CITY OF STOUGHTON
PARKS & RECREATION DEPARTMENT

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Date: November 23, 2020

From: Dan Glynn, Parks & Recreation Director

Subject: Virgin Lake Trail Extension & Engineering

It was approved in the 2021 CIP budget to fund design and engineering work for the Virgin Lake Trail extension that will connect to the 51 West development. The developer for 51 West is using MSA for his design and engineering work. Due to my familiarity with working with MSA and their involvement with the development, I solicited a task order agreement from them for the design and engineering work for the trail extension.

By having them complete the design and engineering, the City is most likely going to end up with a seamless trail integration between the two properties. There will also be a time savings since there will be no need for coordination meetings between design teams. This is something we are encountering with the riverfront project and the multiple parties involved.

The design and engineering services include: topographic site survey, wetland delineation, trail design, erosion control, drainage details, construction sheets, bid documents, and applying for applicable permits. These items are all needed to construct the trail properly.

The estimated total for the task order agreement will be under our budgeted amount of $60,000**.** The work being provided is considered a professional service in the CIP Purchasing Manual and falls under Section II—Special Procurement Procedures, A. Master Service Agreement. Without selecting MSA, I would need to write a Request for Proposals, send it to other area firms, and conduct pre-submittal interviews. We would then possibly have the finalists come to a committee meeting for interviews. I don't believe this additional work is warranted since we would have the best chance for a seamless integration between properties (best design) and MSA's past performance on City park projects.

This approval shall be contingent on the 51 West Development being approved by City Council.

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PROJECT DESCRIPTION / SERVICES SCOPE
VIRGIN LAKE TRAIL IMPROVEMENTS

Stoughton, Wisconsin
December 15, 2020
MSA #:09360019

I. PROJECT UNDERSTANDING

A project to improve approximately 1,100 liner feet of existing trail through Heggestad Park to the eastern edge of the proposed Dvorak Development. Trail is to be 10-ft wide asphalt multi-use path. Wetland delineation and geotechnical report will determine extent of boardwalk required, if any. Below is a map indicating the approximate route of the new trail within the park, upon which this proposal is based.

II. PROJECT APPROACH

PLANNING AND KICK-OFF MEETING (Meeting #1)

We will begin with a kickoff meeting the City to review current visions and goals of the project, and discuss the best strategies for implementation. We will establish a detailed project schedule and other administrative details to run the project most efficiently to its successful completion.

TOPOGRAPHIC SURVEY:

MSA will immediately work to complete the field survey as determined by the site visit, and create a base map of the area showing the existing trail, trees, and any utilities. All field data will be collected horizontally on Dane County Coordinates.

Tasks necessary to complete the topographic survey include:

- Research the public record for:
    - Horizontal and Vertical Control Monuments
    - Survey Maps
    - Supplemental data such as: soils maps, wetland inventory maps, aerial photographs
    - Coordination with Digger's Hotline and utility representatives Field Work Permanent horizontal and vertical control establishment
    - Topographic Survey (assumes the preferred route) including all site features, utilities and property corners

Deliverables
Digital Terrain Model (DTM) in AutoCAD, if requested

WETLANDS:
MSA will meet on site with City early in the project timeline to delineate (stake, flag, GPS) and understand what they would consider a feasible route. Final trail alignment will depend on review of wetlands. Upon the growing spring growing season in early 2021, MSA will then preform a wetland delineation with follow up of concurrence with the WDNR. *The concurrence fee from the WDNR is assumed in the cost of $300 plus reimbursables for a total of $600.*

Deliverables
Wetland Delineation with Mapping

UTILITY COORDINATION:
Coordinating with local utility companies, especially will contribute to the successful implementation of the project from the early stages. MSA will coordinate project impacts with local gas, electric and communication utilities to make them aware of the project planning and incorporate their comments by mapping proposed utility corridors if required upon discovery within the topographic survey of the site.

DESIGN, PLANS, SPECIFICATIONS, AND ESTIMATE

Upon collecting all the site information, the design development stage can begin to layout the trail and its alignment. The alignment will be driven by the above findings. MSA will coordinate placement of soil borings locations once a trail alignment is established. MSA will solicit soil boring and geotechnical report quotes for the City to consider for directly contracting with for this work. Upon receiving the geotechnical report, then MSA can develop the design further into the trail construction and need for any boardwalk along the route. With this develop the following plans can be generated:

Anticipated Sheets

- Title sheet
- Typical trail section(s)
- General notes.
- Erosion control plans and details
- Construction detail sheets
- Minor drainage details
- Plan and profile — multi-use trail/Boardwalk segments
- Cross sections — Cut cross sections every 50 feet.
- Trail signing, if needed.

One preliminary estimate – major work items such as pavement, base course, earth work and drainage will be provided at approximately 60%.

60% Plan Review Meeting (Meeting #2)
This meeting will address 60% engineering plan and profile sheets. MSA will complete the initial assessment of the route utilizing the Envision rating system.

Applicable permits will be developed and submitted for the project. The assumed permits to be submitted are:

- WDNR WPDES NOI Permit (if construction disturbance is over 1 acre)
- WDNR Wetland Disturbance Permit
- Local Erosion Control/Land Disturbance

Note all permit fees shall be directly paid to the agency by the City.

Upon review of the project by the City, the final construction documents will be assembled. Specifications and final construction plans will be developed for bidding purposes. One final estimate with itemized break down will be provided with final plans route for the multi-use trail.

Final Plan Review Meeting (Meeting #3)

This meeting will address the final engineering plan and coordinate final edits to the construction documents prior to bidding. Project bid package will prepared will required permits for a locally let project, to a single-prime general contractor.

Deliverables:
Exhibits and agendas
Minutes will be created and distributed electronically to attendees for each meeting

BIDDING

- Prepare Advertisement for Bids and placed in local newspaper (advertising costs to be paid by the City).
- Electronic distribution of drawings and specifications using Quest.
- Electronic Bid Opening in the office of MSA or via Zoom using Quest.
- Reviewing, tabulating, and evaluating the bids.
- Support the Owner in the consideration of the bids with a recommendation.
- Prepare Owner/Contractor agreements.

CONSTRUCTION

- Conduct a preconstruction meeting. Prepare and distribute meeting minutes.
- Interpret and clarify Construction Documents for execution and progress of the work.
- Limited construction progress visits at key times of project development (6 site visits).
- At Substantial Completion of the project, a list of items to be completed and corrected will be prepared and distributed to the Owner and Contractor (1 site visit).
- At Final Completion verify the work on the list of items to be completed and corrected has been completed (1 site visit).
- Review submittals and other applicable shop drawings.
- Prepare and distribute a Certificate of Substantial Completion.
- Receive, review and forward to the Owner the Contractor's record drawings and guarantees.

SERVICES NOT INCLUDED:

The basic services of this proposal do not include providing the following services. If needed these services can be provided by the Owner, an Owner's subconsultant or they may possibly be provided by additional Engineering services if specifically authorized by the Owner.

1. Attend other meetings not identified above.
2. Attend regular construction job progress meetings
3. Construction Staking (this will be by the contractor)
4. Multiple Bid Packages
5. Archeological Study
6. Grant writing services
7. Full time on site supervision
8. Work outside the identified construction limits

ESTIMATED COMPENSATION:

MSA shall perform the above stated services for a lump sum fee as follows:

Site Survey	$ 5,350
Wetland Delineation	$ 3,600
Permitting	$ 6,000
Design and Construction Documents	$ 27,530
Bidding	$ 3,500
Construction Administration	$ 11,960
TOTAL ESTIMATED FEE*	**$ 57,940**

*Notes:

- The estimated fees include reimbursable expenses.
- Note all permit fees shall be directly paid to the agency by the City.
- Cost of Geotechnical Exploration and Report, not included, to be paid directly by the City.