

Engineering Division of the Public Works Department

To: Chairperson Board and Commission Members
 From: Nathan R. Williams, Civil Staff Engineer
 Date: March 20, 2025
 Subject: Public Works Commission Meeting of March 25, 2025

Review and take possible action: Award 2028 STP Urban Labaree Street Design Contract to McMahon Associates Inc for \$199,417

Background

The Engineering Division prepared and advertised a request for proposals for the above-referenced project. The Engineering Division received three proposals. A review team of five Public Works team members reviewed and ranked proposals using a Qualification Based Selection (QBS) process. The top two firms were McMahon Associates Inc out of Neenah, WI and Robert E. Lee & Associates Inc out of Hobart, WI. McMahon’s score was 83.4 out of 90 for a fee of \$199,417. REL’s score was 79.6 out of 90 for a fee of \$207,872.

This street reconstruction project is partially funded by the STP Urban grant program, so it must meet Wisconsin Department of Transportation design, construction, and reporting standards. The design contract portion of the project is 100% locally funded.

The following streets are slated for reconstruction as follows:

2028 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Scope
Labaree Street	E Division St	Anne St	1584'	32'-40'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction, Sanitary Sewer Select Reconstruction

Budget Goal

2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends

Financial Impact

The total design cost of \$199,417 will be split between four budgets, Capital Projects Annual Streets (05-58-11-69), Water Utility Capital Outlay (03-99-99-99), Wastewater Utility Capital Outlay (02-97-30-00), and Storm Water Utility Capital Outlay (16-58-16-60). Between these four budgets a total of \$100,000 is available every year for future street design. Additional funds were budgeted for this project as it was anticipated to exceed standard design costs, so it is expected to be just under budget.

Recommendation

The Public Works Department recommends awarding the 2028 STP Urban Labaree Street Design Contract to McMahon Associates Inc for the aforementioned price, as per the evaluation above.

Motion: Motion to award 2028 STP Urban Labaree Street Design Contract to McMahon Associates Inc for \$199,417.

Attachments:

- Site Map
- McMahon's fee proposal
- Draft resolution

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends