CITY OF STOUGHTON
PARKS & RECREATION DEPARTMENT
381 East Main Street Stoughton, WI 53589
Dan Glynn CPRP, Director
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Background

The Rotary Park restrooms and pathways project is for the installation of a prefab restroom structure and pathway connecting the Opera House parking lot to Rotary Park. The project budget is $150,000 which includes a fundraising match by the Rotary Club. This proposal is for the design and engineering for the project. We received proposals from Strand and MSA for the project which are both capable for producing satisfactory results. Strand's proposal was $6,000 less than MSA's.

Committee Action:

Motion by Heili and seconded by Caravello to recommend to Finance Committee Strand Associates Proposal for Rotary Park Improvements.

Motion carried unanimously (3-0).

Fiscal Impact

The project is included in the 2020 CIP for $150,000. $5,500 has already been spent for geotechnical services and a site survey. Strand's proposal for the remaining engineering work is $28,000 which would leave a remainder of $116,500 for construction.

Strand Associates, Inc.®
910 West Wingra Drive
Madison, WI 53715
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January 23, 2020

Mr. Dan Glynn
Parks & Recreation Director
City of Stoughton
207 South Forrest Street
Stoughton, WI 53589

Re: Proposal for Rotary Park Improvements

Dear Mr. Glynn:

On behalf of Strand Associates, Inc.®, thank you for the opportunity to submit this proposal to the City of Stoughton for the Rotary Park Improvements. Our proposal includes a project understanding, project scope, schedule, and estimated fee for design and construction-related engineering services for public facility improvements that will increase safety and accessibility at Rotary Park. If the City chooses to proceed with this work, we will prepare a task order for the City's review and approval.

Project Understanding

It is our understanding that the Stoughton Parks Department would like to add concrete sidewalk and a public restroom facility at Rotary Park to accommodate the growing use of the area. The new sidewalk will provide a more direct access route to the park and eliminate unnecessary foot traffic that occurs in front of the Stoughton Fire Department building. The addition of the public restrooms will provide a useful facility to an increasingly popular location. It is anticipated that this project will be constructed in 2020 after the Catfish River Music Festival during the Fourth of July weekend.

The sidewalk will be placed as a continuance from Main Street and lead into Rotary Park, following the north side of the pond, eventually connecting to the sidewalk at Sixth Street. The public restroom will be a prefabricated building with an exterior to match the nearby fire station building and placed on the east side of the park. This new building will require sanitary, water, and electrical service connections from Sixth Street. The previously published geotechnical report provides alternatives for a frost-free fill, spread-footing foundation or a frost-protected granular pad foundation.

Scope of Services

With the above *Project Understanding*, the following Scope of Services is proposed.

Design Services

- Participate in a project kickoff meeting.
- Design up to 300 linear feet of new concrete sidewalk, a foundation for the prefabricated restroom building, water service, sanitary sewer service, electrical service, and storm sewer to allow for drainage. Show these improvements on plan and profile drawings.
- Prepare erosion control drawings and details.
- Meet with the City to review design drawings and solicit comments; incorporate as appropriate.
- Prepare bid documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2013 edition, technical specifications, and engineering drawings.
- Apply for a Dane County Erosion Control Permit, as needed.

Bid-Related Services

- Distribute Bid Documents electronically through QuestCDN, available at www.strand.com and www.questcdn.com. Submit Advertisement to Bid to City for publishing.
- Prepare addenda and answer questions during bidding.
- Tabulate and analyze bid results and assist City in the award of the Construction Contract.
- Prepare up to three sets of Contract Documents for signature.

Construction-Related Services

- Provide contract administration services, including attendance at preconstruction conference, review of contractor's shop drawing submittals, review of contractor's periodic pay requests, periodic site visits, other services assigned to our firm in the construction contract, and participation in project closeout.
- Provide one iteration of construction staking for proposed sidewalk, building foundation, and utilities.
- Provide up to 40 hours of resident project representative services. In furnishing observation services, our effort will be directed toward determining for the City that the project will, in general, conform to the Contract Documents; but we will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform construction work in accordance with the Contract Documents.

We will coordinate our construction-related services with other City projects to be as efficient as possible.

City Responsibilities

- Provide the previously completed site survey in CAD form.

Project Schedule and Fee

Given an anticipated notice to proceed date of March 2, 2020, we will complete the Scope of Services described above by September 30, 2020. Our proposed schedule is outlined in the table below.

Project Schedule	
Task	**Date**
Design Schedule	
Begin Design Services	March 2, 2020
Advertise for Bids	April 2, 2020
Open Bids	April 17, 2020
City Council Award of Contract	April 28, 2020
Notice to Proceed	May 22, 2020
Construction Schedule	
Catfish River Music Festival	July 2-5, 2020
Construction Start Date	July 6, 2020
Construction End Date	August 28, 2020

We will complete the scope of services described above on an hourly-rate basis plus expenses for an estimated fee of $28,000 (Design and Bid-Related Services: $18,000, Construction-Related Services: $10,000).

We look forward to the opportunity to work with the City on the Rotary Park Improvements Project.

Sincerely,

STRAND ASSOCIATES, INC.®

Andrew B. Constant, P.E., ENV SP
Project Manager

P200.026/ABC:mah