

Please join my meeting from your computer, tablet or smartphone.  
<https://www.gotomeet.me/wfbvillage/public-works-committee>

You can also dial in using your phone.  
United States: +1 (646) 749-3122

Access Code: 891-826-709



**Village of Whitefish Bay, Wisconsin**  
**Public Works Committee Meeting Agenda**

**Monday, September 14, 2020 at 4:00pm**  
**Video Conference**

1. Call to Order
2. Review and Approve minutes of June 24, 2020 Public Works Committee Meeting
3. Review and Possible Recommendation –  
    Klode Park Beach Shoreline Erosion Restoration Plan / FEMA Grants
4. Review and Possible Recommendation -  
    2021 Roadway Improvement Program  
    Mill/ Overlay Pavement Rehabilitation and Alley Reconstruction Project  
    Design Engineering / Bidding Services Agreement - Clark Dietz, Village Engineer
5. Next scheduled meeting – to be determined
6. Adjournment

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

**Posted: 9/11/2020** 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.



**Public Works Committee Minutes**  
**Wednesday, June 24, 2020 at 4:00 pm**  
**GoToMeeting**

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

Meeting was called to order at 4:00.

Present: Trustee Serebin, Jay Miller, Trustee Buckley, Trustee Davis

Also Present: John Edlebeck – Public Works Director, Paul Boening – Village Manager, Tim Blakeslee – Assistant Village Manager

Absent with notice: Tom Kindschi

**II. Review and Approve minutes of May 27, 2020 Public Works Committee Meeting:**

Trustee Serebin moved to approve the minutes of the May 27, 2020 Public Works Committee Meeting. Trustee Buckley seconded. Motion passed 4-0.

**III. Review and Possible Recommendation – Klode Beach Erosion Restoration Plan (attachments: Klode Beach Erosion Repair memo dated August 12, 1997 and 2010 photos)**

Public Works Director Edlebeck summarized the history of the Klode Park beach and the current state of the erosion at the beach. Edlebeck noted that himself and Assistant Village Manager Blakeslee did a video on-site inspection for a restoration grant request. At this point the awarding of the grant is in the hands of FEMA. Edlebeck also noted that staff had a discussion with FEMA on the 406 mitigation program to improve the beach to prevent these issues from happening again. Various mitigation options were discussed. There was discussion on when the Village will proceed with debris removal and beach repair. There was discussion on making a safer path down to the beach than is currently available.

**IV. Review and Possible Recommendation - Village Hall / Library Parking Lot Biofilter Installation Project - MMSD Green Solutions Fund**

Edlebeck summarized the Library biofilter project and the opportunity to receive green solutions funding. There was discussion about DNR requirements, grant amount, and educational materials/signage. The Public Works committee all spoke favorable about the project.

Trustee Serebin moved to recommend that the Village Board approve the Village Hall / Library Parking Lot Biofilter Installation Project using the MMSD Green Solutions Fund. Trustee Davis seconded. Motion passed 4-0.

**V. Next scheduled meeting – to be determined**

**VI. Adjournment** Trustee Serebin moved to adjourn at 5:15 pm. Trustee Buckley seconded. Motion passed 4-0.

September 9, 2020

Memo to: Chairman Miller and Members of the Whitefish Bay Public Works Committee  
From: John Edlebeck, P.E., Director of Public Works   
Re: **Klode Park Beach Shoreline Erosion Restoration Plan / FEMA Grant Options**

As a result of a severe winter wind storm that took place in early January, 2020, the Klode Beach shoreline encountered substantial erosion. This storm was so severe that the Milwaukee County Office of Emergency Management coordinated local municipalities and was successful in obtaining a FEMA emergency disaster declaration.

Since that declaration myself, Tim Blakeslee, Assistant Village Manager, and staff from the shoreline restoration consultant Smith Group have worked with several FEMA representatives from various FEMA grant programs to maximize both shoreline restoration program grant monies as well as pre-emptive hazard mitigation grant program monies.

At this time FEMA is finalizing the following grant proposal offer for the Village:

<b>FEMA Public Assistance Restoration Grant</b>	<b>\$ 77,027.02</b>
<b>FEMA Section 406 Hazard Mitigation Grant</b>	<b>\$ 100,382.98</b>
<b>TOTAL</b>	<b>\$ 177,410.00</b>
<b>FEMA 75% share =</b>	<b>\$133,057.50</b>
<b>Village 25% share =</b>	<b>\$ 44,352.50 (*)</b>

(\* Note: The Village may be able to apply for an additional 12.5% funding from the WI Department of Military Affairs – Division of Emergency Management to further reduce our expenses)

The FEMA Public Assistance Restoration Grant will provide for the replacement of beach stone back to original (pre-storm) conditions while the FEMA Section 406 Hazard Mitigation Grant will allow for an underlying base of larger revetment base rocks / boulders to be installed under the beach stones to help address erosion concerns with future storms. We expect to receive in the near future an agreement proposal from FEMA that summarizes these grants in detail.

Staff Recommendation:

To continue working with FEMA staff to prepare these FEMA grant agreements for eventual Village Board consideration and approval.

Public Works Committee Action Item:

To support the Village staff pursuit and eventual acceptance by the Village Board of the identified FEMA grant monies as outlined in this memo for the Shoreline Erosion Restoration of Klode Park Beach.

**Hazard Mitigation Proposal (HMP)**

**GM Project # 137871**

**DR - 4477 - WI**

**GM Damage Inventory # 379654**

**Site Name & Address Klode Park, Whitefish Bay, WI**

**GPS Lat / Lon: 43.124603 / -87.899799**

**HMP writer Name and Title: Mark W. Reagan, JD, PE; Section 406 Specialist**

**HMP Date: 08/26/2020**

\*\*\*\*\*

**Work to be Completed**

**(I) Damage Description & Dimensions (DDD):**

In addition to restoring the damaged elements to their pre-disaster condition consistent with the repair and restoration scope of work, The Applicant intends to mitigate against similar future damages to the facility by installing 470 square yards of geotextile fabric and 1200 tons of graded rip-rap on top of the restored beach along the shoreline of Lake Michigan at Klode Park.

Total repair cost of damaged elements (Pre-disaster) being protected by the HMP at this site = \$77,027.02 (before CEF Factors).

The cost of mitigation is the total cost of the mitigated project (from the engineer's estimate less contingencies) minus the repair and restoration cost to restore to pre-disaster condition.  
[\$177,410.00 - 77,027.02 = \$100,382.98]

**(II) Hazard Mitigation Proposal (HMP) Scope of Work:**

Install 470 SY of geotextile and 1200 tons of graded rip-rap to armor the shoreline against similar future damage.

**(III) Hazard Mitigation Proposal (HMP) Cost:**

Subtotal of cost of Items Needed if the HMP is Approved = \$100,382.98 (\$ additional)

Subtotal of cost of Items Not Needed if the HMP is Approved = \$0.00 (\$ deduction)

Net Hazard Mitigation cost (before CEF Factor) = \$ 100,382.98 (\$ additional - \$ deduction)

**(IV) Cost Effectiveness Calculation:**

The Benefit-Cost Analysis (BCA) ratio is 1.25 > 1.0.

**(V) HMP Cost-Effectiveness:**

Cost-effectiveness criteria per FEMA Public Assistance Program and Policy Guide (PAPPG) Chapter 2. Section VII. C. include a) mitigation cost is within 15% of the repair cost for which the mitigation measure applies, b) cost of mitigation measure listed in Appendix J is within 100% of the repair cost for which the mitigation measure applies, and c) mitigation measure is cost-effective through a benefit-cost analysis (BCA).

In accordance with FEMA Public Assistance Program and Policy Guide (PAPPG) V3.1 April 2018, Chapter 2.VII. Section C, FEMA considers mitigation measures to be cost-effective if the Recipient or Applicant demonstrates through an acceptable benefit-cost analysis (BCA) methodology that the measure is cost-effective. See the attachment labeled BCA 137871 Klode Park (08-21-20).

**(VI) Compliances and Assurances:**

This HMP is for estimating purposes only. If the site's final placement and configuration are different than the preliminary estimate, the Applicant should submit a change in scope request. This HMP is subject to further review prior to award.

The Applicant is responsible for final design, placement, configuration, choice of contractors or vendors, permits and compliance with all regulatory codes and standards of the State of Wisconsin. FEMA will pay only the incremental difference in cost between repairs and mitigation, and will not duplicate funding for repair or replacement of eligible work.

Eligibility and funding for the mitigation at this site on this project will be subject to the compliance of all environmental laws, regulations, and executive orders applicable to the sites.

**HMP Notes:**

1. Hazard mitigation proposal estimates were generated from data in Applicant supplied costs.
2. All borrow or fill material must come from pre-existing stockpiles, material reclaimed from maintained roadside ditches (provided the designed width or depth of the ditch is not increased), or commercially procured material from a source existing prior to the event. For any FEMA-funded project requiring the use of a non-commercial source or a commercial source that was not permitted to operate prior to the event (e.g. a new pit, agricultural fields, road ROWs, etc.) in whole or in part, regardless of cost, the Applicant must notify FEMA and the Recipient prior to extracting material. FEMA must review the source for compliance with all applicable federal environmental planning and historic preservation laws and executive orders prior to a subrecipient or their contractor commencing borrow extraction. Consultation and regulatory permitting may be required. Non-compliance with this requirement may jeopardize receipt of federal funding. Documentation of borrow sources utilized is required at closeout.

September 9, 2020

Memo to: Chairman Miller and Members of the Whitefish Bay Public Works Committee

From: John Edlebeck, P.E., Director of Public Works 

Re: **Review and Possible Recommendation- 2021 Roadway Improvement Program  
Mill/ Overlay Pavement Rehabilitation and Alley Reconstruction Project  
Design Engineering / Bidding Services Agreement - Clark Dietz, Village Engineer**

The Whitefish Bay Public Works Department staff are beginning to prepare for the 2021 roadway construction season. In 2021, Public Works Department staff would like to proceed with the following roadway projects:

- **Mill / Overlay Pavement Rehabilitation Project - Henry Clay St as well as others**
- **Alley Reconstruction Project - Alley east of Lydell Ave (Birch Ave to Henry Clay St.)**

As part of the 2021 Alley Reconstruction Project, permeable pavers will be included in the new alley design, providing stormwater quality improvements within the alley drainage area. This inclusion will allow the Village to apply for MMSD Green Solutions Fund monies to assist in funding the alley reconstruction work, thereby stretching the 2021 Village Roadway Improvement Program budget a little further. At this time, design engineering and bidding services for the 2021 Roadway Improvement Program are needed to proceed on both of the above described projects.

Staff Recommendation:

To proceed with the acquisition of design engineering and bidding services for the 2021 Roadway Improvement Program from Clark Dietz, Village Engineer, who are very familiar with our Village design engineering standards.

Public Works Committee Action Item:

To recommend to the Village Board the approval of the attached design engineering, bidding and construction management services agreements for the 2021 Roadway Improvement Program from Clark Dietz, Village Engineer.

1. **Roadway Rehabilitation Project Design Services - \$10,000.00**
2. **Roadway Rehabilitation Project Construction Management Services - \$2,900.00**
3. **Alley Reconstruction Project Design Services - \$37,500.00**
4. **Alley Reconstruction Project Construction Phase Services- \$41,500.00**



September 10, 2020

Mr. John Edlebeck, PE  
Director of Public Works  
Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, WI 53217

Re: Design of 2021 Whitefish Bay Roadway Rehabilitation Program

Dear John,

Our Whitefish Bay Service Team proposes to perform the design and bidding of the roadway rehabilitation program for 2021.

## Scope of Work

---

### Design and Bid Documents

- A. Design of Roadway Surface and Pavement Marking
  - 1. Review pavement condition to determine mill and overlay limits at intersecting streets
  - 2. Develop traffic control and staging plan
  - 3. Develop project schedule for each phase of rehabilitation
  - 4. Develop pavement marking and signage plan as needed
  
- B. Construction Document Preparation and Bid Process
  - 1. Preparation and printing of construction drawings and location maps.
  - 2. Adaptation of Village standard specifications to project as necessary.
  - 3. Publication of appropriate notices.
  - 4. Preparation of a construction cost estimate.
  - 5. Coordinate the public bidding process including but not limited to:
    - a. Manage distribution of plan sets and bid documents (bids to be submitted to Director of Public Works)
    - b. Attend and conduct bid opening
    - c. Prepare bid tab
    - d. Prepare a letter of recommendation to award



**Project Schedule**

---

We are proposing to have the final construction documents available for contract award at the Village Board's first meeting in March 2021.

**Proposed Fee**

---

We estimate design effort for the bidding at 80 hours, and accordingly, we are proposing a fee of \$10,000 for this work.

Please signify your acceptance of this proposal by signing below.

Sincerely,  
Clark Dietz, Inc.

Mustafa Emir, PhD, PE  
Village Engineer

WORK ORDER APPROVAL

---

Paul Boening, Village Manager

---

Date



September 10, 2020

Mr. John Edlebeck, PE  
Director of Public Works  
Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, WI 53217

Re: Construction Management for 2021 Whitefish Bay Roadway Rehabilitation Program

Dear John,

We are proposing a work authorization for the 2021 Whitefish Bay Roadway Rehabilitation Program for construction management services

#### Scope of Work

---

- A. Construction Management Services
  - 1. Arrange and conduct preconstruction meeting
  - 2. Review contractor payment request(s)
  - 3. Change orders
  - 4. Generate Substantial/Final Completion documents (Punch List)
  - 5. Final acceptance
  - 6. Provide construction updates to Village staff as necessary.

#### Proposed Fee

---

We estimate management efforts during the mill and overlay projects at 20 hours, and accordingly, we are proposing a fee of \$2,900.00 for this work.

Please signify your acceptance of this amendment by signing below.

Sincerely,  
Clark Dietz, Inc.

Mustafa Emir, PhD, PE  
Village Engineer

**WORK ORDER AMENDMENT APPROVAL**

---

John Edlebeck, PE  
Director of Public Works

---

Date



September 10, 2020

Mr. John Edlebeck, PE  
Director of Public Works  
Village of Whitefish Bay  
5300 N. Marlborough Drive  
Whitefish Bay, WI 53217

Re: Design and Inspection of 2021 Alley Reconstruction projects

Dear John,

Our Whitefish Bay Service Team proposes to perform the design, public bidding, and construction inspection of the 3 alleys located in the 5200 and 5300 block between Bay Ridge Avenue and Lydell Avenue, as well as the east-west alley off of 100 W Silver Spring Drive.

### **Scope of Work**

#### Task 1- Project Meetings:

1. Attend the project kick-off and data compilation meeting
2. Attend the bid opening
3. Attend the bid selection and recommendation meeting with Village Staff

#### Task 2 - Alley Design

1. Field survey activities to capture necessary and relevant data within the Village right-of-way including but not limited to the following:
  - a) If or when appropriate and required, Storm sewer manholes, inlets, catch basins for possible repairs or replacement, if needed and appropriate.
  - b) Alley grades to assure positive drainage.
  - c) Sufficient radius information to achieve smooth transitions to the east and west termini streets.
2. Design of the pavement grades that assure positive drainage and match into the existing right-of-way elevations
3. Design of the alley pavement cross-section



### Task 3 - Construction Document Preparation and Bid Process

1. Preparation of construction drawings
2. Adaptation of Village standard specifications to project as necessary
3. Publication of the appropriate notices
4. Preparation of a construction cost estimate
5. Manage distribution of plan sets and bid documents (bids to be submitted to Director of Public Works, bid opening at the Department of Public Works)
6. Prepare recommendation of the selected contractor following review and evaluation of the bids received.
7. Prepare contract award documents for signatures.

### Task 4 - Construction Staking

1. Prepare the design drawings and survey equipment for construction layout
2. Stakeout one offset for the finished centerline grades at 25-foot stations
3. Provide a cut/fill sheet for the offset stakeout

### Task 5 - Construction Inspection

1. Create pre-construction condition photo/video log.
2. Provide full-time inspection team, including project manager, lead project inspector and supplemental inspection staff as required.
3. Maintain daily work logs.
4. Measure and record daily bid item quantities.
5. Act as project contact for residents.
6. Provide Electric Record Drawings/GIS compatible shape files.
7. Distribute construction notices to area residents.
8. Construction Management Services
9. Conduct neighborhood informational meeting.
10. Arrange and conduct preconstruction meeting
11. Conduct and attend weekly job progress meetings.
12. Provide weekly construction updates for public distribution
13. Review contractor payment request(s)
14. Review change orders
15. Generate Substantial/Final Completion documents (Punch List)
16. Final acceptance



**Proposed Fee**

Our proposed fee for engineering and design is \$37,000 and for construction phase services is \$41,500. The level of effort is presented in the following tables. We have maintained our design and construction inspection fees to the same level of effort as 2019 and 2020. Over the last several years, our professional fees amount to approximately \$1.25 per square foot of alleyway surface.

<b><i>Alley Design Effort and Engineering Fee</i></b>					
<b>Project Role</b>	<b><i>Community Contact</i></b>	<b><i>Project Manager</i></b>	<b><i>Designer</i></b>	<b><i>Survey Tech</i></b>	<b>TOTALS</b>
<b>Name of Key Staff</b>	Mustafa Emir	Emily Basalla	Brandon Flunker	Adam Latusek	
<b>Hourly Rate</b>	\$0	\$190	\$140	\$110	
<b>Project Management</b>	8	16			24
<b>Topographic Survey</b>				80	80
<b>Preliminary Design</b>		8	32		40
<b>Final Design</b>		8	60		68
<b>Specifications</b>		8	32		40
<b>Meetings</b>	8	4	4		16
<b>Bidding</b>		4	8		12
<b>Hours</b>	<b>16</b>	<b>48</b>	<b>136</b>	<b>80</b>	<b>280</b>
<b>Fee</b>	<b>\$0</b>	<b>\$9,120</b>	<b>\$19,040</b>	<b>\$8,800</b>	<b>\$36,960</b>

<b><i>Alley Construction Activities Effort and Fee</i></b>					
<b>Project Role</b>	<b><i>Project Manager</i></b>	<b><i>Construction Manager</i></b>	<b><i>Surveyor</i></b>	<b><i>Inspector</i></b>	<b>TOTALS</b>
<b>Name of Key Staff</b>	Emily Basalla	Brandon Flunker	Adam Latusek	Mitch Daharsh	
<b>Hourly Rate</b>	\$180	\$140	\$125	\$115	
<b>Construction Management</b>	4				4
<b>Staking</b>			60		60
<b>Inspection</b>				280	280
<b>Contract Administration</b>		2			2
<b>Punch List and Closeout</b>				8	8
<b>Hours</b>	<b>4</b>	<b>2</b>	<b>60</b>	<b>288</b>	<b>354</b>
<b>Fee</b>	<b>\$720</b>	<b>\$280</b>	<b>\$7,500</b>	<b>\$33,120</b>	<b>\$41,620</b>



**Project Schedule**

We are proposing to have the final construction documents available for contract award at the Village Board's first meeting in February 2021. We expect that the project will be completed by late summer 2021.

**Proposal Acceptance**

Please signify your acceptance of this proposal by signing below.

Sincerely,  
Clark Dietz, Inc.

Mustafa Emir, PhD, PE  
Village Engineer

WORK ORDER APPROVAL

\_\_\_\_\_  
Paul Boening, Village Manager

\_\_\_\_\_  
Date