

**Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Council Chambers of City Hall, 505 Third Street
6:30 p.m. Monday, January 11, 2016
(Please Note Time)**

(Click on agenda items highlighted in blue to access documents related to that item)

1. Call to Order
2. Discussion and Possible Action on Minutes of [Regular Meeting of December 21, 2015](#)
3. Discussion and Possible Action on [Claims](#)
4. Discussion and Possible Action on [Temporary Class “B” Beer License and a Temporary Class “B” Wine License for February 12, 2016, February 26, 2016, and March 18, 2016 – Knights of Columbus – Fish Fry at St. Patrick’s Church](#)
5. Discussion and Possible Action on [Temporary Class “B” Beer License and a Temporary Class “B” Wine License for Hudson Hockey Association](#)
6. Discussion and Possible Action on [Class “B” Beer and Class “C” Wine License for Chen DP INC](#)
7. Discussion and Possible Action on [Emergency Siren Replacement](#)
8. Discussion and Possible Action on [Creation of Chief Operator positions in the Water and Wastewater Departments](#)
9. Discussion and Possible Action on [Advertising for Bids for Cross Connection Survey and the related Meter and Software Purchase](#)
10. Discussion and Possible Action on [Bids Received for Wastewater Treatment Plant Roof Replacement](#)
11. Items for Future Agendas
12. Adjournment

Alan D. Burchill, Mayor

Posted in City Hall lobbies and emailed to Hudson Star-Observer on 11-8-16

Some agenda items may be taken up earlier in the meeting, or in a different order than listed. Upon reasonable notice, an interpreter or other auxiliary aids will be provided at the meeting to accommodate the needs of the public. Please contact the City Clerk at 715-386-4765, ext. 140.

Notice is hereby given that a majority of the Common Council of the City of Hudson, Wisconsin, may be present at the foregoing meeting. This may constitute a meeting of the Common Council pursuant to **State ex. Rel. Badke v. Greendale Village Board**, 174 Wis.2d 553, 494 N.W.2d 408 (1993), although the Council will not take any formal action at this meeting.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, DECEMBER 21, 2015

UNAPPROVED

Meeting called to order by Mayor Alan Burchill at 6:00 p.m.

PRESENT: Mayor Alan Burchill, Alderpersons John Hoggatt and Randy Morrissette

EXCUSED ABSENT: Alderperson Tom McCormick

OTHERS PRESENT: Cathy Munkittrick, Devin Willi, LeAnne Addy, Bill Alms, Joyce Hall, Marty Jensen, Tom Zeuli, Denny Darnold, Tom Syfko, Kip Peters, and others.

MINUTES OF THE DECEMBER 7, 2015 REGULAR MEETING: MOTION by Hoggatt, second by Morrissette, to approve the minutes of the December 7, 2015 Finance Committee meeting. Ayes (3), MOTION CARRIED.

CLAIMS: MOTION by Burchill, second by Hoggatt, to recommend payment of the following claims:

COUNCIL CLAIMS – DECEMBER 7, 2015

Fund		A/P Amounts	P/R Amounts	Totals
100	General	101,948.04	144,045.49	245,993.53
450	Capital Projects	121,515.86	0.00	121,515.86
610	Sewer	40,153.32	11,900.57	52,053.89
620	Parking	649.22	1,388.58	2,037.80
640	Storm Sewer	596.09	487.17	1,083.26
630	Ambulance	9,415.05	7,942.17	17,357.22
Totals		\$ 274,277.58	\$ 165,763.98	\$ 440,041.56

Roll call vote, all Ayes (3), MOTION CARRIED.

OPERATOR'S LICENSES: MOTION by Hoggatt, second by Morrissette, to recommend the issuance of Regular Operator's licenses for the period from December 22, 2015 through June 30, 2017 to Jacob Berning and Francis McLellan III, contingent of approval by the Police Department and payment of any outstanding debt owed to the City. Ayes (3), MOTION CARRIED.

APPLICATION OF LOLO AMERICAN KITCHEN, LLC FOR A CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS B" LIQUOR LICENSE: Item withdrawn at request of applicant.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
MONDAY, DECEMBER 21, 2015

POSITION DESCRIPTION FOR AN OPERATIONS SUPERVISOR POSITION WITH ST CROIX EMS AND TO AUTHORIZE THE CITY ADMINISTRATOR TO BEGIN THE RECRUITMENT PROCESS FOR THE POSITION: MOTION by Hoggatt, second by Morrissette, to recommend the approval of the position description for an Operations Supervisor position with St. Croix and to authorize the City Administrator to begin the recruitment process. Ayes (3), MOTION CARRIED.

REPAIR OR REPLACEMENT OF THE EMERGENCY SIREN ON OAK STREET AND IDENTIFYING FUNDING SOURCES: MOTION by Morrissette, second by Burchill, to recommend the replacement of the emergency siren on Oak Street, to request that the Emergency Management Director obtain a total cost including installation and report back at the next Finance Committee meeting. Ayes (3), MOTION CARRIED.

PURCHASE OF A VEHICLE FOR THE WASTEWATER DEPARTMENT: MOTION by Hoggatt, second by Morrissette, to recommend the purchase of a new vehicle for the Wastewater Department from Hudson Ford at a cost not to exceed \$42,500. Ayes (3), MOTION CARRIED.

LETTER OF ENGAGEMENT FOR UTILITY LOCATES, DATA COLLECTION AND GIS MAPPING: MOTION by Morrissette, second by Burchill, to recommend approval of the letter of engagement with SEH at an estimated cost of \$222,000. Ayes (3), MOTION CARRIED.

CLOSED SESSION PURSUANT TO WIS. STATS. 19.85(1)(C) CONSIDERING EMPLOYMENT, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY: MOTION by Morrissette, second by Hoggatt, to enter into closed session pursuant to Wis. Stats. 19.85(1)(c) to discuss Finance Officer applications. Roll call vote. All Ayes (3), MOTION CARRIED.

RECONVENE INTO OPEN SESSION: MOTION by Morrissette second by Hoggatt to reconvene in Open Session. Ayes (3). MOTION CARRIED.

ADJOURN: MOTION by Morrissette, second by Burchill, to adjourn at 6:28 p.m. Ayes (3), MOTION CARRIED.

Devin J. Willi, Interim Finance Officer

COUNCIL CLAIMS - JANUARY 11, 2016

Fund		A/P Amounts	P/R Amounts	Totals
100	General	594,113.05	171,317.76	765,430.81
225	Impact Collection	0.00	0.00	0.00
232	2013 Storm/Dike Rd	0.00	0.00	0.00
290	Police Donations	0.00	0.00	0.00
310	Debt Service	0.00	0.00	0.00
450	Capital Projects	204,901.07	0.00	204,901.07
490	Biosolids	0.00	0.00	0.00
610	Sewer	33,917.24	11,502.95	45,420.19
620	Parking	1,901.07	1,283.37	3,184.44
640	Storm Sewer	4,438.81	352.81	4,791.62
630	Ambulance	110,301.97	26,228.18	136,530.15
860	Tax Agency	3,637,013.13	0.00	3,637,013.13
Totals		\$ 4,586,586.34	\$ 210,685.07	\$ 4,797,271.41

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: Finance Committee and Common Council

DATE: 12/21/2015

SUBMITTED BY: LeAnne Addy, City Clerk

REGARDING: Temporary Class "B" Beer License and a Temporary Class "B" Wine License for the Knights of Columbus St. Croix Council 1762

ISSUE: To determine whether to approve the issuance of a Temporary Class "B" Beer License and Temporary Class "B" Wine License for the following dates: February 12, 2016, February 26, 2016, and March 18, 2016 at St. Patrick's Church for a Fish Fry.

The complete application is available for review in the City Clerk's office.

RECOMMENDATION: Approve the Temporary Class "B" Beer License and Temporary Class "B" Wine License for the following dates: February 12, 2016, February 26, 2016, and March 18, 2016 at St. Patrick's Church for a Fish Fry.

COUNCIL/COMMITTEE ISSUES

SUBMITTED TO: Finance Committee and Common Council

DATE: 12/16/2015

SUBMITTED BY: LeAnne Addy, City Clerk

REGARDING: Temporary Class "B" Beer License and a Temporary Class "B" Wine License for the Hudson Hockey Association

ISSUE: To determine whether to approve the issuance of a Temporary Class "B" Beer License and Temporary Class "B" Wine License for January 26, 2016 for a Paint & Sip Party from 5:00 p.m. to midnight in the Mezzanine Level of 1820 Hanley Road.

The complete application is available for review in the City Clerk's office.

RECOMMENDATION: Approve the Temporary Class "B" Beer License and Temporary Class "B" Wine License for the Temporary Class "B" Beer License and a Temporary Class "B" Wine License for the Hudson Hockey Association for January 26, 2016 for a Paint & Sip Party from 5:00 p.m. to midnight in the Mezzanine Level of 1820 Hanley Road.

**CITY OF HUDSON
COUNCIL/COMMITTEE ISSUES**

SUBMITTED TO: FINANCE COMMITTEE/COMMON COUNCIL

DATE: 12/23/2015

SUBMITTED BY: CLERK LEANNE ADDY

REGARDING: APPLICATION FOR CLASS 'B' BEER AND "CLASS C" (WINE)
LICENSES FROM YILIN INC.

ISSUE: An application has been submitted by CHEN DP INC. for a corporation name change on their Class "B" beer and "Class C" wine license at 431 2nd Street, Hudson WI doing business as Dragon Pearl. The applicants understand that to qualify for the licenses, the premises must be licensed as a restaurant, with the principal business of the establishment being the furnishing of food under the restaurant permit. The application was found to be in order, the criminal history background check was completed, and there is no outstanding debt owed to the City.

STAFF RECOMMENDATION: Approve the Class "B" (beer) and "Class C" (wine) licenses for Chen DP INC. contingent on receipt of a copy of the restaurant license, receipt of a copy of the Wisconsin Seller's Permit, and surrender of the previous owner's alcohol license.

COUNCIL/COMMITTEE ISSUE SHEET

SUBMITTED TO: Finance Committee and Common Council

DATE: January 5, 2016

SUBMITTED BY: Devin Willi, City Administrator

REGARDING: Siren Replacement

ISSUE: At the December 21, 2015, meeting, the Council requested that Brandon Lyksett obtain a price, including installation, for the replacement of the Oak Street siren. The total price, less discount, is \$25,678.35

The Council also directed me to determine possible funding sources. My recommendation would be to consider the carryover and expenditure of the following expenditure amounts from the **2015** General Fund budget:

Disaster Control – Operating Supplies	\$	2,000.00
Emergency Government – Service Repair	\$	4,500.00
Undesignated Short Term Capital	\$	10,000.00
Contingency	\$	9,200.00
 Total	 \$	 25,700.00

The balance in the **2015** Contingency account after this transfer would be \$28,376.

RECOMMENDATION: If the Council confirms its desire to replace the siren based on final costs provided, authorize the purchase of the siren from American Signal Corporation at a cost not to exceed \$25,700 with funding from the **2015** expenditure accounts noted above.

COUNCIL/COMMITTEE ISSUE SHEET

SUBMITTED TO: Finance Committee and Common Council

DATE: January 5, 2016

SUBMITTED BY: Devin Willi, City Administrator

REGARDING: Chief Operator Positions

ISSUE: Utility Director Kip Peters has created position descriptions for Chief Operator positions in both the Water and Wastewater Departments. Two individuals have performing these duties for a number of years. The position descriptions are attached.

The Public Utility Commission recommended approval of the Water Chief Operator position description and the Public Works Committee recommended approval the Wastewater Chief Operator position description.

In addition, each body recommended approval an hourly wage for each position of \$29.58 per hour effective January 1, 2016. This would bring the hourly wage of the three "lead/foreman" positions in Water, Wastewater and Public Works departments in line with each other.

RECOMMENDATION: Approve the position descriptions for the Water and Wastewater Chief Operator positions and establish an hourly wage of \$29.58 per hour effective January 1, 2016.

CITY OF HUDSON
POSITION DESCRIPTION POSITION
TITLE: **WATER UTILITY CHIEF OPERATOR**
IMMEDIATE SUPERVISOR: **UTILITY DIRECTOR**

POSITION IN BRIEF: The Lead Water Works Operator performs a variety of tasks in the operation and maintenance of a municipal water/ distribution system. This position is responsible for leading coordination of the operations, maintenance and personnel of the municipal water distribution system, water meter repair, testing, wells, towers and overall system operation. Work involves the responsibility for servicing, operating and maintaining the water distribution, preparation of reports and record keeping tasks. This position also is responsible for water quality compliance and reporting requirements to all governing agencies.

The Lead Operator serves as the "Operator in Charge". Work is performed under the general supervision of the Utility Director.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the operations and maintenance principles, practices and techniques of a modern water treatment plant.
- Knowledge of the functions and mechanics of pumps, electrical controls and other related equipment and machinery.
- Knowledge of the practices and tools of the piping industry, hydrants, valves, towers, booster pumps, reservoirs etc.
- Knowledge of occupational hazards, safety precautions and procedures.
- Ability to determine the proper course of action and implement the procedures necessary to maintain water treatment plant operations daily and in emergency situations.
- Ability to follow oral and written instructions.
- Knowledge of the principals, practices and techniques of water laboratory tests.
- Ability to read gauges and meters accurately.
- Knowledge of DILHR, WDNR, PSC and EPA regulations.
- Knowledge of water chemistry.

POSITION QUALIFICATIONS

Minimum:

- Graduation from high school or GED
- Five (5) years related experience within a water treatment and distribution system.
- Valid Class B Commercial Driver's License (CDL) with air brake endorsement.
- Wisconsin Grade 1 with subclass G, D and I Water Certification or ability to obtain within six (6) months of hire.

Preferred:

- 2 year Associate Degree or relevant experience/education in related field.
- 2 year supervisory experience.

CITY OF HUDSON
POSITION DESCRIPTION POSITION
TITLE: **WATER UTILITY CHIEF OPERATOR**
IMMEDIATE SUPERVISOR: **UTILITY DIRECTOR**

ESSENTIAL JOB FUNCTIONS

- Controls municipal water pressure and water levels for proper operation, calibration of chemical feed equipment to comply with DNR requirements. Daily sampling and testing of fluoride and chlorine.
- Monthly samples for bacteria and quarterly raw water samples for laboratory analysis, any other sampling required by DNR regulations.
- Water temperature monitoring.
- Daily inspection and maintenance of all stations and reservoirs.
- Checks and records pumpage, chemical feed rate, static and pumping level of wells. Inspects, repairs, and replaces motors, pumps, water control panels.
- Inspects storage tanks, building and equipment
- Answers customer complaints tactfully and courteously. Notifies customers of service interruptions.
- Coordinates and assists with the repair or replacement of water lines, valves, valve boxes, curb stops and hydrants.
- Thaws frozen lines, flushes mains and hydrants and conducts fire flow tests.
- Maintains and exercises valves and hydrants.
- Operates light and heavy construction equipment.
- Maintains inventory of maintenance items and reorders as necessary.
- Responsible for maintenance, annual testing and filing appropriate State reports by certified tester of reduced pressure backflow preventers.
- Works in confined spaces.
- Responsible for fulfilling maintenance contracts for private hydrants and backflow preventers.
- Maintains daily records of water pumped, hours run time, chemical use and tank levels.
- Prepares monthly, quarterly and yearly reports to DNR and other governmental agencies as required.
- Assists the Utility Director in the preparation of capital improvement plans and budget preparation.
- Must be able to work flexible hours. Occasionally requires nights, weekends and responds to emergency call outs.
- Performs other duties as required and assigned.

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CITY OF HUDSON
POSITION DESCRIPTION POSITION
TITLE: **WATER UTILITY CHIEF OPERATOR**
IMMEDIATE SUPERVISOR: **UTILITY DIRECTOR**

PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED

Good manual dexterity and the ability to access towers. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, and talk or hear. The employee occasionally is required to sit. The employee is frequently required to stand; walk; reach with hands and arms; climb stairs and ladders; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 75 pounds.

The noise level in the work environment is usually moderate. While performing the duties of this job the employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The employee is frequently exposed to caustic chemicals, toxic gases, confined spaces, and occasionally high places.

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DATE THIS POSITION DESCRIPTION WAS LAST UPDATED AND APPROVED:

December 2015

CITY OF HUDSON
POSITION DESCRIPTION POSITION
TITLE: **WASTEWATER TREATMENT FACILITY CHIEF OPERATOR**
IMMEDIATE SUPERVISOR: **UTILITY DIRECTOR**

POSITION IN BRIEF: This person performs a variety of tasks in the operation and maintenance of a municipal advanced activated sludge wastewater treatment plant.

An employee of this class repairs equipment malfunctions and adjusts various operational equipment within the treatment plant, lift stations and collection system. This position is responsible for assisting in coordinating operations, maintenance and personnel of the wastewater treatment plant. Work involves the responsibility for performing laboratory testing, servicing lift stations, maintenance of collection system, operating and maintaining plant equipment, preparing reports and record keeping tasks. This position is responsible for treatment plant operational compliance and reporting requirements of all governing agencies.

The Lead Operator serves as the "Operator in Charge" and the plant representative for the DNR. Note: The DNR requires a designated operator in charge.

Work is performed under the general supervision of the Utility Director.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the operations and maintenance principles, practices and techniques of a modern advanced activated sludge wastewater treatment plant, lift stations and collection system.
- Knowledge of the functions and mechanics of pumps, electrical controls and other related equipment and machinery.
- Knowledge of the practices and tools of the piping industry.
- Knowledge of occupational hazards and safety precautions.
- Ability to determine the proper course of action and implement the procedures necessary to maintain waste water treatment plant operations.
- Ability to follow oral and written instructions.
- Knowledge of the principals, practices and techniques of a wastewater laboratory tests.
- Ability to read gauges and meters accurately.
- Knowledge of DILHR, WDNR, PSC and EPA regulations.
- Knowledge of wastewater chemistry.

POSITION QUALIFICATIONS

- Associates degree in Wastewater Treatment Operations, and two years experience in an advanced activated sludge wastewater treatment plant and/or the equivalent combination of experience and education.
- Must have Wisconsin subclasses A-1 (suspended growth activated sludge), B (solids separation), C (sludge handling), D (disinfection), L (laboratory) and P (total phosphorus removal) wastewater facility operators certification. Note: DNR is changing their certification from a numbered grade to Basic or Advanced certification. Grade 3 or higher is advanced.
- Possession of valid driver's license.

ESSENTIAL JOB FUNCTIONS

CITY OF HUDSON
POSITION DESCRIPTION POSITION
TITLE: **WASTEWATER TREATMENT FACILITY CHIEF OPERATOR**
IMMEDIATE SUPERVISOR: **UTILITY DIRECTOR**

- Prepares reports and maintains accurate records for WPSC and WDNR.
- Maintains plant operational compliance and reporting requirements of the state and federal agencies, including WPSC, WDNR, EPA, and Department of Commerce.
- Assists in developing short-term and long-term planning.
- Assists the Utility Director in annual budget preparation and the capital improvement program for the facility.
- Periodically reviews Utility Ordinances and practices and makes recommendations.
- Coordinates sludge hauling/removal with West Central Wisconsin Bio solids Facility (WCWBF) Manager.
- Keeps informed of WCWBF operations.
- Ensures the treatment plant is operated in compliance with all regulatory permits and safety regulations.
- Maintains operations with standards for costs, quality, labor, maintenance, safety and housekeeping.
- Performs laboratory analysis and sampling.
- Operates electrical pumps, control panels and other pumping equipment.
- Maintains operations of lift stations and collection system.
- Responds to emergency calls
- Assists Utility Director in assuring all policies are followed, including but not limited to work processes, safety requirements, regulatory practices, etc.
- Other duties as assigned.

The examples of work are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL REQUIREMENTS IN PERFORMING THE TASKS LISTED

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls, and talk or hear. The employee occasionally is required to sit. The employee is frequently required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee frequently works near moving mechanical parts; in high precarious places; in outside weather conditions, and is frequently exposed to wet and/or humid conditions, extreme cold and extreme heat. The employee frequently works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The employee will work in confined space areas, including permit and non-permit areas. The noise level in the work environment is usually moderate to loud. The employee must occasionally lift and/or move up to 75 pounds.

CITY OF HUDSON
POSITION DESCRIPTION POSITION
TITLE: **WASTEWATER TREATMENT FACILITY CHIEF OPERATOR**
IMMEDIATE SUPERVISOR: **UTILITY DIRECTOR**

WORKING CONDITIONS UNDER WHICH TASKS ARE PERFORMED

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DATE THIS POSITION DESCRIPTION WAS LAST UPDATED AND APPROVED:

December 2015

CITY OF HUDSON ISSUE SHEET

DATE: January 11, 2016
SUBMITTED TO: Water Commission & City Council
SUBMITTED BY: KIP PETERS- UTILITY DIRECTOR
REGARDING: Cross Connection Survey- Meter/Software Purchase

ISSUE: ****The City of Hudson’s residential meter program is due for an upgrade and meter change-out starting in 2016 through 2020. This will put us in compliance with the standard orders of the DNR and Public Service Commission 185.76 sub.(6). Rules of both entities dictate that we must change-out/test all residential meters within 20 years of original installation date. This is performed for many reasons, with the main ones being battery life of the transmitters and accuracy of the meters reading.

Water meters will eventually slowdown in accuracy over time and revenue will be lost as a result of this slowdown. Hudson is entering its 15th year with the current meter system and residential meters.

By starting in 2016 with approximately 1200 meters/year change-outs and continuing through the year 2020, Hudson will be compliant and meet current rules by 2020.

Estimated costs for this project break down as follows: (these costs are estimates)

2016- Meters, software, base stations and antennas	\$415,200
2017- Meters, software hosting	\$323,400
2018- Meters, software hosting	\$336,900
2019- Meters, software hosting	\$349,800
2020- Meters, software hosting	\$362,400
<u>Total estimated cost of meter project</u>	<u>\$1,787,700</u>

****Hudson’s residential Cross Connection program is a mandated program that must also be continued. It only makes sense to marry the 2 programs together and get a bigger bang for the dollar.

Cross Connection surveys must be completed by a certified cross connection inspector. These inspections are conducted in the residents and are looking for illegal connections between the public water system and the sanitary sewer system. Examples of these include, lawn sprinkler backflow preventers, toilet tank anti-siphon valves, outside hose bib vacuum breakers and water softener back flush drains. The importance of inspecting and identifying these potential illegal connections is extremely important to protect the health and safety of the residents of Hudson’s drinking water.

Since we are required to undertake both these programs, we must hire an outside firm with the expertise, qualifications and manpower to complete this.

Estimated costs for this project break down as follows: (these costs are estimates)

2016- Cross Connection Inspection/meter change out	\$120,000
2017- Cross Connection Inspection/meter change out	\$122,000
2018- Cross Connection Inspection/meter change out	\$124,000
2019- Cross Connection Inspection/meter change out	\$125,000
2020- Cross Connection Inspection/meter change out	\$126,000
<u>Total estimated cost of Cross Connection/meter change out</u>	<u>\$617,000</u>

***Complete program cost estimates for total project over 5 years** **\$2,404,700**

This number will be split 50/50 between the Water Utility and the Waste Water Utility.

Water Utility- \$1,202,350 over 5 years

Waste Water Utility- \$1,202,350 over 5 years

FUNDING SOURCE: Water: New Meters Account: #600.45.57550.819
Waste Water Account: #610.47.57330.990

STAFF RECOMMENDATION: It is my recommendation that we proceed with preparing and advertising for proposals for both projects. These proposals would be for a 5 year period. This would take us through completion.

COMMITTEE RECOMMENDATION:

CITY OF HUDSON ISSUE SHEET

DATE: 1/11/2016
SUBMITTED TO: Council
SUBMITTED BY: KIP PETERS- UTILITY DIRECTOR
REGARDING: Waste Water Treatment Plant Re-Roofing Project

ISSUE:

Bids were received and opened on January 5, 2016. 3 Bids were received and tabulated. All bids received were higher than the original estimate prepared by SEH and approved by Council. Council will need to make a decision on how to proceed.

Copies of the bid tabulation and a recommendation from SEH are attached for your review.

FUNDING SOURCE: There's additional money in the Capital Expense- Future Facility Fund. As of 9/24/2015 there was approximately 4.8 million in that account.

STAFF RECOMMENDATION:

COMMITTEE RECOMMENDATION:



Building a Better World
for All of Us®

January 7, 2016

RE: City of Hudson, Wisconsin
Waste Water Treatment Plan -
Roof Replacement
SEH No. HUDSO 135006 14.00

Mr. Kip Peters
Water Utility Director
City of Hudson
505 3rd Street
Hudson, WI 54016

Dear Mr. Peters:

On Tuesday, January 5, 2016 at 10:00 A.M., two (2) bids were received for the above-referenced project. A third (3rd) bid was scheduled for an 8:30 AM delivery by FedEx, but was not received by the City until 1:45 PM, which the City does not consider to be the fault of the bidder. A summary of the bids received is presented below and a detailed bid tabulation is attached.

	Contractor	Base Bid	Alternate #1	Alternate #2	Total Cost
1	McPhillips Bros. Roofing Co.	\$430,000.00	\$65,000.00	\$64,000.00	\$559,000.00
2	Diverse Construction Services	\$430,960.00	\$37,800.00	\$40,401.00	\$509,161.00
3	Quality Roofing Inc.	\$450,673.00	\$35,159.00	\$37,195.00	\$523,027.00
	Engineer's Estimate	\$253,525.08	\$50,000.00	<i>Not Provided-</i>	\$303,525.08

DISCUSSION OF BID FORM & BIDDING ELEMENTS

The project bid documents were set up with three (3) elements of work: a base bid scope of work and two (2) alternate scopes that the City can add to the project at the time of award. Descriptions of the work under each of the bid elements is discussed below:

Base Bid:

The project consists of removing existing roof assemblies on the 2,700 sf Pretreatment Building, the 2,300 sf Sludge Building and the 5,100 sf Maintenance Garage and installing new roof assemblies on each building at the City's Waste Water Treatment Plant. The bid was set up to include the removal and reinstallation of all roof top equipment, as required. The bid was also set up to include the regulated asbestos removal found in the roofing materials on the Sludge Building. The Contractor is responsible for all snow removal from the roofs as their work progresses.

Alternate #1:

To remove and replace the 1,400 sf of prefinished (brown) standing seam metal mansard roof panel and metal soffit panel (existing plywood substrate and 2x structural framing to remain) on the Pretreatment and Sludge Buildings.

Alternate #2:

To remove and replace the 1,500 sf of prefinished (brown) standing seam metal mansard roof panel and metal soffit panel (existing plywood substrate and 2x structural framing to remain) on the Control Building and the Maintenance Garage Building.

A project pre-bid meeting was held Tuesday December 22, 2015 with interested Roofing Contractors. There were eleven (11) prospective bidders at the meeting which would suggest a good turn out on bid day. Questions from the bidders at the meeting, through email and phone conversations were clarified via addendums 1 and 2 prior to bid opening.

DISCUSSION OF BID RESULTS

As indicated in the bid summary, there were only three (3) bidders. The lowest bidder under base bid is McPhillips Bros. Roofing Co. with a bid amount of \$430,000. Diverse Construction Services had a base bid of \$430,960 and Quality Roofing had a base bid of \$450,673. Alternate pricing from each bidder is noted in the tabulation above.

In regard to the alternates, the bids seem to indicate differently assumed scopes of work. In speaking with McPhillips Bros. at the bid opening, they indicated that their alternate bids included replacing all the supporting structure and substrate on the Mansard roof assemblies. The bidding documents only require replacing the metal roofing / soffit panels and membrane underlayment and repair of any damaged structure and / or substrate as needed. McPhillips Bros decision to include all the structure and substrate was apparently based on a visual inspection they made at the pre bid walk-through where they believe they noticed substrate wood rot in one location. Their discovery of the rot was not made known until after the bid opening. Effective identification of the presence of wood rot is a difficult item to quantify until it is uncovered. SEH architects spoke with Diverse Construction Services and they indicated that their alternate bids included some anticipated rot at scupper locations and repair at obvious damaged areas (west side of the pretreatment building and the north side of control building.)

EVALUATION OF BID RESULTS

The critical work to be completed is the scope outlined in the base bid element as this will button up the leaking building envelope. Interior finishes and a sensitive lab environment are currently compromised with the Pretreatment Building roof in its current condition. The scope of work outlined in each alternate would repair the deteriorating metal roof and freshen the appearance of the facility's buildings located on Hudson's signature 2nd Street South.

Comparison to Engineer's Estimate

The Engineer's estimate was derived from a combination of sources including, current industry cost reference manuals, consultation with local roofing contractors and manufacturer's sales representatives, and unit costs line items from past projects. Based on phone interviews after bidding with a number of contractors who attended the prebid meeting, there appears to be several factors that may have contributed to the gap between the Engineer's estimate and the actual bids.

1. Bidding Climate: The overall construction industry is very busy and this is also true regarding roofing companies. A number of bidders chose to pass on this project based on the competition they perceived from the prebid meeting. With the bidding window falling over the holidays and the short construction duration, this apparently caused some potential bidders to pass on the project. With only three bidders on a project of this scale, it is reflective of an abnormal bidding climate in which prices can become inflated. No amount of inflation was factored into the Engineer's estimate.
2. Unknowns: Most contractors that we spoke with were leery of unknowns such as potential deck repair, HVAC repair, weather (snow removal), etc. It would seem that some contractors chose to

avoid the job altogether because of the risk of putting a price to this. Those who submitted bids may have chosen higher bid pricing to cover potential unknowns. Our estimate only included a small contingency for unknowns and perhaps not to the degree assumed by the bidding contractors.

3. Asbestos: Asbestos was found on the upper layers of the sludge building roof after the estimate was completed and this cost was not factored into the Engineer's estimate. It appears that the overall cost for this work was reported to be between \$2,300 and \$10,000 depending on the contractor. This scope was added to the project via addendum #2.
4. Mechanical costs: Some roofing contractors at the prebid meeting expressed an uneasiness with performing "general contractor" duties for this lump sum contract. Some suggested that they did not have the contacts or relationships to obtain competitive subcontractor bids. The mechanical industry appears to be very busy now and there may have been a limited number of mechanical contractors interested in this project. Our estimate for the mechanical work was approximately \$71,000 and the low mechanical subcontractor bid was reported to be closer to \$140,000.
5. Labor and equipment. Due to the existing roofs ponding water and freezing, demo will take longer than anticipated. Due to the complexity on the pretreatment building, demo and installation is anticipated to take longer than estimated. Also, the need for the contractors to set up and move their cranes on a daily basis due to sludge and waste hauling operations at the facility was unknown at the time of estimate, therefore these issues were not anticipated in our project estimate.

Award Scenario 1

Under Scenario 1, the City would award one (1) contract to McPhillips Bros. Roofing Co. to complete the scope of work described under the base bid. This would provide weather tight buildings and no facade upgrades. The result of this award will yield the lowest base bid pricing (\$430,000) to the City. At this time the City would forego the work outlined in alternate 1 and alternate 2.

Award Scenario 2

Under Scenario 2, the City would award one (1) contract to Diverse Construction Services to complete the scope of work described under the base bid and alternate 1. This would provide weather tight buildings and facade upgrades to the pretreatment and sludge buildings. The result of this award will yield the lowest pricing (\$468,760) to the City for these options.

Award Scenario 3

Under Scenario 3, the City would award one (1) contract to Diverse Construction Services to complete the scope of work described under the base bid and alternate 2. This would provide weather tight buildings and facade upgrades to the control building and maintenance garage. The result of this award will yield the lowest pricing (\$471,361) to the City for these options.

Award Scenario 4

Under Scenario 4, the City would award one (1) contract to Diverse Construction Services to complete the scope of work described under the base bid and alternates 1 and 2. This would provide weather tight buildings and facade upgrades to the pretreatment building, sludge building, control building and maintenance garage. The result of this award will yield the lowest pricing (\$509,161) to the City for these options.

Award Scenario 5

Under Scenario 5, the City would consider rebidding this project with Construction starting in the spring. The City could also explore options to reduce the scope or substitute lower cost roofing systems. This option has its risks as pricing and contractor interest/availability are still a concern. Changing to alternate roofing systems may save money but would mean sacrificing system quality.

RECOMMENDATION OF BID AWARD

SEH would like to express our sincere apology for providing such a low opinion of probable cost for the project. While such discrepancies on the part of SEH are extremely rare, the reality is that sometimes things like this can happen. Moving forward, the City has pricing information from four (4) different contractors; three (3) contractors from this bid and one (1) from a previous price quotation effort. Looking that the base bid element of work, the pricing from the four (4) contractors are of similar magnitude, which suggest that the construction documents were well understood by the contractor, suggesting an appropriate representation of construction cost.

Upon review of the bids and consideration of the options for bid award, it is our recommendation that a single award to Diverse Construction Services for Award Scenario 4 is the preferred choice as it creates single-source contractor responsibility which can be important for more aggressive construction schedules. Although the most expensive scenario, this will ensure your buildings are water tight and have an updated aesthetic appeal to their façade.

SEH concludes that Diverse Construction Services and its subcontractors have the experience and ability to complete a project of this size within the schedule allotted. Accordingly, if the City agrees with our recommendation and wishes to award this project under a single-source contract (Award Scenario 4), the project should then be awarded to Diverse Construction Services in the amount of \$509,161.

If the City wishes to choose another Award Scenario, SEH will prepare the project contracts as awarded by the Hudson City Council. Please call if you have any questions.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Justin Mankowski
Project Manager

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c: Miles Jensen, SEH

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