



**A G E N D A**  
**CITY OF WAUPUN FACILITIES ADVISORY**  
**COMMITTEE MEETING**  
**Zoom**  
**Tuesday, September 22, 2020 at 11:00 AM**

**Video& Teleconference Meeting**

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**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT** – State name, address, and subject of comments (2 minutes).

**ACTION-RECOMMENDATIONS**

- a. Approval of Agenda/Motion to Deviate
- [b.](#) Approval of December 19, 2019 Facilities Advisory Committee Minutes

**DISCUSSION**

- [a.](#) Update on Priorities Identified in Facilities Plan

**FUTURE MEETINGS**

**ADJOURNMENT**

Sarah Van Buren, Community & Economic Dev. Coordinator

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



**MINUTES**  
**FACILITIES ADVISORY COMMITTEE MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Thursday, December 19, 2019, at 12:00 PM**

**Committee Members Present:**

Laura Hoekstra .....	REACH Waupun
Rachel Kaminski .....	Senior Center Director
Pete Kaczmariski .....	Common Council Representative
Mary Jo Kearley .....	Citizen
Jodi Mallas .....	My Property Shoppe
Joan Meyer .....	Citizen
Julie Nickel .....	Mayor
Deb Winterhack .....	Waupun Memorial Hospital

**Committee Members Absent:**

Jerry O'Connor .....	NBW Bank
Marj Peachy .....	Citizen

**Staff Present:**

Kathy Schlieve .....	Administrator/Director of Economic Development
Sarah Van Buren .....	Community & Economic Development Coordinator

**Other:**

Seth Hudson .....	Cedar Corporation
Terri Respalje .....	Waupun Food Pantry
Cory Scheidler .....	Cedar Corporation
Darian Schmitz .....	Waupun Area School District

**Call to Order**

Ms. Kaminski called the meeting to order at 12:04 p.m.

**Roll Call**

Roll call and a quorum was determined.

**Persons Wishing to Address the Committee**

No members of the public wished to speak

**ACTION-RECOMMENDATIONS**

- A) Approval of November 20, 2019 Minutes
  - i) A motion to approve the November 20, 2019 minutes was made by Ms. Nickel and seconded by Ms. Winterhack, passing unanimously.

**DISCUSSION**

- B) Review of Conceptual Building Footprint of Multigenerational Facility
  - I) Representatives from Cedar Corporation summarized a phone call that was conducted with impacted stakeholders (the Senior Center, REACH, and the Waupun Food Pantry), that have expressed interest in being part of a multigenerational facility, to gain a better understanding of needs and uses to help determine the size of the potential facility.
  - II) A handout of the conceptual design was given to committee members. The general design incorporates the needs shared by stakeholders and what was seen during walk throughs with the consultant and committee members.
  - III) Proposed space is 23,200 sqft would cost between \$4.6-\$5 million to construct.

- IV) Funding for this type of facility would be enhanced by a CDBG-PF grant (a max award of \$1 million). Senior Centers automatically qualify but the other interested parties would need to demonstrate they serve LMI populations in order to qualify.

*Ms. Nickel left the meeting at 12:50pm*

- C) Discussion on the Pros and Cons of Potential Sites for Multigenerational Facility
  - I) The drafted footprint was overlaid on nine (9) potential sites to house the multigenerational facility. Based on facility size and the amount of required parking, three of the nine sites could accommodate a building size and required parking.
    - (1) The three sites that meet the space and parking requirements are:
      - (A) Community Center
      - (B) McKinley School Site
      - (C) Vacant land near the Truck Stop
  - II) Location of two of the three potential sites could prevent stakeholders from collaborating in the effort.
    - (1) Community Center concerns – Spring St. closed at various times of the year for events; flooding; potential to lose partners due to location; distance of travel.
    - (2) Vacant land near the Truck Stop – No sidewalks lead to concerns over bicycle and pedestrian safety; distance of travel; could lose partners due to location.
  - III) A motion to choose the McKinley School site as the preferred location for a multigenerational facility was made by Mr. Kaczmariski and seconded by Ms. Winterhack. Motion passed unanimously.

*Ms. Schlieve arrived at 1:25pm*

*Ms. Winterhack left at 1:29pm*

- D) Walk Through of Facilities Capital Improvement Plan
  - I) Cedar Corporation passed a document highlighting the various needs by facility with estimated probable costs and broken down by time period. The total to address all items would be \$13,658,700.

*Ms. Kearley and Ms. Myer left at 1:51 pm*

- E) Next Steps
  - i) At this point, the work of this Committee is complete and the findings and recommendations of this study will be presented at a future City Council meeting.

#### **FUTURE MEETINGS**

The work of this Committee is complete and it is not anticipated additional meetings will be needed.

#### **ADJOURNMENT**

Without a quorum, the meeting ended at 2pm.

**Confirmation of Client Request for Services  
between Cedar Corporation (ARCHITECT/ENGINEER)  
and City of Waupun (CLIENT)**

**Authorization to Perform Professional Architectural/Engineering Services**

ARCHITECT/ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ARCHITECT/ENGINEER.

**Project:** Waupun Senior Center and Lot Development

**Scope of Work:** ARCHITECT/ENGINEER will complete design services as outlined in Attachment A

**Method of Compensation:** Work will be compensated as outlined in Attachments B

Payments are due and payable thirty (30) days from the date of the ARCHITECT/ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

**Timetable:** Work will be completed as outlined in Attachments B

THIS AGREEMENT is hereby approved and executed this \_\_\_\_ day of \_\_\_\_\_, 2020.

City of Waupun

CEDAR CORPORATION

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: Jeff Daane

Name: Cory A Scheidler, AIA

Title: Director of Public Works

Title: Director of Architecture

## **Attachment A Scope of Work**

Cedar Corporation is pleased to submit this proposal to provide professional Architectural and Engineering services for your building project located in the City of Waupun, Wisconsin.

### **SCOPE OF SERVICES:**

#### **SECTION 1 – ARCHITECTURAL AND ENGINEERING SERVICES**

The PROJECT includes the following improvements:

*Project Name:* City of Waupun Senior Center and Lot Planning, Grant Application and Design

We understand the project will renovate the existing Senior Center and upper level. As part of the renovation, we anticipate razing the rear portion of the building and constructing an approximately 1,500 square foot addition that will include accessible restrooms, elevator, and stairway access. The addition is also anticipated to include a new entrance and potential port-cochere at the Senior entrance to the rear of the building. The project also includes the development of the two (2) residential lots to the south of the existing parking area for green space and parking.

##### **1.1 ARCHITECTURAL/ENGINEERING SERVICES**

The ARCHITECT/ENGINEER agrees to provide the following Building Design Services for the PROJECT:

Building Design Services associated with this Project will be completed in accordance with the Wisconsin Commercial Building Code, local requirements, and applicable handicap accessibility standards.

Services provided by ARCHITECT/ENGINEER will include conceptual design as follows:

##### **Conceptual Architectural Design Phase**

This phase is intended to provide sufficient information to understand the renovation size, configuration, and extent of renovation to allow for cost estimating. Our services will include a preliminary meeting to gather information, review space needs, and complete a facility condition assessment. This phase will include a review of the facility, group, and department needs.

During this phase, we will prepare a conceptual building diagram, conceptual site layout, and conceptual exterior elevation. These preliminary drawings and descriptions will be used for defining the needs of the Senior Center and reviewing the potential construction budget. The basis of the conceptual estimate will be square foot building cost. These costs will be based on historical averages and RS Cost Means Data factored for this region.

##### **Parking Lot and Lot Development Conceptual Design**

The conceptual design will also include a preliminary layout for the reconfiguration of the existing parking area and the two adjacent lots to the south. The preliminary drawing will be utilized in the development of preliminary cost estimates and coordination with grant application.

## **Grant Application**

Upon completion of the Conceptual Design, we will have a more thorough understanding of the project scope, building systems, underlying challenges within the renovation, necessary structural modifications, and potential land and development cost. This information will be utilized in the preparation of a grant application for a Community Development Block Grant for Public Facilities (CDBG-PF).

## **Hazardous Material Investigation**

As part of the initial due diligence phase, a hazardous materials assessment will be needed for the existing Senior Center and the two adjacent houses. The hazardous materials investigation will identify readily accessible materials that may contain lead paint and asbestos.

## **Topographic Survey**

As part of the due diligence phase, a topographic survey will be needed to review the existing grades and site conditions. This information will be utilized to review accessibility, grading, and drainage and utility relocation and design.

### 1.2 ADDITIONAL PROFESSIONAL SERVICES

The ARCHITECT/ENGINEER shall under this paragraph provide *optional* other professional services which are often a part of the project, but which have not been included under previous paragraphs. These services shall be provided **AT ADDITIONAL COST** under the method indicated in SECTION 2.

## **Design Phase**

This will include additional meetings to review the current plan, review of the existing site, topographic survey, refinement of the current plan, preliminary site layout, preliminary floor plan layout, and preliminary exterior elevation. This phase will include a written diagrammatic drawing of the mechanical, electrical, and plumbing systems that are recommended for the project. These preliminary drawings and descriptions will be used for further defining the needs of the Senior Center, reviewing the construction budget, and defining the project schedule.

Upon award of the grant and at the request of the City, Cedar Corporation will begin the final design process. Cedar Corporation realizes the importance of quality, timeliness, cost, and that construction document clarity and accuracy are crucial in achieving competitive and comparable bids. Our Team employs a quality control process into our design and utilizes document standardization to provide accurate and concise bidding documents. During this stage, our team will continue coordination and constructability reviews along with real time cost estimating.

During this phase, we will continue to collaborate with the City in making design decisions regarding building finishes, materials, any potential bid alternates, etc. Construction documentation deliverables include:

- Preparation of final technical specifications, drawings, details, and schedules
- Development of front end, general conditions, and requirements

- Preparation of Contracts for bidding (project manual) and owner – contractor agreement
- Preparation of final design calculations
- Prepare submittals to obtain regulatory agency approval
- Quality control review of coordination and constructability
- Update real time cost estimate and review of current market conditions
- Update construction schedule
- Recommendations for bid packages to take advantage of market conditions
- Submit for DSPS and WDNR regulatory review and approvals

Deliverables from the Construction Documents Phase include:

- Final site/civil, landscape, architectural, structural, mechanical, electrical, plumbing drawings including plans, sections, elevations, and details
- Final specifications
- Final bidding documents
- Proposed construction schedule
- Updated opinion of construction cost including opinion of current market conditions
- Regulatory approval documents

The ARCHITECT/ENGINEER shall submit sufficient copies of the Plans to the various agencies which have final review authority on the design of the PROJECT and shall make such adjustments to these documents as required to receive final approval.

The following Building Design approvals are anticipated:

- WDSPS Building Approvals
- WDNR Storm Water Review

We understand that the site may have wetlands and potential flood way or flood plain conflicts. As we review the project scope with you, visit the site, and complete our topographic survey, we will review any items that may require coordination with the regulatory agencies, wetland, or flood plain work and review the options and additional services that may be required. Cedar Corporation does have an assured wetland delineator and flood plain experts on staff and can provide these services in a timely manner. The site/civil engineering services do not include any coordination for endangered resources, environmental or historical studies, title searches, boundary or land surveying work, coordination for highway improvements with the County or WDOT.

### **Grant Administration**

Upon award of a CDBG-PF grant, Cedar Corporation will provide grant administration services. These services will include submittal of all pre-agreement documents, environmental review and report, labor standards compliance, reporting as required by the grant award agreement from the Department of Administration, Fair Housing Actions, citizen participation hearing, file monitoring in conjunction with the States requests, disbursement requests, and any additional paperwork as required by the State for the CDBG-PF project.

## **Bidding and Contract Administration**

Upon Agency and City approval, our Team will solicit bids through an online plan room and local Builders Exchanges. During the Bidding Phase, we will:

- Distribute bid documents
- Maintain a bidders list
- Address bidding questions
- Prepare addendums as required
- Receive and review bids with the owner
- Review appropriate instruments of financial security including bonds
- Provide a written recommendation for project award
- Prepare contracts for construction between the Owner and the Contractor

Upon award of the contract our team will:

- Conduct a preconstruction meeting
- Provide project oversight and contract management through construction
- Review and distribute shop drawing submittals
- Conduct regularly scheduled monthly site visits and on-site construction meetings
- Provide monthly updates to the City
- Review construction schedule and progress to manage cost
- Review and mitigate disputes and change orders
- Review cost saving measures during construction for owner savings
- Review and clarify any questions and prepare construction bulletins
- Respond to Requests for Information
- Prepare and review contractor pay requests and related submittals



## **Attachment B**

### **METHOD OF COMPENSATION**

#### **SECTION 2 - COMPENSATION**

##### **2.1 ARCHITETURAL SERVICES**

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for services Architectural Services on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee, and shall be in the amount as follows:

- |  |          |
|--|----------|
| • Conceptual Architectural Design                    | \$14,750 |
| • Parking Lot and Site Development Conceptual Design | \$ 7,500 |
| • Grant Application                                  | \$ 7,500 |
| • Hazardous Materials Assessment                     | \$ 5,950 |
| • Topographic Survey                                 | \$ 3,950 |

**Other Compensation:** It is understood that when requested by the OWNER, the ARCHITECT/ENGINEER shall procure the serves of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ARCHITECT/ENGINEER shall provide coordination only of these services at the labor rates determined above.

##### **2.2 ADDITIONAL SERVICES**

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for design, grant administration, bidding, and construction administration services on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee.

Once the conceptual design is completed, we will evaluate the scope of the project and provide the City with an updated agreement. The fee for the remaining phases will be amended to a lump sum fee upon completion of the conceptual design phase. The intent of the conceptual design phase is to define the scope, cost and schedule of the project which may have an effect on the design cost. The current fee range is based on what is known about the project.

Design Phase	Estimated 6-8% of project cost
Grant Administration	Estimated \$30,000
Bidding and Contract Administration Services	Estimated 6-8% of project cost

### SECTION 3 - TIMETABLE

The project schedule is estimated as follows:

Commence Services	October 2020
Conceptual Facility Design	December 2020 - February 2021
Topographic Survey	December 2020
Hazardous Materials Investigation	December 2020
CDBG Application Submittal	May 2021
Grant Determination	August 2021
Approval of Design Contract	August 2021
CDBG Pre-agreement Submittals	September 2021
CDBG Contracts	November 2021
Final Design	January 2022
Advertise for Bidding	February 2022
Begin Construction	April 2022

\*This schedule is established based on typical concurrence from the State Department of Administration and typical grant requirements.