

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 2027/2029 Annual Street and Utility Design Contract to Kapur Inc for \$172,581

Background

The Engineering Division prepared and advertised a request for proposals for the above-referenced project. The Engineering Division received six proposals. A review team of five Public Works team members reviewed and ranked proposals using a Qualification Based Selection (QBS) process. Of the six proposals, five met the requirements of the RFP. The top two firms were Kapur Inc out of Milwaukee, WI and MSA Professional Services out of Baraboo, WI. Kapur’s score was 77.8 out of 90 for a fee of \$172,581 for both years of design. MSA’s score was 72.6 out of 90 for a fee of \$296,241 for both years of design.

Included in this project is street and utility reconstruction design, a stormwater drainage area study, add alternate services for as-built documentation, add alternate design for mini-storm sewer construction, and add alternate design for a water main replacement under a railroad. As Kapur’s cost estimate came in under budget, all add alternates will be included in the project scope. The cost listed above includes all alternates and remains under budget.

The following streets are slated for reconstruction as follows:

2027 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Scope
Lafayette Street	S Water St	S Warren St	1270'	33'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction

2029 Reconstruction Project Table (Subject to alterations and/or additions):

Street	At:	Towards:	Approx. Length	Exist. Width	Scope
Lafayette Street	S Warren St	Termini	1478'	21'-33'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
S Warren Street	Lafayette St	W Main St	1177'	33'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
Baxter Street	Lafayette St	Termini	400'	20'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction
Depot Street	Lafayette St	W Madison St	400'	20'	Street Reconstruction, Storm Sewer Reconstruction, Water Main Reconstruction

Add Alternate Design and Add Alternate Services (Subject to alterations and/or additions):

Alternate	Phase	Approx. Quantity	Scope
Mini-Storm Sewer Construction	2027/2029	4,725'	All Streets in the Project Base Scope (where needed)
As-Built Documentation	2027/2029	4,725'	All Streets and Utilities in the Project Base Scope
Baxter Street Termini Under Railroad	2029	200'	Water Main 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 \$172,581 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. As this project encompasses two fiscal years, 2027 and 2029, the proposed contract is under budget.

Recommendation

The Public Works Department recommends awarding the 2027/2029 Annual Street and Utility Design Contract to Kapur Inc for the aforementioned price, as per the evaluation above.

Motion: Motion to award 2027/2029 Annual Street and Utility Design Contract to Kapur Inc for \$172,581.

Attachments:

- Site Map
- Kapur'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

Attachment: Site Map included in Kapur's Proposal

