



VILLAGE OF WESTON, WISCONSIN SPECIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

TO THE HONORABLE PRESIDENT ERMELING AND SIX (6) OTHER ELECTED MEMBERS OF THE BOARD OF TRUSTEES: The following items were listed on the agenda in the village Clerk's office, in accordance with Chapter 2 of the village's Municipal Code and will be ready for your consideration, during the 21st legislative session of the Board of Trustees, at your next regular gathering on **March 26, 2018, at 4:15 p.m.** in the Board Room, at the Weston Municipal Center.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. If a quorum of other government bodies are present this would constitute a meeting pursuant to "State of Wisconsin ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993)". Therefore, no official actions other than those of the BOARD OF TRUSTEES shall take place.

Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any item on this agenda may be discussed or acted upon.

AGENDA ITEMS

1. Meeting called to order by President Ermeling at 4:15 p.m.
2. Roll Call by Recording Clerk.
3. Public Comments.

CONSENT AGENDA

4. Requests to pull items out of consent consideration
5. [Approve executing a contract with Clark-Dietz, Inc., for engineering services to develop a sanitary sewer system master plan.](#)
6. Action on consent agenda items.
7. Action on items pulled from consent.

REMARKS FROM TRUSTEES

FUTURE ITEMS

8. Next meeting date(s):
 - April 16, 2018 – @ 6:00 p.m. - Regular meeting of the Board of Trustees.
 - Tuesday, April 17 @ 6:00 p.m. – Leadership & Service Awards Banquet.
9. Topics for future meetings.

ADJOURNMENT

**DISCUSSION/RECOMMENDATION FOR VILLAGE OFFICIALS
AGENDA ITEM COVER SHEET**

DESCRIPTION: Recommendation to execute a contract with Clark-Dietz, Inc., for Engineering Services to develop a Sanitary Sewer System Master Plan Update.

FROM: Keith Donner, Director of Public Works

FOR REVIEW BY: Board of Trustees

POLICY QUESTION: Should the Board of Trustees approve executing a contract with Clark-Dietz, Inc., for Engineering Services to develop a Sanitary Sewer System Master Plan Update?

ISSUE-IN-BRIEF: A comprehensive review of the Village's sanitary sewer system has been recognized as a need for several years. The last planning study was performed in 2005 by Becher-Hoppe Associates. The cost of the study is included in the current rate needs evaluated by MSA Professional Services in 2017. The Village obtained proposals from 4 engineering firms for a Sanitary Sewer System Master Plan Update on November 3, 2017. The four responding firms for this project were: Becher-Hoppe Associates, Clark-Dietz, Inc., MSA, and Strand Associates. The proposals have been reviewed by the Director and Robert Roth, P.E., of Roth Professional Solutions. It should be noted that all the responding firms have demonstrated competency to address most of the Village's goals in this study. However, 2 firms stood out in the completeness of their proposals, Clark-Dietz, Inc., and Strand Associates, with Clark-Dietz judged to be the most favorable and responsive to the Village's request for proposals. The Director and Deputy Director have no reservations in working with the Clark-Dietz project team. The Director concurs with the recommendation by Robert Roth, P.E. that the Village partner with Clark-Dietz for this project.

FISCAL IMPACT: Clark-Dietz's fee for the scope of services in their proposal dated November 3, 2017, is \$84,000 when adding in the costs for flow monitoring as explained in the response to the Village's request for information, dated March 7, 2018.

PRIOR REVIEW: On March 12, 2018, the Public Works & Utility recommended the Board move forward with the contract with Clark-Dietz, Inc.

OPTIONS: Recommend that the Board of Trustees execute a contract with Clark-Dietz, Inc., for Engineering Services in the amount of \$84,000 to develop a Sanitary Sewer System Master Plan Update; or something else.

GUIDANCE: Accept the recommendations of the Public Works & Utility Committee and Public Works Director to execute a contract with Clark-Dietz, Inc.

REQUEST: Recommend that the Board of Trustees execute a contract with Clark-Dietz, Inc., for Engineering Services in the amount of \$84,000 to develop a Sanitary Sewer System Master Plan Update, as described in their proposal dated, November 3, 2017, and their response to information request, dated March 7, 2018.

Is there an additional briefer with this agenda item? Yes, Letter from Robert Roth, P.E., Roth Professional Solutions, dated March 8, 2018.

Are there additional reference documents which have been attached to this report? Full copy of all submitted proposals at the following DropBox link:

<https://www.dropbox.com/sh/mof5nnld1q4w0fp/AAD1oi8gyjMEvT4hdhK1Xt40a?dl=0>

RECOMMENDATION REPORT

WATER SUPPLY & DISTRIBUTION SYSTEM MASTER PLAN WELL #7 PLANNING/DESIGN SANITARY SEWER SYSTEM MASTER PLAN UPDATE

COLLECTIVE RFP PROCESS FALL 2017-WINTER 2018

For:

VILLAGE OF WESTON

Village of Weston, Marathon County, Wisconsin
5500 Schofield Ave., Weston, WI 54476

PREPARED BY:



**RFP'S RELEASED: SEPTEMBER 6, 2017
PROPOSALS RECEIVED: NOVEMBER 3, 2017
FOR COMMITTEE REVIEW/ACTION: MARCH 12, 2018**

INCLUDED WITHIN THIS DOCUMENT:

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BACKGROUND

The Village of Weston coordinated two (2) Request for Proposals (RFPs) to retain the services of an engineering consulting firm to provide various planning level services in the specific areas of Water Distribution and Sanitary Sewer Collection. Also, planning/design services were solicited for what would be a future Well #7 in the Yellowbanks Park since the water planning services would be conducted by similarly qualified firms.

Firms were invited based on known qualifications and experience in the respective fields. Respondents were asked to provide qualifications, experience, background thoughts and cost for the work, among other typical proposal items. Each RFP was released on September 6. An addendum was prepared for each RFP based on questions received by the firms and was transmitted to all firms on October 23. Proposals were due November 3 for each RFP. For both RFPs a total of ten (10) proposals were submitted by six (6) individual firms.

SCOPE OF WORK

The work required of the selected consultant is of a planning nature, with the exception of the Well #7 scope items. The following is a summary of specific scope items requested of the firms:

WATER SYSTEM MASTER PLAN, DESIGN OF WELL #7

Water System Master Planning

- Project Management
- Data Collection & Review
- Population & Community Growth Projections
- Establish Water Requirements
- Existing Water System Facilities & Operations
- Hydraulic Model Updates & Model Verification
- Water System Evaluation
- Supply & Storage Evaluation
- Water System Replacement/Rehabilitation Strategy – Strategic Asset Management Plan
- Water System Improvement Analysis
- Foremost Farms Cost Benefit Analysis
- Capital Improvement Planning
- Reporting/Administration/Meetings

Well #7 to 60% Design

- Project Management
- Yellowbanks Park Well-field Planning/Coord.
- Test Well RFP-based Construction Letting
- Test Well Construction & Testing
- Design Documents – 60%
- Site & Building Design – 60%
- Reporting/Administration/Meetings

Optional Services

- Water Main Prioritization/Analysis/Risk Analysis

UPDATE SANITARY SEWER MASTER PLAN

Sewer Master Planning

- Project Management
- Data Collection & Review
- Field Investigations (lift stations, flow data)
- Establish Sewer Generate Rate(s)
- Sewer System Dynamic Flow Modeling
- Sewer System Evaluation
- Wastewater Capital Improvements Program
- Listing of Proposed Improvement Projects
- Collection System Mapping
- Master Plan Report
- Reporting/Administration/Meetings

Optional Services

- Smoke Testing
- Manhole Inspection Reports
- Flow-Based Building Inspections/Reports
- CCTV Review Reports
- Public Information Meetings
- Pilot Infiltration & Inflow (I/I) Removal Project

PROPOSAL RESPONSE & EVALUATION

The Village has retained both digital and hard-copies of all received proposals. All information referenced in this report can be reviewed at the Municipal Center office or available via PDF.

Respondent firms were encouraged to propose modifications to the individual tasks or the entire scope of services if the firm could demonstrate innovative, advanced and well-thought-out methodologies that the Village may not have specifically identified in the scope of services.

The Village together with RPS has reviewed each proposal and specifically evaluated the approach of each respondent. All proposals were prepared professionally and demonstrated each firm's proficiency in the scope of services. All firms were highly qualified and fully capable. However, some proposals clearly stood out over other proposals in the response, completeness, approach, technical expertise, uniqueness, added value, optional services and matching cost information. Because those firms clearly showed these features, and partly due to the extended duration of Village review, we have opted to not conduct consultant interviews. We have made contact with those firms on key follow-up questions via email, for which we have received immediate replies and confirmation that the delays have not affected their pricing proposals.

COST SUMMARY

A summary of proposed cost, along with estimated hours, is provided by the respondent firms as follows:

WATER SYSTEM MASTER PLAN, DESIGN OF WELL #7		
Firm Name (alphabetical)	Cost of Services	Total Estimated Hours
AECOM	\$134,832	1269
Becher Hoppe	\$126,950	1120
Clark Dietz	\$104,850	976
Donohue	\$85,890	561
MSA	\$76,980	875
Strand	\$163,250	1240

UPDATE SANITARY SEWER MASTER PLAN		
Firm Name (alphabetical)	Cost of Services	Total Estimated Hours
Becher Hoppe	\$98,870	1099
Clark Dietz	\$64,000*	740
MSA	\$93,700	1000
Strand	\$111,000	753

- * Follow-up communications with Clark Dietz have confirmed flow investigation to be an additional \$20,000 in estimated fees (Total Cost of Services = \$84,000).

While professional fees is a significant factor in evaluation, it is not the only criteria in which the proposals were evaluated. Other items in which proposals are evaluated are somewhat undefined but rely on the knowledge/experience of the Village DPW Staff working with RPS to evaluate recommendations, alternates, out-of-the-box concepts, and varying scope considerations. This has been the case with most proposals reviewed by RPS on behalf of the Village.

RECOMMENDATION

WATER SYSTEM MASTER PLAN, DESIGN OF WELL #7

It is recommended that **AECOM** be retained for the scope of work involved in this planning effort, including the design work for Well #7 to a 60% level. This recommendation is based on the following conclusions:

- Completeness of the Proposal in all Areas of Requested Consultation
- Relevant & Current Qualifications and Experience
- Specific Approach to the Project and Alternative Thoughts / Optional Scope Items
- Strong Project Experience in Waster System Master Planning Studies and Similar Projects
- Strong Experience & Qualifications in Water Distribution System Modeling
- Strong Experience & Qualifications in Strategic Asset Management Planning
- Strong Experience & Qualifications in Well Services
- Specific Knowledge of Village of Weston Water Facilities
- Complete Cost was Provided Matching the Scope of Work
- Cost is Appropriate to the Scope of Work, Quality Expected, and Deliverables Expected

UPDATE SANITARY SEWER MASTER PLAN

It is recommended that **CLARK DIETZ** be retained for the scope of work involved in Updating the Sanitary Sewer Master Plan. This recommendation is based on the following conclusions:

- Completeness of the Proposal in all Areas of Requested Consultation
- Relevant & Current Qualifications and Experience
- Specific Approach to the Project
- Alternative Thoughts / Optional Scope Items to Offer a Broader Knowledge & Expertise
- Strong Project Experience in Sanitary Sewer Studies and Similar Projects
- Strong Experience & Qualifications in Interceptor Flow Modeling
- Cost was Confirmed to Match the Anticipated Scope of Work
- Cost is Appropriate to the Scope of Work, Quality Expected, and Deliverables Expected
- Schedule is Confirmed for Work to be Completed Mainly in 2018

NEXT STEPS

All firms have been notified of this recommendation. Provided there is favorable Village action, the selected Consultant will be commissioned to work immediately by contract in 2018 to complete the scope of work objectives. Work may extend into 2019 and the proposal/cost covers this contingency. Public Works Staff will be the main contacts to coordinate and advance the project.

Respectfully Submitted,

ROTH PROFESSIONAL SOLUTIONS



Robert J. Roth, PE

Reference: Village of Weston - Water System Study & Well Design RFP, September 6, 2017
Village of Weston - Sanitary Sewer Planning Study RFP, September 6, 2017
Submitted Proposals – November 3, 2017
Follow-up & Confirmation Emails – March 6/7, 2018