

**AGENDA**  
**BOARD OF PARK COMMISSIONERS**  
**Kenosha Municipal Building - Room 202**  
**Monday, January 30, 2012 - 5:00 pm**

<b>Chairman:</b>	<b>Michael J. Orth</b>	<b>Vice Chair:</b>	<b>Rocco J. LaMacchia, Sr.</b>
<b>Commissioner:</b>	<b>Jesse L. Downing</b>	<b>Commissioner:</b>	<b>Anthony Kennedy</b>
<b>Commissioner:</b>	<b>Lawrence Green</b>		

**Call to Order**  
**Roll Call**

**A. APPROVAL OF MINUTES**

A-1. Approval of the minutes of the meeting held on January 9, 2012.

**C. REFERRED TO COMMISSION**

C-1. Approval of Master Contract between SAA Design Group, Inc., and the City of Kenosha for Professional Services.

C-2. Approval of Task Orders for Professional Services by SAA Design Group, Inc., for the following:  
a. Task Order #1 for \$28,500 for Strawberry Creek Park Phase I (District 16)  
b. Task Order #2 for \$36,500 for Anderson Pool Splashpad (District 9)

**INFORMATIONAL ITEMS:**

1. Project Status Report

**DIRECTOR AND/OR SUPERINTENDENT COMMENTS**  
**CITIZEN COMMENTS/COMMISSIONER COMMENTS/OTHER BUSINESS AS AUTHORIZED BY LAW**

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4052 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING. AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.

**BOARD OF PARK COMMISSIONERS**  
**Minutes of Meeting held Monday, January 9, 2012**

A meeting of the Board of Park Commissioners was held on Monday, January 9, 2012, in Room 202 of the Kenosha Municipal Building. The meeting was called to order at 5:02 pm by Chairman Orth.

At roll call, the following members were present: Commissioners LaMacchia, Downing, Kennedy and Green. Staff members in attendance were Michael Lemens, Interim Director of Public Works; Shelly Billingsley, Assistant City Engineer; and Jeff Warnock, Parks Superintendent.

It was moved by Commissioner LaMacchia, seconded by Commissioner Green, to approve the minutes from the meeting held on Monday, December 19, 2011. Motion passed unanimously.

C-1. Approval of Professional Service Agreement with Engberg Anderson for the Southport Beach House.

Staff/Aldersperson: Shelly & Jeff spoke.

It was moved by Commissioner Kennedy, seconded by Commissioner Green, to approve. Motion passed unanimously.

**INFORMATIONAL ITEMS:**

1. Pike River Update – Shelly passed a handout to the Committee. Chairman Orth spoke briefly.
2. Presentation on Golf Course Concessions – Pete Gochis was present for questions.
3. Stewardship Grant Applications Status – Shelly spoke briefly.

**DIRECTOR/SUPERINTENDENT COMMENTS:** Jeff Warnock notified the Committee that Poerio Park is back filled & ready for grass seed. The top area is graded for the Ice Rink. He also commented on how Parks is now working on three (3) areas: Poerio Park & the Golf Course Ice Rinks and Anderson Parks Parking Lot. A brief summary on the Alford Warehouse was given as well. Mike Lemens & Shelly Billingsley spoke briefly.

There being no further business to come before the Board of Park Commissioners it was moved, seconded and unanimously carried to adjourn at 5:26 pm.



**Engineering Division**  
Michael M. Lemens, P.E.  
Director/City Engineer  
**Fleet Maintenance**  
Mauro Lenci  
Superintendent  
**Parks Division**  
Jeff Warnock  
Superintendent

**Street Division**  
John H. Prijic  
Superintendent  
**Waste Division**  
Rocky Bednar  
Superintendent

**DEPARTMENT OF PUBLIC WORKS**

**Michael M. Lemens, P.E., Interim Director**

Municipal Building · 625 52<sup>nd</sup> ST · RM 305 · Kenosha, WI 53140  
Telephone (262) 653-4050 · Fax (262) 653-4056

January 26, 2012

To: Michael Orth, Chairman  
Park Commission

From: Michael M Lemens, P.E.  
Interim Director of Public Works

Subject: *Master Contract for Professional Services with SAA Design Group*

**BACKGROUND INFORMATION**

The Kenosha Park Division has received three proposals to complete professional services during 2012 for CORP implementation, Master Park Plan implementation and miscellaneous Park Improvement Projects in the City of Kenosha. Schreiber Anderson Associates (SAA) Design Group, Inc. was chosen based on a Qualification Based Selection process and is recommended by staff for award of the contract.

This contract describes the general services that SAA Design Group will provide to the City for various tasks. A separate task order fee will be developed for each specific project that is required based on the fees provided in this contract. The cost of each individual task order will be assigned to appropriate CIP line item as they are proposed and approved.

**RECOMMENDATION**

Approve the Master Contract for Professional Services with Schreiber / Anderson Associates Inc.



Landscape  
Architects  
Planners  
Engineers

January 4, 2012

Cathy Honeyager, PE  
City of Kenosha  
Department of Public Works  
625 52<sup>nd</sup> Street  
Kenosha, WI 53140

Dear Cathy:

On behalf of SAA Design Group, Inc. (SAA), I am pleased to present this Master Contract for Park Design Services for the year 2012. As we have discussed, separate scope and fee will be negotiated for each task order as outlined by the city of Kenosha. Our proposed rates will be honored through the duration of 2012 and upon mutual agreement between SAA and the city; this contract will be extended for additional years. SAA will supply updated staff rates at the end of each calendar year prior to contract extension agreements.

Please let me know if the following contract language does not meet with your approval and we will be happy to negotiate any changes in language. I will serve as project manager and have a long list of successful park site and related infrastructure design and development examples. Thank you very much for your interest in continuing our relationship, and we look forward to our continued work with the Kenosha park system.

Regards,

A handwritten signature in black ink, appearing to read 'Blake Theisen', written over a light blue horizontal line.

Blake Theisen, PLA, ASLA, CPSI  
Project Manager  
SAA Design Group, Inc.

Attachment: Scope of Services

define  
enhance  
sustain

define  
enhance  
sustain

AGREEMENT BETWEEN  
SAA Design Group, Inc.  
AND

**The City of Kenosha**

THIS AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_\_, 2012, by and between The City of Kenosha, hereinafter called the CLIENT, and SAA Design Group, Inc., Madison, Wisconsin, a Wisconsin corporation, hereinafter called the ENGINEER.

The CLIENT intends to Contract for Park Planning, Design, and Engineering Services, hereinafter called SERVICES. The CLIENT agrees the ENGINEER shall provide Professional Engineering SERVICES as set forth in this Agreement and the CLIENT shall provide payment for those SERVICES as provided for in this Agreement.

SECTION 1-BASIC SERVICES OF THE ENGINEER

- 1.1 General. The ENGINEER shall serve as the CLIENT's professional representative in the planning, design, engineering, and permitting, SERVICES, and shall give consultation and advice to the CLIENT during the performance of SERVICES.
- 1.2 Studies and Reports. After receipt of written authorization to proceed, the ENGINEER shall:
  - 1.2.1 Consult with the CLIENT to clarify and define the CLIENT's requirements for SERVICES, review available data, and advise the CLIENT as to the necessity of the CLIENT's providing or obtaining other data.
  - 1.2.2 Prepare and furnish a report containing schematic layouts, sketches, and conceptual design criteria with exhibits, to indicate the considerations involved and the alternative solutions, setting forth the ENGINEER's findings and recommendations with opinions of probable cost.
- 1.3 Preliminary Design. After receipt of authorization to proceed with the Preliminary Design of each project, the ENGINEER shall:
  - 1.3.1 Consult with the CLIENT to determine the extent of SERVICES based on the accepted alternative; advise the CLIENT on the making of subsurface explorations, if required; and make the necessary topographical survey.
  - 1.3.2 Prepare preliminary drawings and specifications, prepare a revised opinion of probable cost and submit such to the CLIENT for review.
- 1.4 Final Design. After receipt of written authorization to proceed with the Final Design of each project, the ENGINEER shall:
  - 1.4.1 On the basis of the approved preliminaries, prepare Construction Documents, including working drawings and specifications, describing in sufficient detail the workmanship and materials required for construction SERVICES, and advise the CLIENT of the latest opinion of probable cost.

define  
enhance  
sustain

- 1.4.2 Furnish to the CLIENT such documents and design data as may be required to obtain approvals from governmental agencies having jurisdiction over the project.
- 1.4.3 Furnish a digital set of drawings and specifications for the use of bidders in submitting proposals, assist the CLIENT in analyzing proposals and assist the CLIENT in preparing the agreement for execution by the Contractor.
- 1.4.4 Obtain approvals and permits from governmental agencies.

## SECTION 2-ADDITIONAL SERVICES OF THE ENGINEER

- 2.1 General. The ENGINEER may provide services other than normal or customary engineering any services when instructed to, in writing, by the CLIENT. Additional services may include:
  - 2.1.1 Revisions to the drawings or specifications previously approved by the CLIENT, any services in connection with Change Orders requested by the CLIENT, and any services to evaluate changes or substitutions proposed by the Contractor after award of the Construction Contract.
  - 2.1.2 Resident coordination of any construction, coordinating the replacement of all or such parts of the project as may be damaged by fire or other cause during any construction, and assisting the CLIENT in arranging for continuation of the work should the Contractor default for any reason.
  - 2.1.3 The preparation of operation and maintenance manuals, assistance in startup and other services, including serving as a consultant or witness in legal or public proceedings or hearings.
- 2.2 Construction. During construction, the ENGINEER may:
  - 2.2.1 Review shop drawings, samples, equipment, tests, and other data submitted by the Contractor for compliance with the Contract Documents.
  - 2.2.2 Provide observation of construction through periodic visits to the site to determine general compliance of the Contractor's work with the drawings and specifications to inform the CLIENT of progress of work completed. The ENGINEER shall endeavor to protect the CLIENT against defects and deficiencies in the work of the Contractor. However, the ENGINEER is not responsible for and does not guarantee the Contractor's performance, nor shall he be responsible for the means, methods, techniques, sequences, or procedures of any construction selected by the Contractor.
  - 2.2.3 Issue such additional instructions to the Contractor as may be necessary to interpret the drawings and specifications or to illustrate alterations required in the Contractor's work.
  - 2.2.4 Review all requests for changes to the work and recommend acceptance or rejection to the CLIENT. This review will consider the need for the change and

define  
enhance  
sustain

the reasonableness of the change in cost. After approval by the CLIENT, the ENGINEER will prepare a Change Order document.

- 2.2.5 Based upon the ENGINEER's on-site observations and on review of applications for payment and the accompanying data and schedules, recommend to the CLIENT, in writing, payment to the Contractor.
- 2.2.6 Prepare record drawings to show changes in the work as recorded by the Contractor.

### SECTION 3-CLIENT'S RESPONSIBILITIES

**3.1** General. The CLIENT shall provide all criteria and full information as to the CLIENT's requirements, shall give thorough consideration to and respond promptly to all submissions of the ENGINEER, and shall perform the following:

- 3.1.1 Guarantee access to and make all provisions for the ENGINEER to enter upon public and private lands as required for the ENGINEER to perform such work as surveys and inspections.
- 3.1.2 Advertise for proposals from bidders, open proposals at the appointed time and place, and pay all costs incidental of thereto.
- 3.1.3 To the best of the CLIENT's ability, protect all stakes and other markers set by the ENGINEER prior to the assumption of such responsibility by the Contractor. Replacement of markers or stakes, which have been damaged, moved, or removed, shall be paid for by the CLIENT as extra services of the ENGINEER.
- 3.1.4 Designate a CLIENT's Representative with respect to the work to be performed under this Agreement. The CLIENT's Representative shall have complete authority to transmit instructions, receive information, and interpret and define the CLIENT's policy and decisions with respect to materials, equipment, elements, and systems pertinent to the work covered by this Agreement.
- 3.1.5 Provide accounting, legal and insurance counseling services and auditing of the Contractor's records as may be necessary.
- 3.1.6 Reimburse the ENGINEER for approval and permit fees submitted to governmental agencies.

### SECTION 4-PERIOD OF SERVICE

**4.1** The provisions of Section 4 and the various rates of compensation for ENGINEER's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of SERVICES for a period of one year.

define  
enhance  
sustain

- 4.2** Termination. This Agreement may be terminated by either party by ninety (90) days written notice. In the event of any termination, the ENGINEER shall be paid for any services performed to the date of termination, including reimbursable expenses then due, interest charges on past due invoices, and termination expenses at the ENGINEER's Standard Billing Rate Schedule.
- 4.3** Extension. This Agreement may be extended upon mutual agreement by the ENGINEER and the CLIENT. The ENGINEER will provide the CLIENT with a revised Standard Billing Rate Schedule prior to extension of this agreement on an annual basis.

#### SECTION 5-CLIENT'S PAYMENT TO ENGINEER

- 5.1** General. The ENGINEER shall be paid for SERVICES in connection with all projects, including:
- 5.1.1 The CLIENT shall pay the ENGINEER for the Basic services described in Section 1 of this Agreement in accordance with the following schedule:
- Payment shall be based on the attached hourly rate and expense schedule as a lump sum not to exceed the agreed upon amount for each project.
- 5.1.2 For additional SERVICES, as defined in Section 2, the CLIENT shall pay the ENGINEER on an hourly basis in accordance with the ENGINEER's Standard Billing Rate Schedule in effect when the services are performed. Reimbursable services shall include, but not be limited to: transportation and subsistence of principals and employees on special trips to the project site or to other locations, long distance telephone calls as required to expedite the work of the Contractor, reproduction of drawings and specifications in addition to those furnished under 1.4.3, review and approve fees charged by regulatory agencies and work of special consultants when required by the complex nature of the SERVICES. Reimbursable expenses shall be charged at cost. Special consultant expenses shall be charged at cost plus 10% administration fee.
- 5.2** No deduction shall be made from the ENGINEER's compensation on account of penalty, liquidated damages, or other amounts withheld from payments to Contractors.
- 5.3** If any work performed by the ENGINEER is abandoned or suspended in whole or in part by the CLIENT, the ENGINEER shall be paid for SERVICES performed prior to receipt of written notice from the CLIENT of such abandonment or suspension, together with any termination expenses resulting there from. All such SERVICES and expenses shall be paid for by the CLIENT at the ENGINEER's Standard Billing Rate Schedule.

#### SECTION 6-MISCELLANEOUS

- 6.1** The ENGINEER shall act as an independent contractor.

define  
enhance  
sustain

- 6.2** Ownership and Re-Use of Documents. The completed original drawings and master specification sheets shall become the property of the CLIENT, but shall remain in the custody of the ENGINEER. Re-use of any documents and/or engineering services pertaining to a project by the CLIENT on extensions of these SERVICES or on any other project shall be at the CLIENT's sole risk. The CLIENT agrees to defend, indemnify, and hold harmless the ENGINEER from all claims, damages, and expenses, including attorney's fees, arising out of such re-use of the documents and/or engineering any services by the CLIENT or by others acting through the CLIENT.
- 6.3** Successors and Assigns. This Agreement and all covenants hereof shall inure to the benefit of and be binding upon the CLIENT and the ENGINEER respectively and their partners, successors, assigns, and legal representatives. Neither the CLIENT nor the ENGINEER shall have the right to assign, transfer, or sublet his interest or obligations hereunder without written consent of the other party.
- 6.4** Integration. This Agreement, together with the Exhibits and Schedules, constitutes the entire understanding between the CLIENT and the ENGINEER, and supersedes all prior written or oral understandings between the CLIENT and the ENGINEER with regard to SERVICES, and no representations, inducements, promises, or agreements not embodied herein shall be of any force or effect. The Agreement, Exhibits, and Schedules may only be amended, supplemented, modified, or canceled by a duly executed written instrument entered into between the parties.
- 6.5** In the event the ENGINEER renders services to the CLIENT involving real estate owned or under the control of CLIENT, the ENGINEER shall not have any liability or responsibility with respect to any actual discharge, disbursement, release, or escape of pollutants, smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon the land, buildings, atmosphere or body of water, provided that such discharge, disbursement, release or escape has not been caused by the negligence of the ENGINEER.
- 6.6** Any construction Cost, as herein referred to, means the total cost of all work designed or specified by the ENGINEER, but does not include any payments to the ENGINEER or other consultants.
- 6.7** The ENGINEER will maintain insurance coverage for: Worker's Compensation, General Liability, Automobile Liability, Aviation Liability, and Professional Liability. The ENGINEER will provide information as to specific limits upon written request. If the CLIENT requires coverage or limits in addition to those in effect as of the date of this Agreement, premiums for additional insurance shall be paid by the CLIENT.
- 6.8** Since the ENGINEER has no control over the cost of labor, materials, equipment, or any services furnished by others; the Contractor(s) methods of determining prices; or competitive bidding or market conditions, the ENGINEER's opinions of probable Project Cost and Construction Cost provided for herein are to be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified professional engineer, familiar with the construction industry; but the ENGINEER cannot and does not guarantee that proposals, bids, or actual Project or any construction Cost will not vary from the opinions of probable cost prepared by the ENGINEER.

define  
enhance  
sustain

**6.9** The ENGINEER will provide all SERVICES in accordance with generally accepted professional practices. The ENGINEER does not make any warranty or guarantee, expressed or implied, nor is this Agreement or contract subject to the provisions of any uniform commercial code. Similarly, the ENGINEER will not accept those terms and conditions offered by the CLIENT in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgment of receipt or the actual performance of any services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

**6.10** This Agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

**6.11** This Agreement includes the following exhibits:

2012 Staff Rate Schedule

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CLIENT: CITY OF KENOSHA

ENGINEER: SAA DESIGN GROUP, Inc.

By: \_\_\_\_\_  
The above person is authorized to sign for CLIENT

By:   
John A. Lichtenheld, P.E.

Title: \_\_\_\_\_

Title: Principal

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

define  
enhance  
sustain

SAA Design Group, Inc.  
Proposed Kenosha Rate Schedule  
Effective 1/04/12 – 12/31/12

<b>SAA</b>	<b>Staff Rates</b>
David Schreiber, PLA, ASLA Principal/Sr. Landscape Architect	145.00
John Lichtenheld, PE, AICP Principal/Sr. Civil Engineer	135.00
Gilbert Jevne, PLA, ASLA Associate/Sr. Landscape Architect	115.00
D. Bruce Morrow, PLA, ASLA, LEED® AP Associate/Sr. Landscape Architect	110.00
Marcus Fink, PE Civil Engineer	110.00
Blake Theisen, PLA, ASLA, CPSI Associate/Landscape Architect	105.00
Ryan Garcia, AICP Planner	98.00
Katie MacDonald, PE Civil Engineer	95.00
Aaron Williams, PLA, ASLA Associate/Landscape Architect	90.00
Julie Lund Accountant/Business Manager	80.00
Patrick Hannon, ASLA Landscape Designer	85.00
Aaron O'Keefe GIS Specialist, Engineering Technician	80.00
Nadine Paplow Sr. Graphic Designer/Proposal Manager	80.00
Tracy Hunt Administrative Assistant	60.00
Expenses	
- Telephone, postage, travel expense	Cost plus 10%
- Mileage	.62 (federal rate)
- Consultants	Cost plus 10%

define  
enhance  
sustain

Payment for services will be due 30 days from the date of invoice issued on or about the first of each month.

As required by the Wisconsin construction lien law, consultant hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned consultant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Consultant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.



**Engineering Division**  
Michael M. Lemens, P.E.  
Director/City Engineer  
**Fleet Maintenance**  
Mauro Lenci  
Superintendent  
**Parks Division**  
Jeff Warnock  
Superintendent

**Street Division**  
John H. Prijic  
Superintendent  
**Waste Division**  
Rocky Bednar  
Superintendent

**DEPARTMENT OF PUBLIC WORKS**  
**Michael M. Lemens, P.E., Interim Director**

Municipal Building · 625 52<sup>nd</sup> ST · RM 305 · Kenosha, WI 53140  
Telephone (262) 653-4050 · Fax (262) 653-4056

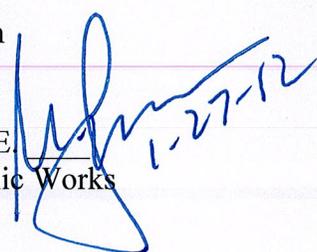
January 26, 2012

To: Michael Orth, Chairman  
Park Commission

From: Michael M. Lemens, P.E.  
Interim Director of Public Works

Cc: Jesse Downing  
District 16

Subject: ***Task Order #1 with SAA Design Group, Inc.  
Strawberry Creek Park Master Plan Phase I***



**BACKGROUND INFORMATION**

The SAA Design Group, Inc. has submitted a task order to complete a mass grading, shelter and specification bid package for implementation of the Strawberry Park Master Plan Phase I. This task falls under the conditions of the professional services agreement master contract, approved by separate action of the Park Commission.

The Kenosha Capital Improvement Program for 2011 includes \$300,000 of park impact fees that will be utilized for the development of Strawberry Creek Park.

**RECOMMENDATION**

Approve Task Order #1 to SAA Design Group for \$28,500 to include their quote of \$25,980 with \$2,520 of contingency, and authorize the Director of Public Works to execute the agreement on behalf of the City.

## TASK ORDER #1 - SCOPE OF SERVICES

### Tasks to be completed:

1. **Site Survey and Basemap Compilation**  
SAA will acquire and assemble site survey and infrastructure drawings to be provided by the city. All existing topographic information to be analyzed at a one foot contour level. All existing storm sewer, water service, electrical service, and sanitary sewer information must be provided in the detailed topographic survey provided to SAA.
2. **Meeting #1: Design Program and Coordination**  
SAA will attend one meeting with city staff to coordinate limits of Phase 1 construction (prefabricated shelter/restroom building, primary trail system, pedestrian areas, and mass grading for entire site), design parameters, utility connections, constraints, and permitting requirements.
3. **Preliminary Design**  
SAA will prepare design development drawings for the limits of phase 1 to include mass grading for entire site, demolition plans, erosion control, finish grade engineering for shelter and pedestrian area, future playground pad, future parking lot pad, storm sewer connections to 66<sup>th</sup> Place, support utility design for water, sanitary, and storm sewer east of the terminus of 66<sup>th</sup> Place, and onsite stormwater detention facilities.
4. **Meeting #2: Design Review**  
SAA will attend one meeting with city staff to review preliminary engineering drawings. Digital copies (pdf) of the plans will be submitted to the city for review one week prior.
5. **Construction Document Bid Set Preparation**  
SAA will prepare bid documents to be let publicly in the summer of 2012. Bid documents to include detailed construction plans and project specifications (city standards to be utilized with SAA Special Provisions). Final documents to be provided to the city in print ready digital format.
6. **Prepare Cost Estimate**  
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.
7. **Permitting**  
SAA will complete the required DNR WRAPP (NOI) permit and submit to the review agency prior to plans being let for bidding. Special consideration for stormwater management is included due to the Des Plaines River Watershed stringent requirements. SAA will submit a WQM letter to the state regulatory agency for the new shelter/restroom sanitary sewer connection. Permitting fees will be paid by SAA and submitted for reimbursement to the city. All local permitting (erosion control, stormwater) will be completed by the city unless otherwise requested of SAA.

### Deliverables:

Final project deliverables will include the following:

- One (1) 22x34 inch preliminary plan set for the review meeting (Meeting #2)
- One (1) 8.5x11 inch final estimate of probable construction costs
- One (1) copy of submitted permits (digital format)
- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

## Strawberry Creek Park CDs Phase 1

**Schedule:**

SAA is prepared to begin work on the project on or about February 1, 2012 and will complete the project by May 1, 2012.

**Fee:**

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$25,980.



**Engineering Division**  
Michael M. Lemens, P.E.  
Director/City Engineer  
**Fleet Maintenance**  
Mauro Lenci  
Superintendent  
**Parks Division**  
Jeff Warnock  
Superintendent

**Street Division**  
John H. Prijic  
Superintendent  
**Waste Division**  
Rocky Bednar  
Superintendent

C-2b

**DEPARTMENT OF PUBLIC WORKS**  
**Michael M. Lemens, P.E., Interim Director**

Municipal Building · 625 52<sup>nd</sup> ST · RM 305 · Kenosha, WI 53140  
Telephone (262) 653-4050 · Fax (262) 653-4056

January 26, 2012

To: Michael Orth, Chairman  
Park Commission

From: Michael M. Lemens, P.E.  
Interim Director of Public Works

Cc: Lawrence Green  
District 9

Subject: ***Task Order #2 with SAA Design Group, Inc.***

*[Handwritten signature and date 1-27-12]*

**BACKGROUND INFORMATION**

SAA Design Group, Inc. submitted a task order to complete the design drawings and specifications for installing a new splashpad area at Anderson Pool. This task falls under the conditions of the professional services agreement master contract, approved by separate action of the Park Commission.

The Kenosha Capital Improvement Program for 2012 included \$60,000 under PK-12-001 for Design/Engineering Services for Mechanical upgrades and splashpad installation. SAA will also coordinate work with the consultant who will be developing the mechanical upgrades for the Anderson pool area. Staff will be seeking proposals from pool contractors/designers for this work.

**RECOMMENDATION**

Approve Task Order #2 to SAA Design Group for \$36,500 to include their quote of \$33,377 with \$3,123 of contingency, and authorize the Director of Public Works to execute the agreement on behalf of the City.

## TASK ORDER #2 - SCOPE OF SERVICES

### Tasks to be completed:

1. **Site Survey and Basemap Compilation**  
SAA will acquire and assemble site survey and infrastructure drawings to be provided by the city. All existing topographic information to be analyzed at a one foot contour level. All existing utility and site layout information must be provided in the detailed topographic survey provided to SAA. SAA will incorporate existing pool site plans into LIDAR survey base.
2. **Meeting #1: Design Program and Coordination**  
SAA will attend one meeting with city staff to discuss design preferences, limits of construction (conversion of existing south pool, immediate concrete surroundings, barrier seat wall, mechanical enclosure), constraints, and permitting requirements.
3. **Preliminary Design**  
SAA will prepare design development drawings for the new splashpad area and immediate surroundings. It is envisioned that the mechanical enclosure and storage tank will be housed in a stand alone structure positioned by the south fence line. SAA will coordinate with the pool mechanical upgrades in the main pump house (separate project). Preliminary theme, spray elements, and other site amenities will be proposed in this phase.
4. **Meeting #2: Design Review**  
SAA will attend one meeting with city staff to review preliminary engineering drawings. Digital copies (pdf) of the plans will be submitted to the city for review one week prior.
5. **Construction Document Bid Set Preparation**  
SAA will prepare bid documents to be let publicly in the summer of 2012. Bid documents to include detailed construction plans and project specifications (city standards to be utilized with SAA Special Provisions). Final documents to be provided to the city in print ready digital format.
6. **Prepare Cost Estimate**  
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.
7. **Color Rendering**  
SAA will prepare a "Coming Soon" graphic for city marketing purposes. This graphic will be a birds'eye level perspective illustration and can be posted on the city website and used for promotion of the new project to boost pool revenues. An exterior grade aluminum sign will be provided to post onsite.
8. **Permitting**  
SAA will complete the required DNR WRAPP, DHS and DOC permits and submit to the review agency prior to plans being let for bidding. Permitting fees will be paid by SAA and submitted for reimbursement to the city. All local permitting (erosion control, stormwater) will be completed by the city unless otherwise requested of SAA.

### Deliverables:

Final project deliverables will include the following:

- One (1) 22x34 inch preliminary plan set for the review meeting (Meeting #2)
- One (1) 8.5x11 inch final estimate of probable construction costs
- One (1) 24x36 Aluminum Graphic Sign (digital files also provided)
- One (1) copy of submitted permits (digital format)

## Anderson Pool Splashpad CDs

- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

### **Schedule:**

SAA is prepared to begin work on the project on or about February 1, 2012 and will complete the project by May 15, 2012.

### **Fee:**

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$33,377.

# Information #1

January 26, 2012

TO: Michael Orth  
Park Commission Chairman

FROM: Michael M. Lemens, P.E.  
Interim Director

SUBJECT: Project Status Report

**Project #10-1415 Lakefront Water Feature** - Plans are 90% completed. Staff will be working on preparing plans and specifications for bidding. (2)

**Project # 10-1443 Bike and Pedestrian Connections** - Plans have begun but a major focus on bike paths has been to complete the Bike Path crossing at Washington Road and the extension through Nash Park. Once these projects have been bid, design will be completed on this third phase. (Citywide)

**Project #11-1415 CORP Implementations** – Consultant services for the design work associated with the grants and the work identified in the CORP will begin upon the execution of the Master Contract. Priority will be first given to Strawberry Creek, Anderson Pool and the projects that have received grant funding. (Citywide)

**Project #11-1416 Petzke Park Mass Grading** – All of the clay material needed for modifying the grade of the park is on the site. The parking lot area is graded and will be paved in the spring. Work has been suspended due to the winter conditions however storm sewer was installed and construction is scheduled to be completed in early July. (1)

**Project #11-1417 Strawberry Park Mass Grading** – Consultant services for the design work associated with the Master Plan will begin upon the execution of the Master Contract. (16)

**Project #11-1419 Park Fee Study** – The report is 90% complete. Staff is reviewing the draft document and making additional changes and adding data. The next step will be to discuss possible recommendations for inclusion into a section of the report. Staff is anticipating that the draft document will be given to Park Commissioners in May. (Citywide)

**Project #11-1421 Southport Beachhouse Restoration (Wisconsin Coastal Management Grant)** – Consultant services for the design work associated with this project will begin after a kickoff meeting. (12)

**Project #11-1422 Peorio Pond Invasive Control (DNR/EPA Grant)** – The pond has been filled with clay, stone and topsoil per WDNR requirements. The existing site has been sprayed with Polymer to keep the soil from eroding during the winter months and to allow for the fill to settle. In spring the site will be re-graded, seeded, fertilized and mulched for final restoration. (1 and 4)

**Project #11-1423 Southport Shoreline Repair** – Staff has submitted for the shoreline maintenance permit and once obtained will begin rebuilding the shoreline in Southport Park. (12)

**Project #11-1125 Pennoyer Beach Outfall Stormwater Infiltration Basin (GLRI Grant)** – [AECOM] Plans are approximately 90% completed. (SWU) ( 1)

**Project #11-1137 Pike River Monitoring (WI Coastal Management Grant)** –Staff is nearing completion of a contract with the City of Racine Health Department for the monitoring and testing work associated with this grant. Upon completion of the contract it will be presented to the Committee. SWU (1 and 4)

**Design Work-** Staff is working on the following projects:

Revisions to the Google Map, Tree Contracts, Anderson Park Pool Modifications and Splashpad Design, Strawberry Creek Trail and Shelter Grant, Sunrise Park Trail Grant, Southport Park Trail Grant, Simmons Island Park Boardwalk Grant, Shagbark Trail Grant, Washington Park Pool Stair Modification.