

OFFICIAL PUBLIC NOTICE



MEETING OF THE PLANNING COMMISSION

WEDNESDAY, JANUARY 18, 2023 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

AGENDA

CALL TO ORDER: *Roll Call for the meeting; determine whether a quorum is present; affirm proper public notice.*

APPROVAL OF MINUTES:

1. Approval of January 4, 2023 meeting minutes.

DISCUSSION AND POSSIBLE ACTION ITEMS:

2. Stori Field Conceptual Development Planning
3. Closed Session – Development Incentive
 - a. The Chair may entertain a motion to enter closed session pursuant to Wis. Stat, Sec 1985(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - b. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2). Roll call vote if motion is not unanimous.
4. Closed Session – Land Procurement
 - a. The Chair may entertain a motion to enter closed session pursuant to Wis. Stat, Sec 1985(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - b. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2). Roll call vote if motion is not unanimous.
5. Closed Session – Development Incentive
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 - b. Reconvene in open session pursuant to Wisconsin Stat, Sec 19.85(2). Roll call vote if motion is not unanimous.

UPDATES ON ONGOING PROJECTS

SET NEXT MEETING DATE: *Fourth Wednesday of the month - February 22, 2023*

ADJOURNMENT:

Posted this 17th day of January, 2023 by 4:30 PM.

Copy to the official newspaper the Richland Observer.

A handwritten signature in black ink, appearing to read "Aaron Joyce", written over a horizontal line.

Aaron Joyce, City Clerk/Treasurer

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information

or to request this service contact Ashley Oliphant, City Administrator at 450 S. Main St., Richland Center, WI. 53581 or call 608-647-3466. Notice is hereby given that the council members who are not members of this committee may attend this meeting so as to constitute a quorum of the city council. Any such council member attendance will be for information gathering, discussion, and/or related purposes and will not result in the direct decision making by the city council at the committee meeting. The City of Richland Center is an equal opportunity employer, provider, and lender.

MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, JANUARY 04, 2023 AT 5:30 PM

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

CALL TO ORDER:

The Meeting was called to order at 5:31PM by Chair Todd Coppernoll. A quorum was present.

MEMBERS PRESENT:

Chair Todd Coppernoll

Aldersperson Ryan Cairns - *arrived at 5:47PM*

Aldersperson Karin Tepley

Citizen Member Ray Wilson

Citizen Member Candace Fagerlund

Citizen Member Lisa Miller

Citizen Member Mark Jelinek - *departed at 6:10PM*

AFFIRMATION OF PROPER PUBLIC NOTICE OF THE MEETING

Oliphant affirmed proper public notice of the meeting.

APPROVAL OF MINUTES:

Approval of November 30, 2022 Minutes

Motion made by Citizen Member Fagerlund, Seconded by Citizen Member Wilson. Motion carried.

Voting Yea: Chair Coppernoll, Aldersperson Cairns, Aldersperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller, Citizen Member Jelinek

ITEMS FOR DISCUSSION:***Stori Field Conceptual Planning - Matt Muchow of Vierbicher***

Matt Muchow reviewed two conceptual designs with the Commissioners. The first design included seven ranch style duplexes with a two car garage for each unit. Each unit to be approximately 1,400 sq ft. The second design was very similar to the first but included one additional duplex. Due to the topographic and infrastructure capacity challenges at the location, the placement of duplexes and roadway were somewhat constrained.

The Commissioners inquired about several design elements including removing an optional sidewalk accessway from sledding hill, greenspace layout, density of development, the width of the road, and whether the roadway should be privately owned or a public street. Muchow to modify both concepts to reflect the requests of the Commission.

Muchow advised the first concept with seven units would likely equate to a per unit infrastructure cost of \$46,000. Whereas with the eight unit design, the per unit infrastructure cost would likely be \$44,000. He further indicated that due to the rising cost of development, it would be reasonable to expect any developer to seek financial incentives from the municipality or for the municipality to absorb the cost of infrastructure to make the development financially viable.

The next step in the development process would be to create and disseminate requests for qualifications (RFQ). This allows interested developers the opportunity to demonstrate their

qualifications, review and modify the conceptual plans and present their proposals to the City. Glasbrenner recommended the City continue working with Vierbicher through the RFQ and pre-development process. Many critical elements of the project like rezoning, zero lot line implementation, and creating RFQ criteria remain to be completed which would be best addressed by utilizing professional services.

Muchow discussed a reasonable timeline to expect for sitework to begin. He advised it would be typical to anticipate a six-to-nine-month period; however, with the supply chain issues currently impacting construction, contractor schedules, and any other delays that may arise, an extended timeline should be anticipated.

Muchow will update both concepts presented to reflect the modifications proposed during the meeting. He will present the revised concepts at the next meeting of the Planning Commission.

Industrial Park

Economic Development Director Glasbrenner updated the Commission regarding the progress of site work at the Industrial Park. He recommended contracting with Vierbicher to complete survey and permit work as discussed at previous meetings. The Commission supported this recommendation. Glasbrenner to proceed with establishing terms and scope of work with Vierbicher.

Closed Session - Development Incentive.

Item not discussed; no action taken.

Closed Session - Land Procurement

Motion to enter closed session. Motion Carried. Entered into closed session at 7:16PM.

Motion made by Citizen Member Miller, Seconded by Citizen Member Wilson.

Voting Yea: Chair Coppernoll, Alderperson Cairns, Alderperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller

Motion to reconvene in open session. Motion carried. Returned to open session at 7:42PM.

Motion made by Citizen Member Fagerlund, Seconded by Alderperson Tepley.

Voting Yea: Chair Coppernoll, Alderperson Cairns, Alderperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller

DISCUSSION OF FUTURE AGENDA ITEMS

- Stori Field
- Industrial Park Site Work
- Panorama Estates Update
- Update on Zoning Code Revision & Recodification Process
- Wayfinding Signage Update
- Comprehensive Plan Implementation

NEXT MEETING DATE

The next meeting of the Planning Commission was scheduled for January 18th at 5:30PM.

ADJOURNMENT

The meeting was adjourned at 7:53PM.

Motion to adjourn. Motion made by Alderperson Tepley, Seconded by Citizen Member Fagerlund.

Voting Yea: Chair Coppernoll, Alderperson Cairns, Alderperson Tepley, Citizen Member Wilson, Citizen Member Fagerlund, Citizen Member Miller

Minutes recorded by Ashley Oliphant

DRAFT

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Discussion & possible action regarding conceptual plans and next steps in the process for Stori Field development

Meeting Date: 1/18/2023

Requested by: Jasen Glasbrenner, Economic Development Director and Ashley Oliphant, City Administrator

Presented to: Planning Commission 1/18/2023. Planning Commission on 1/4/2023.

Background:

- On 10/4/2022 the contract for conceptual planning and engineering was awarded by City Council to Vierbicher Engineering.
- On 1/4/2023 conceptual plans were presented and discussed at Planning Commission and minor revisions were requested.
 - The conceptual plan showed infrastructure and 7 or 8 duplexes.
 - The estimated per living unit cost for infrastructure was approximately \$40,000. Total Cost was estimated at ~ \$700,000
 - Indications are that the City is likely to have to participate in the development costs in order for the development to be economically feasible for a developer.

Financial Impact:

- Request for allocation of an additional \$5,000
- On 10/4/2022 City Council authorized spending of up to \$15,000

Funding Source: Defederalized Economic Development Business RLF Fund

Discussion for this meeting:

- Review of revised conceptual plans
- Possible increase in number of units; consider green space requirements, recreation impact, possible two story construction, water service capacity, or other
- Potential for significant financial involvement by the City as a result of high development costs
- Land valuation by appraisal – Staff recommendation to forgo
- Is there additional public awareness needed through news release or a project open house? Official public hearing for land split or rezoning will be late in the process.
 - Process for identifying a developer – Staff recommendation to use networking and direct contact meetings vs an official RFQ process.
 - Additional funds needed for consultation with Vierbicher throughout the process

Requested Action:

Planning Commission Motion: Recommend to Finance and City Council to authorize the Economic Development Director and City Administrator to engage with the public to solicit input on the project by way of _____ and to pursue potential developers for Stori Field housing with an additional spending authorization of up to \$5,000 from the Business RLF Fund for the purpose of professional consulting services and related project costs needed to execute the process.

Opinion of Probable Cost
1/13/2022
Stori Field
Concept 2
City of Richland Center

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Street & Site work					
1	Mobilization	LS	1	\$ 18,000.00	\$ 18,000.00
2	Site Clearing & Grubbing	LS	1	\$ 2,000.00	\$ 2,000.00
3	Temporary Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
4	Remove Existing Asphalt	SY	290.0	\$ 5.00	\$ 1,450.00
5	Common Excavation (Estimated 2550 CY +/-)	LS	1	\$ 29,000.00	\$ 29,000.00
6	Strip, Salvage, & Re-Spread Topsoil (Estimated 1000 CY +/-)	LS	1	\$ 8,000.00	\$ 8,000.00
7	Excavation Below Subgrade (EBS) (Excavation Only)	CY	40	\$ 15.00	\$ 600.00
8	Base Aggregate Dense - 1 1/4"	TON	920	\$ 15.00	\$ 13,800.00
9	Base Aggregate Dense - 3" (Includes Base for EBS)	TON	1880	\$ 15.00	\$ 28,200.00
10	Finish Grading In Prep. Of Stone Base	LF	535	\$ 5.50	\$ 2,942.50
11	Sawcut Asphalt	LF	200	\$ 5.00	\$ 1,000.00
12	HMA Pavement - Upper Layer 1.75"	TON	260	\$ 110.00	\$ 28,600.00
13	HMA Pavement - Lower Layer 1.75"	TON	260	\$ 110.00	\$ 28,600.00
14	Remove Existing Building	LS	1	\$ 4,000.00	\$ 4,000.00
15	Asphaltic Tack Coat	SY	2450	\$ 0.40	\$ 980.00
16	Street Sign - Stop Sign (R1-1) and Street Name Assembly	EA	1	\$ 750.00	\$ 750.00
17	Restoration W/ Seed, Mulch, & Fertilizer	SY	7000	\$ 4.00	\$ 28,000.00
18	New Tree	EA	5	\$ 600.00	\$ 3,000.00
19	Inlet Protection - Type D	EA	2	\$ 200.00	\$ 400.00
20	Clear Stone Tracking Pad	TON	50	\$ 20.00	\$ 1,000.00
21	Silt Fence	LF	400	\$ 3.50	\$ 1,400.00
22	Remove Existing Curb & Gutter	LF	60	\$ 6.00	\$ 360.00
23	Concrete Sidewalk - 4"	SF	5400	\$ 5.50	\$ 29,700.00
24	Detectable Warning Fields	EA	2	\$ 375.00	\$ 750.00
25	Concrete Curb & Gutter - 30"	LF	1070	\$ 20.00	\$ 21,400.00
Subtotal - Street & Site work					\$ 255,432.50
Contingency (10%)					\$ 25,543.25
Professional Services (12%)					\$ 33,717.09
Total -					\$ 314,692.84

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Sanitary Sewer					
26	Sanitary Sewer - 8" PVC	LF	600	\$ 55.00	\$ 33,000.00
27	Sanitary Sewer - Connect to Existing	EA	2	\$ 1,500.00	\$ 3,000.00
28	Sanitary Sewer Televising	LF	600	\$ 3.00	\$ 1,800.00
29	Sanitary Sewer - 48" Dia. Manhole	EA	4	\$ 5,500.00	\$ 22,000.00
30	Sanitary Sewer Service Lateral - 4" PVC	LF	440	\$ 40.00	\$ 17,600.00
31	Sanitary Sewer- 4" Wye Only	EA	8	\$ 400.00	\$ 3,200.00
32	Abandon Existing Sanitary Sewer	LS	1	\$ 3,000.00	\$ 3,000.00
33	Select Granular Backfill (Trucked-In)	CY	150	\$ 15.00	\$ 2,250.00
Subtotal - Sanitary Sewer					\$ 85,850.00
Contingency (10%)					\$ 8,585.00
Professional Services (12%)					\$ 11,332.20
Total -					\$ 105,767.20

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Water Distribution					
34	Water main - 6" C-900	LF	50	\$ 65.00	\$ 3,250.00
35	Water main - 8" C-900	LF	685	\$ 70.00	\$ 47,950.00
36	Water Main - Connect to Existing	EA	2	\$ 2,000.00	\$ 4,000.00
37	Gate Valves - 6"	EA	2	\$ 2,350.00	\$ 4,700.00
38	Gate Valves - 8"	EA	2	\$ 3,000.00	\$ 6,000.00
39	Styrofoam Insulation	EA	4	\$ 125.00	\$ 500.00
40	Water Service Lateral - 1" HDPE	LF	830	\$ 32.00	\$ 26,560.00
41	Water Service - Corporation, Curb Stop, Union, and Box	EA	16	\$ 550.00	\$ 8,800.00
42	Hydrant - New w/ Marker Flag	EA	2	\$ 6,450.00	\$ 12,900.00
43	Select Granular Backfill (Trucked-In)	CY	200	\$ 15.00	\$ 3,000.00
Subtotal - Water Distribution					\$ 117,660.00
Contingency (10%)					\$ 11,766.00
Professional Services (12%)					\$ 15,531.12
Total -					\$ 144,957.12

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Storm Sewer & Storm Water Management					
44	Storm Sewer - 15" RCP	LF	350	\$ 75.00	\$ 26,250.00
45	Storm Sewer - 18" RCP	LF	150	\$ 80.00	\$ 12,000.00
46	15" RCP Apron Endwall W/out Pipe Gate	EA	1	\$ 1,200.00	\$ 1,200.00
47	Storm Sewer Manhole - 48"	EA	3	\$ 4,250.00	\$ 12,750.00
48	Storm Sewer Curb Inlet - 2' x 3' Precast Box W/ Frame & Grate	EA	2	\$ 2,600.00	\$ 5,200.00
49	Remove Existing Storm Sewer	LS	1	\$ 2,000.00	\$ 2,000.00
50	Stormwater Pond Outlet Structure	LS	1	\$ 10,000.00	\$ 10,000.00
51	Stormwater Management Pond	LS	1	\$ 40,000.00	\$ 40,000.00
Subtotal - Storm Sewer & Storm Water Mgmt					\$ 109,400.00
Contingency (10%)					\$ 10,940.00
Professional Services (12%)					\$ 14,440.80
Total -					\$ 134,780.80
Total - Stori Field Development					\$ 568,342.50
Contingency (10%)					\$ 56,834.25
Professional Services (12%)					\$ 75,021.21
Total -Stori Field Development					\$ 700,197.96
Cost Per Unit					\$ 43,762.37

This Engineer's Opinion of Probable Cost is made on the basis of our experience and qualifications. It represents our best judgment as experienced and qualified design professionals based on our information available at the time the cost opinion is made. It should be recognized that Vierbicher Associates, Inc. does not have control over the cost of materials or services furnished by others, over market conditions, or contractors methods of determining their prices. Accordingly, Vierbicher Associates, Inc. cannot and does not guarantee that bids or actual costs will not vary from this opinion.

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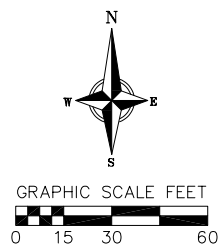
CONCEPT PLAN
OPTION #1

Legend

- Duplex
- Stormwater
- Green Space

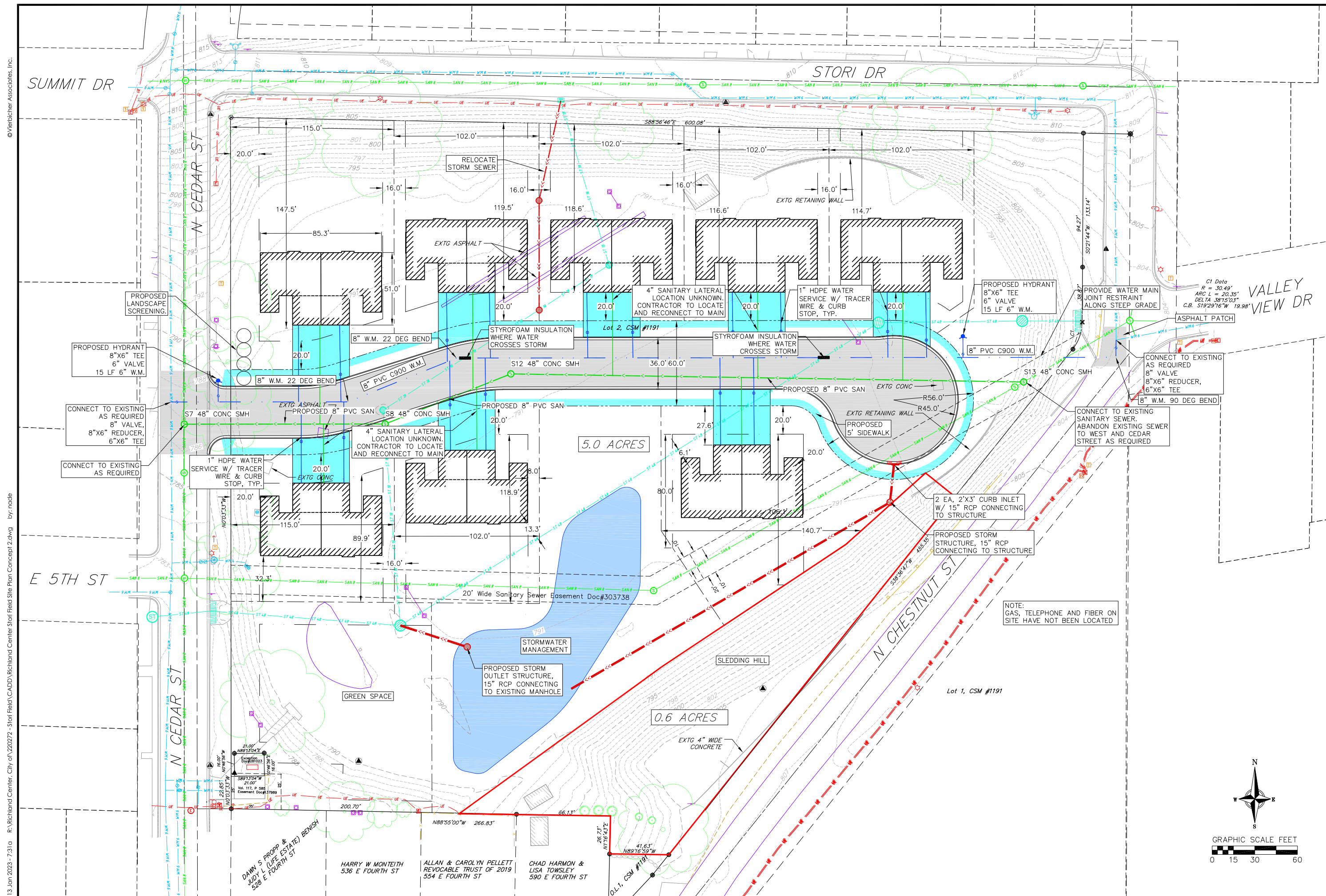


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CITY OF RICHLAND CENTER, WISCONSIN

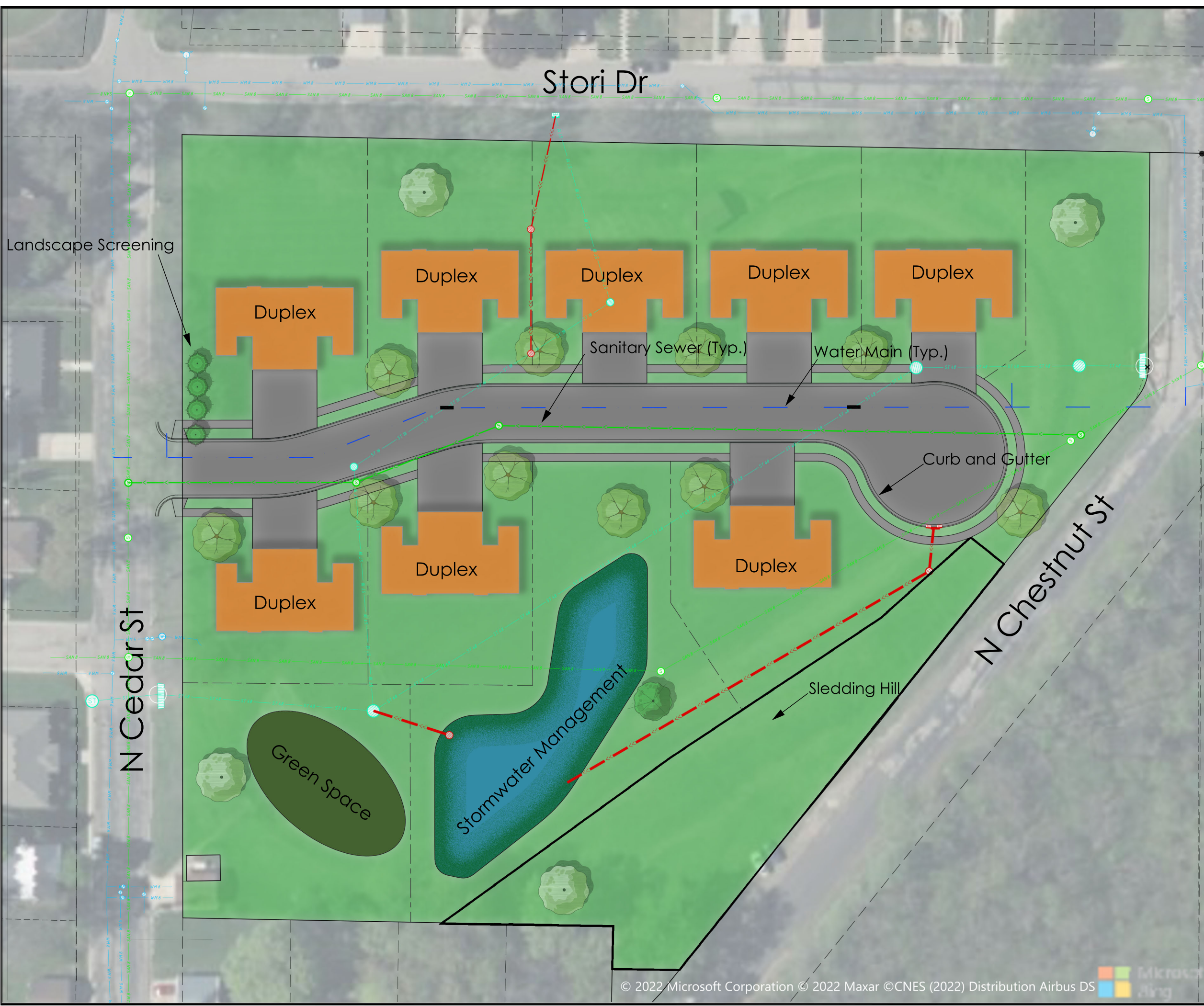
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CONCEPT PLAN OPTION #2

Legend

- Duplex
- Stormwater
- Green Space



Opinion of Probable Cost
1/13/2022
Stori Field
Concept 1
City of Richland Center

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Street & Site work					
1	Mobilization	LS	1	\$ 18,000.00	\$ 18,000.00
2	Site Clearing & Grubbing	LS	1	\$ 2,000.00	\$ 2,000.00
3	Temporary Traffic Control	LS	1	\$ 1,500.00	\$ 1,500.00
4	Remove Existing Asphalt	SY	290.0	\$ 5.00	\$ 1,450.00
5	Common Excavation (Estimated 2,350 CY +/-)	LS	1	\$ 28,200.00	\$ 28,200.00
6	Strip, Salvage, & Re-Spread Topsoil (Estimated 800 CY +/-)	LS	1	\$ 8,000.00	\$ 8,000.00
7	Excavation Below Subgrade (EBS) (Excavation Only)	CY	40	\$ 15.00	\$ 600.00
8	Base Aggregate Dense - 1 1/4"	TON	920	\$ 15.00	\$ 13,800.00
9	Base Aggregate Dense - 3" (Includes Base for EBS)	TON	1880	\$ 15.00	\$ 28,200.00
10	Finish Grading In Prep. Of Stone Base	LF	535	\$ 5.50	\$ 2,942.50
11	Sawcut Asphalt	LF	200	\$ 5.00	\$ 1,000.00
12	HMA Pavement - Upper Layer 1.75"	TON	260	\$ 110.00	\$ 28,600.00
13	HMA Pavement - Lower Layer 1.75"	TON	260	\$ 110.00	\$ 28,600.00
14	Remove Existing Building	LS	1	\$ 4,000.00	\$ 4,000.00
15	Asphaltic Tack Coat	SY	2450	\$ 0.40	\$ 980.00
16	Street Sign - Stop Sign (R1-1) and Street Name Assembly	EA	1	\$ 750.00	\$ 750.00
17	Restoration W/ Seed, Mulch, & Fertilizer	SY	6000	\$ 4.00	\$ 24,000.00
18	New Tree	EA	5	\$ 600.00	\$ 3,000.00
19	Inlet Protection - Type D	EA	2	\$ 200.00	\$ 400.00
20	Clear Stone Tracking Pad	TON	50	\$ 20.00	\$ 1,000.00
21	Silt Fence	LF	400	\$ 3.50	\$ 1,400.00
22	Remove Existing Curb & Gutter	LF	60	\$ 6.00	\$ 360.00
23	Concrete Sidewalk - 4"	SF	5400	\$ 5.50	\$ 29,700.00
24	Detectable Warning Fields	EA	2	\$ 375.00	\$ 750.00
25	Concrete Curb & Gutter - 30"	LF	1070	\$ 20.00	\$ 21,400.00
Subtotal - Street & Site work					\$ 250,632.50
Contingency (10%)					\$ 25,063.25
Professional Services (12%)					\$ 33,083.49
Total -					\$ 308,779.24

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Sanitary Sewer					
26	Sanitary Sewer - 8" PVC	LF	600	\$ 55.00	\$ 33,000.00
27	Sanitary Sewer - Connect to Existing	EA	2	\$ 1,500.00	\$ 3,000.00
28	Sanitary Sewer Televising	LF	600	\$ 3.00	\$ 1,800.00
29	Sanitary Sewer - 48" Dia. Manhole	EA	4	\$ 5,500.00	\$ 22,000.00
30	Sanitary Sewer Service Lateral - 4" PVC	LF	400	\$ 40.00	\$ 16,000.00
31	Sanitary Sewer- 4" Wye Only	EA	7	\$ 400.00	\$ 2,800.00
32	Abandon Existing Sanitary Sewer	LS	1	\$ 3,000.00	\$ 3,000.00
33	Select Granular Backfill (Trucked-In)	CY	150	\$ 15.00	\$ 2,250.00
Subtotal - Sanitary Sewer					\$ 83,850.00
Contingency (10%)					\$ 8,385.00
Professional Services (12%)					\$ 11,068.20
Total -					\$ 103,303.20

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Water Distribution					
34	Water main - 6" C-900	LF	50	\$ 65.00	\$ 3,250.00
35	Water main - 8" C-900	LF	685	\$ 70.00	\$ 47,950.00
36	Water Main - Connect to Existing	EA	2	\$ 2,000.00	\$ 4,000.00
37	Gate Valves - 6"	EA	2	\$ 2,350.00	\$ 4,700.00
38	Gate Valves - 8"	EA	2	\$ 3,000.00	\$ 6,000.00
39	Styrofoam Insulation	EA	4	\$ 125.00	\$ 500.00
40	Water Service Lateral - 1" HDPE	LF	720	\$ 32.00	\$ 23,040.00
41	Water Service - Corporation, Curb Stop, Union, and Box	EA	14	\$ 550.00	\$ 7,700.00
42	Hydrant - New w/ Marker Flag	EA	2	\$ 6,450.00	\$ 12,900.00
43	Select Granular Backfill (Trucked-In)	CY	200	\$ 15.00	\$ 3,000.00
Subtotal - Water Distribution					\$ 113,040.00
Contingency (10%)					\$ 11,304.00
Professional Services (12%)					\$ 14,921.28
Total -					\$ 139,265.28

Bid Item Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Storm Sewer & Storm Water Management					
44	Storm Sewer - 15" RCP	LF	50	\$ 75.00	\$ 3,750.00
45	Storm Sewer - 18" RCP	LF	150	\$ 80.00	\$ 12,000.00
46	15" RCP Apron Endwall W/out Pipe Gate	EA	1	\$ 1,200.00	\$ 1,200.00
47	Storm Sewer Manhole - 48"	EA	2	\$ 4,250.00	\$ 8,500.00
48	Storm Sewer Curb Inlet - 2' x 3' Precast Box W/ Frame & Grate	EA	2	\$ 2,600.00	\$ 5,200.00
49	Remove Existing Storm Sewer	LS	1	\$ 2,000.00	\$ 2,000.00
50	Stormwater Pond Outlet Structure	LS	1	\$ 10,000.00	\$ 10,000.00
51	Stormwater Management Pond	LS	1	\$ 40,000.00	\$ 40,000.00
Subtotal - Storm Sewer & Storm Water Mgmt					\$ 82,650.00
Contingency (10%)					\$ 8,265.00
Professional Services (12%)					\$ 10,909.80
Total -					\$ 101,824.80

Total - Stori Field Development	\$ 530,172.50
Contingency (10%)	\$ 53,017.25
Professional Services (12%)	\$ 69,982.77
Total -Stori Field Development	\$ 653,172.52
Cost Per Unit	\$ 46,655.18

This Engineer's Opinion of Probable Cost is made on the basis of our experience and qualifications. It represents our best judgment as experienced and qualified design professionals based on our information available at the time the cost opinion is made. It should be recognized that Vierbicher Associates, Inc. does not have control over the cost of materials or services furnished by others, over market conditions, or contractors methods of determining their prices. Accordingly, Vierbicher Associates, Inc. cannot and does not guarantee that bids or actual costs will not vary from this opinion.

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