



**Public Works Committee Agenda**

**Thursday, September 15, 2016 at 3:00 pm**

**Whitefish Bay Village Hall**

1. **Call to Order**
2. **Review and Approve minutes of August 23, 2016 Public Works Committee Meeting**  
(see attachment)
3. **Good Hope Road Landfill Update**
4. **Sigma Contract Amendment for Construction Engineering Services – 2016 Roadway and Utility Improvement Project** (see attached memo)
5. **Contract Award – 2016 Sanitary Sewer Improvement Project** (see attached memo)
6. **2016 Project Update**
7. **Next scheduled meeting – Thursday, October 20, 2016 at 4:00pm (tentative)**
8. **Adjournment**

Posted: 9/12/16

Note: It is possible that members and/or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; action will not be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in the notice.

Cc: Village Board; Village Manager, Department Heads; Village Attorney

**Public Works Committee Meeting Minutes**  
**August 23<sup>rd</sup>, 2016 @ 4:00 PM**

**Whitefish Bay Village Hall    5300 North Marlborough Drive**

**I.     Call to Order and Roll Call**

The meeting was called to order at 4:01 pm.

Present: Trustee Serebin, Trustee Fuda, Trustee Miller, Tom Kindschi.

Also Present: Village Manager Steven Sheiffer, Public Works Director John Edlebeck

**II.    Approval of Minutes July 21<sup>st</sup>, 2016 Public Works Committee Meetings**

*Trustee Serebin moved, seconded by Tom Kindschi to approve minute for July 21st, 2016. Unanimous in favor. Motion approved.*

**III.   Review and Approve Proposed 2017 Projects from Borrowed Funds**

In preparing a preliminary 2017 Village Budget, Village Manager and Public Works Director presented and requested feedback on infrastructure projects from borrowed funds within the Water Fund, Sewer Fund, Stormwater Fund, and General Fund. General discussion held.

*No formal action was taken.*

**IV.    Review and Approve Lancaster Storm Sewer Lining Project**

John reviewed this stormwater lining project. This project was brought to the Village Board on August 8<sup>th</sup>, 2016. The Village Board approved the 2016 Village Storm Utility Budget which includes this pipe lining project of the existing downstream storm sewer pipe to address the pipe structural concerns. The estimated cost is \$225,000.00 and will be bid out in September for a fall or winter construction period. Funding for this work will be from previously borrowed funds identified for stormwater improvements.

*Trustee Fuda moved, seconded by trustee Serebin to approve the Lancaster Storm Sewer Lining Project. Unanimous in favor. Motion approved.*

**V.     Construction Project Updates**

John discussed the projects progress and resident reaction to current projects. On the 4700 block of Sheffield turf restoration was completed in late June, 2016. In the 4700 block of Elkhart Ave. construction started on August 15<sup>th</sup>. John has continued to be in contact with residents in regards to private lead water service replacement. The water and sanitary sewer lateral work on the north half of the project (6200-6300 Berkeley) has begun. This will be followed by storm sewer work. The 5900

block is scheduled to be paved with asphalt by the end of this week. Turf restoration has been delayed on the lower half (6000-6100) by the landscaping subcontractor. John is working to get turf restoration completed in the lower half of Berkeley north of Montclair.

*No formal action was taken.*

VI. **Next Scheduled Meeting- Thursday, September 15, 2016 at 3:00pm**

*Trustee Fuda motioned to adjourn, seconded by Trustee Serebin. Unanimous in favor. Motion approved. Meeting adjourned at 5:37pm.*



## Village of Whitefish Bay

5300 N. Marlborough Drive • Whitefish Bay, Wisconsin 53217 • (414) 962-6690 • Fax (414) 962-5651

September 9, 2016

Memo to: Chairman Miller and Members of the Public Works Committee  
From: John Edlebeck, Director of Public Works *JOE*  
Re: 2016 Sanitary Sewer Improvement Project Bid Results and Contract Award

To address recurring sanitary sewer backups in residents located on and adjacent to Fairmount Avenue, Woodruff Avenue, Sheffield Avenue, Lake Drive and Palisades Road, the Village Board included in the approved 2016 Village Budget a sanitary sewer system improvement project budgeted with borrowed funds in the amount of \$2,345,000. Clark Dietz was then contracted to provide design engineering services for this project, working closely with Village staff.

Bids were publically opened on Thursday, September 8, 2016 at Village Hall for this project. The following written quotes were received.

|                             |                       |
|-----------------------------|-----------------------|
| <b>Advance Construction</b> | <b>\$1,498,794.00</b> |
| <b>Green Bay, WI</b>        |                       |
| <b>Globe Contractors</b>    | <b>\$1,833,010.00</b> |
| <b>Pewaukee, WI</b>         |                       |
| <b>Super Excavators</b>     | <b>\$1,945,294.55</b> |
| <b>Menomonee Falls, WI</b>  |                       |

This project is proposed to proceed in early October, 2016 with the Lake Drive / Fairmount Avenue and Palisades Road / Fairmount Avenue sections of the project to be completed by December, 2016. The remainder of the project on Fairmount Avenue would provide for winter construction and have a substantial completion date of May 1, 2017.

The current 2016 Sanitary Sewer Improvement Project budget is as follows:

|  |                      |
|--|----------------------|
| Contracted Design Engineering Services (Clark Dietz)     | \$ 250,000.00        |
| Lift Station Purchase by Village                         | \$ 87,690.00         |
| Contracted Construction Engineering Services (Sigma)     | \$ 99,600.00         |
| Proposed Construction Project Award (Advance Constr)     | \$1,498,794.00       |
| <u>Construction Contingencies (Unforeseen Items 10%)</u> | <u>\$ 149,879.40</u> |

Total \$2,085,963.40

Budgeted Amount \$2,345,000.00

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**Remaining Balance \$ 259,036.60**

The Whitefish Bay Public Works Department staff is recommending that the Public Works Committee vote to approve the award of the 2016 Sanitary Sewer Improvement Project to Advance Construction of Green Bay, WI for the bid upon unit prices not to exceed \$1,498,794.00. Upon Public Works Committee approval the contract award will be forwarded to the Village Board for consideration.

Cc: Steve Sheiffer, Kevin Kaegi, Jen Amerell



September 9, 2016

John Edlebeck, PE  
Director of Public Works  
Village of Whitefish Bay  
155 W. Fairmont Avenue  
Whitefish Bay, WI 53217

Re: 2016 Sewer Project

Dear John,

I reviewed and tabulated the three bids received for the 2016 Sewer Project and confirm that the as-read low bidder, Advance Construction Inc. of Green Bay Wisconsin is the low bidder for this project. The bid amounts are as follows:

|                            |                 |
|----------------------------|-----------------|
| Advance Construction Inc.: | \$ 1,498,794.00 |
| Globe Contractors:         | \$ 1,833,010.00 |
| Super Excavators:          | \$ 1,945,294.55 |

Overall, the bids came in very favorably for the Village. Accordingly, Clark Dietz recommends that the Village award a contract to the low responsible bidder, **Advance Construction, Inc. of Green Bay, WI** in the amount of \$1,498,794.00.

Sincerely,

Clark Dietz, Inc.

Mustafa Emir, PhD, PE  
Village Engineer

|   | Item  | Qty     | Units | Unit Price       | Total               | Unit Price            | Total               | Unit Price               | Total               |                       |
|---|---|---------|-------|------------------|---------------------|-----------------------|---------------------|--------------------------|---------------------|-----------------------|
| <b>Sanitary Sewer</b>   | <b>ADDENDUM #2 9-6-2016</b>   |         |       | <b>SUPER X</b>   |                     | <b>Advance</b>        |                     | <b>Globe Contractors</b> |                     |                       |
|   | Sanitary Manhole 4' Diameter (12 units)   | 160.00  | VF    | \$120.00         | \$19,200.00         | \$400.00              | \$64,000.00         | \$750.00                 | \$120,000.00        |                       |
|   | Sanitary Manhole 4' Diameter (1 units) (w/ External Drop)                                     | 15.00   | VF    | \$500.00         | \$7,500.00          | \$770.00              | \$11,550.00         | \$1,200.00               | \$18,000.00         |                       |
|   | Sanitary Manhole 5' Diameter (1 units)  | 19.00   | VF    | \$310.00         | \$5,890.00          | \$1,200.00            | \$22,800.00         | \$1,800.00               | \$30,400.00         |                       |
|   | Sanitary Manhole 6' Diameter (1 units)  | 17.00   | VF    | \$450.00         | \$7,650.00          | \$1,000.00            | \$17,000.00         | \$1,900.00               | \$32,300.00         |                       |
|   | Manholes Frame and Lid R-1661-A (Sanitary) (includes Int/Ext. Seal)                           | 15.00   | EA    | \$1,250.00       | \$18,750.00         | \$800.00              | \$12,000.00         | \$800.00                 | \$12,000.00         |                       |
|   | Sanitary Sewer Lateral (includes Rem and Repl & Insert-a- Tee of Wye's to ROW)                | 3.00    | EA    | \$13,500.00      | \$40,500.00         | \$10,000.00           | \$30,000.00         | \$7,000.00               | \$21,000.00         |                       |
|   | Construction Staking Sanitary Sewer (Includes Open Trench Sanitary and PVC Pipe on Palisades) | 425.00  | LF    | \$10.00          | \$4,250.00          | \$8.00                | \$3,400.00          | \$10.00                  | \$4,250.00          |                       |
|   | 12" PVC Pipe (Trenchless)   | 1959.00 | LF    | \$670.00         | \$1,312,530.00      | \$481.00              | \$942,279.00        | \$550.00                 | \$1,077,450.00      |                       |
|   | 12" PVC Pipe (open trench)  | 110.00  | LF    | \$300.00         | \$33,000.00         | \$400.00              | \$44,000.00         | \$550.00                 | \$60,500.00         |                       |
|   | 8" PVC Pipe (open trench)   | 34.00   | LF    | \$1,250.00       | \$42,500.00         | \$420.00              | \$14,280.00         | \$300.00                 | \$10,200.00         |                       |
|   | 18" PVC Pipe (open trench)  | 123.00  | LF    | \$1,100.00       | \$135,300.00        | \$450.00              | \$55,350.00         | \$500.00                 | \$61,500.00         |                       |
|   | 24" PVC Pipe (open trench)  | 28.00   | LF    | \$1,000.00       | \$28,000.00         | \$600.00              | \$16,800.00         | \$700.00                 | \$19,600.00         |                       |
|   |   |         |       |                  | <b>Sub-Total</b>    | <b>\$1,655,070.00</b> | <b>Sub-Total</b>    | <b>\$1,233,459.00</b>    | <b>Sub-Total</b>    | <b>\$1,467,200.00</b> |
|   | <b>Palisades Lift Station</b>   |         |       |                  |                     |                       |                     |                          |                     |                       |
| Palisades Lift Station and Appurtenances (Installation of Village Purchase Equipment) |   | 1       | LS    | \$150,000.00     | \$150,000.00        | \$125,000.00          | \$125,000.00        | \$232,000.00             | \$232,000.00        |                       |
|   |   |         |       | <b>Sub-Total</b> | <b>\$150,000.00</b> | <b>Sub-Total</b>      | <b>\$125,000.00</b> | <b>Sub-Total</b>         | <b>\$232,000.00</b> |                       |
| <b>Roadway</b>  | <b>ADDENDUM #2 9-6-2016</b>   |         |       |                  |                     |                       |                     |                          |                     |                       |
|   | Base Aggregate Dense, 1 1/4"  | 625     | Tons  | \$22.00          | \$13,750.00         | \$15.00               | \$9,375.00          | \$16.00                  | \$10,000.00         |                       |
|   | Base Patching Concrete (Drilled #6 Tie Bars and Dowel Bars)(Rem/Rep)                          | 90      | SY    | \$74.50          | \$6,705.00          | \$65.00               | \$5,850.00          | \$50.00                  | \$4,500.00          |                       |
|   | Concrete Pavement 7" (HES) (Includes all Tie & Dowel Bars)(Rem/Rep)                           | 592     | SY    | \$49.10          | \$29,067.20         | \$62.00               | \$36,704.00         | \$52.00                  | \$30,784.00         |                       |
|   | Concrete Pavement 8.5" (HES) (Includes all Tie & Dowel Bars)(Rem/Rep)                         | 160     | SY    | \$55.25          | \$8,840.00          | \$65.00               | \$10,400.00         | \$54.00                  | \$8,640.00          |                       |
|   | HMA Pavement Type E-0.3 Surface   | 20      | Tons  | \$415.00         | \$8,300.00          | \$220.00              | \$4,400.00          | \$300.00                 | \$6,000.00          |                       |
|   | Concrete Curb and Gutter 30-Inch Type D   | 140     | LF    | \$33.00          | \$4,620.00          | \$42.00               | \$5,880.00          | \$40.00                  | \$5,600.00          |                       |
|   | Concrete Sidewalk (Remove & Replace)  | 451     | SF    | \$7.25           | \$3,269.75          | \$11.00               | \$4,961.00          | \$6.00                   | \$2,706.00          |                       |
|   | Inlet Protection Type D (Includes Mobilization and Emergency Mob)                             | 53      | EA    | \$100.00         | \$5,300.00          | \$125.00              | \$6,625.00          | \$100.00                 | \$5,300.00          |                       |
|   | Sawing Pavement (Asphalt or Concrete Full Depth)  | 1200    | LF    | \$2.50           | \$3,000.00          | \$2.75                | \$3,300.00          | \$3.00                   | \$3,600.00          |                       |
|   | Site Restoration(Palisades, Including Watering)   | 1       | LS    | \$3,500.00       | \$3,500.00          | \$2,500.00            | \$2,500.00          | \$5,000.00               | \$5,000.00          |                       |
|   | Site Restoration(Fairmount, Including Watering)   | 1       | LS    | \$2,500.00       | \$2,500.00          | \$8,000.00            | \$8,000.00          | \$5,000.00               | \$5,000.00          |                       |
|   | Traffic Control (Palisades)   | 1       | LS    | \$1,500.00       | \$1,500.00          | \$2,500.00            | \$2,500.00          | \$3,000.00               | \$3,000.00          |                       |
|   | Traffic Control (Lake Drive)  | 1       | LS    | \$3,750.00       | \$3,750.00          | \$7,000.00            | \$7,000.00          | \$5,000.00               | \$5,000.00          |                       |
|   | Traffic Control (Fairmount)   | 1       | LS    | \$3,770.00       | \$3,770.00          | \$16,000.00           | \$16,000.00         | \$5,000.00               | \$5,000.00          |                       |
|   | Temporary Base Patching (Includes 2"Cold Patch Material & Extra 5"Aggregate Base )            | 842     | SY    | \$43.00          | \$36,206.00         | \$12.00               | \$10,104.00         | \$35.00                  | \$29,470.00         |                       |
|   | Temporary Base Patching Removal (Includes removal new saw cut if necessary)                   | 842     | SY    | \$7.30           | \$6,146.60          | \$8.00                | \$6,736.00          | \$5.00                   | \$4,210.00          |                       |
|   |   |         |       |                  | <b>Sub-Total</b>    | <b>\$140,224.55</b>   | <b>Sub-Total</b>    | <b>\$140,335.00</b>      | <b>Sub-Total</b>    | <b>\$133,810.00</b>   |
|   |   |         |       |                  | <b>TOTAL</b>        | <b>\$1,945,294.55</b> |                     | <b>\$1,498,794.00</b>    |                     | <b>\$1,833,010.00</b> |





## Village of Whitefish Bay

5300 N. Marlborough Drive • Whitefish Bay, Wisconsin 53217 • (414) 962-6690 • Fax (414) 962-5651

September 9, 2016

Memo to: Chairman Miller and Members of the Public Works Committee  
From: John Edlebeck, Director of Public Works *JE*  
Re: Amendment to the Construction Engineering Services Agreement – Sigma Group  
2016 Village Roadway and Utility Improvement Project  
(Berkeley / Elkhart / Sheffield / Alleys)

The Public Works Department solicited numerous civil engineering firms to solicit proposals to provide construction engineering services for the 2016 Village Roadway and Utility Improvement Project. After review, the Public Work Department Staff recommended and the Village Board approved a contract with Sigma Group for the amount of \$145,000.00 for these services.

In early 2016, after the award of the construction contract to Advance Construction and the construction engineering services contract to Sigma Group, the issue of partial lead water service replacements was brought forth by Village staff. Village Staff then drafted a partial lead water service replacement policy which was eventually approved by the Village Board. The construction project contract with Advance Construction was amended at that time and a budget of \$177,000 was approved to address this matter as it related to this project.

In addition, it was originally expected that the construction phasing of this project would allow for one Sigma Group inspector to provide construction engineering services for both the Elkhart and Sheffield Avenue sections as they were expected to be constructed concurrently. Due to the extent of the lead water service replacements work needed, those sections of the project could not be constructed at the same time. Both of these issues have added additional construction engineering services hours that Sigma Group was requested to provide.

Beginning last month the Village worked with Sigma Group to implement changes in construction engineering service levels to reduce the remaining hours of inspection provided by their firm for this project. Sigma Group is asking for an amendment to that original construction engineering services agreement (see attached Sigma Group memo and proposed Work Authorization #3) to address the additional inspection hours required on this project.

2016 Village Roadway and Utility Improvement Project

|  |                     |
|--|---------------------|
| Construction Contract Award (Advance Constr)     | \$ 3,287,791.70     |
| Design Engineering Services (Clark Dietz)        | \$ 115,850.00       |
| Construction Inspection Services (Sigma)         | \$ 145,000.00       |
| Lead Water Service Change Order                  | \$ 177,000.00       |
| Other Change Orders to date                      | \$ 54,189.00        |
| <u>Anticipated possible future change orders</u> | <u>\$ 20,000.00</u> |
| Subtotal   | \$ 3,799,830.70     |

Proposed Work Authorization #3 (Sigma) \$ 50,625.00

Anticipated Project Total \$ 3,850,455.70

Budgeted Amount \$ 3,958,000.00

**Remaining Balance \$ 107,544.30**

The Whitefish Bay Public Works Department staff is recommending that the Public Works Committee vote to approve Work Authorization #3 with Sigma Group in the amount not to exceed \$50,625.00 to take into account the additional construction engineering services work required as it relates to lead water service replacements and construction phasing on this project. Upon Public Works Committee approval the contract award will be forwarded to the Village Board for consideration.

Cc: Steve Sheiffer, Kevin Kaegi, Jen Amerell

September 7, 2016

Project Reference #15917

Village of Whitefish Bay Public Works Department  
Attn: John Edlebeck, P.E.  
Director of Public Works  
5300 N. Marlborough Drive  
Whitefish Bay, WI 53217

**RE: Work Authorization #3 Justification – Construction Inspection Services  
2016 Village Roadway and Utility Improvement Project**

Dear Mr. Edlebeck:

The Sigma Group, Inc. (Sigma) has been providing construction inspection services per the February 22<sup>nd</sup>, 2016 Service Agreement and Work Authorization #1, entered into by and between Sigma and Village of Whitefish Bay (Village). The original estimated level of effort assumed a 6-month long project with concurrent construction on Elkhart Avenue, Sheffield Avenue, and Berkeley Boulevard.

At this time, the construction inspection services fee of the project is anticipated to exceed the initial budget that was composed from the original project assumptions. The initial number of hours estimated for the project was 1,920. As of September 1, 2016, Sigma had compiled approximately 1,856 hours of construction inspection time. With the remaining amount of work that is anticipated, we are requesting 675 additional hours of construction inspection time. The increase and/or variations in construction inspection schedule durations have occurred for two primary reasons:

1. The Elkhart Avenue and Sheffield Avenue reconstruction was anticipated to run congruently, and only requiring one inspector for the two projects. The contractor varied their construction means and methods, from reconstructing Elkhart Avenue and Sheffield Avenue independently. The contractor primarily made this schedule change to accommodate residents' private lead service water lateral replacement. The contractor is allowed to change their schedule per the contract and the residents benefited from the change, but it has resulted in an extended end date for the combination of the projects. By completing the projects separately, it is anticipated to have 12 additional weeks of construction inspection, but it minimized the impact to residents.
2. The estimated quantity of water service replacements increased by 71 for the Berkeley Boulevard reconstruction project. The reason for the increase was to replace existing lead water services in the Village right-of-way. The contractor also worked with the Village's subconsultant to coordinate the installation of the residents' private lead service water laterals, from the right-of-way and into the residence. The contractor's scope increased significantly and their construction operations increased by approximately four weeks.

Efforts have been taken to work within the current scope of work, by reducing daily construction inspection hours, while attempting to maintain the level of quality that has been agreed upon. Time/cost saving efforts include:

1. Arriving on site after the contractor has finished their initial start-up process of equipment and daily preparation prior to any pay item work being completed.
2. Utilizing communication to clarify the end of the day responsibilities with contractor's to ensure a clean and safe site, but allowing our inspectors to leave the site prior to the full completion of the day's construction activities.
3. Mid-day project breaks have also been utilized for the Elkhart Avenue construction project, if critical items are not needed to be inspected at that time.
4. The weekly construction meetings, which have been meeting every 7-days. We are now proposing to increase the amount of days between meetings from 7-days to approximately 10-days.

For additional inspection hours, we estimate the hours to increase from 1,920 to 2,595 hours. This results in a total construction inspection change order of \$50,625 (35%). Sigma commits to no additional inspection time on the project even if the schedule is extended further. Consistent with our original proposal we will provide construction inspection services on a time and material basis at the rates listed below. We will not charge the Village for equipment, mileage, postage, and printing.

- Senior Construction Engineer \$110/hour
- Lead Construction Engineer \$100/hour
- Land Surveyor \$100/hour
- Municipal Inspector II \$75/hour
- Municipal Inspector I \$65/hour

Please contact us immediately should you have any questions or require additional information.

Respectfully submitted,



Christopher Carr, PE  
Civil Group Leader  
414-643-4163  
[ccarr@thesigmagroup.com](mailto:ccarr@thesigmagroup.com)



John Kastner, PE  
Senior Project Manger  
414-643-4114  
[jkastner@thesigmagroup.com](mailto:jkastner@thesigmagroup.com)

Cc: Ken Kaszubowski, The Sigma Group

**EXHIBIT A  
WORK AUTHORIZATION NO. 3**

Project Reference No.: 15917

This Work Authorization is entered into by and between The Sigma Group, Inc. ("Sigma") and Village of Whitefish Bay ("Client"). This Work Authorization incorporates by reference the Agreement entered into by the Parties dated February 22, 2016 (the "Agreement"). The Agreement is hereby amended and supplemented as follows:

Site: Village of Whitefish Bay- 2016 Construction Inspection

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**General Description of Basic Services.**

Client hereby authorizes Sigma to perform and complete the following Service(s):

1. Those Services contained in Sigma's proposal dated February 22, 2016, which is attached hereto and incorporated herein by this reference# 15917.

2. \_\_\_\_\_

**Compensation.**

Time and material, not to exceed the listed fee, as detailed in the September 7, 2016, work authorization justification letter.

|    |  |          |
|----|--|----------|
| 1. | Increase in hours from 1,920 to 2,595 (35% Increase) | \$50,625 |
|----|--|----------|

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**Other Terms.** [Insert any other terms specific to the work authorization, i.e., dates of performance.]

1. \_\_\_\_\_

Firm: Village of Whitefish Bay

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_

THE SIGMA GROUP, INC.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title (please print): \_\_\_\_\_

Date: \_\_\_\_\_