

Special Town Board and Roads Committee Meeting – May 31, 2017

Posted May 30, 2017 at 11:00 a.m. at the Town of Russell Garage, Town Clerk's Office and Town website. Notice sent to the Ashland Daily Press.

The meeting was called to order by Chairman Paul Tribovich at 6:10 p.m. at the Town of Russell Garage. Roll call was taken as follows; present Supervisors Mark Bugher, Larry Meierotto and Don Sullivan, Roads Committee member Mark Wendling and Clerk/Treasurer David L. Good. Supervisor Jeff Benton was excused.

One Town Elector or members of the public were present.

The Pledge of Allegiance was recited by those present.

PUBLIC INPUT – Tribovich asked the public if input should be held now or at the end of the meeting. No public input was offered.

OLD BUSINESS

Review proposal received engineering services for Old County K Road Re-construction Project – The Town solicited proposals from 10 firms. Nine proposals were received. C & S Design did not submit a proposal. Copies of the proposals received were given to all Board and Committee members on Tuesday, May 16, 2017.

Evaluate proposals utilizing revised Consultant Rating Sheet FDM8-5 Attachment 20.1 – The Board discussed, scored and ranked the engineering proposals as follows:

TOWN OF RUSSELL OLD COUNTY K ROAD RECONSTRUCTION ENGINEERING CONSULTANT EVALUATIONS										
CRITERIA	Rating Scale 1 to 10 with 10 being Exceptional									
	Cooper	Westbrook	Becher-Hoppe	Cedar	NWBE	AYRES	Coleman	S.E.H.	MSA	(did not submit a proposal) CS Design
1 Resources to do the job	9	8	8	7	8	9	8	9	8	NA
2 Project Manager/Engineer	9	7	9	6	7	7	6	9	7	NA
3 Current Variance (meeting schedules)	7	5	7	5	5	8	5	9	5	NA
4 Work Load Remaining (Capacity)	9	9	9	9	9	9	9	9	9	NA
5 Public Involvement	7	7	7	7	7	8	6	9	7	NA
6 Environmental Issues	8	8	8	8	8	8	8	8	8	NA
7 Right-of-Way & Utility Issues	7	5	7	6	7	8	7	9	7	NA
8 Knowledge of Job	8	5	5	5	5	8	5	8	6	NA
9 Identify Problems Proactively for Client	7	5	5	5	5	8	5	9	5	NA
10 Accomodating Public & Agency Concerns	7	5	5	5	6	8	5	9	6	NA
11 Schedule	7	6	6	6	6	8	6	9	7	NA
TOTALS	85	70	76	69	73	89	70	97	75	NA
RANK	3	7-8	4	9	6	2	7-8	1	5	NA
	Cooper	Westbrook	Becher-Hoppe	Cedar	NWBE	AYRES	Coleman	S.E.H.	MSA	

Prioritized list of Consultants and complete WI DOT Form DT1515 – The following form was agreed upon for submittal:



LOCAL DESIGN SELECTION APPROVAL CHECKLIST

Wisconsin Department of Transportation
DT1515 10/2014

State Project ID 8357-01-03	Highway/Street Old County K	Estimated Contract Cost 1085800
Description of Work Old County K (Little Sand Bay Rd to Peterson Hill/Rowley Rd) add 3 ft paved shoulders to the entire road, replace and extend culverts, pulverize and pave the road.		

Municipality Contact	Name Paul Tribovich	
Title Town of Russell - Chairman	(Area Code) Telephone Number 715 779-5338	Email Address townofrussell@centurytel.net

Municipality Selection Committee (List at least 3 voting members in the selection process, including the chairperson)

Name	Title	(Area Code) Telephone Number
1 Paul Tribovich	Town Board Chairman	715 2094809
2 Mark Bugher	Town Board Supervisor	715 7795591
3 Lary Meierotto	Town Board Supervisor	715 7793257
4 Don Sullivan	Town Board Supervisor	715 7795437
5 Mark Wendling	Town Roads Committee Member	715 7795599

Detailed estimate of hours and costs for the project was developed by		Solicitation of Interest was published by: (check all that apply)	
<input checked="" type="checkbox"/> Municipality	<input type="checkbox"/> Central Office Office	<input type="checkbox"/> Notifying entire WisDOT Eligible Roster of Consultants	<input type="checkbox"/> Using WisDOT Internet site for design solicitation
<input checked="" type="checkbox"/> WisDOT Region		<input checked="" type="checkbox"/> Local Internet site	<input type="checkbox"/> Justified Sole Source
Were objective criteria developed and used in short-listing the preferred consultants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Newspaper Advertisement	<input type="checkbox"/> Small Purchase Procedure (see FDM 8-5-10)
Did the selection committee conduct interviews with the potential consultants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> Notifying entire municipally maintained roster of interested and qualified firms (minimum of 10). Solicitation method must be documented in the project file.	Number of firms contacted: 10
If Yes, how many firms were interviewed?		Final short list of consulting firms in order of rank in the project:	
A copy of the objective criteria can be found at the following location <input type="checkbox"/> Central Office Office <input type="checkbox"/> WisDOT Region Region project file <input checked="" type="checkbox"/> Municipality Project File		1 S.E.H. Inc. 2 AYRES 3 Cooper Engineering 4 Becher-Hoppe 5 MSA	
DOT Estimate Attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Approval for selecting the following preferred consultant is requested:		S.E.H. Inc.	
Municipality Town of Russell	Prepared By (name and title) Paul Tribovich - Town Board Chairman	Date (choose) 5/31/2017	

WisDOT Use Only		<i>* CAR'S Required Values</i>	
*Contract Phase	Date of Request	Date	
*Status Status	*Contract Function	Function	
*Project Limits	*Program Code	Program Code	
	*Federal Funding %	%	
	*ARRA	<input type="checkbox"/> Yes <input type="checkbox"/> No	
*County County List	*DBE % Goal	%	
*Region/Bureau Region/Bureau	*DBE Waiver	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Selection for Design by Local Government Contract Approved by		See FDM 8-5-20.5	Assigned Fixed Fee %
Contracts \$50,000 or more – Statewide Consultant Engineer / Contracts under \$50,000 – Region			
Approval Signature (Brush Script font)		Date (choose) Date	

For Statewide Consultant Engineer's Approval, send form to DOTConsultantServicesApproval@dot.wi.gov

A motion was made by Sullivan and seconded by Bugher to approve the above rankings and WI DOT Form dt1515. The motion carried.

Chairman, Supervisor and Clerk/Treasurer reports – Nothing was offered.

Items for next Town Board Meeting agenda – None.

A motion was made by Meierotto and seconded by Bugher to adjourn at 7:43 p.m. The motion carried.

The minutes respectfully submitted by:

David L. Good – Clerk/Treasurer

DRAFT