

Engineering Division of the Public Works Department

To: Chairman Arnett and Commissioners

From: Andrew M. Beyer, P.E.

Date: May 22, 2025

Subject: Public Works Commission Meeting of May 27, 2025

Background

Review and take possible action: Award Emmet Utility Extension Design Contract to SEH, Inc. for \$64,800.00

The City of Watertown and the Town of Emmet have entered a Cooperative Boundary Agreement which calls for four mandatory boundary adjustments. The last of these four adjustments, known as the 'Highway 16 Residential Area', was scheduled for attachment to the City on or before September 29, 2024. Below, depicted in green, is the 'Highway 16 Residential Area'. An information summary was prepared back in August of 2023 that gave an overview of what was needed to accomplish this. The summary is attached for your use. This topic came before the Public Works Commission in June of 2024, minutes are attached. The Public Works Commission instructed the Public Works Department to move forward with the City placing the necessary City/Public utilities (water & sanitary sewer) in the 'Highway 16 Residential Area' as soon as possible. The special assessment process would be used to recoup some if not all the City's expenses to construct the public utilities & associated restoration.



Recently, the Engineering Division advertised a Request for Proposals for the design of the Emmet Utility Extension Project. Given the condition of the roadways and drainage systems within the annexed Highway 16 Residential Area, drainage and roadway improvements were included in the project scope of work.

The Engineering Division received four proposals for the Emmet Utility Extension Design Request for Proposals on May 16th. The seven-person Public Works Department review team evaluated the proposals using the City's modified Qualification Based Selection (QBS)* process and the two-top ranked firms were Short Elliott Hendrickson (SEH), Inc. from Delafield, WI and Kapur from Milwaukee, WI. Both ranked evenly at 84.3. However, SEH's cost proposal fee is \$64,800.00 and Kapur's cost proposal fee is \$85,601.00 – a difference of \$20,801.00. The Public Works Department review team believes that with identical composite scores, SEH can adequately complete the design project scope of work within the proposed time frame. SEH also submitted a proposal fee for the alternate scope of work that includes as-built documentation for N. Second, Prospect, Center Streets, and Boulder Road for a fee of \$12,600. The Public Works Department is only seeking approval of the base proposal fee. If the alternate scope of work is needed, the Department will come back to this body to seek approval for as-built documentation.

The Public Works Department proposes funding the design project through the following accounts, with design expenses reimbursed as part of the special assessment process:

- 03-99-99-99: Water Utility Capital Outlay
- 02-97-11-30: Wastewater Utility Sewer Rehab
- 16-58-16-60: Storm Water Utility Capital Outlay
- 05-58-11-69: Annual Streets Reserve

Attached is the RFP evaluation summary sheet.

Enclosed:

- Proposal Evaluation Summary Sheet
- City of Watertown/Town of Emmet Boundary Adjustment Information Summary
- Public Works Commission Meeting of June 11, 2024

* NOTE: The main difference between the City's modified QBS process and the traditional QBS process is the City reviews the cost proposal fees upfront. The traditional process does not factor cost in proposal rankings.

Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance.

Financial Impact

A four-way funding split is proposed from the following accounts, to be reimbursed as part of the assessment process:

- 03-99-99-99: Water Utility Capital Outlay
- 02-97-11-30: Wastewater Utility Sewer Rehab
- 16-58-16-60: Storm Water Utility Capital Outlay
- 05-58-11-69: Annual Streets Reserve

Recommendation

The Public Works Team recommends the Public Works Commission award the Emmet Utility Extension Design Contract to SEH for a contract amount of \$64,800.00. They had a matching composite score with the other top ranked firm, Kapur, but their proposal was over \$20,000 lower.

A draft motion: Recommend approving the Emmet Utility Extension Design base contract to SEH, Inc. of Delafield, WI for \$64,800.