

## **Village Board**

### *SPECIAL Meeting Notice and Agenda*

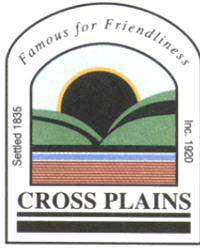
Village of Cross Plains  
2417 Brewery Road, PO Box 97  
Cross Plains, WI 53528  
(608) 798-3241

Monday, February 1, 2016

6:30 pm

- I. Call to Order, Roll Call, and Pledge of Allegiance
  
- II. General Business
  1. Discussion and action regarding award of contract for the US Highway 14 (Main Street) Gateway Sign Construction.
  
  2. Discussion and action regarding the Mill Creek Parkway Streetscape Implementation and Lighting Design proposal from MSA Professional Services.
  
- III. Adjournment

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the Village Hall at (608) 798-3241 or [matt@cross-plains.wi.us](mailto:matt@cross-plains.wi.us).



Village of Cross Plains  
PO Box 97, 2417 Brewery Road  
Cross Plains, WI 53528  
Phone: (608) 798-3241  
Fax: (608) 798-3817

## Memorandum

To: Village Board of Trustees  
From: Matthew G. Schuenke, Village Administrator/Clerk-Treasurer  
Date: January 29, 2016  
Re: **Village Board Meeting – February 1, 2016**

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### II. General Business

**1. Discussion and action regarding award of contract for the US Highway 14 (Main Street) Gateway Sign Construction** – The Village Board reviewed the bid results for the Gateway Signs at its January 25<sup>th</sup> meeting. There was one bid received and combined with the other costs currently underway for the project was significantly over the budgeted amount. MSA and Staff met with the bidder on Thursday, January 28<sup>th</sup> to discuss the bid and requested they provide options for the Village to consider in order to reduce the cost of the signs. Options discussed in the meeting include removing the “Gateway to the Driftless” horizontal component in total, having no electricity on the horizontal component, having no words on the horizontal component, changing the vertical sign material from stone veneer to faux stone, adjusting the vertical sign framing specification, having no treatment on the back of the signs, and other options the sign company could suggest. The original bid for the two signs was \$102,120 and when combined with the other work nearly complete would raise the total project cost to \$147,000. The budget for this work is presently set at \$80,000. The options from the sign company will be presented and discussed in the meeting (i.e. – no packet material) in order to see if the bid as well as design for the sign can be saved. If the bid is outright rejected, a new design will need to be created.

**2. Discussion and action regarding the Mill Creek Parkway Streetscape Implementation and Lighting Design proposal from MSA Professional Services** – With the completion of Highway 14 the Village can start to look at implementing additional design plans that were developed through the Streetscape Workgroup for Mill Creek Parkway and Main Street. The Village has been using MSA Professional Services for the preparation of design items that have been developed through the committee. There is new work provided in this contract to design a street lighting system for Mill Creek Parkway specifically as the project was constructed with no lights however conduit is in place to accommodate future plans. Included in your packet is a contract in the amount of \$18,800 from MSA Professional Services to assist with the streetscape and lighting design to be paid out of the 2016 Capital Budget. Following discussion, staff recommends approval.



**Professional Services Agreement**  
(Project No. 3535021)

This AGREEMENT (Agreement) is made today 01/15/2016 by and between VILLAGE OF CROSS PLAINS (OWNER) and MSA PROFESSIONAL SERVICES (MSA), which agree as follows:

**Project Name:** Cross Plains Mill Creek Parkway Streetscape

**The scope of the work authorized is:** See Attachment A

**The schedule to perform the work is:** Approximate Start Date: 01/15/2016  
Approximate Completion Date: 05/13/2016

**The estimated fee for the work is:** \$18,800.00

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**VILLAGE OF CROSS PLAINS**

**MSA PROFESSIONAL SERVICES**

\_\_\_\_\_  
Matt Schuenke  
Administrator-Clerk-Treasurer

\_\_\_\_\_  
Jason Valerius  
Team Leader

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

Date: 1/15/16

2417 Brewery Road  
Cross Plains, WI 53528  
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Fax: 608-798-3817

2901 International Lane, Suite 300  
Madison, WI 53704  
Phone: 608-242-7779  
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## ATTACHMENT A: PROJECT SCOPE

The adopted US14 Streetscape Plan includes conceptual layout for street furniture, landscaping and decorative paving along Main Street and Mill Creek Parkway. This project will provide final design and construction documentation for the following streetscaping areas: 1) along Mill Creek Parkway; 2) in the newly completed Village parking lots (flanking Mill Creek Parkway); 3) in the northeast corner of the Ice Age Alliance property; 4) in front of Hooty's Bar & Grill on Main Street; and 5) in the northwest and southwest corners of the CTH P / Main intersection. A portion of the above streetscaping areas may not be completed per discussions with adjacent property owners. Therefore, the final scope of work will be provided by the Village Administrator, via written consent in the form of an email or letter, prior to MSA starting tasks outlined below.

### PHASE 1 – MILL CREEK PARKWAY STREETScape

This phase includes a streetscape design for the Village's two parking lots (flanking Mill Creek Parkway), Mill Creek Parkway (south-side of the street), and the streetscape areas near Hooty's Bar & Grill and on the Ice Age Trail Alliance property, per the adopted US14 Streetscape Plan.

**TASK 1.1 Design Development.** MSA will use the adopted US14 Streetscape plan to produce one (1) alternative through exhibits detailing street furniture, landscaping, and paving. The exhibits will include: 1) a hand drawn concept (using existing CAD drawing provided by the Village); and 2) a character image board with plantings and ground cover options. The Streetscape Workgroup will select the planting style desired (planting mix/layout per character image board) with suggested modifications to the concept (if any) in order to draft the construction documentation (Task 1.2).

**TASK 1.2 Construction Documentation.** MSA will provide 60% and 90% construction documentation and specifications to be used by the Village to implement the improvements. Bidding services are not included in the current scope.

**TASK 1.3 Easement Services.** If the Village moves forward with the final design for the streetscape area on the Ice Age Trail Alliance property, MSA will survey the site (as needed) to produce an easement exhibit and legal description. The Village will obtain signatures and facilitate any meetings required to approve the easement (no meeting attendance by MSA).

**TASK 1.4 Street Furniture Procurement.** MSA will verify the selected street furniture per the adopted US14 Streetscape Plan with the Streetscape Workgroup and Village staff. After approval of the 90% construction plans for Phase 1 (Mill Creek Parkway) and Phase 2 (CTH P / US14 intersection), MSA will assist the Village by identifying model numbers and quantities as well as identify the potential vendor(s) from which the Village will directly purchase these items.

## PHASE 2 – CTH P & US 14 STREETSCAPE

This phase includes design for the northwest and southwest corners of the CTH P and Main Street (CTH P) intersection, per the adopted US14 Streetscape Plan.

**TASK 2.1 Design Development.** MSA will use the adopted US14 Streetscape plan to produce one (1) alternative through exhibits detailing street furniture, landscaping, and paving. The exhibits will include: 1) a hand drawn concept (using existing CAD drawing provided by the Village); and 2) a character image board with plantings and ground cover options. The Streetscape Workgroup will select the planting style desired (planting mix/layout per character image board) with suggested modifications to the concept (if any) in order to draft the construction documentation (Task 2.2).

**TASK 2.2 Construction Documentation.** MSA will provide 60% and 90% construction documentation and specifications. MSA will provide 60% and 90% construction documentation and specifications to be used by the Village to implement the improvements. Bidding services are not included in the current scope.

**TASK 2.3 Street Furniture Procurement.** MSA will verify the selected street furniture per the adopted US14 Streetscape Plan with the Streetscape Workgroup and Village staff. After approval of the 90% construction plans for Phase 1 (Mill Creek Parkway) and Phase 2 (CTH P / US14 intersection), MSA will assist the Village by identifying model numbers and quantities as well as identify the potential vendor(s) from which the Village will directly purchase these items.

## PHASE 3 – LIGHTING DESIGN

This phase includes design and review for pedestrian-oriented lighting for Mill Creek Parkway and potentially for the streetscape areas proposed for the northwest and southwest corners of the CTH P and Main Street (CTH P) intersection, per the adopted US14 Streetscape Plan. It is assumed a new lighting controller and new utility electrical services is needed for Mill Creek Parkway, while the CTH P / US 14 intersection may be able to utilize (obtain) a 120 volt lighting circuit from the existing signal control cabinet already in place.

**TASK 3.1 Design Development.** MSA will provide two alternative lighting options (i.e. lighted bollards and post-up) to be reviewed by the Streetscape Workgroup, including LED photo metrics. This work and review will be done in coordination with Phase 1 and 2. The Streetscape Workgroup will select the final design prior to MSA developing construction documentation (see Task 3.2).

**TASK 3.2 Construction Documentation.** MSA will provide 60% and 90% construction documentation and specifications. Design includes lighting plans, electrical details, opinion of construction cost estimate, and special provisions, including pole base details (if post up lighting is desired). MSA will provide 60% and 90% construction documentation and specifications to be used by the Village to implement the improvements. Bidding services are not included in the current scope.

#### PHASE 4 – MEETINGS / COORDINATION

The scope of services includes two meetings with the Streetscape Workgroup to complete this project. Additional Streetscape Workgroup meetings will be completed on a time and materials basis upon authorization from the Village Administrator. The scope of services includes coordination between Village Staff and MSA via email and phone in order to complete the project.

**TASK 4.1 Workgroup Meetings.** MSA will facilitate two meetings with the Village's designated US 14 Streetscape Workgroup. The first will review the two concepts produced in Tasks 1.1, 2.1, and 3.1. The second meeting will review a revised final concept to be recommended as shown, or with minor modifications. After these two meetings, MSA will work on construction documentation per direction from the Village Administrator.

**TASK 4.2 Coordination.** MSA will be available for phone and email discussions to complete the above tasks and deliverables, including project management and quality assurance and quality control.

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**SERVICES NOT INCLUDED.** The following items are not included in this Scope of Services:

- Boundary or topographic field surveys of properties, except for easement verification on Ice Age Trail Alliance Property
- Construction Staking
- Bidding Services
- Installation of any items
- Construction Administration
- Permit Applications & Fees

**ATTACHMENT B:  
RATE SCHEDULE  
MARCH 2015/2016\***

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Architects .....	\$125-\$151/hr.
Clerical .....	\$60-\$80/hr.
CAD Technician .....	\$59-\$110/hr.
Geographic Information Systems (GIS).....	\$76-\$128/hr.
Housing Administration .....	\$58-\$104/hr.
Hydrogeologists .....	\$99-\$152/hr.
Planners .....	\$83-\$160/hr.
Principals.....	\$155-\$190/hr.
Professional Engineers .....	\$85-\$190/hr.
Project Manager.....	\$62-\$180/hr.
Registered Land Surveyors.....	\$93-\$150/hr.
Staff Engineers.....	\$80-\$115/hr.
Technicians.....	\$59-\$110/hr.
Wastewater Treatment Plant Operator.....	\$72-113/hr.

REIMBURSABLE EXPENSES

Copies/Prints.....	Rate based on volume
Fax .....	\$1.00/page
GPS Equipment .....	\$40/hour
Mailing/UPS .....	At cost
Mileage – (currently \$0.575/mile) .....	Rate set by Fed. Gov.
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100.00/day
PC/CADD Machine.....	Included in labor rates
Robotics Geodimeter.....	\$30/hour
Stakes/Lathe/Rods.....	At cost
Total Station.....	Included in labor rates
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing .....	At cost

\* Labor rates represent an average or range for a particular job classification. These rates are in effect until March 1, 2016. After March 1, 2016, these rates may increase by not more than 5% per year.