



**CITY OF ELKHORN  
COMMITTEE OF THE WHOLE AGENDA**

**January 28, 2019**

**5:00 p.m.**

**Common Council Chambers, City Hall, 9 S. Broad St., Elkhorn, Wisconsin**

CC: Mayor, Aldermen, City Administrator, City Attorney, Finance Director, DPW Operations Manager, Police Chief, Recreation Director, Utility Operations Director, Municipal Court Clerk, City Engineer, Fire Chief, Library Director, Zoning Administrator, Chamber, Press, Master File

1. Call to Order
2. Roll Call
3. Agreement for Services
  - Sewer Evaluation and Capacity Assurance Plan
4. Emergency Vehicle Pre-emption
  - IH 43 Ramp Traffic Signals Along STH 67
5. City Hall Request for Proposal
  - Review draft RFP
6. Vehicle Replacement Program: Revised Funding Plan
  - Discussion and possible action on proposed funding of vehicle/equipment replacement
7. Adjourn

DATED at Elkhorn, Wisconsin, this 25<sup>th</sup> day of January 2019

Cairie L. Virrueta, City Clerk

Should you have any questions or comments regarding any items on this agenda, please contact the City Clerk's office at 723-2219. Upon reasonable notice to the City Clerk, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.



**COMMITTEE OF THE WHOLE  
MEETING AGENDA MEMORANDUM**

**Meeting Date:** January 28, 2019

**Agenda Item:** Sanitary Sewer Basin No. 3 | Response to WDNR NON | SECAP Project with Strand

**Prepared by:** Matthew Lindstrom (DPW Operations Manager)

**Summary:**

On October 15<sup>th</sup>, 2018 I sent the following message via e-mail to Members of the Common Council regarding Sanitary Sewer Collection Basin No. 3:

*I am e-mailing to keep you informed of recent developments regarding Sanitary Sewer overflow events which have occurred this year from a manhole located off E. Centralia St. The sanitary sewer collection system (generally described as East of Lincoln St and North of IH 43) has overflowed three times this year during heavier rain events when repeated rounds of showers contributed to already saturated soils. When this occurs a release is performed to alleviate property damage where we bypass pump to our storm sewer system which eventually flows to upper Jackson Creek. Similar occurrences have occurred at our Nettesheim lift station. These events are reported to WDNR within 24 hours of the release, as required. Last week Friday we received a Notice of Noncompliance surrounding these events, see e-mail below and attachment. I have been in contact with WDNR, Kapur and Strand regarding this notice. I am working with Strand to create a proposal to mitigate issues and meet the requirements outlined by WDNR surrounding this Notice of Noncompliance. I will continue to keep you informed as the proposal / scope of services unfolds.*

Since this last correspondence, I have had several meetings, conversations and shared e-mails with both Strand and WDNR regarding an approved scope of services and contract for a Sanitary Sewer Evaluation and Capacity Assurance Plan (SECAP) project that meets the requirements and conditions set forth by WDNR's Notice of Noncompliance. The proposed scope of services to be provided by Strand and accepted by WDNR is divided into three separate phases as summarized below:

- Phase 1 ó Flow Metering
  - Review existing data and reports previously performed within subject Basin No. 3
  - Collect flow / precipitation data for up to eight weeks beginning in April 2019 with City owned flow metering equipment and rain gauge
  - Review and analyze flow and rainfall data collected
  - Review capacity of sanitary sewer collection system versus flow metering data
  - Prepare technical memorandum summarizing existing flow data and flow metering results. Provide considerations for follow-up activities.

- Phase 2 ó Condition Assessment
  - The specific Scope of Services for Phase 2 will be determined following completion of Phase 1 and finalized via an amendment to Phase 1 Agreement. Phase 2 is generally anticipated to include manhole assessments, smoke testing and review of City of Elkhorn sewer televising within all or portions of the tributary area. Results of these activities will be documented in a technical memorandum.
- Phase 3 ó Evaluation of Alternatives
  - The specific Scope of Services for Phase 3 will be determined following completion of Phases 1 and 2 and finalized via an amendment to Phase 1 Agreement. Phase 3 is generally anticipated to include development of alternatives for reducing occurrences of SSOs in the study area. Infrastructure improvements and/or I/I reduction alternatives will be evaluated. Results of the evaluation will be documented in a technical memorandum. Phase 3 will also include preparation of a final report consisting of the three previously prepared technical memoranda developed during phases 1, 2 and 3.

**Fiscal Considerations:**

Cost for the following items will require a budget adjustment.

- Strand contract services for Phase 1 Agreement | estimated fee of \$18,000
- Teledyne ISCO services for calibrating, maintenance and repair of City owned flow meters | four meters at an estimated fee of \$6,000
- Mulcahy Shaw Water, Inc. rain gauge / logging system | estimated fee of \$2,100

**Recommendation to Committee:**

Authorize the following:

- Execution of Phase 1 Agreement with Strand at an estimated fee of \$18,000
- Teledyne ISCO services as outlined above at an estimated fee of \$6,000
- Procurement of rain gauge / logging system from Mulcahy Shaw Water, Inc. at an estimated fee of \$2,100



**COMMITTEE OF THE WHOLE  
MEETING AGENDA MEMORANDUM**

**Meeting Date:** January 28, 2019

**Agenda Item:** Emergency Vehicle Pre-emption (EVP)  
IH 43 Ramp Traffic Signals along STH 67

**Prepared by:** Matthew Lindstrom (DPW Operations Manager)

**Summary:**

On two separate occasions at Financial & Judicial Committee Meetings held on May 29<sup>th</sup> and June 11<sup>th</sup>, 2018, EVP was discussed for consideration at three separate signalized intersections along STH 67 in proximity to TID No. 4. The decision of the Committee from said meetings was to incorporate EVP at future O'Connor Drive signalized intersection as an alternate bid item associated with TID No. 4 Improvements Project and discuss further after bids were opened. At a Common Council Meeting held on July 16, 2018 the Council accepted Payne and Dolan's bid with both alternates, which incorporated EVP at future O'Connor Drive and STH 67 signalized intersection. As previously discussed, if EVP is to be considered at O'Connor Drive then it should also be considered at IH 43 NB/SB Ramps due to close proximity of signalized intersections.

**Fiscal Considerations:**

EVP at O'Connor Drive signalized intersection was incorporated into TID No. 4 budget. Design and installation costs for incorporating EVP at IH 43 NB/SB Ramps are not currently incorporated into 2019 budget and would therefore require a budget adjustment. Estimated pricing is as follows:

IH 43 Ramps (signalized intersections):  
Design for EVP performed by WisDOT = \$5,000 total for both intersections  
EVP materials and installation = \$24,000 total for both intersections  
TOTAL = \$29,000

**Vehicles:**

We previously received a cost estimate from TADI which was approximately \$2,200 per vehicle depending on size and complexity of build. Police Chief Joel Christensen had his assigned patrol car outfitted for \$517. In coordination with Police Chief Joel Christensen and Fire Chief Rod Smith approximately 18 vehicles should be outfitted with EVP capabilities.

**Recommendation to Committee:**

Consider authorization of designing and incorporating EVP at existing IH 43 NB/SB Ramp signalized intersections. Upon completion of design from WisDOT, Kapur can request pricing from Payne and Dolan (TID No. 4 Improvements Project Prime Contractor) which can be reviewed at a later date by the Council.

**REQUEST FOR PROPOSAL  
MUNICIPAL ADMINISTRATION BUILDING  
FACILITIES ASSESSMENT and PLANNING SERVICES**

**CITY OF ELKHORN, WISCONSIN**

Contact: Sam Tapson, City Administrator  
Phone Number: 262-723-2219  
Email Address: [stapson@cityofelkhorn.org](mailto:stapson@cityofelkhorn.org)  
Fax Number: 262-741-5131

## I. REQUEST FOR PROPOSALS

The City of Elkhorn, Wisconsin, is seeking a qualified architectural/engineering firm to work with the Common Council and designated staff to develop a conceptual design for a new City Hall. The selected firm will assist in determining the site, appropriate size and efficient layout of the facility. The City intends to engage the service(s) of a firm having specific experience and qualifications in the area(s) identified in this RFP. For consideration, proposals must provide evidence of the firm's experience and abilities in the specified area(s) and other disciplines directly related to the proposed service.

## II. GENERAL INFORMATION

City Hall has operated in its current location, a WPA-era building, for more than more than 40 years and is an outdated facility at best. A space needs study/facility assessment performed in 2007 identified a number of building deficiencies including: a lack of useable space, poor office configuration and adjacencies, inefficient HVAC system, and inadequate public parking. A more recent ADA Facilities Assessment found numerous and costly ADA-related deficiencies. Based on the facility's age and estimated cost associated with addressing the scope of identified deficiencies, rehabilitation of the existing facility is not a cost-effective endeavor. Replacement of the current facility with a "state-of-the-art" building has been an element of the City's long-range capital plan since completion of the 2007 facility assessment. However, for reasons of limited financial resources and lack of a suitable site, the project failed to come to fruition. Although a "downtown" site for City Hall is preferred, the opportunity for such a location is limited at best. Absent a suitable downtown location, the City is looking to identify alternate locations for siting a new Administrative Operations Facility.

## III. SCOPE OF SERVICES

The selected firm will be tasked with preparing an assessment of space requirements, optimal building space configuration, site layout, establishing design standards for a new facility, preparation of cost estimates, and provide one or more alternative building and site layouts. Among specific activities to be included are:

- Evaluate current and future space utilization for all indoor/outdoor areas including offices, clerical, records maintenance, and equipment storage; public meeting areas; and general staff/public parking
- Evaluate up to three sites selected by Common Council.
- Identify green building design elements where such may be appropriate.
- Develop timeframe for the project indicating the anticipated progress on assessment, design, bidding, and construction.

## IV. PROPOSAL REQUIREMENTS

### A. *Format and Content*

In order to be responsive, all proposals must follow the format and contain information listed in this section. Do not submit unnecessarily elaborate brochures and other presentations beyond those sufficient to present a complete and effective response to the RFP.

1. Letter of transmittal introducing your firm and summarizing its experience in providing municipal engineering services; specifically address municipal utility experience.

2. *Narrative Items*

*a. Identification and Qualifications of Assigned Personnel:* The name (s) of the principal-in-charge and key technical/professional personnel assigned to the City together with a resume describing the experience and qualifications of each. Also, identify the physical office location of each team member.

*b. References:* Provide names and telephone numbers of five (5) references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

c. Fee Proposal: Provide a statement of fees in a separate enclosure with the proposal and will remain unopened until the Review Committee has selected a firm. **The fee and Scope of Services are subject to negotiation.**

### **B. Submittal requirements**

Submit six (6) hard copy proposals to Cairie Vlrrueta, City Clerk, 9 South Broad Street, Elkhorn, Wisconsin, 53121 by no later than **10:00 AM Friday March 8, 2019**. Deliver proposals in a sealed envelope marked "**City Hall Design Services**" in the lower left-hand corner of the envelope. In addition to the hard copies, submit one (1) electronic version to City Administrator Sam Tapson ([stapson@cityofelkhorn.org](mailto:stapson@cityofelkhorn.org)).

A firm may withdraw a proposal, without prejudice after submittal to the City, provided the City Clerk receives written notice of withdrawal prior to the closing time set for receiving proposals.

Proposals received prior to the time of the opening remain unopened until the time specified herein. No responsibility shall be attached to the City Clerk or the City for the premature or non-opening of a Proposal not properly addressed and identified except as otherwise provided by law. Proposals arriving after the specified time, whether sent by mail, courier, or in person, shall not be accepted and rejected or returned unopened. It is the Firm's responsibility for the timely delivery regardless of the method used.

## **V. EVALUATION AND SELECTION PROCESS**

It is the City's intent to engage the services of the Consultant who provides the best combination of experience and qualifications to meet the needs of the City. To achieve this objective, the City observes the following procedural elements.

### **A. Evaluation Criteria**

1. Qualifications of the firm based on experience, staff expertise, and performance record.
2. Program of work, methodology, and general management approach.
3. Location and availability of personnel assigned to the City.
4. Demonstrated understanding of City's operations and required services.

### **B. Interviews and Presentations**

The City reserves the right to create a "shortlist" of respondents and to invite those firms to deliver a presentation of its proposal to the Committee.

### **C. Ranking and Selection**

An *RFP Review Committee* comprised of staff and elected officials will evaluate and rank all proposals received. Based on the composite rankings, the Committee will submit its recommendation to the Common Council Finance Committee for consideration of contract award.

### **D. Negotiations**

Subsequent to the selection of a consultant and review by the Finance Committee, the City may elect to negotiate final contract terms, scope of services, and price with the selected firm. If mutually agreed upon terms and conditions cannot be reached with the selected firm, the City may initiate negotiations with the firm whose proposal received the next highest evaluation ranking.

### **E. Contract Award**

Upon reaching mutually agreed to terms and conditions, the Finance Committee will forward its recommendations for contract award to the Common Council. No employee or officer of the City may execute a contract on behalf of the City unless so authorized by vote of the Common Council.

## **VI. ADDITIONAL CONSIDERATIONS**

- City reserves the right to reject any or all proposals.
- City reserves the right to request clarification of information submitted and to request additional information from the firm(s).
- If the City and selected firm are unable to negotiate a contract for services, the City may choose to enter into negotiations with another of the respondent firms, or it may re-advertise for new proposals.

- The successful consultant shall enter into a standard City contract for Professional Services, a sample of which is attached as Appendix A.
- The successful consultant shall provide and maintain professional liability, worker's compensation, property damage, errors and omissions, and any additional lines of coverage required by the City. Refer to Appendix B for a summary of required insurance coverage.

DRAFT



**CITY OF ELKHORN  
VEHICLE/EQUIPMENT REPLACEMENT PROGRAM**

***MODIFIED JANUARY 2019***

Acquisition and subsequent replacement of vehicles and equipment represents one of the largest continuing investments made by local government; the estimated value of city owned vehicles/equipment exceeds \$3,000,000. Implementing and maintaining a Vehicle/Equipment Replacement Program, which recognizes amortized replacement cost as an annual operating expense offers a viable, cost-effective "best practice" for managing fleet replacement. Unfortunately, the cumulative impact of Levy Limits has rendered such an approach unworkable. Resource limitations notwithstanding, a financing plan to ensure the timely replacement of vehicles/equipment is required. .

**PURPOSE**

In light of revenue constraints, which make it next to impossible to meet the ongoing demand for timely equipment replacement, it is necessary to develop a revised financing structure to support the Vehicle/Equipment Replacement Program. Although the funding approach must be revamped, the essential purpose of the Program remains fundamentally unchanged - *to provide the financial means necessary to ensure the timely and cost-effective replacement of mechanized resources.*

**PROGRAM SCOPE**

The Vehicle/Equipment Replacement Program is intended to cover all vehicles and equipment owned/operated by departments, inclusive of Fire and Utilities. However, the replacement of vehicles and equipment operated by enterprise departments, which also includes EMS, are subject to coverage within the respective operating Fund.

**PROGRM ELEMETS**

A relatively simple plan, the Vehicle/Equipment Replacement Program embraces three basic elements (1) Functional Life Cycle; (2) Replacement Schedule; and (3) Financing Strategy.

**1. Functional Life Cycle**

Defined as *"The period of years during which maximal operating efficiency and value may reasonably be expected from a vehicle or piece of equipment"*, Functional Life Cycle is the variable used to establish a replacement cycle. Each vehicle and/or piece of equipment currently in the city fleet has been assigned a "Functional Life Cycle", which serves as the replacement schedule for each of the various vehicles and/or equipment covered by the Program. W h e n new vehicles and/or equipment are added to the fleet, a "Functional Life Cycle" will be established for each item so added. Because the determination of a "Life Cycle" is an imprecise and somewhat

subjective process, the schedule prescribed in Exhibit 1 is fluid in nature. Owing to this fluidity of design, plan evaluation/modification is an expected element of the Program.

## **2. Replacement Schedule**

Aligned with the respective "Life Cycle" for each vehicle or piece of equipment, a planned replacement schedule is established. Similar to the "Life Cycle", the replacement schedule will be subject to on-going evaluation and adjustment. However, unless evaluative data would suggest otherwise, replacement will be recognized each budget year as set forth in the replacement schedule.

## **3. Financing Strategy**

As noted, it is no longer financially feasible to recognize the amortized future replacement costs as an annual budgetary allocation. It is, therefore, necessary to adopt an alternate approach to the "sinking fund" concept that served as the foundation for the original Program. In light of present financial constraints it will be necessary to implement a financing strategy largely dependent on debt financing; using both short-term and long-term debt instruments. Whenever feasible the debt instrument selected should be aligned with life cycle expectations. For example, police patrol vehicles are generally on a two-year replacement cycle and financed with a shorter-term debt instrument. Fire apparatus, owing to a 20+ year replacement cycle, is better suited for longer term debt servicing. Whenever practicable, the term of the selected debt instrument should not exceed the expected life cycle of the vehicle or piece of equipment financed.

- **Short-Term Debt** - Short term is usually issued for periods of not more than three (3) years. In many cases, the debt instrument issued is a Tax Anticipation Note (TAN) for a period of 90-120 days. Use of a TAN should generally be reserved for the purchase of one or two vehicles having a combined cost of \$150,000 or less (i.e. police patrol vehicles).
- **Intermediate (Short-Term) Debt** – Generally issued for periods of up to five (5) years, Intermediate Debt is appropriate for the purchase of one or more vehicles with an aggregated cost of between \$150,000 and \$500,000. The anticipated useful life cycle of such vehicles and/or equipment should exceed the five (5) debt retirement period.
- **Long-Term Debt** – Issued for periods of more than five years up to twenty, long term debt is most appropriate for extraordinarily high cost vehicles having lengthy useful life cycles (i.e. Fire apparatus), or the purchase of several vehicle and equipment in a single budget year, which in the aggregate exceed \$750,000.

As noted, the use of the above financing options is limited to those operating units supported with general tax levy dollars. User fee supported operations are required to maintain a funded replacement account within each respective Fund.

## **SUMMARY**

A life-cycle based vehicle/equipment replacement program is a “best practice” means for ensuring the availability of financial resources sufficient to meet the demand for timely fleet replacement. The preferred financing approach is a “sinking fund” wherein amortized replacement cost is recognized as an annual operating expense over the expected life cycle of the vehicle. Owing in large part to the cumulative effect of levy limits, maintaining a sinking fund approach is not feasible. Since funding on a current-year basis cannot support required replacement of rolling stock, future replacement costs will necessitate the use of debt instruments as a primary source for funding. In order for the replacement of vehicles and equipment to be an embedded factor of the the City’s general financial management plan, the Council needs to endorse the conceptual framework set forth herein, or indicate a preferred approach for financing future replacements.