



156 EAST FIRST STREET
NEW RICHMOND, WI 54017
715-246-4268
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June 24, 2019

TO ALL MEMBERS OF THE PUBLIC WORKS COMMITTEE:

**Jim Zajkowski
Kirk Lindell
Craig Kittel**

There will be a meeting of the Public Works Committee on Wednesday, June 26, 2019, at 4:00 p.m. in the South Conference Room of the Civic Center, 156 East First Street, New Richmond.

AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of Minutes from the Previous Meeting, May 6, 2019**
- 4. Engineering Design Proposals for County Highway A Trail Project**
- 5. Communications and Miscellaneous**
- 6. Adjournment**

**Jeremiah Wendt
Director of Public Works**

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

Copies:

**Fred Horne
The News
City of New Richmond Website**

**Jim VanderWyst
Northwest Community Communications**

PUBLIC WORKS COMMITTEE MEETING

May 6, 2019

3:00 p.m.

Members Present: Jim Zajkowski, Craig Kittel, Kirk Lindell

Others Present: Tom Weinmeyer, Jeremiah Wendt, Dave Pufall, Joel Enders, Lori Brinkman

Jim Zajkowski called the meeting to order at 3:00 p.m. Roll call was taken.

Craig Kittel moved to adopt the agenda as presented, seconded by Kirk Lindell and carried.

Craig Kittel moved to approve the minutes from the January 14, 2019, meeting, seconded by Jim Zajkowski and carried.

West Eighth Street Bicycle & Pedestrian Accommodations

Jeremiah Wendt explained that residents are concerned about pedestrian mobility along West Eighth Street. There is a need to connect the west end of West Eighth Street (where there is a trail) to the east end (where there is a sidewalk along South Dakota Avenue). The Capital Improvement Plan identified this as an item for 2020 but does not outline details (trail vs. sidewalk, etc.). Jeremiah explained there are CDBG grants we could apply for that could assist with the funding for this project. He also stated that a traffic counter has been installed in this area to gather baseline information prior to the new apartment complexes going in off West Eighth Street. Discussion followed. City Staff recommends holding a public engagement meeting over the next two months to solicit feedback from residents.

Jim Zajkowski made a motion for Staff to move forward with the public engagement process for the West Eighth Street bicycle and pedestrian accommodations, seconded by Craig Kittel and carried.

CTH A Trail Update

Jeremiah provided an update on the County Trunk Highway A trail project. We have received a grant from the Wisconsin Department of Transportation to construct the remainder of this trail. The next step in the process will be selecting a consulting firm, which is a detailed process outlined by the DOT. City staff will send out a Request for Proposals (RFP) with a June deadline. The Public Works Committee will be the selection committee for the consulting firm. Jeremiah anticipates holding interviews with the top three firms in June or July. Construction of the final portions of this trail would take place in 2020.

Pedestrian Crossing at Richmond Way and Ponderosa Lane

Jeremiah explained an engineering study needs to be completed to identify pedestrian crossing solutions at Richmond Way and Ponderosa Lane and/or Sequoia Lane. There are many variables to consider in this location. Having an engineering study completed would ensure that we come up with the best long-term solution for this area. Jeremiah anticipates a study would cost \$2,000 or less which would be paid for out of the traffic control operating budget. Discussion followed. No action needed by the Public Works Committee.

2019 Crack Filling

City Staff has identified approximately eight miles of streets for Crack Filling this summer. Jeremiah recommends advertising for bids and bringing the bids to the City Council in June. The funds would come out of the street maintenance operating budget.

Craig Kittel made a motion to authorize Staff to Advertise for Bids for 2019 Crack Filling, seconded by Kirk Lindell and carried.

Communications and Miscellaneous

- Jeremiah introduced Dave Pufall, Operations Manager, to the two new aldermen, Kirk Lindell and Tom Weinmeyer.
- Waste Management has acquired Advanced Disposal.
- There is an exit sign or two mislabeled along Highway 64 for one of the New Richmond exits (exit 12 and/or 13). Jeremiah has brought this up to the DOT and they are researching and will correct the signs as necessary.

Craig Kittel moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 3:38 p.m.

Minutes submitted by Lori Brinkman



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MEMORANDUM

TO: Public Works Committee

FROM: Jeremiah Wendt, Director of Public Works
Joel Enders, Management Analyst

DATE: June 21, 2019

SUBJECT: Engineering Design Proposals for County Highway A Trail Project

BACKGROUND

In the fall of 2018, the City was awarded Transportation Alternatives Program (TAP) funding for Phase II of the CTH A trail project. When completed, the trail will run parallel along CTH A from West Richmond Way to W 4th Street, approximately 1.2 miles total. Project design and construction are 80% federally/state funded.

One of the first project milestones involves the selection of an engineering firm to design the trail facility and develop a detailed project schedule. In order to receive federal and state funding, the City must follow certain processes and procedures when selecting design consultants (and construction contractors later on). In early June, a Request for Statement of Qualifications, a document similar to an RFP, was sent to a predetermined list of engineering firms developed by WisDOT. Proposals are due at noon on June 24.

As stipulated in the City's agreement with WisDOT, the PWC has the responsibility of ranking and ultimately selecting a project design consultant based on the proposals submitted. Staff will distribute proposals to the PWC at the upcoming meeting and ask members to review the submittals from each firm and then rank them based on a rubric that has been approved by the DOT. We will then interview the top three firms, with the PWC making the final selection based on those interviews. ***Note that price is not included in any proposal and cannot be considered when ranking firms.***

RECOMMENDATIONS

Staff recommend PWC members review and rank proposals that will be distributed at the 6/24/19 meeting. Staff will discuss and arrange a future PWC meeting date to discuss rankings and identify the three candidates for interview.

ATTACHMENTS

1. Request for Statement of Qualifications sent to WisDOT roster on 6/4/19



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June 4, 2019

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
ENGINEERING DESIGN SERVICES
FOR THE CONSTRUCTION OF COUNTY ROAD A BIKE TRAIL
CITY OF NEW RICHMOND
ST. CROIX COUNTY
ID 8940-00-16/17**

GENERAL – The City of New Richmond is seeking engineering design services for the construction of an off-road trail facility along a section of CTH A from West Richmond Way to W 4th Street, located in the southwest limits of the City of New Richmond. The paved asphalt trail will have a total length of about 4,000 feet, and will include crossings of Paperjack Creek and either CTH A or W 4th Street. The trail will run parallel to CTH A utilizing existing right-of-way. Both the design and construction of this project are being funded through the Wisconsin Department of Transportation administered, federally funded Transportation Alternatives Program. Selection is based on qualification criteria; **submittals that include a proposed price or cost data will not be considered.**

SUBMITTALS – If you are interested in working with the City of New Richmond on this important project, please submit the following information at a minimum:

1. Name, address and brief description of firm.
2. Statements as to firm's particular abilities and qualifications related to this project.
3. Resumes of key personnel to be assigned to this project.
4. Provide examples of knowledge and expertise related to this scope of work and type of project.
5. Identify other similar projects completed by this firm, and key personnel's experience on similar projects. Include reference contact information for completed and/or current projects.
6. You may include a one page subjective statement regarding your interest in and understanding of this project.
7. A description of how the project will be approached including the identification of all major work elements and unique concepts that might be employed.
8. Schedule for completion of the design work including each major task to be completed.
9. Describe approach to communication with City staff and establishing working relationships.

TIME – All submittals should be made to the City of New Richmond, 156 East First Street, New Richmond, WI 54017 by 12:00 PM, June 24, 2019. Questions can be directed to the Director of Public Works, Jeremiah Wendt, by phone at (715) 243-0439.

**Consultant RFP Evaluation
Ranking of Firms**

Date:

Project ID # 8940-00-16/17

Firm Name

Total Score

Rank

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Selection Committee Chairperson: _____

Committee Initials: