

## **AGENDA**

Eau Claire County

- *Highway Building Committee* •

**Date:** March 3, 2021

**Time:** 2:00 p.m.

**Location:** *WebEx Teleconference: To join by phone call 1-415-655-0001*

*Meeting number access code: 145 905 3872*

*Meeting password: P9pTS4M7gAP*

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m9200b8e4f6429f18f547edf1662f89b7>

For those wishing to make public or a written comment, you must e-mail **ecchwy@co.eau-claire.wi.us** at least **30 minutes prior to the start of the meeting.**

You will be called on during the public session to make your comments.

*\*Please mute personal devices upon entry*

1. Call to Order and confirmation of meeting notice
2. Review/Approval of Past Minutes (02/10) – Discussion/Action
3. Public Comment
4. MOW Kitchen - Discussion
5. Architectural & Engineering (A&E) RFP Evaluation – Discussion/Action
6. Financial Update – Discussion
7. Desired Communication from A&E and CM During Project – Discussion
8. New Property Purchase - Discussion
9. Proposed Project Schedule - Discussion
10. Approval Authority - Discussion/Action
11. Adjourn

Prepared by:

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703



## MINUTES

### Eau Claire County • Committee on Highway Wednesday, February 10, 2021 - 2:00p.m. Virtual Online Meeting

Highway Members Present: Chair Jim Dunning, Vice Chair Ray Henning, Supervisor Judy Gatlin, Supervisor Colleen Bates, Supervisor Gerald Wilkie, Supervisor Nick Smiar, Supervisor Robin Leary

Staff/Other Present: Highway Commissioner Jon Johnson, Assistant Highway Commissioner Brian Spilde, Facilities Director Matt Theisen, Finance Director Norb Kirk, Administrator Kathryn Schauf, Purchasing Manager Greg Bowe, Risk Analyst Sonja Leenhouts, Highway Engineering Technician Lori Engen

1. **Meeting called to order by Chair Smiar at 2:00 p.m.** Meeting confirmed.
  
2. **Review/Approval of Past Minutes (01/05/2021)** Minutes of the January 5, 2021 meeting reviewed and approved with changes. Amended as follows: January 5, 2021 meeting was held as a virtual meeting. (Removal of Highway Department Meeting Room 101, 2000 Spooner Avenue, Altoona, WI 54720).  
  
Motion to accept minutes with changes by Supervisor Bates, Vice Chair Henning 2nd
  
3. **Public Comment - None**
  
4. **Financial Discussion** – Highway Facility Financing review by Purchasing Manager Bowe. Total funding - \$26.6 Million; Non-construction costs - \$1.8 Million; Funding available for construction/equipment - \$24.8 Million.

Administrator Schauf inquired as to the inclusion of Furniture, Fixtures, and equipment in the in the \$24.8 Million. Yes, per Purchasing Manager Bowe.

Chair Dunning – consideration of Meals on Wheels as separate bid item.

Supervisor Bates – permanent place for homeless shelter should be one of our considerations.

**5. Architectural & Engineering (A&E) RFP** - Update of A&E by Purchasing Manager Bowe. Short list of 2 vendors. Interviews and Q & A sessions to be held next week. Final vendor selection to be completed by the following week (mid-week) and will be brought to the building committee. Thirteen proposals evaluated by 5 members of the evaluation team.

**6. Construction Manager (CM) RFP Evaluation** – Construction Management (CM) awarded to Market & Johnson of Eau Claire. Motion by Vice Chair Henning to approve. 2<sup>nd</sup> by Supervisor Leary. Motion carried 6-0.

Discussion by Supervisor Smiar to promote/encourage the use of local sub-contractors. Purchasing Manager Bowe has looked into the purchasing rules and the County can recommend to Market & Johnson that they encourage the use of local sources. Minimum specifications that the design will have to meet will be addressed in the construction documents.

Comment by Supervisor Gatlin that Market & Johnson has a history of using local sub-contractors and laborers.

Chair Dunning inquired as to the consideration of sustainability in design. Facilities Director Theisen commented that consideration of sustainability was part of the application process.

**7. New Property Purchase** – Preliminary Certified Survey Map was presented by Highway Commissioner Johnson. First Right of Refusal letters were sent to two adjacent landowners and each has responded. Offer to purchase was made to Marlys Sterry and her nephew for the parcel to the southwest of the new highway facility property. Acquisition of this parcel will address material storage and provide a second access to the property, allowing better traffic flow and movement in and on to the property.

A gap in the property title exists. Vinopal Law Firm is working to correct this. The Highway Committee has approved the purchase and has recommended approval by Administration.

**8. Highway Building Tours** - Discussion of ability to tour other facilities during Covid19. Discussion item left open.

**9. Future meeting schedule** – Facilities Director Theisen proposed monthly recurring meeting schedule with possible special meeting for A & E action. Recurring meetings proposed for the first Wednesday of each month at 2:00 p.m. with the next meeting scheduled as a virtual meeting for Wednesday, March 3, 2021 at 2:00 p.m.

Motion by Supervisor Leary. Motion approved.

**10. Meeting adjourned by Chairman Dunning at 2:38 p.m.**

Respectfully submitted,  
**Lori Engen**, Engineering Technician  
Eau Claire County Highway Department



Recommendation: Procurement No. 2021-102

Standing Committee: Building Committee

Department: Highway Department

Subject: Architectural & Engineering (A&E) of the County Highway Facility

**Background information:**

The purpose of this procurement process is to secure a qualified and capable Architectural & Engineering (A&E) firm that can design and develop specifications for the Highway Maintenance Facility as well as work hand-in-hand with the Construction Manager (CM) throughout the design, pre-construction, and construction process.

**Evaluation information:**

The RFP was placed on the Demandstar website and a legal notice was advertised in the Eau Claire Leader Telegram. The Highway Department received thirteen (13) proposals. The top two (2) Firms as scored by the scoring committee (criteria below) were given an opportunity to make a presentation and participate in a Q&A session with the scoring committee. After the presentation, the final tabulation was made based on the criteria listed as well as costs.

**Scoring Criteria:**

- A. Company profile/capability, experience, and qualifications of the firm
- B. Experience and qualifications of assigned staff
- C. Proposed Services/Project Vision
- D. Familiarity with EC County and Chippewa Valley region
- E. Proposed timeline
- F. Interview/Presentation

Vendor	Evaluation Score	Cost for CM
CBS Squared Inc.	136.2	\$731,300.00
Barrientos Design & Consulting	128.5	\$997,800.00

**Primary strengths of recommended vendor:**

- 1. High ratings and excellent references with like projects.
- 2. Well-equipped staff with the ability to determine the County's needs through detailed communication.
- 3. Meets all project requirements.

**Recommendation / Action Requested:**

Based on the review of the proposals, the evaluation team recommends contracting the A&E service with CBS Squared, Inc.

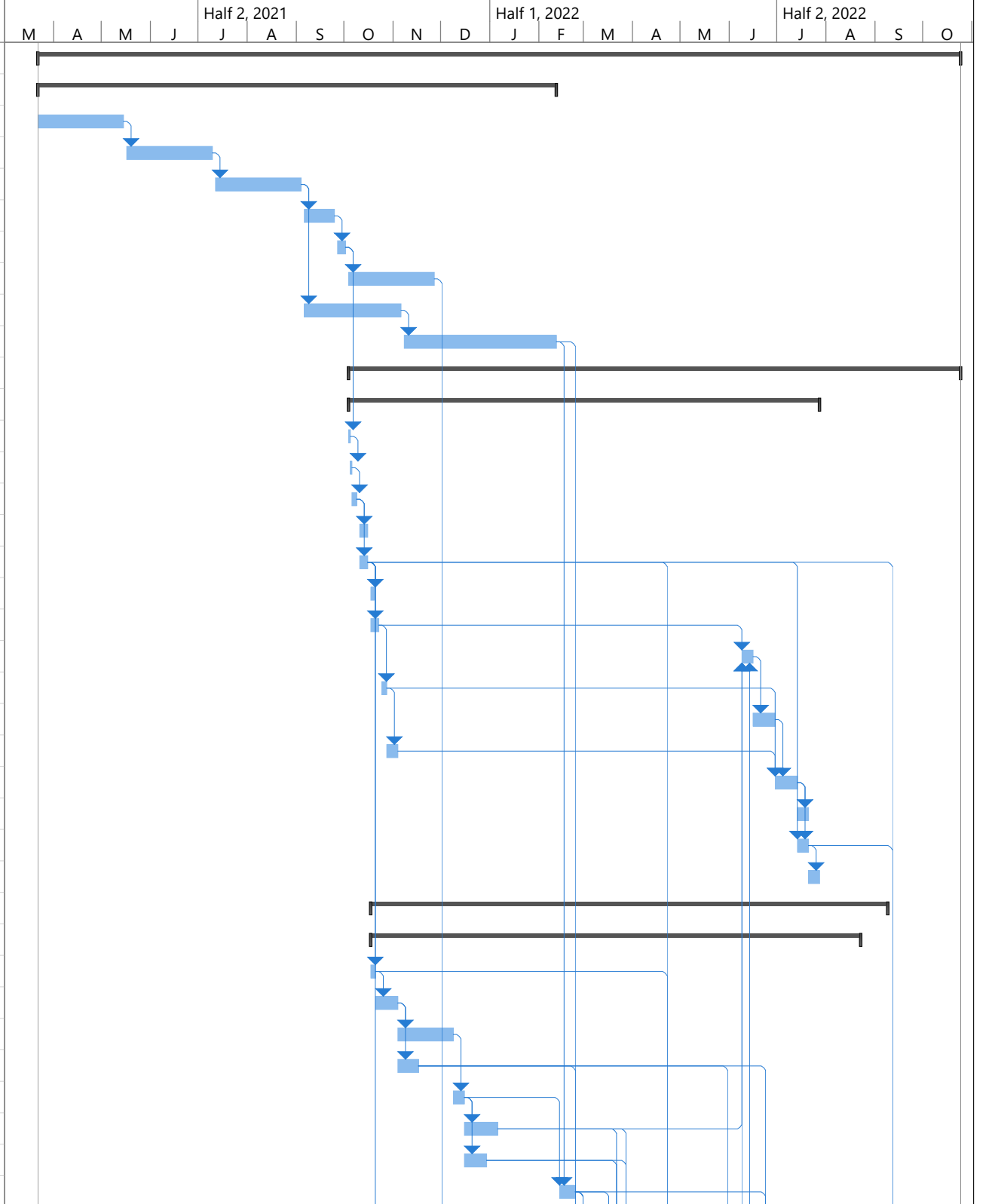
**Highway Facility Project Summary**

<u>Revenue</u>	<u>Date</u>	<u>Budget</u>	<u>Pending Receipt</u>	<u>Actual Receipt</u>	<u>Remaining</u>
Tower Lease Sale	6/24/2020	\$ 800,000		\$ 800,000	\$ -
Bond Proceeds (estimate)		24,000,000			24,000,000
Sale of Altoona Bldg. (estimate)		1,000,000			1,000,000
State Salt Shed Grant		<u>800,000</u>			<u>800,000</u>
					-
<b>Total</b>		<b>\$ 26,600,000</b>		<b>\$ 800,000</b>	<b>\$ 25,800,000</b>

<u>Expenditures</u>	<u>Date</u>	<u>Budget</u>	<u>Open Encumbrance</u>	<u>Actual Expenditure</u>	<u>Budget Remaining</u>
Construction Manager-Base		\$ 332,000			\$ 332,000
Construction Manager-Variable (estimate)		500,000			500,000
Architect/Engineer (estimate)		731,300			731,300
					-
					-
<b>Total</b>		<b>\$ 1,563,300</b>			<b>\$ 1,563,300</b>
					-
<b>Project Over/(Under) Funding</b>		<b>\$ 25,036,700</b>		<b>\$ 800,000</b>	

ID	Task Name	Duration	Predecessors	Start	Finish	
1	<b>Eau Claire County Highway Department Facility</b>	<b>416 days</b>		<b>Mon 3/22/21</b>	<b>Mon 10/24/22</b>	
2	<b>AE Design Services</b>	<b>235 days</b>		<b>Mon 3/22/21</b>	<b>Fri 2/11/22</b>	
3	Schematic Design	2 mons		Mon 3/22/21	Fri 5/14/21	
4	Design Development	2 mons	3	Mon 5/17/21	Fri 7/9/21	
5	Construction Documents	2 mons	4	Mon 7/12/21	Fri 9/3/21	
6	Bidding	3 wks	5	Mon 9/6/21	Fri 9/24/21	
7	Owner Contracts/Issue Subcontracts	5 days	6	Mon 9/27/21	Fri 10/1/21	
8	Submittals	40 days	7	Mon 10/4/21	Fri 11/26/21	
9	A/E Review and Approvals	45 days	5	Mon 9/6/21	Fri 11/5/21	
10	Fab and Delivery	70 days	9	Mon 11/8/21	Fri 2/11/22	
11	<b>Construction</b>	<b>276 days</b>		<b>Mon 10/4/21</b>	<b>Mon 10/24/22</b>	
12	<b>Sitework</b>	<b>213 days</b>		<b>Mon 10/4/21</b>	<b>Wed 7/27/22</b>	
13	Mobilization	1 day	7	Mon 10/4/21	Mon 10/4/21	
14	Erosion Controls	1 day	13	Tue 10/5/21	Tue 10/5/21	
15	Strip Topsoil	3 days	14	Wed 10/6/21	Fri 10/8/21	
16	Retention Pond	5 days	15	Mon 10/11/21	Fri 10/15/21	
17	Fill Material	5 days	15	Mon 10/11/21	Fri 10/15/21	
18	Excavation-Utility Tie ins	2 days	17	Mon 10/18/21	Tue 10/19/21	
19	Storm Sewer	5 days	17	Mon 10/18/21	Fri 10/22/21	
20	Base Course, Gravel Lots	5 days	19,78,35,116	Thu 6/9/22	Wed 6/15/22	
21	Prep Concrete Paving, Sidealks, Curb	3 days	19	Mon 10/25/21	Wed 10/27/21	
22	Fuel Island and Tanks	10 days	20	Thu 6/16/22	Wed 6/29/22	
23	FPS Concrete Paving, Sidealks, curb	5 days	21	Thu 10/28/21	Wed 11/3/21	
24	Final Grading & Asphalt	10 days	22,23,21	Thu 6/30/22	Wed 7/13/22	
25	Line Striping	5 days	24	Thu 7/14/22	Wed 7/20/22	
26	Topsoil	5 days	24,17	Thu 7/14/22	Wed 7/20/22	
27	Landscaping	5 days	26	Thu 7/21/22	Wed 7/27/22	
28	<b>Structure/Enclosure</b>	<b>234 days</b>		<b>Mon 10/18/21</b>	<b>Thu 9/8/22</b>	
29	<b>Garage Area</b>	<b>221 days</b>		<b>Mon 10/18/21</b>	<b>Mon 8/22/22</b>	
30	Excavation Garage Area	3 days	17	Mon 10/18/21	Wed 10/20/21	
31	Footings, Rebar - Garage Area	10 days	30	Thu 10/21/21	Wed 11/3/21	
32	Foundation Walls - Garage Area	25 days	31	Thu 11/4/21	Wed 12/8/21	
33	Load Bearing Masonry Wall - Garage Area	9 days	31	Thu 11/4/21	Tue 11/16/21	
34	Backfill - Garage	5 days	32	Thu 12/9/21	Wed 12/15/21	
35	Underground Plumbing/Trench Drains - Garage Area	15 days	34	Thu 12/16/21	Wed 1/5/22	
36	Underground Electrical - Garage Area	10 days	34	Thu 12/16/21	Wed 12/29/21	
37	Precast Walls, Misc Welding, and Grouting - Garage Area	8 days	34,10	Mon 2/14/22	Wed 2/23/22	



Project: Eau Claire County High Date: Mon 3/1/21	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

ID	Task Name	Duration	Predecessors	Start	Finish	Timeline																			
						Half 2, 2021					Half 1, 2022				Half 2, 2022										
						M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
38	Install Mezzanine Precast - Garage Area	2 days	37,33,10	Thu 2/24/22	Fri 2/25/22																				
39	Install Joists and Deck - Garage Area	16 days	37,38	Mon 2/28/22	Mon 3/21/22																				
40	Fire Supression Rough in - Garage Area	15 days	39	Tue 3/22/22	Mon 4/11/22																				
41	Install Roof Blocking - Garage Area	10 days	39	Tue 3/22/22	Mon 4/4/22																				
42	Final Grade Floors - Garage Area	4 days	39,35,36	Tue 3/22/22	Fri 3/25/22																				
43	Install Interior Pipe Bollards - Garage Area	3 days	42	Mon 3/28/22	Wed 3/30/22																				
44	Pit Floors for lube and Truck Wash - Garage Area	3 days	39,35,36,42	Mon 3/28/22	Wed 3/30/22																				
45	Prep an Pour Slabs - Garage Area	10 days	44,43,42,39	Thu 3/31/22	Wed 4/13/22																				
46	Roofing - Garage Area	20 days	41,39	Tue 4/5/22	Mon 5/2/22																				
47	Sheet Metal and Flashing - Garage Area	5 days	46	Tue 5/3/22	Mon 5/9/22																				
48	Electrical Rough-ins - Garage Area	20 days	45	Thu 4/14/22	Wed 5/11/22																				
49	Plumbing Rough-ins - Garage Area	20 days	45	Thu 4/14/22	Wed 5/11/22																				
50	HVAC Rough-ins - Garage Area	20 days	45,46	Tue 5/3/22	Mon 5/30/22																				
51	Non-Load Bearing Masonry - Garage Area	18 days	49,50,48,33	Tue 5/31/22	Thu 6/23/22																				
52	Cailk Precast Panels - Garage Area	15 days	37	Thu 2/24/22	Wed 3/16/22																				
53	Mezzanine Topping Slab - Garage Area	2 days	38	Mon 2/28/22	Tue 3/1/22																				
54	Install Steel Stairs and Railings - Garage Area	3 days	53	Wed 3/2/22	Fri 3/4/22																				
55	Exterior Windows and Glass - Garage Area	25 days	52,37	Thu 3/17/22	Wed 4/20/22																				
56	Fire Supression Finishes - Garage Area	5 days	45,40	Thu 4/14/22	Wed 4/20/22																				
57	Overhead Doors - Garage Area	10 days	45	Thu 4/14/22	Wed 4/27/22																				
58	Overhead Crane Steel - Garage Area	4 days	46	Tue 5/3/22	Fri 5/6/22																				
59	Intall Overhead Crane - Garage Area	4 days	58	Mon 5/9/22	Thu 5/12/22																				
60	Door Frames - Garage Area	6 days	37,33,45,51	Fri 6/24/22	Fri 7/1/22																				
61	Paint - Garage Area	15 days	57,55,60	Mon 7/4/22	Fri 7/22/22																				
62	Install ACT Grid and Borders - Garage Area	2 days	61	Mon 7/25/22	Tue 7/26/22																				
63	Underbody Wash Equip and Piping - Garage Area	15 days	61,45	Mon 7/25/22	Fri 8/12/22																				
64	Floor Striping - Garage Area	3 days	61	Mon 7/25/22	Wed 7/27/22																				
65	Bulk Fluid Install - Garage Area	5 days	61	Mon 7/25/22	Fri 7/29/22																				
66	Electrical Finishes - Garage Area	10 days	57,58,62	Wed 7/27/22	Tue 8/9/22																				
67	HVAC Finishes - Garage Area	10 days	62	Wed 7/27/22	Tue 8/9/22																				
68	Plumbing Finishes - Garage Area	3 days	65,61	Mon 8/1/22	Wed 8/3/22																				
69	Lube Station - Garage Area	5 days	66,68	Wed 8/10/22	Tue 8/16/22																				
70	Ceiling Tile - Garage Area	2 days	67,66	Wed 8/10/22	Thu 8/11/22																				
71	Install Casework - Garage Area	2 days	70,61	Fri 8/12/22	Mon 8/15/22																				
72	Doors and Hardware - Garage Area	5 days	71	Tue 8/16/22	Mon 8/22/22																				
73	<b>Administration Area</b>	<b>234 days</b>		<b>Mon 10/18/21</b>	<b>Thu 9/8/22</b>																				
74	Excavation - Admin	5 days	17	Mon 10/18/21	Fri 10/22/21																				

Project: Eau Claire County High  
Date: Mon 3/1/21

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



ID	Task Mod	Task Name	Duration	Predecessors	Start	Finish	Gantt Chart (M, A, M, J, J, A, S, O, N, D, J, F, M, A, M, J, J, A, S, O)																											
75	→	FPS Footings Rebar - Admin	5 days	74,8	Mon 11/29/21	Fri 12/3/21	[Gantt bar]																											
76	→	FPS Foundation Walls - Admin	5 days	75	Mon 12/6/21	Fri 12/10/21	[Gantt bar]																											
77	→	Backfill - Admin	1 day	76	Mon 12/13/21	Mon 12/13/21	[Gantt bar]																											
78	→	Underground Plumbing - Admin	8 days	77	Tue 12/14/21	Thu 12/23/21	[Gantt bar]																											
79	→	Underground Electrical - Admin	5 days	77	Tue 12/14/21	Mon 12/20/21	[Gantt bar]																											
80	→	Final Grade Floors - Admin	1 day	78,79	Fri 12/24/21	Fri 12/24/21	[Gantt bar]																											
81	→	Install Structural Steel Joists - Admin	8 days	39	Tue 3/22/22	Thu 3/31/22	[Gantt bar]																											
82	→	Exterior Studs Framing and Sheeting - Admin	10 days	81	Fri 4/1/22	Thu 4/14/22	[Gantt bar]																											
83	→	Fire Supression Rough Ins - Admin	5 days	81	Fri 4/1/22	Thu 4/7/22	[Gantt bar]																											
84	→	Roof Blocking -Admin	3 days	81	Fri 4/1/22	Tue 4/5/22	[Gantt bar]																											
85	→	Roofing -Admin	10 days	81,84	Wed 4/6/22	Tue 4/19/22	[Gantt bar]																											
86	→	Air Barrier - Admin	5 days	82,84	Fri 4/15/22	Thu 4/21/22	[Gantt bar]																											
87	→	Spray Foam Exterior Walls - Admin	5 days	82	Fri 4/15/22	Thu 4/21/22	[Gantt bar]																											
88	→	Prep and Pour Slabs - Admin	5 days	45,85,87,81	Fri 4/22/22	Thu 4/28/22	[Gantt bar]																											
89	→	Fiber Cement Cladding - Admin	5 days	86	Fri 4/22/22	Thu 4/28/22	[Gantt bar]																											
90	→	Interior Steel Stud Framing - Admin	15 days	83,88,81	Fri 4/29/22	Thu 5/19/22	[Gantt bar]																											
91	→	Sheet Metal and Flashing - Admin	3 days	89,85	Fri 4/29/22	Tue 5/3/22	[Gantt bar]																											
92	→	Electrical Rough Ins - Admin	15 days	90,81	Fri 5/20/22	Thu 6/9/22	[Gantt bar]																											
93	→	HVAC Rough Ins - Admin	15 days	90,81	Fri 5/20/22	Thu 6/9/22	[Gantt bar]																											
94	→	Plumbing Rough Ins - Admin	5 days	90,81	Fri 5/20/22	Thu 5/26/22	[Gantt bar]																											
95	→	Hollow Metal Frames - Admin	2 days	90	Fri 5/20/22	Mon 5/23/22	[Gantt bar]																											
96	→	Blocking and Backing -Admin	2 days	90	Fri 5/20/22	Mon 5/23/22	[Gantt bar]																											
97	→	Windows and Glass - Admin	10 days	95,96	Tue 5/24/22	Mon 6/6/22	[Gantt bar]																											
98	→	Hang Tape Drywall - Admin	15 days	94,93,92,96	Fri 6/10/22	Thu 6/30/22	[Gantt bar]																											
99	→	Paint - Admin	5 days	97,95,98	Fri 7/1/22	Thu 7/7/22	[Gantt bar]																											
100	→	Install Ceiling Grid and Borders - Admin	5 days	99,93	Fri 7/8/22	Thu 7/14/22	[Gantt bar]																											
101	→	Electrical Finishes - Admin	10 days	99,92,100	Fri 7/15/22	Thu 7/28/22	[Gantt bar]																											
102	→	HVAC Finishes - Admin	10 days	93,100	Fri 7/15/22	Thu 7/28/22	[Gantt bar]																											
103	→	Fire Supression Finishes - Admin	10 days	83,100	Fri 7/15/22	Thu 7/28/22	[Gantt bar]																											
104	→	Install Act - Admin	5 days	101,102,103	Fri 7/29/22	Thu 8/4/22	[Gantt bar]																											
105	→	Install Flooring - Admin	10 days	99,104	Fri 8/5/22	Thu 8/18/22	[Gantt bar]																											
106	→	Install Lockers - Admin	5 days	104	Fri 8/5/22	Thu 8/11/22	[Gantt bar]																											
107	→	Casework - Admin	5 days	105	Fri 8/19/22	Thu 8/25/22	[Gantt bar]																											
108	→	Plumbing Finishes - Admin	5 days	99,94,107	Fri 8/26/22	Thu 9/1/22	[Gantt bar]																											
109	→	Doors and Hardware - Admin	5 days	107	Fri 8/26/22	Thu 9/1/22	[Gantt bar]																											
110	→	Bathroom Accessories - Admin	5 days	108	Fri 9/2/22	Thu 9/8/22	[Gantt bar]																											
111	→	<b>Outbuildings</b>	<b>66 days</b>		<b>Mon 4/25/22</b>	<b>Mon 7/25/22</b>	[Gantt bar]																											

Project: Eau Claire County High Date: Mon 3/1/21	Task		Project Summary		Manual Task		Start-only		Deadline	
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