULTANT knowingly rendered an erroneous certification the DEPARTMENT may pursue all available remedies.

(6) Provide immediate written notice to the DEPARTMENT if at any time the CONSULTANT learns that its certification was invalid when submitted or has become invalid by reason of changed circumstances.

(7) Will not enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction without written notice by the DEPARTMENT. The DEPARTMENT may pursue all available remedies for failure to obtain this written notice.

b. The CONSULTANT certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the DEPARTMENT, under Chapter Trans 504 Wis. Admin. Code or any federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) Are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in section (V)(L)(1)(b)(2) above; and

(4) Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or Local) terminated for cause or default.

M. Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

1. Certify that all grantees or subcontractors, also known as lower tier participants as that term is used in 49CFR Part 29 have certified in writing that neither they nor their principals are currently debarred, suspended or proposed for debarment, have been declared ineligible or have voluntarily been excluded from participation in this or any other Federal, State or local transaction by any Federal, State or local department agency or official.

N. Insurance Requirements

1. Maintain the following types and limits of commercial insurance in force until such time as all SERVICES under or incidentals to the CONTRACT have been completed.
(See Insurance Table, VI Attachment A)

2. Furnish an Insurance Certificate, (or Certificates) showing the CONSULTANT is covered by the required types and amounts of insurance to the DEPARTMENT prior to the performance of any SERVICES under this CONTRACT.
3. A 60 day notice of cancellation or change in coverage will be required. All coverage shall be placed with insurance companies licensed to do business in the State of Wisconsin with an A.M. Best rating of A - or better. The DEPARTMENT reserves the right to require other coverage and limits as described in the Special Provisions of this CONTRACT.
4. The insurance requirements shall apply with equal force whether the SERVICES under this CONTRACT is performed by the CONSULTANT, a subcontractor of the CONSULTANT, or by any entity employed directly or indirectly by either party.
5. Exceptions to the insurance requirements require approval from the DEPARTMENT. The approval must be reflected in the Special Provisions of the CONTRACT.

O. Choice of Law and Sovereign Immunity
1. The CONTRACT shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin.
2. Nothing in this CONTRACT shall be deemed as a waiver of the State's sovereign immunity consistent with Wisconsin law.
3. Non-Appropriation of Funds. With respect to any payment required to be made by DEPARTMENT under this CONTRACT, the parties acknowledge DEPARTMENT'S authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either CONSULTANT or DEPARTMENT may terminate this CONTRACT after providing not less than thirty (30) days notice to the other party.

P. Choice of Forum
1. Any dispute arising out of or related to this CONTRACT shall be brought solely and exclusively in front of the State and Federal courts of Dane County, Wisconsin.

Q. Entire Agreement
1. This CONTRACT and its attachments contain the entire agreement of the parties and supersede any and all prior agreements or oral understandings between the parties.

R. Severability
1. The invalidity or unenforceability of any provisions of this CONTRACT shall not affect the validity or enforceability of any other provision of this CONTRACT, which shall remain in full force and effect.

VI. Attachment A. Insurance Table

Type of Insurance	Minimum Limits required *
(a) Commercial General Liability Insurance; shall be endorsed to include completed operations and blanket contractual liability coverage.	$1 Million Combined Single Limits per Occurrence, may be subject to an Annual Aggregate Limit of not less than $2 Million.
(b) Worker's Compensation and Employer's Liability Insurance	Worker's Compensation: Statutory Limits Employer's Liability: Bodily Injury by Accident - $100,000 Each Accident Bodily Injury by Disease $500,000 Each Accident $100,000 Each Employee
(c) Commercial Automobile Liability Insurance; shall cover all CONSULTANT owned, non-owned and hired vehicles used in carrying out the contract.	$1 Million - Combined Single Limits per occurrence
(d) Architect [*sic*] and Engineer [*sic*] Professional Liability Insurance **	$1 Million - Each Claim, may be subject to an Annual Aggregate Limit of $1 Million

** These requirements may be satisfied either through primary insurance coverage or through excess/umbrella insurance policies.*
***This insurance requirement applies only to engineering services and is waived for non-engineering services. Engineering services are defined as project management, construction management and inspection, feasibility studies, preliminary engineering, design engineering, surveying mapping and architectural related services.*

Attachment B. Special Provisions

Insert Special Provisions

JUDICIARY AND LICENSE COMMITTEE
MINUTES OF MAY 6, 2025

Meeting called to order by City Clerk Schiferl at 5:00 p.m., in the Common Council Chambers, City Hall.
PRESENT: Alderpersons Brian Varsho, Scott Koran and Rebecca Spiros.
EXCUSED: None
ALSO PRESENT: Police Chief Geurink, City Clerk Schiferl, Alderperson O'Reilly

City Clerk Schiferl asked for nominations for Chairperson.
Alderperson Koran nominated Alderperson Varsho.
There being no further nominations, Schiferl declared the nominations closed.

JLC25-026 Motion by Koran, second by Spiros to elect Alderperson Varsho as Chairperson.
Motion carried

Chairperson Varsho assumed the chair.
Chairperson Varsho asked for nominations for Vice-Chairperson.
Alderperson Spiros nominated Alderperson Koran.
There being no further nominations, Chairperson Varsho declared the nominations closed.

JLC25-027 Motion by Spiros, second by Varsho to elect Alderperson Koran as Vice-Chairperson.
Motion carried

CITIZEN COMMENTS

- None

JLC25-028 Motion by Spiros, second by Koran to approve the minutes of the April 15, 2025 meeting.
Motion carried

JLC25-029 Motion by Koran, second by Spiros to approve by unanimous consent the following:

a. Application for Class "B" temporary alcohol license for:
    i. Central Wisconsin State Fair, CWSF Appreciation Evening, 513 E. 17th Street, May 31, 2025
    ii. Marshfield Softball Association, Fairground Softball Fields, June 13-15, 2025
    iii. Marshfield Sandlot Baseball, Hackman Field, June 20-22, 2025.
    iv. Post 54 Legion Baseball, Hackman Field, various dates throughout the summer
    v. Marshfield Softball Association, Inc., Fairground Softball Fields, various dates throughout the summer
b. Application for Transient Merchant License for:
    i. CHERCO, INC, dba Premier Fireworks, 315 N. Central Avenue, June 1 – July 7, 2025.
    ii. Phantom Fireworks Eastern Region, LLC, 1302 N. Central Avenue, June 17 – July 5, 2025.
    iii. TNT Fireworks, 2001 N. Central Avenue, June 20 – July 6, 2025.

Motion carried

Future Agenda Items

- None

Motion by Spiros, second by Koran to adjourn the meeting at 5:03 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk

FINANCE, BUDGET AND PERSONNEL COMMITTEE
MINUTES OF MAY 6, 2025

Meeting called to order by City Clerk Schiferl at 5:30 p.m., in the Common Council Chambers, City Hall.
PRESENT: Alderpersons Brian Varsho, Scott Koran, Rebecca Spiros and Mike O'Reilly.
ABSENT: Brian Giles
ALSO PRESENT: Mayor TeStrake, Alderperson Delis, City Personnel (Steve Barg, Jennifer Selenske, Sarah Dresel, Jessica Schiferl, Everett Mueller.)

City Clerk Schiferl asked for nominations for Chairperson.
Alderperson O'Reilly nominated Alderperson Spiros.
There being no further nominations, Schiferl declared the nomination closed.

FBP25-043 Motion by O'Reilly, second by Koran to elect Alderperson Spiros as Chairperson.
Motion carried

Chairperson Spiros assumed the chair.
Chairperson Spiros asked for nominations for Vice-Chairperson.
Alderperson Varsho nominated Alderperson Koran.
There being no further nominations, Spiros declared the nominations closed.

FBP25-044 Motion by Varsho, second by O'Reilly to elect Koran as Vice-Chairperson.
Motion carried

Identify potential conflicts of interest: None

Citizen Comments

- None

FBP25-045 Motion by Koran, second by O'Reilly to approve the items on the consent agenda:

1. Minutes of the April 15, 2025 meeting.
2. Bills in the amount of $1,571,788.46 and Payroll in the amount of $1,059,867.48.
3. Monthly Position Control Report.
4. Report of Personnel Actions.

Motion carried

FBP25-046 Motion by Varsho, second by Koran to recommend Council approval of Budget Resolution No. 15-2025, transferring $2,800 in donations received from grants to cover the cost of providing two portable toilets for use at UWSP-Marshfield fields and Forest Ridge Park.
Motion carried

FBP25-047 Motion by O'Reilly, second by Varsho to recommend Council approval of Revised Policy No. 3.960, Personal Protective Equipment, Tool Replacement, and Clothing Allowance.
Motion carried

Sarah Dresel, Human Resources Director, provided a presentation on recruiting firms and recruitment for open positions.

FUTURE AGENDA ITEMS

- The Committee would like to see a presentation regarding recruitment for the City Planner position at the next Councl meeting.
- Alderperson Spiros would like to establish a method of budget planning that provides more specific direction for department heads.

Motion by Koran, second by O'Reilly to adjourn the meeting at 6:01 p.m.

Respectfully submitted,

Jessica Schiferl
City Clerk

MEMORANDUM

DATE: May 1, 2025
TO: Finance, Budget and Personnel Committee
FROM: Sarah Dresel, Human Resources Director
RE: Revision to Policy 3.960 Personal Protective Equipment, Tool Replacement, and Clothing Allowance.

BACKGROUND

The City's *Personal Protective Equipment, Tool Replacement, and Clothing Allowance Policy* was last formally revised in October 2020. At that time, updates were made to reflect evolving operational needs, including modifications to safety shoe provisions, enhancements to Street Department and Wastewater Division apparel, and the inclusion of updated work jacket standards.

As part of the 2024 budget process for the 2025 fiscal year, the Fire Chief and Human Resources completed a review of the uniform allowance portion of the policy. This review included a market analysis of current uniform pricing and replacement costs to assess the adequacy of existing clothing allowances in meeting operational and professional standards.

ANALYSIS

In 2011, Policy 3.960 – titled Safety Shoe, Safety Glasses, Tools and Clothing – was updated, reflecting some of the changes occurring after Act 10 was passed. At that time, clothing allowances were extended to include both Police Management and Fire Management personnel, with each group allocated an annual allowance of $500. In 2018, the clothing allowance for Police Management was increased to $650 to better align with evolving operational needs and increased costs.

Since the last policy revision in 2020, the cost of professional and uniform clothing for protective services personnel has risen significantly. Based on Consumer Price Index (CPI) data specific to apparel, as well as updated pricing from uniform suppliers and vendor invoices, there has been an estimated 30% increase in uniform costs. For example:

- A standard Class A dress shirt that averaged $45 in 2020 now ranges between $58-$60.
- Duty pants previously priced at approximately $65 now ranges between $85-$100.

Given standard replacement cycles and the need to maintain a professional and compliant appearance in public-facing roles, the current $500 clothing allowance no longer adequately covers the uniform requirements for Fire Department Administration staff.

Recognizing these escalating costs, the Fire Department budgeted $650 per person for the 2025 budget year which was approved. This adjustment would apply for Fire Department Administration personnel, including the Chief and Deputy Chiefs. The policy has been redlined and attached for your review.

This adjustment would ensure uniform standards can remain consistent, professional and financially supported in alignment with current market costs.

RECOMMENDATION

Staff recommends the Finance, Budget and Personnel Committee recommend Common Council approval of updated Policy 3.960 Personal Protective Equipment, Tool Replacement and Clothing Allowance.

CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES

1. COMMON COUNCIL	4. FINANCIAL
2. ADMINISTRATIVE	5. PUBLIC WORKS
3. PERSONNEL	6. PARKS AND RECREATION

CHAPTER: **Safety**
SUBJECT: **Personal Protective Equipment, Tool Replacement, and Clothing Allowance**
POLICY NUMBER: **3.960**
PAGES: **5**
EFFECTIVE DATE: **January 1, 2021**
ORIGINATION DATE: November 14, 1995
REVISION DATE(S): 04/24/12, 11/14/16, 11/28/18, 10/14/20

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

I. PURPOSE:

To provide eligible employees and volunteers with appropriate personal protective gear, tool replacement, and to provide eligible employees with a reasonable and equitable clothing allowance to align with the IRS guidelines for taxation of clothing allowances.

II. POLICY:

A. Personal Protective Equipment (PPE)/Clothing Allowance

Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemicals, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment required by the City varies by department. The following items are covered for each division:

1. Street Division Maintenance Employees, Superintendent, and Assistant Superintendents:

   a. Reimbursable Items/Clothing Allowance: Employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of work coats, work pants, coveralls, and gloves for general work duty and warmth.

b. Employees are able be reimbursed up to two hundred dollars ($200) per year for required ANSI-75 specification safety shoes (limited to one pair per year).

c. Provided Items:

i. The City of Marshfield provides safety glasses, hearing protection, dust masks, hard hats, and hip boots as needed.
ii. The City will provide coveralls to the position of Mechanic/Welder and Equipment Technician by a vendor chosen by the City and in the best interest of the City.
iii. The City will provide when needed construction safety vests labeled with City of Marshfield logo.
iv. The City will provide two (2) high-visibility City of Marshfield logo t-shirts and one (1) high-visibility City of Marshfield logo sweatshirt per year.
v. The City will provide one (1) high-visibility City of Marshfield logo work jacket for each employee every 5 years for each employee who works in the field.

2. Parks and Recreation Employees and Assistant Parks Superintendent:

a. Reimbursable Items/Clothing Allowance: Parks and Recreation Maintenance employees are eligible for reimbursement up to one hundred fifty dollars ($150) per year to be used toward the purchase of work shirts, pants, coats, work pants, coveralls.

b. Parks and Recreation Maintenance and the Technical Services Coordinator are eligible for reimbursement up to two hundred dollars ($200) per year for required ANSI-75 specification safety shoes/boots (limited to 1 pair per year).

c. Provided Items:

i. Parks and Recreation maintenance staff, seasonal recreation program staff and aquatic staff may be provided attire (UV-long sleeve shirts, t-shirts, sweatshirts, ball caps, with the department logo to assist the public in identification of staff in the performance of their duties subject to approval of the Parks and Recreation Director.
ii. The City will provide one (1) high-visibility City of Marshfield work jacket for each Parks and Recreation Maintenance full-time employee every 5 years for each employee who works in the field.

3. Wastewater Utility Operator and Assistant Wastewater Superintendent:

a. Reimbursable Items/Clothing Allowance: Employees are eligible for reimbursement up to two hundred dollars ($200) per year to be used toward the purchase required ANSI-75 specification safety shoes/boots and/or overshoes (limited to 1 pair per year).

b. Provided Items: The City will provide eleven (11) uniform units including industrial trousers and shirts, gloves for general work duty and warmth. The uniforms provided will be cleaned and delivered on a weekly exchange program according to a schedule determined by a vendor chosen by the City and in the best interest of the City.

c. The City will provide one (1) high-visibility City of Marshfield work jacket for each employee every 5 years for each employee who works in the field.

4. Police Department Ordinance Enforcement Officers

a. Reimbursable Items/Clothing Allowance: OEO's are eligible for reimbursement up to five hundred ($500) per year to be used toward the purchase of uniform clothes (includes replacement badges, name tags, insignia and uniform alterations), uniform footwear and uniform related equipment consistent with department uniform policy.

b. Provided Items: The City will furnish new OEO's with their initial uniforms. In the event the probationary employee fails to complete his/her probationary period, all uniforms and items purchased by the City shall become the property of the City and shall be turned over to the Chief or his designee.

5. Police Department Adult Crossing Guards:

a. Provided Items: Adult Crossing Guards will be provided safety vests, safety jackets, and other related equipment. Upon end of employment, all equipment will be returned to City.

6. Police Department: Auxiliary Members:

a. Provided Items: Police Auxiliary Members upon request of the executive committee will receive uniform shirts, jackets, and equipment as needed. Upon end of service all clothing and equipment will be returned to the City.

7. Protective Service Administration (Sworn to include Chief, Assistant Chief, Lieutenants)

a. Reimbursable Items: Protected service are eligible for reimbursement up to six hundred and fifty dollars ($650) per year per year to be used toward the purchase of uniform clothes (includes replacement badges, nametags, insignia and uniform alterations), uniform footwear and uniform related equipment consistent with department uniform policy. This includes athletic attire and shoes to meet job function test requirements.

8. Fire Department Administration-Chief, Deputy Chiefs

a. Reimbursable Items: Fire Department Chief and Deputy Chiefs are eligible for reimbursement up to ~~five hundred dollars~~six hundred fifty dollars ($~~500~~650) per year to be used toward the purchase of uniform clothes (includes replacement badges, nametags, insignia and uniform alterations), uniform footwear and uniform related equipment consistent with department uniform policy.

9. Other Positions Eligible for Reimbursement:

Public Works/Engineering	Public Works Director
	Facilities Maintenance Coordinator
	City Engineer
	Assistant City Engineer
	Civil Engineer I and II
	Engineering Technician I and II
	Sr. GIS Coordinator (vest only-no additional reimbursement)
Wastewater Utility	Wastewater Superintendent
Development Services	Building Inspectors I, II, and III
Parks and Recreation	Parks and Recreation Director
	Parks Superintendent
	Technical Services Coordinator (safety shoes/boots only. No additional reimbursement)
Custodial (Police/Parks and Rec)	Custodians (as needed)
Administration	Deputy City Assessor (safety shoes/boots only. No additional reimbursement)

a. Reimbursable Items: Individuals required to work in the field (as listed above) are eligible for reimbursement with supervisor approval, as needed up to one hundred dollars ($100.00) per year to be used toward the purchase of work gloves, work hats, work pants, or overshoes.

b. Individuals required to work in the field (as listed above) are eligible for reimbursement of up to two hundred dollars ($200) per year for required ANSI-75 specification safety shoes/boots (limited to 1 pair per year).

c. Provided Items: The City of Marshfield will provide when needed construction safety vests labeled with City of Marshfield logo.

d. Work Jackets: Development Services Inspectors, the Facilities Maintenance Coordinator, and Engineering Staff are provided with a high visibility City of Marshfield logo work jacket once every 5 years.

B. Safety Glasses: The City will pay/reimburse up to a maximum of one hundred dollars ($100) for prescription safety glasses for those positions that require safety glasses.

C. Tool Replacement: The City will pay for the cost of the replacement tools, not covered under warranty for the position of Mechanic/Welder as approved by the Street Superintendent or his/her designee and for the position of Facilities Maintenance Coordinator as approved by the Public Works Director. Tools must be in good working condition with all applicable safety mechanisms in place and must be inspected by the user before for safe operation before each use.

III. PROCEDURE:

An original receipt of purchase will be required for reimbursement. The Supervisor will make a copy for City records with the original receipt being returned to the employee. When and where available the City may participate in direct billing. The City of Marshfield follows IRS guidelines and requirements in determining taxability of clothing allowance or other reimbursements covered under this policy. Determination of when clothing allowance or other reimbursements included in this policy result in a taxable benefit is under direction of the City Finance Director.

CITY OF MARSHFIELD
PARKS & RECREATION

Memorandum

TO: Finance, Budget and Personnel Committee
FROM: Justin Casperson, Parks and Recreation Director
DATE: May 6, 2025
RE: Request to recommend Council approval of Budget Resolution 15-2025 grant for portable toilets of $2,800.

SUMMARY

The purpose of my memo is to seek approval of Budget Resolution 15-2025 grant for portable toilets of $2,800 at the UW Fields and Forest Ridge Park.

ANALYSIS

My memo is to notify you of the successful acquisition of grant funding totaling $2,800 to support portable toilets at the UW fields and Forest Ridge Park. These funds were secured through the efforts of Alderperson Natasha Tompkins.

Specifically, $2,000 was awarded by the Marshfield Area Community Foundation, and an additional $800 was received from Walmart. These grants will fully cover the anticipated cost of providing two portable toilet units from May 1st to October 1st.
As you may recall, the funding for these portable toilets were removed from the Parks and Recreation budget last fall. The portable toilets will enhance the experience for individuals using these facilities.

RECOMMENDATION

Request to recommend Council approval of Budget Resolution XX-2025 grant for portable toilets of $2,800.

ATTACHMENTS

Budget Resolution 15-2025

BUDGET RESOLUTION NO. 15-2025

A resolution changing the 2025 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2025 adopted budget for the Public Safety fund, Parks and Recreation donations from private organizations account is increased $2,800 and the Public Safety fund, Parks and Recreation other contractual services account is increased $2,800 for the expenditures related to the donations received.

2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the Common Council, and within ten (10) days thereafter, the City Clerk shall publish notice of this change in the official newspaper.

ADOPTED _____ _____
Mayor

APPROVED _____ _____
Attest – City Clerk

PUBLISHED _____

Budget Entry Only:

206-48000-61-48509 -increase $2,800 project G25003

206-55210-61-52900 -increase $2,800 project G25003

CITY OF MARSHFIELD WISCONSIN

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MEMORANDUM

DATE: May 9, 2025
TO: Common Council
FROM: Sarah Dresel, Human Resources Director
RE: Budget Resolution No. 16-2025 for Recruiting Firm Costs and Relocation Expenses

BACKGROUND

At the most recent Finance, Budget, and Personnel Committee meeting, I presented information regarding the use of Contingency-Based Recruiting Firms. Following the discussion, the Committee recommended bringing forward a request to the Common Council to authorize the use of such a firm to backfill the City Planner position.

ANALYSIS

A Contingency-Based Recruiting Firm will partner with the City to conduct a comprehensive search for qualified candidates, including both active job seekers and passive candidates who may be open to new opportunities. The search will encompass both local and national markets.

The firm's compensation is contingent upon successfully placing a candidate and typically ranges from 20% to 25% of the position's first-year base salary. For the City Planner role, this equates to approximately $20,000 to $25,000, depending on the selected candidate's qualifications.

Should the selected candidate require relocation, staff recommends offering a relocation allowance of up to $5,000 as part of the compensation package.

RECOMMENDATION

Staff is requesting approval of the attached Budget Resolution 16-2025 to transfer up to $30,000 from the City Administrator's contingency account to the City Administrator's professional services account to cover recruiting firm fees and potential relocation expenses associated with filling the City Planner position.

BUDGET RESOLUTION NO. 16-2025

A resolution changing the 2025 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2025 adopted budget for the General Fund
    a. General Fund, City Administrator's professional services account is increased up to $30,000 for recruiting.
    b. City administrator administration reserved for contingency account is decreased by the same not to exceed $30,000.

2. That upon the adoption of this resolution by a two thirds vote of the entire membership of the Common Council, and within ten (10) days thereafter, the City Clerk shall publish notice of this change in the official newspaper.

ADOPTED _____ _____
Mayor

APPROVED _____ _____
Attest – City Clerk

PUBLISHED _____

Budget Entry Only
101-51412-05-52100 – increase up to $30,000
101-51412-05-57350 – decrease up to $30,000

City of
MARSHFIELD
MEMORANDUM

TO: **Finance, Budget, & Personnel Committee**
FROM: **Josh Mauritz, Acting Public Works Director**
DATE: **May 13, 2025**
RE: **Budget Resolution 17-2025 for the Braem Park Wet Detention Basin Project**

BACKGROUND
To help comply with the WDNR-mandated TMDL for TSS and phosphorus in our stormwater discharge, construction of a wet detention basin in Braem Park is planned for 2026. This project received a WDNR stormwater construction grant of $150,000, which will help offset some of the overall project costs. Expenses have been, and will continue to be, incurred in 2025 and 2026. The original funding levels established in the 2025-2029 CIP did not allocate enough of the total project cost to 2025.

ANALYSIS
The costs anticipated to be incurred in 2025 are shown below.

• Strand Associates (Design and Bidding Services)	$108,500
• ECS Midwest (Geotechnical Services)	$11,295
• Staff Time	$6,500
Total estimated 2025 costs:	$126,295
Project budget to date:	$108,300
Expense budget shortfall:	**$17,995**
2025 costs debt :	$108,300
Funding shortfall:	**$17,995**

RECOMMENDATION
Staff recommends approval of Budget Resolution 17-2025 for the Braem Park Wet Detention Basin Project.

BUDGET RESOLUTION NO. 17-2025

A resolution changing the 2025 budget of the City of Marshfield, Wisconsin.

Budget Amendment

BE IT RESOLVED by the COMMON COUNCIL of the CITY OF MARSHFIELD as follows:

1. That the 2025 adopted budget for the Infrastructure Capital Outlay fund, storm sewer construction, repairs and maintenance services – other account is increased up to $18,000 for the Braem Park – new wet detention basin project.

2. That the 2025 adopted budget for the General Fund City Administrator's contingency account is decreased up to $18,000 for the Braem Park – new wet detention basin project.

3. That the 2025 adopted budget for the General Fund transfer to capital projects expense account is increased up to $18,000 for the Braem Park – new wet detention basin project.

4. That the 2025 adopted budget for the Infrastructure Capital Outlay fund, transfer from General Fund account is increased up to $18,000 for the Braem Park – new wet detention basin project.

5. That upon the adoption of this resolution by a two thirds vote of the entire membership of the Common Council, and within ten (10) days thereafter, the City Clerk shall publish notice of this change in the official newspaper.

ADOPTED _____ _____
Mayor

APPROVED _____ _____
Attest – City Clerk

PUBLISHED _____

401-57346-31-52500 increase $18,000 project 316741
101 -51412-05-57350 – decrease up to $18,000 project 316741
101 -59000-31-59240 - increase up to $18,000 project 316741
401 -49000-08-49210 - increase up to $18,000 project 316741



400 West 29th Street

Marshfield, WI 54449

Memo

Regarding the QTPOD M4000 Fuel Pump Credit Card Reader at the Marshfield Municipal Airport

TO: Marshfield Common Council

Dear Council Members,

The City of Marshfield is in the process of asking the Wisconsin Bureau of Aeronautics for financial assistance in the partial reimbursement of the QTPod M4000 Fuel Pump Credit Card Reader at the Marshfield Airport

In 2020 the QTPOD M3000 credit card machine needed to be replaced as QTPOD announced in June 2020 that service and support was being terminated. It utilized dial-up phone modem technology that was outdated and parts were no longer available.

At the time the only local replacement was a QTPOD M4000 from Northwest Petroleum. Without the device the fuel pumps at the airport would not be usable.

The airport committee approved the purchase, the Finance Budget and Judicial committee approved the purchase, the Common Council approved the purchase. The contract for purchase and installation was signed by Jeff Gaier at Duffy's Aircraft on behalf of the City. During the installation an addition of a three line display had to be added to the costs as the single line display at the fuel farm was not compatible with the new unit. Jeff Gaier signed for the additional purchase. Normally Jeff does not sign purchase contracts for the airport.

In order to be reimbursed for this by the State of Wisconsin a request was made by the Bureau of Aeronautics for the City Attorney to provide the State a letter that procedure was followed. As Jeff signed the contracts in 2020 and not City Administration, there was some concerns about procedure.

The City Attorney requested that this be ratified by the Common Council. As there was an airport meeting before the council meeting Jeff suggest it be taken to the airport committee first for their approval.

On April 24th the Marshfield Airport Committee approved the ratification of the contract and payment of the credit card reader for the Marshfield Municipal Airport for which funds were transferred and payment approved by Budget Resolution No. 07-2020 on November 24th, 2020.

Thank you

Jeff Gaier

Airport Management

Northwest Petroleum Service, Inc.

4080 N. 20th Avenue
Wausau, WI 54401
(715) 675-2084
(715) 675-5507 (fax)
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Project Number: *55114*
Monday, November 9, 2020

PO Number:

Proposal & Contract Form

Bill to: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Service at: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Description	Quantity	Taxable	Unit Price	Price
Northwest Petroleum Service Inc (NPS) proposes to supply and install an aviation type self service fuel management system.				
Note: Credit will be issued for trade in of customer's existing QT Pod M3000 equipment.				
Phase 148 - Card Reader				
QT POD Model#M4000 Self Serve Fueling Terminal Includes 1-hose control, wired ethernet capability and additional DPI module for 2nd hose point.	1.00		$18,815.00	$18,815.00
OPTION: Cellular Kit (not needed if CAT5 ethernet can be run to system) Add: $920.00 to the bid subtotal.				
Cover for M4000 Terminal	1.00		$220.00	$220.00
NOTE: This proposal does not include surge protection or cards.				
Total Phase 148 - Card Reader				**$19,035.00**
Phase 160 - Other Equipment				
Trade In Credit Credit for trade in of customer's existing QT Pod M3000 equipment.	-1.00		$2,250.00	-$2,250.00
Total Phase 160 - Other Equipment				**-$2,250.00**
Phase 170 - Petroleum Equipment Labor/Materials				
Installation - Budgetary	1.00		$2,300.00	$2,300.00

Northwest Petroleum Service, Inc.

4080 N. 20th Avenue
Wausau, WI 54401
(715) 675-2084
(715) 675-5507 (fax)
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Project Number: *55114*
Monday, November 9, 2020

PO Number:

Proposal & Contract Form

Bill to: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Service at: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Description	Quantity	Taxable	Unit Price	Price

Installation is to be performed at Time and Materials basis.
Labor rates are as follows:

$94.00 / man hour straight time based on a 8-hour day;
$141.00 / man hour overtime over 8 hours per day;
Travel / Mileage will be billed at .75 cents / mile plus time at $80.00/hour per man from port - port.
Per Diem's will be billed at $35.00 / man per day;
Lodging to be billed at cost.

NOTE: The amount included in this proposal is for BUDGETARY purposes only. Various factors will affect the hours spent on-site. Actual labor costs will be billed at the rates listed above. Labor will include time to load equipment at the NPS shop, travel time and time on site.

NOTE: This proposal does not include any electrical services. If electrical services are needed they will be completed at time and material.

Phase 170 - Petroleum Equipment Labor/Materials **$2,300.00**

Additional Details:

Northwest Petroleum Service, Inc.
4080 N. 20th Avenue
Wausau, WI 54401
(715) 675-2084
(715) 675-5507 (fax)
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Project Number: *55114*
Monday, November 9, 2020

PO Number:

Proposal & Contract Form

Bill to: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Service at: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Description	*Quantity*	*Taxable*	*Unit Price*	*Price*

NOTE:
Due to industry volatility for carbon steel material, the pricing offered in this quotation is subject to review at time of order placement. Material will be subject to adjustment based on increases occurring between the date of quotation and the time of order placement. We regret the necessity of this action and will discontinue this practice as soon as market conditions permit.

PRICE: Prices quoted are for acceptance within 10 days and, unless otherwise stated.

SALES TAX
Does not include sales tax. Customer to provide municipality's tax exempt information upon contract execution.

EXCLUSIONS
Does not include excavation, electrical, concrete, blacktop, extra costs associated with winter conditions, upgrades to existing equipment other than stated, or local permits.

PAYMENT TERMS
50% down payment due with signed contract.
Invoices are due 10 days from date of invoice.

1.5% per month on past due balances which is 18% annual percentage rate.

Proposal Subtotal:	***$19,085.00***
Estimated Sales Tax:	***$0.00***
Proposal Grand Total:	***$19,085.00***

Jeffrey Gaier
Authorized Signature

TERMS AND CONDITIONS

This proposal, when accepted by the Purchaser, will constitute a bona fide contract between us, subject to all terms and conditions to follow and to the approval of the Seller's credit manager. It is expressly agreed that there are no promises, agreements or understandings, oral or written, not specified in this proposal.

PRICES – Prices quoted are for acceptance within 10 days and, unless otherwise specified, are subject to change without notice after that date.

DELIVERY – Delivery promises are contingent upon fires, strikes, accidents or other causes beyond our control. We will endeavor to maintain schedules, but cannot guarantee to do so. Delivery, unless otherwise stated, does not include unloading.

NEW EQUIPMENT WARRANTY – Northwest Petroleum Service Inc. will warrant equipment as far as the manufacturers extend warranties for equipment and labor to Northwest Petroleum Service Inc. from the date of installation or delivery. Ordinary use, wear and tear or damage from abuse or accident excepted. Implied warranties of MERCHANTABILITY AND FITNESS for particular purposes are EXCLUDED. Repair or replacement shall be the sole remedies for defect and shall be made, free of charges, F.O.B. factory, provided factory inspection supports validity of customer's claim. Northwest Petroleum Service Inc. shall not be liable for consequential damages, whether or not arising out of warranty, negligence or otherwise.

USED EQUIPMENT – Any used equipment installed as part of the project is provided "as-is". Customer agrees to release, indemnify, hold harmless, and deferent Northwest Petroleum Service Inc. from and against any and all claims, liability, and causes of action at law or equity for loss, damage, injury or death to persons and property, including, but not limited to, environmental contamination, leaks, spills, releases, or discharges by whatsoever or howsoever cause or source, arising or occurring from the acquisitions or use of any used equipment, with the exception of any warranty of title given to Customer by Northwest Petroleum Service Inc.

EXCAVATING CLAUSE – Excavation quotations are based on normal soil conditions. In the event any underground structures such as sewers, all utility lines, cables, and conduit are destroyed or damaged during the performance of the contract, the Seller shall not be held responsible. All additional costs resulting from debris, rock, water or wet, running soil, shall be borne by the Purchaser. In the case of winter work, frost removal is not included in the proposal unless specified. Finished grades are to be established and verified by the Customer.

COLD WEATHER CONCRETE – In the event that concrete is poured during cold weather, NPS is not responsible for chipping, cracking, or spaulding of concrete, due to cold weather pours. Furthermore, NPS is not responsible for additional cost of heated concrete, unless otherwise specified in the contract. It is highly recommended that salt or any chemical based deicer is NOT used after installation to prevent concrete related problems.

TANK FLOATING CLAUSE – Purchaser will be responsible for filling all underground storage tanks with liquid for ballast immediately upon setting tanks in excavation. The Seller shall notify the Purchaser when product will be needed. The Seller shall not be responsible for the contamination or loss of the product used for ballast. In the event any tanks should float, the Seller shall not be liable for any damages to equipment. All expenses for equipment, labor and material to reinstall tanks shall be borne by the Purchaser. This policy applies to new installation as well as remodel projects.

CANOPY – It is highly recommended that heat tape be installed inside the internal drains located in areas subject to freezing, keep salt away from columns, make sure gutters and downspouts are kept free of debris and the top of the structure be visually inspected once a year.

RELATED WORK & PERMITS– Labor, materials and outside services for electrical, concrete, blacktop or sewer work, and required local and state permits are not included in the proposals unless specified.

TAXES & LICENSES – Prices quoted on equipment and repair parts are subject to Federal, State or Municipal taxes and licenses which may be in effect or which may be imposed prior to the actual shipment of materials and equipment. .All such taxes and license costs are the responsibility of the Customer.

TERMS – Unless otherwise specified, terms are net on completion of all services or installation work. Terms on equipment, are cash upon delivery – 30 days on miscellaneous parts and labor.

Delivery to our plant for purposes of convenience or co-ordination shall be considered "Delivery" for billing purposes.
The seller reserves the right to charge Purchaser 1.5% per month on past due balances which is 18% annual percentage rate.
***OWNERSHIP – Buyer hereby warrants that he is (they are) the owner of record of the property described in this contract

NOTICE OF LIEN RIGHTS – AS REQUIRED BY THE WISCONSIN & MICHIGAN CONSTRUCTON LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCITON, ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID. PURCHASER SHALL REIMBURSE SELLER FOR ANY EXPENSE INCURRED BY SELLER IN PROTECTING OR ENFORCING ITS RIGHTS UNDER THIS AGREEMENT BEFORE AND AFTER JUDGEMENT, INCLUDING WITHOUT LIMITATION, REASONABLE ATTORNEYS FEES AND LEGAL EXPENSES AND ALL EXPENSES INVOLVED IN THE RECOVERY OF SELLER'S DAMAGES.

Authorized NPS (Seller) Signature / Date

Jeffrey Gaier **11/25/2020**
Purchaser's Signature / Date
(This becomes a binding contract when signed by purchaser.)

Jeffrey Gaier, Marshfield Airport Management
Purchaser's Printed Name

$19,085.00 (labor is at T&M)
NPS Contract Total

City of Marshfield, WI
Marshfield Municipal Airport
Company Name

55114
NPS Contract Number

Northwest Petroleum Service, Inc.

4080 N. 20th Avenue
Wausau, WI 54401
(715) 675-2084
(715) 675-5507 (fax)
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Project Number: 66288
Friday, December 11, 2020

Change Order/Contract

Bill to: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Service at: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Change order to Project 55114 to upgrade display from 1 line to 3 line.

MultiDisplay, 3 Line Upgrade existing 1 line display to 3 line display to communicate with customer's new QT Pod M4000 card reader	1.00	$1,900.00	$1,900.00
	Total		**$1,900.00**

Additional Details:

NOTE:
Due to industry volatility for carbon steel material, the pricing offered in this quotation is subject to review at time of order placement. Material will be subject to adjustment based on increases occurring between the date of quotation and the time of order placement. We regret the necessity of this action and will discontinue this practice as soon as market conditions permit.

PRICE: Prices quoted are for acceptance within 10 days and, unless otherwise stated.

SALES TAX
Does not include sales tax. Customer to provide municipality's tax exempt information upon contract execution.

EXCLUSIONS
Does not include excavation, electrical, concrete, blacktop, extra costs associated with winter conditions, upgrades to existing equipment other than stated, or local permits.

PAYMENT TERMS
50% down payment due with signed contract.
Invoices are due 10 days from date of invoice.

1.5% per month on past due balances which is 18% annual percentage rate.

Proposal Subtotal:	***$1,900.00***
Estimated Sales Tax:	***$0.00***
Proposal Grand Total:	***$1,900.00***

Jeffrey Gaier Airport Management
Authorized Signature
Jeffrey Gaier Marshfield Municipal Airport

Northwest Petroleum Service, Inc.

4080 N. 20th Avenue
Wausau, WI 54401
Phone: 715-675-2084
Fax: 715-675-5507
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Invoice Number: 79290
Project Number: 66288
Friday, 4 June, 2021

PO Number:

Invoice

To: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Ship To: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Extra to contract 55114 for multi line display for QT Pod M4000 upgrade

Dispensing Equipment	Qty	Unit Price	Amount
MultiDisplay, 3 Line	1.00	$1,900.00	$1,900.00
Upgrade existing 1 line display to 3 line display to communicate with customer's new QT Pod M4000 card reader.			
Freight	1.00	$368.50	$368.50
Dispensing Equipment Totals:			**$2,268.50**

415-57351-33-58890

06-15-2021 adg

Project Subtotal:	$2,268.50
Sales Tax:	$0.00
Amount Paid:	$0.00
Total Invoice	**$2,268.50**

Terms: Net 10 Days

Northwest Petroleum Service, Inc.

4080 N. 20th Avenue
Wausau, WI 54401
Phone: 715-675-2084
Fax: 715-675-5507
E-mail: mail@NPSwausau.com
Web: www.NPSwausau.com

Invoice Number: 79291
Project Number: 55114
Monday, 31 May, 2021

PO Number: QT POD

Invoice

To: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Ship To: Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

Upgrade existing QT Pod M3000 to M4000.

Card Reader	Qty	Unit Price	Amount
QT POD Model#M4000 Self Serve Fueling Terminal	1.00	$18,815.00	$18,815.00
Cover for M4000 Terminal	1.00	$220.00	$220.00
Card Reader Totals:			**$19,035.00**

Installation	Qty	Unit Price	Amount
Labor 05-27-21	3.00	$94.00	$282.00
Our technician arrived at site and removed the QTPod M3000 set the new M4000 in place. Electrician was not comfortable continuing with the remainder of the install due to the rain, project rescheduled for next day.			
Travel Time	2.00	$65.00	$130.00
Round Trip - Mileage	90.00	$0.75	$67.50
Labor 05-28-21	8.50	$94.00	$799.00
Our technician worked with customer's electrician to remove the existing QT Pod M3000 and install the new M4000 and 3 line display; worked with QT Pod tech support to configure and complete the installation.			
Travel Time	2.00	$65.00	$130.00
Round Trip - Mileage	90.00	$0.75	$67.50
Installation Totals:			**$1,476.00**

Other Equipment	Qty	Amount
Trade In Credit	-1.00	-$2,250.00
Credit for trade in of customer's existing QT Pod M3000 equipment.		
Other Equipment Totals:		**-$2,250.00**

415-57351-33-58890
06-15-2021 adg

Project Subtotal:	$18,261.00
Sales Tax:	$0.00
Amount Paid:	($10,492.50)
Total Invoice	**$7,768.50**

Terms: Net 10 Days

Northwest Petroleum Service Inc.

Down Payment Request

4080 N. 20th Ave.
Wausau, WI 54401
715-675-2084

SOLD TO:
Marshfield Municipal Airport
400 West 29th Street
Marshfield, WI 54449

SHIPPED TO:
same

NUMBER	55114/66288-DP
DATE	May 20, 2021
Project No.	55114 and 66288
TERMS	Upon Receipt
SALES REP	Shannon Geurink

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	50% Downpayment for Project #55114 for QTPod 4000	$9,542.50*	$9,542.50
1	50% Downpayment for Project #66288 for QTPod 3-Line Display	$950.00*	$950.00
1	Balance of Downpayment for Project #55114 for QTPod 4000	$9,542.50	$9,542.50
1	Balance of Downpayment for Project #66288 for QTPod 3-Line Display	$950.00	$950.00
		Total	$20,985.00
			PAY THIS AMOUNT

MAKE ALL CHECKS PAYABLE TO:
Northwest Petroleum Service Inc.
Attn: Accounts Receivable
4080 N. 20th Ave.
Wausau, WI 54401

THANK YOU FOR YOUR BUSINESS!

* 415-57351-33-58890
adg
* $10,492.50)

City of
MARSHFIELD
MEMORANDUM

TO: **Mayor TeStrake & City Council**
FROM: **Josh Mauritz, Acting Public Works Director**
DATE: **May 13, 2025**
RE: **Approval of Engineering Services Contract for the design of the Vine Ave (2nd St to 4th St) Project**

BACKGROUND
In 2024, the City of Marshfield was selected to receive federal funding through the STP-Urban program for the design and reconstruction of Vine Avenue from 2nd Street to 4th Street. This grant funds the cost of engineering design services and construction at an 80% federal, 20% local share.

Last fall, staff created an RFP to solicit engineering services for this project. Procurement for engineering services must follow WISDOT procedures utilizing a Quality-Based Selection (QBS) process. Under this process, the fee is not to be considered when reviewing proposals. The City must submit the three top-ranked firms to WISDOT, who then will negotiate an agreement with the City's preferred consultant. If negotiations with the top-ranked firm fail, negotiations proceed to the next-ranked firm, etc. Ultimately, a three-party agreement will be executed between WISDOT, the City, and the consultant.

ANALYSIS
In November 2024, MSA Professional Services was selected as the preferred firm to provide design engineering services for the project. Negotiations between WisDOT and MSA have now been completed. The proposed three-party agreement is attached. The total cost for engineering services is not to exceed $228,434, with a 20% local share of $45,687. The total project cost estimate for design and construction is $1,573,200, with a local share of $242,640. Construction is currently planned for 2028.

To meet their fiscal year 2025 budget, WISDOT would like all contracts signed by May 25th, 2025. For this reason, this request for approval is being asked of the full Council since waiting until the next Board of Public Works meeting would cause the deadline to be missed.

RECOMMENDATION
Approve the Engineering Services Contract between WISDOT, the City of Marshfield, and MSA Professional Services for design engineering services for the Vine Ave (2nd St to 4th St) project, and authorize execution of the same.

ATTACHMENTS
A. Three-Party Design Engineering Services Contract

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

ENGINEERING SERVICES CONTRACT

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION (DEPARTMENT),

CITY OF MARSHFIELD (MUNICIPALITY)

AND MSA PROFESSIONAL SERVICES (CONSULTANT)

ID 6995-11-04
C MARSHFIELD, SOUTH VINE AVENUE
E 4TH STREET TO E 2ND STREET
LOC STR, WOOD COUNTY

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in October 2024 and includes the design phase of a roadway reconstruction project. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: *Jason Schaeffer, Project Manager; 1681 2nd Avenue South, Wisconsin Rapids, WI, 54495-4768; Jason.Schaeffer@dot.wi.gov; 715-421-7309.*

The MUNICIPALITY REPRESENTATIVE is: *Josh Mauritz, P.E., Public Works Department, 207 West 6th Street, Marshfield, WI 54449; josh.mauritz@ci.marshfield.wi.us; (715) 486-2034.*

The CONSULTANT REPRESENTATIVE is: *Alex Passow, PE; Project Manager; 146 North Central Avenue, Suite 201, Marshfield, WI 54449; apassow@msa-ps.com; (715) 384-2133.*

The CONSULTANT SERVICES will be performed for the DEPARTMENT's North Central Region office located in Wisconsin Rapids, WI and will be completed by June 30, 2028. Deliver PROJECT DOCUMENTS to WisDOT North Central Region, 1681 2nd Avenue South, Wisconsin Rapids, WI, 54495-4768, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☒ DEPARTMENT ☐ MUNICIPALITY

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

BASIS OF PAYMENT

For Roadway Plans, actual costs to the CONSULTANT up to $193,204.37 plus a fixed fee of $14,689.27, not to exceed $207,893.64.

For Subsurface Investigations subcontracted to American Engineering Testing, Inc., the CONSULTANT'S actual cost to American Engineering Testing, Inc. not to exceed $2,040.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Drill crew mobilization	0	LS	$1,200.00	$0.00
Boring layout	1	LS	$100.00	$100.00
Borehole setup and cleanup (including concrete pavement penetration and patching)	1	EA	$150.00	$150.00
Geotechnical drilling and sampling in soil, including abandonment (0 to 40 feet)	10	FT	$25.00	$250.00
Project management and preparation of geotechnical report	1	LS	$1,100.00	$1,100.00
Laboratory soils review (includes moisture content and qp testing)	1	LS	$100.00	$100.00
Laboratory sieve analysis test or Atterberg limits test	1	EA	$140.00	$140.00
Flagger mobilization	0	LS	$400.00	$0.00
Flagger site time (including signs and cones)	2	HR	$100.00	$200.00
			Estimated Total	$2,040.00

For Title Searches subcontracted to Wood County Title the CONSULTANT'S actual cost to not to exceed $10,500.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Search (1 report per parcel)	20	Each	$500.00	$10,000.00
Update to Title Search (1 per parcel)	20	Each	$25.00	$500.00
			Estimated Total	$10,050.00

For Historical Investigations and Surveys subcontracted to Terracon Consultants, Inc. the CONSULTANT'S actual cost to not to exceed $8,000.00 for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Task 1 – Architecture/History Survey	1	EA	$4,000.00	$4,000.00
Task 2 – Determination of No Adverse Effects	1	EA	$2,200.00	$2,200.00
Task 3 – Section 106 Coordination, Project Management/Administration	1	EA	$1,800.00	$1,800.00
			Estimated Total	$8,000.00

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed $228,433.64.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of (9) pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

ID 6995-11-04
C MARSHFIELD, SOUTH VINE AVENUE
E 4TH STREET TO E 2ND STREET
LOC STR, WOOD COUNTY

For the CONSULTANT

DocuSigned by:
By: Quirin Klink
B588EA66999449D...
Transportation Manager

Title: Transportation Team Leader

Date: May 6, 2025

For the DEPARTMENT

By: _____
Contract Manager, WisDOT

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

SPECIAL PROVISIONS
ID 6995-11-04
C MARSHFIELD, SOUTH VINE AVENUE
E 4TH STREET TO E 2ND STREET
LOC STR, WOOD COUNTY

VI. SPECIAL PROVISIONS

One deliverable outlined below will be prepared under design ID 6995-11-04 for construction ID 6995-11-74, 0.14 mile of urban reconstruct project, with concrete pavement, curb and gutter, storm sewer, and sidewalk. Water and sanitary improvements will be designed under a separate contract and tied to the construction, funded 100% by the MUNICIPALITY. The roadway will be closed to traffic during construction and a right of way plat is anticipated.

A. DESIGN REPORTS

(1) Prepare the following engineering reports/analyses as directed by the DEPARTMENT:

(a) Design Study Report (DSR).

(b) Traffic Management Plan (TMP) Type 2 prepared electronically.

(c) Pavement design report with LCCA

(d) Stormwater Drainage Water Quality Report will be prepared in accordance with the MANUAL. No TRANS 401/NR 151 or other stormwater management practices (peak discharge rate control, water quality treatment, infiltration) for regulatory reasons anticipated. Storm water reporting, up to 2 systems, outfalling into existing systems.

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the DEPARTMENT for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

(1) Historical and Archaeological Surveys and Studies:

(a) The DEPARTMENT will provide notification to the Native American tribes as provided in the MANUAL. The CONSULTANT shall provide a draft letter/email and map, and identify the appropriate tribes for the DEPARTMENT'S use. The CONSULTANT shall follow the procedures as set forth in the MANUAL to notify other interested parties of the PROJECT.

(b) The CONSULTANT shall follow the procedures set forth in the MANUAL for the Section 106 Process. CONSULTANT will submit DT1030 form for archaeology screening and DT1446 and DT1635 form for history review by State Historic Preservation Office (SHPO). A Determination of No Adverse Effects (DNAE) for the project is anticipated.

(2) Hazardous Materials/Contamination Assessments

(a) Complete Phase I Hazardous Materials Investigation Report. No further investigation is anticipated.

(b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.

(c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT.

(3) Wetland Investigations

Wetlands are not anticipated in the project area. Delineation is not anticipated to be required. CONSULTANT will verify this determination with WDNR.

C. AGENCY COORDINATION

(1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.

(2) Section 404 Permits:

Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application.

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(3) United States Fish and Wildlife Service (USFWS)

Submit to the DEPARTMENT coordination documentation with USFWS requesting review and comment on the PROJECT in accordance with the MANUAL including utilizing the USFWS Information for Planning and Consultation (IPaC) on-line tool.

(4) Wisconsin Department of Natural Resources (WDNR)

Submit to the DEPARTMENT and the MUNICIPALITY coordination documentation with WDNR in accordance with the MANUAL. Complete and coordinate with DEPARTMENT the WDNR Project Coordination Request Template.

(5) Bureau of Aeronautics (BOA) and Federal Aviation Administration (FAA)

Submit to the DEPARTMENT coordination documentation with the BOA and FAA regarding potential impacts of the PROJECT in accordance with the MANUAL.

D. RAILROAD/ UTILITY INVOLVEMENTS

(1) Railroad Negotiations/Agreements: A railroad certification document will be prepared by the CONSULTANT and reviewed by the DEPARTMENT Region Railroad Coordinator for approval. An at-grade railroad crossing is located north of WIS 13, less than 1,000 feet from the north project limits. It is assumed that an At-Grade Crossing - Railroad Project Submittal Package (At-Grade-RPSP) will not be required. Special provisions for the crossing, if required, would be supplied by the Region Railroad coordinator as part of the railroad certification process.

(2) Utility Coordination

Perform all utility coordination in accordance with:

a) The MANUAL
b) Non-TRANS 220
c) The WisDOT "Guide to Utility Coordination"

(3) The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete but is furnished to assist the CONSULTANT. Verify and update the list.

(4) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities, and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

E. PUBLIC INVOLVEMENT

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

(1) Public Involvement Meetings:

(a) Conduct or assist the MUNICIPALITY in holding one (1) in-person public involvement/informational meetings to explain to the public concepts and probable impacts of this PROJECT.

(b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).

(c) Prepare a summary report after the public involvement meeting(s).

(d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).

(e) Make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for the MUNICIPALITY'S use.

(f) CONSULTANT will prepare and mail public meeting invites.

(g) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.

(h) Coordinate meeting schedules with the MUNICIPALITY'S representative.

(2) Public Involvement Plan:

Prepare a Public Involvement Plan.

F. MEETINGS

(1) Hold one (1) in-person/virtual operational planning meeting (OPM) after developing conceptual design to discuss scoping concepts and establish design direction for 30% PS&E and subsequent public involvement.

(2) Hold one (1) virtual design meeting after 60% PS&E to review property impacts and design concerns.

(3) Prepare exhibits and attend one (1) virtual utility coordination meeting.

(4) Participate in the pre-construction conference via telephone as scheduled by the DEPARTMENT.

G. SURVEYS

(1) Topographic Field Survey
- Survey limits:

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- Perform full topography of the roadway to obtain roadway cross sections at 50' intervals and at inlet locations to a point 15 feet past the right of way on both sides of the roadway.
- Utility locations will be identified on the project plans based on system maps provided by utilities. Digger's hotline will be contacted to locate utilities within this vicinity. Located utilities in these areas will be surveyed.
- Locate and survey section and lot/block corners and right of way irons needed for establishment of existing right of way. Tie into lot corners or an estimated 2 section corners will need to be located. Reestablishment of missing section or lot corners is assumed not required and is not included. Included is one field trip by CONSULTANT to the County Courthouse to research plats, CSM's, and legal recordings within the project corridor. Obtain from Wood County Surveyor/Register of Deeds office.
- Collect survey data at driveways and side road intersections and approximate 25 foot radii at curb ramps. It is assumed intersection geometrics to remain "as is". Topographic survey shall extend approximately 45 feet from the center of Vine Avenue.
- It is assumed that roadside hazards along this urban corridor do not exist and survey of the project for such items is not included. Trees within the above survey limits will be surveyed along the corridor.
- Existing storm sewer located directly in improvement areas will be surveyed, including structure and invert depths, along with the next structure outside the improvement areas.
- The tops of visible existing water and sanitary manholes, valves and curb stops will be surveyed. Dipping of these facilities will be by the MUNICIPALITY.
- Vertical Control
  - Two (2) benchmarks will be set.
- Horizontal Control
  - 2 control points will be set, using GPS, at the locations mentioned under vertical control above (4 total control points).

(2) Submit all survey data (including description, measured, and computed data) to the DEPARTMENT and MUNICIPALITY in the AASHTO SDMS format. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.

(3) The coordinate system basis for this PROJECT shall be referenced horizontally to the Wisconsin Coordinate Reference System – Wood County, NAD83(2011) and vertically to NAVD88(2012).

H. *SOILS AND SUBSURFACE INVESTIGATIONS*

(1) Perform one (1) boring under the same mobilization of the adjacent project to a depth of 10 feet of the existing pavement structure and soil materials, in order to determine quantities and qualities of materials available for project needs.

(2) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to

Docusign Envelope ID: 131D8205-181A-4D0B-86BD-B75146C1E50D

provide pavement design parameters, recommendations for subgrade improvements if any, and yield information of subgrade material for installation of storm sewer or utilities.

(3) Geotechnical investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

(4) All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

(5) Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide an aerial image based on available city or county GIS imagery showing coordinate correct as-drilled boring locations.

I. TRAFFIC

(1) Traffic counts based on volumes in State Municipal Agreement (SMA) and confirmed by the MUNICIPALITY. Adjust traffic volumes for the construction year. Traffic data is not required.

(2) The intended traffic control scheme involves closure of the roadway with local access to residences. A signed detour will not be provided.

J. *ROAD PLANS*

(1) Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans which will include:

Title Sheet
Project Overview - Single Sheet Schematic Drawing
Typical Cross Sections and General Notes
Driveway Details
City Standard Plates
Intersection Details (3)
Curb Ramp Details (20)
Storm Sewer Plans
Erosion Control Plans
Marking & Signing Plans (including cross walks)
Traffic Control Overview Plan - Vehicular (Road closed)
Pedestrian Accommodation Plans (sidewalks closed with detour to next block)
Alignment Diagram
Miscellaneous Quantities
Plan on profile
Cross sections and Earthwork data

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(2) It is anticipated that the total project will not exceed 0.14 miles in length, starting on the south side of 4th Street and ending on the south side of 2nd Street. The 4th Street intersection is included. The 2nd Street intersection work is anticipated to be limited to curb ramps only, including some curb replacement and three probable inlet relocations due to ramp redesign.

(3) Storm sewer assumptions include:

(a) CONSUTLANT's design for storm sewer capacity shall be either that dictated by FDM or that of the existing storm sewer capacity; whichever is lower. The capacity of existing storm sewer shall be determined as the full-flow capacity of the existing pipe segment that storm sewer designed as part of this project will connect to.

(b) Storm sewers shall be sized according to full-flow capacity based upon Manning's equation. Evaluation of storm sewer back-ups and/or capacity restrictions due to downstream issues is not included.

(c) Stormwater management (peak rate control or water quality treatment) is not included.

(4) The MUNICIPALITY will supply watermain and sanitary sewer plans, bid items, specifications and estimate in WisDOT format to insert in the PROJECT. CONSULTANT will insert MUNICIPALITY plans into the PROJECT.

K. PLATS

(1) Prepare a Traditional Right-of-Way Plat in accordance with the MANUAL. Up to 20 parcels are included for anticipated TLE for grading at curb ramps, back of sidewalk and utility services.

(2) Right of way descriptions shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners.

(3) One trip to field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.

(4) Provide on the Right-of-Way Plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points.

(5) A table shall be assigned to every Right-of-Way Plat sheet stating the historical basis for dimensioning the existing highway right-of-way, to also include intersecting side roads. The coordinate basis for the plat shall be on the title sheet and each detail sheet.

(6) Be responsible for changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this contract. Up to one revision is anticipated.

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(7) Submit the Right-of-Way Plat electronically in accordance with the MANUAL to be reproduced by the DEPARTMENT for each relocation order or when requested by the DEPARTMENT.

(8) For CONSULTANT design contracts having real estate acquisition: Supply the MUNICIPALITY with an electronic set of plan/profile and cross sections, including r/w plat if developed as part of this contract, for the MUNICIPALITY'S use in real estate acquisition at the time required in the project schedule. Revised electronic sheets shall be supplied to the MUNICIPALITY as such revisions are made throughout the acquisition process.

(9) Title searches shall be made of the titles to all properties or premises through or over which a Right of Way for the PROJECT is to be acquired. The Title Search shall extend over and cover a minimum period of sixty (60) years or to the last conveyance of record if more than sixty (60) years, and shall include a certificate to the MUNICIPALITY of all entries of record affecting the titles of the said properties or premises during such period. A copy of the last deed of record shall be included as part of the title report. All easements of record on purchased property shall be identified. All liens, mortgages, and tax records shall be identified. Up to twenty (20) title searches, are included in this CONTRACT.

(10) There will be no ownership reports.

(11) Up to one (1) title search update is included for each parcel.

(12) Two (2) section corners will be located and tied into the project. If section corners cannot be located, new section corners will not be established under this CONTRACT.

L. SERVICES PROVIDED BY THE MUNICIPALITY/DEPARTMENT

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

(1) As-built plans, as may be available
(2) Available plat information
(3) Traffic counts or studies
(4) Existing utility owner names and contacts
(5) Water and sanitary sewer upgrades (100% MUNICIPAL funded improvements tied and LET with roadway design project under separate category)
(6) Names and addresses of property owners
(7) Meeting site for requested on-site meetings and publishing of the PIM advertisement.

The DEPARTMENT will provide to the CONSULTANT the following for the PROJECT:

(1) Section 106 Screening (archeology only)
(2) Railroad special provisions, if needed

M. *PROSECUTION AND PROGRESS*

(1) The CONSULTANT shall report on the progress of the PROJECT as stipulated in the CONTRACT agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT and MUNICIPALITY. The actual start, projected or actual finish date, and percent of work complete will be

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included for all relevant benchmarks on any PROJECT report required for delivery to DEPARTMENT and MUNICIPALITY staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.

(2) The CONSULTANT proposes to sublet these services to:

(a) Subsurface Investigations to American Engineering Testing, Inc.
(b) Title Searches to Wood County Title
(c) History survey for Terracon Consultants, Inc.

(3) The following items of work will be completed and submitted to the DEPARTMENT by the indicated dates, if CONSULTANT has received the Notice to Proceed by May 10, 2025:

Report Title	Date
30% PS&E	October 2025
Environmental Document	January 2026
60% PS&E/Design Study Report	May 1, 2026
Plat	August 1, 2026
90% PS&E	June 1, 2027
Final PS&E (scheduled)	August 1, 2027
Preconstruction Meeting	May 2028

(4) November 9, 2027 is the scheduled LET. The contract will be completed by June 30, 2028.

The CONSULTANT will deliver construction ID 6995-11-74 based on the final PS&E shown above. Updates after the PS&E, if required, will be considered “extra services”.

City of
MARSHFIELD
MEMORANDUM

TO: **Mayor TeStrake & City Council**
FROM: **Josh Mauritz, Acting Public Works Director**
DATE: **May 13, 2025**
RE: **Approval of Amendment No. 1 to the Engineering Services Contract for the design of the Vine Ave (4th St to 14th St) Project**

BACKGROUND
On February 11, 2025, the Common Council approved an Engineering Services Contract between WISDOT, the City of Marshfield, and MSA Professional Services for design engineering services for the Vine Ave (4th St to 14th St) project.

On May 12, 2025, WISDOT submitted Amendment No. 1 to this contract for the primary reason(s):

> *Due to a nearby Historic District, there will be additional work effort required for History/Architecture Survey of adjacent properties and Section 106 process, including additional agency coordination.*
>
> *No change to the contract completion date is included.*

ANALYSIS
This amendment will increase the contract's total cost by $9,899, of which the City's 20% share is $1,980. The revised total cost for engineering services is not to exceed $339,155, with a 20% local share of $67,831. The total project cost estimate for design and construction is $2,226,750, with a local share of $445,750. Construction is currently planned for 2027.

To meet their fiscal year 2025 budget, WISDOT would like all contracts signed by May 25th, 2025. For this reason, this request for approval is being asked of the full Council since waiting until the next Board of Public Works meeting would cause the deadline to be missed.

RECOMMENDATION
Approve Amendment No. 1 to the Engineering Services Contract between WISDOT, the City of Marshfield, and MSA Professional Services for design engineering services for the Vine Ave (4th St to 14th St) project, and authorize execution of the same.

ATTACHMENTS
A. Amendment No. 1 to the Design Engineering Services Contract

AMENDMENT NO. 1 TO THE CONTRACT
BETWEEN CITY OF MARSHFIELD (MUNICIPALITY),
THE WISCONSIN DEPARTMENT OF TRANSPORTATION
AND MSA PROFESSIONAL SERVICES (CONSULTANT) FOR

ID 6995-11-03
C MARSHFIELD, S VINE AVENUE
EAST 14TH STREET TO EAST 4TH STREET
LOC STR, WOOD COUNTY

The contract made and entered into by and between the MUNICIPALITY, DEPARTMENT and CONSULTANT, dated April 1, 2025 is hereby amended as set forth on the following pages.

The primary reason(s) for this amendment:

Due to a nearby Historic District, there will be additional work effort required for History/Architecture Survey of adjacent properties and Section 106 process, including additional agency coordination.

No change to the contract completion date is included.

BASIS OF PAYMENT
For Roadway Plans, actual costs to the CONSULTANT up to $278,245.83 (increase of $2,226.86) plus a fixed fee of $21,109.52 (increase of $172.59), not to exceed $299,355.35 (increase of $ 2,399.45).

For Subsurface Investigations subcontracted to American Engineering Testing, Inc., the CONSULTANT'S actual cost to American Engineering Testing, Inc. not to exceed $6,050.00 (no change) for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Drill crew mobilization	1	LS	$1,100.00	$1,100.00
Boring layout	1	LS	$300.00	$300.00
Borehole setup and cleanup (including concrete pavement penetration and patching)	4	EA	$150.00	$600.00
Geotechnical drilling and sampling in soil, including abandonment (0 to 40 feet)	40	FT	$23.00	$920.00
Project management and preparation of geotechnical report	1	LS	$1,500.00	$1,500.00
Laboratory soils review (includes moisture content and qp testing)	1	LS	$200.00	$200.00
Laboratory sieve analysis test or Atterberg limits test	4	EA	$120.00	$480.00
Flagger mobilization	1	LS	$350.00	$350.00
Flagger site time (including signs and cones)	6	HR	$100.00	$600.00
Estimated Total				$6,050.00

For Title Searches subcontracted to Wood County Title the CONSULTANT'S actual cost to not to exceed $26,250.00 (no change) for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Title Search (1 report per parcel)	75	Each	$325.00	$24,375.00
Update to Title Search (1 per parcel)	75	Each	$25.00	$1,875.00

For Architectural/History Survey and Section 106 coordination subcontracted to Terracon Consultants, Inc. the CONSULTANT'S actual cost to not to exceed $7,500.00 (new item) for units delivered based on rates in the table below.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Architectural/History	1	Each	$5,800.00	$5,800.00
Section 106 Coordination	1	Each	$1,700.00	$1,700.00

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed $339,155.35 (increase of $9,899.45).

The DEPARTMENT REPRESENTATIVE is: Jason Schaeffer, Project Manager; 1681 2nd Avenue South, Wisconsin Rapids, WI, 54495-4768; Jason.Schaeffer@dot.wi.gov; 715-421-7309.

The MUNICIPALITY REPRESENTATIVE is: Josh Mauritz, P.E., Public Works Department, 207 West 6th Street, Marshfield, WI 54449; josh.mauritz@ci.marshfield.wi.us; (715) 486-2034.

The CONSULTANT REPRESENTATIVE is: Alex Passow, PE; Project Manager; 146 North Central Avenue, Suite 201, Marshfield, WI 54449; apassow@msa-ps.com; (715) 384-2133.

In witness whereof, the parties hereto have caused this amendment to be executed and approved on the date signed by their authorized officers or representatives.

For the CONSULTANT

By: _____

Title: _____

Date: _____

For the DEPARTMENT

By: _____

Title: _____

Date: _____

For the MUNICIPALITY

By: _____

Title: _____

Date: _____

Contract Amendment #1
ID 6995-11-03
C MARSHFIELD, S VINE AVENUE
EAST 14TH STREET TO EAST 4TH STREET
LOC STR, WOOD COUNTY

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

B. ENVIRONMENTAL DOCUMENTATION

Section VI.B(1)(b) is removed and replaced with the following:

(b) The CONSULTANT shall follow the procedures set forth in the MANUAL for the Section 106 Process. CONSULTANT will submit DT1030 form for archaeology screening and DT1446 and DT1635 form for history review by State Historic Preservation Office (SHPO). Determinations of Eligibility, and assessments of effects are not anticipated.

F. MEETINGS

Section VI.F(5) is added:

(5) Hold up to two meetings with History/Architecture subconsultant and the Department and/or SHPO to facilitate the History/Architecture and Section 106 progress.

CITY OF MARSHFIELD DEVELOPMENT SERVICES

City of MARSHFIELD MEMORANDUM

TO: Common Council
FROM: Bryce Hembrook, AICP
Planner
DATE: May 13, 2025

RE: Introduction to amend the Official Map to extend the public right-of-way on East 22nd Street to the east of the intersection of South Nikolai Avenue and East 22nd Street.

Background

Over the past 5-10 years, there have been certified survey maps approved that required reserving portions of the property for future roadway. To the east of the intersection of South Nikolai Avenue and East 22nd Street, there is an approximately 30' strip that is owned by the City that is reserved for future roadway but the official map was not updated. There is also a potential certified survey map that will be submitted and City staff are recommending to reserve 30' additional feet to the south of the City owned parcel in order to create a 60' right-of-way to meet road right-of-way width requirements. In order to require the dedication, the official map should be amended first and should include the full 60' strip including vision triangle.

Extending this road right-of-way allows for future access to the property to the east which is anticipated to eventually become used for industrial properties. This introduction is the first step in the process and the next step is to have the Plan Commission review the proposed change and give a recommendation to the Council and then schedule a public hearing for a future Common Council meeting.

Recommendation

Refer amending the official map to extend the public right-of-way on East 22nd Street to the east of the intersection of South Nikolai Avenue and East 22nd Street to the Plan Commission.

Attachment

1. Location Map



Wood County Land Information Office

Author: Wood County Land Information Office

Date Printed: 5/7/2025 4:06 PM

DISCLAIMER: This map is not a survey. No information on this website is intended to serve as legal evidence of size, shape, location or ownership of real estate or environmental features. Wood County assumes no liability related to the use of this map.

CITY OF MARSHFIELD WISCONSIN

MEMORANDUM

DATE: May 9, 2025
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Request to move Board of Public Works meetings to Tuesdays

Background

At the April 22nd meeting, under "Items for Future Agendas", Council President Varsho requested consideration of moving Board of Public Works to Tuesdays, the same night that Finance, Budget and Personnel Committee meets. Should the Council wish to make this change, staff recommends the following schedule:

- 5:00 p.m. Judiciary & License Committee
- 5:15 p.m. Finance, Budget & Personnel Committee
- 6:15 p.m. Board of Public Works
- 7:00 p.m. Plan Commission (3rd Tuesdays only)

Recommendation

Discretion of the Council

CITY OF MARSHFIELD WISCONSIN

MEMORANDUM

DATE: May 9, 2025
TO: Mayor TeStrake & City Council
FROM: Steve Barg, City Administrator
RE: Appointment to the City's Housing Committee

Background

On July 2024, the Council approved a 5-member Housing Committee comprised of the Mayor and 4 Council members. The initial intent was that 2 of the 5 members would be from the CDA Board, but this goal was actually met, since 2 of the Council members (Mike Feirer, Natasha Tompkins) serve on the CDA Board, too. When Councilmember Russ Stauber chose not to run for re-election this spring, it created an opening on the Committee. CDA Board member Ashley Winch has now volunteered to fill this vacancy, and Mayor TeStrake is recommending her for this position.

Recommendation

Staff recommends appointment of Ashley Winch to the Housing Committee. (Given the manner in which appointments to the committee were originally made, and the intent to have 2 CDA Board members serve on this body, it would not seem that this appointment is subject to the usual process of waiting 2 weeks after the appointment is presented before action may be taken by the Council.)