



Agenda for a Regular Meeting of the
Finance Committee of the Common Council of the City of Hudson
Tuesday, January 19, 2021 6:45 p.m.
Council Chambers of City Hall, 505 Third Street & Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86189396193?pwd=ZjJwYzcvSmxERkVYT0FNbGJkTXUyQT09>

Meeting ID: 861 8939 6193

Password: 898048

Call-In Phone Number: 312-626-6799

This meeting can also be viewed live via YouTube (River Channel) and Facebook (@hudsonriverchannel) as well as on Community Access TV Channel 15.

AGENDA

(Click on agenda items highlighted in blue to access documents related to that item)

1. Call to Order
2. Discussion and Possible Action on Minutes from January 4, 2021
3. Discussion and Possible Action on Claims in the amount of \$8,304,880.57.
4. Discussion and Possible Action on Operator's Licenses for Steven Von Voorhuis.
5. Discussion and Possible Action on Public Works Director Pay Grade
6. Discussion and Possible Action on the 2021 Grandview Park Concessions Agreement with the Hudson Boosters
7. Discussion and Possible Action on the LOE with Bolton & Menk for engineering services in the amount of \$20,600 for the 2021 Stormwater project
8. Discussion and Possible Action on the agreement with Zappa Brothers in the amount of \$4,590 to abandon the well at 1421 2nd Street (West Public Works Facility)
9. Discussion and Possible Action on City Hall Improvements and Construction
10. Items for Future Agendas
11. Adjournment

Rich O'Connor, Mayor

Posted on City website and emailed to Hudson Star Observer on January 14, 2021. Some agenda items may be taken up earlier in the meeting, or in a different order than listed.

FINANCE COMMITTEE MEETING OF THE COMMON COUNCIL
CITY OF HUDSON, WISCONSIN
Monday, January 4, 2021

UNAPPROVED

Meeting called to order by Mayor Rich O'Connor at 6:48 pm.

PRESENT: Mayor Rich O'Connor and Alderpersons Joyce Hall, Bill Alms, and Randy Morrisette II.

ABSENT: None

OTHERS PRESENT: Cathy Munkittrick and others

MINUTES: MOTION by Alms, second by Morrisette, to approve the minutes of the December 7, 2020 Finance Committee meetings. Ayes (4). MOTION CARRIED.

CLAIMS: MOTION by Morrisette, second by Hall, to recommend the payment of the following claims:

COUNCIL CLAIMS – JANUARY 4, 2021

Fund		A/P Amounts	P/R Amounts	Totals
100	General	631,591.12	269,224.71	900,815.83
310	Debt Services	1,115.10		1,115.10
415	TID 1-5	2,000.00		2,000.00
416	TID 1-6	5,073.83		5,073.83
450	Capital Projects	25,503.06		25,506.06
451	2017 & 2018 Cap Projects	28,666.97		28,666.97
452	2019 & 2020 Cap Projects	1,205.50		1,205.50
620	Parking	5,018.16	4,018.42	9,036.58
630	Ambulance	828.96		828.96
640	Storm Sewer	806.79	2,049.83	2,856.62
	Totals	701,809.49	275,292.96	977,102.45

Ayes (4). MOTION CARRIED.

OPERATOR LICENSES: MOTION by Alms, second by Hall, to recommend approval of the issuance of (6) Operator Licenses for the period of January 5, 2021 to June 30, 2022, for Samuel Humphrey, Mariana Nord, Douglas Isackson, John Maillette, Daniel Smythe, and Adam Valentine, contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

SECONDHAND ARTICLE DEALER/SECONDHAND JEWELRY LICENSE: MOTION by Hall, second by Alms, to recommend approval of the issuance of Secondhand Article Dealer/Secondhand Jewelry License for the period of January 5, 2021 to December 31, 2021, for EcoATM, LLC at 2222 Crestview Dr (Inside WalMart 1365), contingent on payment of any outstanding debt owed to the City and successful completion of the background check. Ayes (4). MOTION CARRIED.

FUTURE AGENDA ITEMS: None

ADJOURNMENT: MOTION by Alms, second by Morrisette, to adjourn at 6:50 p.m. Ayes (4). MOTION CARRIED.

Alison Egger
Finance Director



SUBMITTED TO: Finance Committee
DATE: January 19, 2021
SUBMITTED BY: Kathy Edwards, Accountant

COUNCIL CLAIMS - January 19, 2021				
Fund		A/P Amounts	P/R Amounts	Totals
100	General	537,780.14	127,229.67	665,009.81
235	Room Tax & Comm Subs	2,897.00		2,897.00
450	Capital Projects	928.82		928.82
620	Parking	1,326.06	2,090.88	3,416.94
630	Ambulance	2,448.47		2,448.47
640	Storm Sewer	353.37	506.15	859.52
860	Tax Agency	7,629,320.01		7,629,320.01
	Totals	\$8,175,053.87	\$ 129,826.70	\$ 8,304,880.57



SUBMITTED TO: Finance/Common Council
DATE: January 19, 2021
SUBMITTED BY: Karen Duchow, Deputy Clerk
REGARDING: Application(s) for Operator Licenses

ISSUE:

Applications for Operator Licenses are on file in the City Clerk's office and are available for inspection upon request. If approved by Council, the licenses will be issued contingent upon successful completion of a background check and payment of any outstanding debt owed to the City.

STAFF RECOMMENDATION:

Approve the issuance for 1 Regular Operator Licenses for the period of January 20, 2021 to June 30, 2022 to:

Steven Van Voorhuis



SUBMITTED TO: Mayor and Common Council

DATE: January 19, 2021

SUBMITTED BY: Aaron S. Reeves, City Administrator ^{AR}

REGARDING: Public Works Director Pay Grade Change

BACKGROUND:

To remain market competitive with our pay plan it is important to review employee compensation on a regular basis. The recent hiring of our City Engineer and a hiring of a Public Works Director in a nearby City has shown that the Public Works Director position should be moved from its current pay grade to the same grade as the Finance Director. This move would result in a \$6,474 pay increase and move the current position from the 2-year step in the current pay grade to the Start step in the new grade. There is money in the 2021 budget for this change.

STAFF RECOMMENDATION:

Approve the moving of the Public Works Director position to the same pay grade as the Finance Director position at the Start step.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
mmroz@ci.hudson.wi.us
ph: 715-716-5746
www.ci.hudson.wi.us

TO: Common Council

FROM: Michael Mroz; Parks & Public Works Director

DATE: January 13, 2021

SUBJECT: Approve the concessions agreement with the Hudson Boosters for the operation of concessions at Grandview Park

BACKGROUND:

Hudson Boosters submitted a request to operate concessions at Grandview Park for 2021. Attached is the Agreement for use of the concessions.

- The Agreement states the Concessionaire will pay to the City 6% of all gross revenues of all sales on a monthly basis. NOTE: The collection of concessions will be placed in a non-lapsing account designated for Grandview Park maintenance and improvements.

FUNDING SOURCE: N/A

STAFF RECOMMENDATION: MOTION by Deziel, second by Brokaw to approve the Grandview Park Concessions Agreement with the Hudson Boosters. MOTION CARRIED.

2021 GRANDVIEW PARK CONCESSION AGREEMENT

This Concession Agreement entered into this ___ day of _____, between the City of Hudson with its offices at 505 Third Street, Hudson, Wisconsin 54016, herein designated "**CITY**," and Hudson Boosters Inc. a non-profit corporation, hereinafter designated "**CONCESSIONAIRE**." For and in consideration of the mutual covenants and conditions hereafter set forth, the City does hereby grant unto the Concessionaire the right and privilege to operate the concession stand building in Grandview Park for the 2021 concession year, upon the terms, conditions and covenants herein contained.

1. DESCRIPTION OF PREMISES. For purposes of this concession agreement, the concession stand to be occupied by the Concessionaire located at 1100 Carmichael Road, Hudson Wisconsin, and used for the purposes as provided for in this agreement is set forth on the building drawing attached hereto and incorporated herein by reference as Exhibit "A".

2. TERM. The term of this agreement shall be for the period commencing May 1, 2021 to October 31, 2021. In the event that the Concessionaire desires to extend this agreement for an additional term, the Concessionaire shall request such an extension on or before April 1, 2022. Thereafter, the parties shall negotiate the terms of any renewal agreement. The City may, but is not obligated to, grant an extension or renewal of this agreement. The Concessionaire shall not be delinquent in payment of any debt owed to the city, including personal property taxes or any other debt to the City. Any such delinquency shall be a breach of this agreement.

3. HOURS OF OPERATION. The concession stand may be open only during any scheduled games or tournaments at Grandview Park.

4. PAYMENT. For and in consideration of the privileges granted herein, the Concessionaire shall pay to the City 6 % of the gross revenues of all sales. The Concessionaire shall provide to the City a monthly financial sales report and payment within five (5) days after the end of the months of, June, July, August, September and October. Failure to provide monthly sales reports shall be considered a breach of the agreement and subject to termination as outlined in paragraph 26 of this agreement. A final payment and report shall be due on November 15, 2021. Payments under this paragraph shall be in addition to the user fees paid to the City by the Hudson Boosters for use of the Grandview Park facility. The City shall bill the Hudson Boosters separately for the user fees and any other services.

The City's share of concession revenues received under this section shall be placed in a non-lapsing account designated for Grandview Park maintenance and improvements.

5. SECURITY DEPOSIT. Prior to commencement of any sales, the Concessionaire shall deposit with the City the sum of \$250.00, to be held as a security deposit. The

Concessionaire shall be returned the security deposit providing there are no other charges due and owing from the Concessionaire to the City.

6. INDEMNIFICATION. The Concessionaire agree to indemnify and save harmless the City against any cause of action, claim, damage, costs or expense, including reasonable attorney fees, arising out of its management and operation of the concession stand or from any breach or default by the Concessionaire in the performance of this agreement or from any other negligence of the Concessionaire in its operation of the premises.

7. INSURANCE. The Concessionaire agrees that it will place and keep in effect during the terms of this agreement a comprehensive general liability policy covering the premises and providing insurance coverage with minimum limits of liability for bodily injury to one person in the amount of \$500,000.00 and bodily injury to any group of persons as a result of one accident in the amount of \$1,000,000.00. The Concessionaire agrees that the City shall be named as an additional insured on a primary and non-contributory basis and without cost or expense to the City. Concessionaire agrees that it will place and keep in effect during the term hereof a liability policy providing insurance coverage for damage to property in the amount of \$100,000.00.

All insurance requirements set forth in the preceding paragraph shall be placed with responsible insurance companies approved by the City, which approval shall not be unreasonably withheld, and authorized to do business in the State of Wisconsin and shall be in a form approved by the City. All such policies or certificates of insurance and related endorsements evidencing such coverage shall be deposited with the City and maintained during the term of this lease. Said insurance shall not be subject to cancellation except for thirty (30) days prior written notice to the City. ***The concession stand may not operate until city has been provided with certificate of insurance and related endorsements.***

8. UTILITIES. The City shall provide and pay for all electrical, water and sanitary sewer charges and expenses for the building.

9. NO PARTNERSHIP. Any intention to create a joint venture, partnership or agency relationship between the City and Concessionaire is hereby expressly disclaimed.

10. INDEPENDENT CONTRACTOR. The status of the Concessionaires is that of independent contractors. The Concessionaires further agree that Concessionaires shall not:

- A. Create any lien or security interest on any property owned by the City.
- B. Make any agreement or bill any work, product or services to the City.

C. Represent Concessionaire as a representative, agent or employee of the City.

11. WORKER COMPENSATION INSURANCE. If required by Wisconsin law, the Concessionaire shall provide Worker Compensation insurance for its employees or members exercising employee functions under the terms of this agreement and if wages are provided such individuals. Concessionaire shall comply with all federal and state rules regarding social security and withholding of income taxes.

12. NONDISCRIMINATION. The Concessionaire agree not to discriminate against any employee, applicant for employment, or patron because of age, race, religion, color, disability, sex, physical condition, developmental disability, sexual orientation, conviction record, national origin, or any other basis prohibited by state or federal law.

13. PERSONAL PROPERTY. The Concessionaire shall furnish all personal property necessary for the operation of the concession-stand. The Concessionaire may remove this property at any time during the lease, and upon termination of the lease within a reasonable time as required by the City. The Concessionaire shall not at any time remove any fixture or property of the City. Any personal property or other fixture installed by the Concessionaire on the premises which the City determines cannot be removed without damage to the premises shall not be removed and shall become the property of the City at no cost to the City. The Concessionaire shall notify the City ten (10) days prior to any such planned removal. All sink, window fixtures, receptacles, lights or other attached fixtures installed by the City shall remain on the premises.

14. CLEANING AND MAINTENANCE. The Concessionaire shall be responsible for the cleaning of the concession stand building including the concession area and storage area. The following items would be included in this section:

- A. The concession area shall be cleaned and sanitized by the Concessionaire when sales have stopped and prior to leaving for the day such that they are cleaned and sanitized for the next day's usage. Tasks included in this item, but not limited to, cleaning and rinsing of floors, sanitizing of counters, and floor sweeping.
- B. The building interior and immediate area around the concession building shall be kept free of refuse and litter by the Concessionaire. This includes refuse and litter in dugout or player areas. Concessionaire will also be responsible for emptying trash receptacles in this area each day after activity is complete and placing bags in dumpsters within park boundaries. All refuse will be bagged. City will provide refuse receptacles and recycling receptacles. In the event refuse and litter is not picked up, trash receptacles not emptied, and/or recycling receptacles not emptied, and/or not transported to the parks dumpsters the Concessionaire shall be billed for the cleanup work at the

City's of Hudson's annual service charge rates. Payment for cleanup work shall be paid within 14 days of billing. Failure to pay such billings will constitute a breach of the agreement and remedies will be sought as outlined in paragraph 26.

C. The City shall supply the following items and services for maintenance of the concession stand and building restrooms:

1. Hand soap dispensers, soap, towels, toilet paper, urinal blocks and all other restroom facility supplies
2. Light bulbs for building/restroom lights
3. Mop, pail, bucket for floor cleaning

D. At the end of Concessionaire's activity each day, the Concessionaire shall be responsible for locking and securing the park building. The rest rooms shall be opened daily by City staff for daily park activities.

15. SIGNAGE AND ADVERTISING. The erection of signs and advertising or display material will be prohibited on the building exterior or park grounds unless approved by the City. All signs, advertising, and display materials shall be restricted to the interior of the concession stand.

16. ALTERATIONS. The Concessionaire shall not make any alterations, improvements, additions, or changes to the premises without the express written consent of the City. Repairs to City owned items in the concession stand area shall be done by the City within a reasonable period of time.

17. GRANDVIEW PARK COMPLEX. The development, management, and administration of Grandview Park shall remain exclusively under the jurisdiction of the City, and the Concessionaire shall manage only the premises designated for the concession stand, and operation of league play and tournaments occurring at Grandview Park.

18. RIGHT OF ENTRY. The City shall have the right to enter the premises at any reasonable time, upon reasonable notice, and for the purpose of inspection or making repairs or improvements, which the City deems necessary.

In the event of emergency, the City may order the closing of the concession stand on a temporary basis.

19. USE BY OTHERS. The City retains the right to allow other tournaments by other than the Hudson Boosters if the facility is available. The Concessionaire shall cooperate with the City on the operation of the concession stand and building for these events.

20. DESTRUCTION OF PREMISES. In the event that Grandview Park, or a part thereof, is damaged or destroyed by fire, wind, flood, or other unavoidable casualty so as to render it wholly unfit for operation, this agreement shall terminate; and the City shall refund any prepaid fees paid hereunder. The City shall not have any obligation to replace, restore, rebuild, or substantially repair the damaged premises.

21. NO WASTE OR NUISANCE. The Concessionaire shall not cause or allow any waste or nuisance upon the premises. No refuse shall be left in the building overnight. The Concessionaire shall not permit any disorderly conduct or behavior in the immediate area of the concession stand or playing fields. Any radio, stereo, or public address system played in the concession stand or playing field area shall be at a reasonable level of volume. The City may order the use of any of these devices to be discontinued if it creates a nuisance for the surrounding area.

The Concessionaire shall maintain all properties that are subject to this agreement in their present condition; ordinary wear and tear excepted and shall maintain high standards of cleanliness and sanitation. Garbage must be placed in specific receptacles and shall not be allowed to collect in the facility.

The City and Concessionaire encourage recycling of refuse materials. All recyclable materials generated by concession stand operations shall be properly sorted and deposited in the recycling dumpster which shall be located on park grounds. Park visitors and users will be encouraged to recycle through signage and placement of labeled refuse containers for recyclable materials. The Concessionaire has first right to recyclable materials provided they are removed from park premises on a daily basis. The City will furnish a minimum of two (2) containers for aluminum cans at the concession stand.

22. FIRE EXTINGUISHER. The City shall provide one (1) fire extinguisher for the premises, which will be located in the concession area. The extinguisher will remain the property of the City, and all service work and refilling of the extinguisher shall be done by the City, unless the extinguisher is used in an improper manner by the Concessionaire or person involved in Hudson Boosters activities.

23. CONCESSION SALES.

A. The following items MAY NOT be sold by the Concessionaire:

1. Any type of fireworks
 2. Any other item dangerous, offensive, or inappropriate to a proper and safe park environment
 3. Any food items which require the use and installation of an overhead exhaust fan system.
 4. Alcohol Beverages.
- B. All other food and concession items shall be allowed.
- C. A list of items and purchase prices shall be submitted to the City Parks Department for approval before the start of operation. Prices shall be similar to those charged at other retail establishments in the area.

24. PLAYING FIELD AND PARK MAINTENANCE RESPONSIBILITIES:

- A. The City shall:
1. Cut the grass, provide weed control and trimming.
 2. Fertilize the outfields at a minimum of two (2) times per year and roll them one (1) time.
 3. Water the grass when necessary.
 4. Provide and apply infield dirt when necessary.
- B. The Concessionaires shall:
1. Remove refuse from dugouts (player areas) and infields after Concessionaires activity.

It is the intention of the Concessionaire and Hudson Parks Department that a cooperative attitude exists between the parties with the common goal of providing an aesthetic and well-maintained facility.

25. SIGNAGE. All regulatory signage will be provided and placed by the City. Banners and other signs announcing tournament registration and information must follow the City Sign Ordinance shall be allowed on the property.

26. REMEDIES OF CITY. In the event during the term of this agreement:

- A. The Concessionaire has failed to pay a fee installment, with such breach having continued after five (5) day written notice, or,
- B. Concessionaire has failed to comply with any other provision of this agreement and shall not have cured such failure within five (5) days after City, by written notice, has informed Concessionaires of such non-compliance; or,
- C. Concessionaire ceases to conduct its normal business operations in the concession area or has vacated or abandoned the premises; or,
- D. Concessionaire does or permits to be done anything which creates a lien upon the premises of the City.
- E. Violates any provision of the Hudson Municipal Code or Chapter 125 of Wisconsin Statutes.
- F. Fails to provide monthly sales reports, as outlined in paragraph 4, shall be considered a breach, with the agreement being subject to cancellation.

The City, upon five (5) days written notice to Concessionaire, may elect to cancel and terminate this agreement. The Concessionaire shall forfeit Concessionaires' security deposit and the City may re-enter into possession and may operate the concession stand itself or enter a new agreement with another party for the remainder of the term.

No right or remedy herein conferred upon or reserved to the City is intended to be exclusive of any other right or remedy given herein or now or hereafter existing at law or in equity or by statute.

27. PARK BOARD. The Concessionaire shall meet with the Park Board to discuss the concession stand operation and this agreement on an annual basis.

28. SURRENDER. Within one (1) week of the end of operations herein defined, the Concessionaire shall peaceably surrender the premises and shall remove all of Concessionaire's property; and the City shall conduct a final inspection and shall provide Concessionaire with a written report for any deductions from the security deposit and the balance thereof shall be returned to the Concessionaire with such written report.

29. AMENDMENTS. Any amendment to this agreement shall be in writing and shall be signed by both parties.



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Finance/Common Council

FROM: Michael Mroz; Public Works Director

DATE: January 13, 2021

SUBJECT: Approve the LOE from Bolton & Menk in the amount of \$20,600 for the 2021 Stormwater Utility Improvement Project

BACKGROUND:

Each year, city staff identifies maintenance needs of the City's storm sewer system, which is publicly bid out. Examples of corrective repairs are:

- A) Replacement of broken pipe
- B) Replacement of deteriorated structures (catch basins, end walls, manholes)
- C) Adjustment/replacement of catch basin castings and rings
- D) Surface drainage corrections
- E) Post Construction Pond Maintenance

Enclosed, the Public Works Committee will find the repair projects identified for the 2021 season.

Furthermore, enclosed is a Letter of Engagement (L.O.E.) with Bolton & Menk to provide engineering services on the proposed project in the amount of \$20,600.

FUNDING SOURCE:

Funding for engineering services will be paid for out of the storm water utility budget, 640.48.53442. Annually, there is \$200,000 budgeted for storm water maintenance expenses.

COMMITTEE RECOMMENDATION:

MOTION by Deziel, SECONDED by Webber to Approve the Letter of Engagement with Bolton & Menk, Inc. in the amount of \$20,600. MOTIONED CARRIED

Enclosure: List of 2021 storm sewer repairs; LOE with Bolton & Menk

**CITY OF HUDSON
LETTER OF ENGAGEMENT**

Project Name: 2021 Storm Sewer Repairs

Project Number: _____

This Letter of Engagement is entered into this ____ day of _____, 2021, by and between the City of Hudson, 505 Third Street, Hudson, WI, 54016 (hereinafter the "City") and

Bolton & Menk, Inc.

Name of Consultant

2035 County Road D East, Maplewood, MN 55109

Address of Consultant

(Hereinafter the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into an Engineering Master Consulting Agreement on the 24th day of November 2014; and

WHEREAS, the Master Consulting Agreement provides that the City would engage the Consultant from time to time to assist in providing engineering services for projects and studies designated by the City and as described through separate Letters of Engagement attached as Exhibits to the Master Consulting Agreement; and

WHEREAS, The City wishes to retain the services of an engineering consultant to assist with the following described project:

2021 Storm Sewer Repairs

(hereinafter the "Project"); and

WHEREAS, this Letter of Engagement outlines the services to be performed by the Consultant; the approved cost of the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

Article 1. Services to be performed by the Consultant

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described in Exhibit One attached hereto and made a part hereof.

Article 2. Schedule of Performance

The Consultant shall perform the services for the Project on the basis of the schedule attached hereto as Exhibit One and made a part hereof by reference. The schedule may be adjusted by mutual consent as the services proceed. The term limits established by the schedule and approved by the City shall not be exceeded by the Consultant or the City, except for reasonable cause agreed to by the City.

Article 3. Consultant's Compensation

The City shall pay the Consultant for services furnished and the Consultant shall accept as full payment the sums described on Exhibit One as Fees Hourly NTE (NTE meaning Not to Exceed). Payment to the Consultant for fees described on Exhibit One as "hourly estimated" shall be based on actual hours Consultant worked on the specified task. Exhibit One is attached hereto and incorporated herein by reference.

IN WITNESS THEREOF, the parties hereto have executed this Engagement letter as of the date first written above.

IN WITNESS WHEREOF, the parties hereto set their hands and seals dated this _____ day of _____, 2021.

Bolton & Menk, Inc.

By: _____

Name: Michael S. Nill, P.E.

Title: Principal Engineer

City of Hudson, Wisconsin

By: _____

Aaron Reeves, City Administrator

By: _____

Rich O'Connor, Mayor

Attest: _____

Becky Eggen, City Clerk

EXHIBIT 1

2021 Storm Sewer Repairs

Construction improvements consist of miscellaneous storm sewer repairs at various locations throughout the City.

Services to be performed:

Design Phase:

- Preliminary Investigations
- Preliminary Survey
- Prepare plans and specifications
- Prepare estimate of probable construction costs
- Prepare advertisement for bid and send to official newspaper
- Tabulate bids received
- Prepare contracts

Construction Phase:

- Organize Preconstruction Meeting
- Provide construction staking and observation as requested by City

Schedule of Performance:

- Public Works authorizes LOE.....January 11, 2021
- Council authorizes LOE.....January 18, 2021
- Council approves Plans and Specifications and authorizes Ad-for-Bid.....May 17, 2021
- Ad for Bid published.....May 20 & 27, 2021
- Open Bids.....June 10, 2021
- Council awards contract.....June 21, 2021
- Construction.....July 2021 – Sept 2021

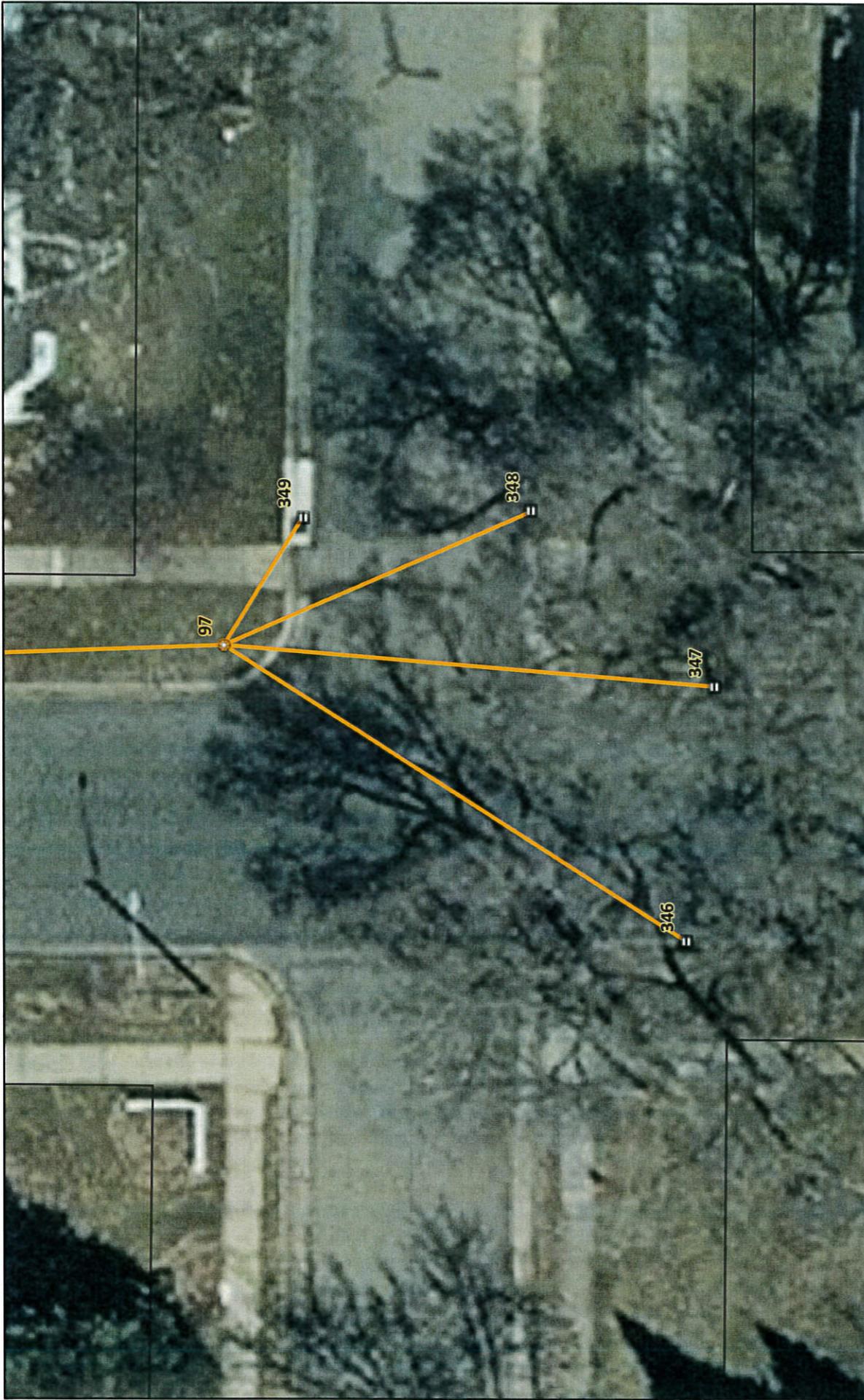
Compensation:

- | | |
|--|-----------------|
| 1. Preliminary Survey: estimated 25 hours, not to exceed | \$3,900 |
| 2. Plan Phase: estimated 71 hours, not to exceed | \$11,000 |
| 3. Construction Phase: estimated 45 hours, estimated | \$5,700 |
| Total Estimated Engineering Cost: | \$20,600 |

2021 Storm Sewer Maintenance

Structure I.D. Number	Repairs Needed
MH 97	New Structure
CB 349	New 3x5 casting
CB 348	New 3x5 casting
CB 347	Eliminate
CB 346	New 3x5 casting
MH1056	New Structure
CB 1056B	Add new catch basin

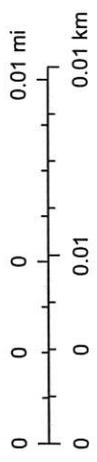
ArcGIS Web Map



1/7/2021, 10:46:57 AM

- ☒ Storm Inlets
- ☐ Storm Gravity Mains
- ☐ Hudson Parcels
- Storm Manholes
- Active

1:282



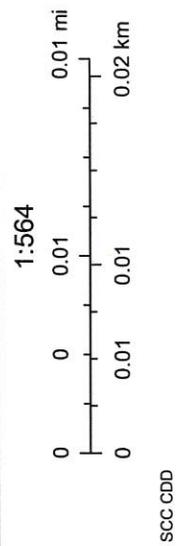
SCC CDD

ArcGIS Web Map



1/7/2021, 10:45:52 AM

- ☒ Storm Inlets
- ☒ Storm Discharge Points
- ☒ Storm Gravity Mains
- Storm Manholes
- ▲ Storm Outfalls
- ▭ Hudson Parcels
- Active
- ▭ Priority



ArcGIS Web Map



1/7/2021, 10:59:41 AM

-  Storm Inlets
-  Storm Gravity Mains
-  Storm Manholes
-  Hudson Parcels
- Active

SCC CDD

1



Michael Mroz
Public Works & Parks Director
505 Third Street
Hudson, Wisconsin 54016
ph: 715-716-5746 5 fx: (715)386-3385

TO: Finance Committee/Common Council

FROM: Michael Mroz; Public Works Director

DATE: January 13, 2021

SUBJECT: Approve the quote received from Zappa Brothers, INC. in the amount of \$4,590.00 to abandon the well at 1421 2nd St. (West Public Works Facility)

BACKGROUND:

In October of 2020, the well at the west garage stopped working and the cost for repairs was the same as hooking into the City water service so staff chose to run city water into the building instead of trying to repair a 40+ year old well. Now that this is complete, we need to abandon the well per state and local codes.

Enclosed is a quote from Zappa Brothers, INC. to perform the work and abandon the well in the amount of \$4,590.00.

FUNDING SOURCE:

Funding for the well abandonment is recommended to be taken from Council Contingency.

STAFF RECOMMENDATION:

Staff recommends approval of the quote received from Zappa Brothers, INC. in the amount of \$4,590.00 to abandon the well at 1421 2nd St. (West Public Works Facility), designating the funds come from Council Contingency.

ZB Proposal

ZAPPA BROTHERS, INC.

715 Sixth St. N., Hudson, WI. 54016-1074
 715-386-2850 Office / 715-386-0323 Fax
 Email: zappabrothers@sbcglobal.net

PROPOSAL SUBMITTED TO: City of Hudson, Attn: Mike Mroz		PHONE: 715-716-5746	EMAIL: mmroz @ hudsonwi.gov	DATE: 01/07/2021
ADDRESS: 505 Third Street, Hudson, WI 54016		JOB NAME: Well Abandonment Project		
ARCHITECT / ENGINEER: N.A.	PLAN DATE: N.A.	JOB PHONE: N.A.	LOCATION: 1421 Second Street, Hudson, WI	

We hereby submit specifications and estimates for:

Page 1 of 1

To abandon existing 6" diameter water well, to consist of the following:

1. Well abandonment as per Wisconsin Department of Natural Resources, RN112.21 requirements.
2. Abandonment report to be filed with the State of Wisconsin and the City of Hudson.
3. Removal and disposal of well pump and components, due to the type of well, the abandonment requires excavation to a depth of approximately 8.50 V.F. to allow for access to well casing and pump housing for pump and components removal, well casing to be cut off at approximately 8.00 V.F. below existing grade.
4. Existing abandoned well water service line to be capped, with existing yard hydrant and accessory removal and disposal.
5. Well abandonment excavation to be backfilled with compaction, using existing excavated material only.
6. Final grading with existing excavated material only.

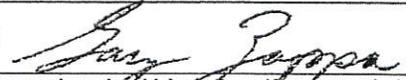
We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: **(\$ 4,590.00)**

DOLLARS

Payment to be made as follows: IN FULL UPON COMPLETION OF EACH PHASE OF CONSTRUCTION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature



*Note: This proposal may be withdrawn by us if not accepted within 30 days.

The following notice is hereby given as required by Wisconsin Statutes Section 779.02(2)(a):

"As required by the Wisconsin construction lien law, builder 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 buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, 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. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid".

Please return SIGNED COPY back to Zappa Brothers Inc.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above with Terms of: Net 30 days following date of invoice. Unpaid balance will be subject to Finance Charge of 1.83% per month (22% annual rate).

Signature: _____ Date: _____ Signature: _____ Date: _____

ArcGIS Web Map



1/13/2021, 1:21:50 PM

1:1,128



SCC CDD



SUBMITTED TO: Honorable Mayor and City Council

DATE: January 19, 2021

SUBMITTED BY: Aaron S. Reeves, City Administrator ^{AR}

REGARDING: City Hall Improvements and Construction Manager Approval

BACKGROUND:

Staff included \$500,000 in the 2021-22 CIP for repairs to City Hall (and some work at the PD/Library). A list of the work needed is attached. Because of the wide variety of work needed it does not make sense to try and bid this as one project. Staff put out an RFP for Construction Management services and received a large number of responses. After review of the proposals staff recommends the approval of Market & Johnson as Construction Manager for a fee of 4.7% of the total project cost of \$500,000 or \$23,500. If approved they will begin preparing bid documents as soon as possible for work to begin this summer.

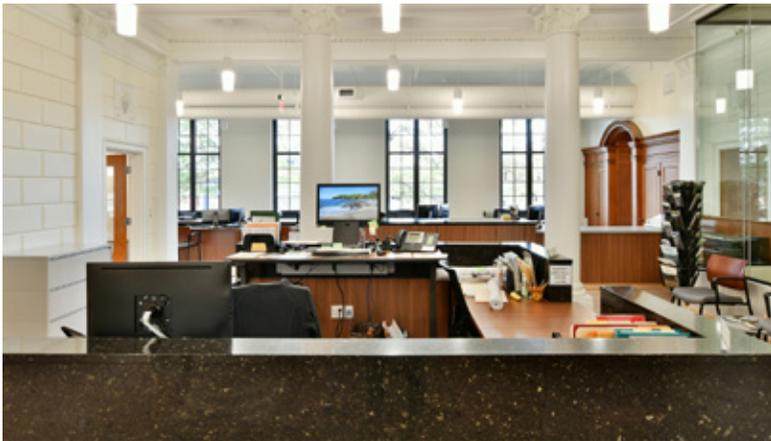
STAFF RECOMMENDATION:

Review the proposed work to be done at City Hall and approve Market & Johnson as Construction Managers for the project.

Priority	Project Description	Subcategory	Unit	# of Units	Cost /Unit	Total Estimated Cost	Notes
	Replace Carpet						
		Stair Allowance	EA	4	1000	\$ 4,000.00	\$30/yd Material, \$6/yd install, \$5.50/yd demo including dumpster
		1st Floor Vestibule/Foyer	SF	1000	6	\$ 6,000.00	
		2nd Floor	SF	4800	6	\$ 28,800.00	
		3rd Floor	SF	6000	6	\$ 36,000.00	
	Remove Cupola to Eliminate Water Leak		EA	1	\$ 7,500.00	\$ 7,500.00	Received a rough quote from Braden Construction of \$6,000 in winter of 2020 to remove cupola and roof over opening.
	Paint						Walls = \$1.25/SF - Ceilings = \$2.00/SF
		Exterior Allowance	EA	1	500	\$ 500.00	
		Stairwells Walls	EA	3000	2	\$ 6,000.00	
		3rd Floor Ceiling	SF	6000	2	\$ 12,000.00	
		2nd Floor Ceiling	SF	2800	2	\$ 5,600.00	
		1st Floor	SF	1000	1.25	\$ 1,250.00	Elevator Lobby and Vestibule Only
		2nd Floor	SF	12000	1.25	\$ 15,000.00	
		3rd Floor	SF	9000	1.25	\$ 11,250.00	
	ADA Front Entry		EA				
	ADA Door Hardware Upgrade						\$125 ea + \$75/ea install
		Exterior	EA			\$ -	Included with Security Upgrade
		1st Floor	EA	4	200	\$ 800.00	
		2nd Floor	EA	18	200	\$ 3,600.00	
		3rd Floor	EA	15	200	\$ 3,000.00	
	Bathroom Upgrades						
	Touchless Items						
	Faucets	All	EA	6	300	\$ 1,800.00	
	Hand Towel Dispensers	All	EA	4	200	\$ 800.00	
	Plumbing Fixtures						Nothing Included for First Floor
	Toilets / Urinals	2nd Floor	EA	4	600	\$ 2,400.00	
		3rd Floor	EA	2	600	\$ 1,200.00	
	LED Retrofit						
		Exterior	EA	14	200	\$ 2,800.00	
		1st Floor	EA	150	200	\$ 30,000.00	
		2nd Floor	EA	151	200	\$ 30,200.00	
		3rd Floor	EA	153	200	\$ 30,600.00	
	Council Chambers					\$ 80,000.00	
		Design					
		Technology					
		Desks					
	Reception Desk					\$ 15,000.00	
		Design					
		Permanent Plexi					
		Cabinetry					
	3rd Floor Reception Removal		EA				
	HVAC - Misc Improvements						
		Ceiling Diffusers	EA	4	200	\$ 800.00	
		Return Grilles	EA	2	150	\$ 300.00	
		Destratification Fans	EA	2	800	\$ 1,600.00	
	Roof Repairs - Police Dept.	West Side - 1st Floor				\$ 10,000.00	
	Tuckpointing / Exterior Repairs						
	City Hall Exterior Brick						
	City Hall 3rd St. Entry Stair Repair						
	Library Vine St. Stair Repair					\$ 50,000.00	
	Exterior						
		Landscaping	EA			\$ 3,000.00	
		Tree Removal	EA			\$ -	
	Door Security Upgrade					\$ 26,000.00	Proposal
	IT Rewire					\$ 30,000.00	Proposal
	1st floor IT Conversion						
	Contractor Fee					\$ 23,500.00	Per RFP
	SUBTOTAL					\$481,300.00	
	Contingencies (10%)					\$ 48,130.00	
	TOTAL					\$529,430	

CITY OF HUDSON

A project partner you can trust!



PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES

Monday, January 4, 2021



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EAU CLAIRE CITY HALL • EAU CLAIRE, WI

1. LETTER OF INTRODUCTION



January 4, 2021

Hudson Request for Construction Management Services Solicitation – Response Submitted Via Email to Aaron Reeves, City Administrator – areeves@hudsonwi.gov

Mr. Reeves:

Market & Johnson is pleased to submit a response to the City’s Request for Proposal to provide Construction Management Services for the improvements to the Hudson City Hall and the Hudson Public Library. As a local firm with over seventy years of construction management experience, we are firmly committed to providing the highest quality construction management solutions to the City of Hudson for this project. Our mission statement, Adding Value to Everything We Do is the guiding policy that influences all our services. When you are engaged with the Market & Johnson project management team, you will find a group of professionals that will lead you through every step of the construction process. Our team will provide the highest quality services from start to finish, and we believe we are a perfect fit for this project based on the following:

MINNESOTA OFFICE

7300 Hudson Blvd
Suite 165
Oakdale, MN 55128
Phone: 651-340-6146

EAU CLAIRE OFFICE

P.O. Box 630
2350 Galloway Street
Eau Claire, WI 54703
Phone: 715-834-1213

LA CROSSE OFFICE

1652 Lakeshore Drive
La Crosse, WI 54602
Phone: 608-784-5000

PRIMARY CONTACT

Randy LaFaive
Division Manager
Phone: (651) 478-4536
rlafaive@market-johnson.com

WWW.MARKET-JOHNSON.COM

Company Profile and Capability of Firm:

- With over seventy-two years of construction management expertise and three office locations, we have a depth of experience to support you throughout the project
- Demonstrated ability to provide high quality construction management for the City of Hudson through recent previous renovation projects for other western Wisconsin municipalities
- Over 90% of our \$340 million in construction volume is performed through construction management
- On average, 85% of our projects annually are with repeat customers, demonstrating our commitment to lasting relationships through quality construction management

Project Approach:

- Flexibility with and capacity to provide Construction Management solutions
- Highly effective project planning from conceptual design through turnover
- Ability to provide highly accurate budgeting throughout the design process
- Capacity to provide constructability analysis, quality assurance/quality control reviews and budget compliance reviews
- Experienced in providing quality value engineering options and cost controls throughout the process
- Effective communication systems to ensure key stakeholders are always up to date on the project
- Advanced internal processes that provide accurate project scheduling
- Demonstrated experience with tax exempt procurement for municipal projects
- Provide highly effective construction management and contract administration throughout the construction process all the way to the 11 month walk through

Qualifications and References of Firm:

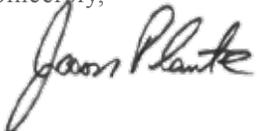
- Experience providing Construction Management Services for over thirty other municipalities in eastern Minnesota and western Wisconsin
- Direct and relevant experience with city hall and library facilities, including recent city hall renovation experiences
- Successful completion of the City of Hudson's new fire station
- Extensive remodeling, interior and exterior maintenance and improvements experience
- References from previous projects who can attest to Market & Johnson's commitment to quality project management

Experience, Qualifications and References of Staff Assigned:

- Division Manager with direct and relevant experience in delivering municipal projects, with previous experience delivering projects for the City of Hudson
- Project Manager with recent renovation experience
- Working Project Superintendent with recent and relevant remodeling experience and complex project experience
- Lead Estimator with over thirty-five years of preconstruction experience, with substantial experience providing preconstruction services for municipal projects
- High quality safety program and a demonstrated track record of maintaining safe job sites in downtown environments
- Over 350 construction experts on staff to provide additional depth as required

As you review our qualifications, I hope you find that our team is uniquely qualified. Market & Johnson is committed to being a high-quality project partner from pre-construction through project completion and well beyond. We will utilize our expertise and experience to make sure this project is a tremendous success. I am thankful for the opportunity to submit our firm for consideration and I know that our services will be a great match for this project.

Sincerely,



Jason Plante

Vice President

Market & Johnson

P (715) 577-1801

E jplante@market-johnson.com



LACROSSE COUNTY ADMINISTRATIVE CENTER • LACROSSE, WI

2. COMPANY SUMMARY



COMPANY HISTORY

Providing construction solutions since 1948, Market & Johnson has evolved to become one of the Midwest’s leading construction management and general contracting companies. We take pride in providing our clients with innovative and cost-saving construction solutions that go well beyond traditional bricks and mortar.

Market & Johnson operated as a family business until early 2001 when Dan Market began offering ownership opportunities to key employees. The new ownership team continues to maintain our small-town family atmosphere where our business philosophy is simple—we are in the business of building relationships. These relationships are based on trust, honesty, commitment to excellence, and a sincere desire to satisfy every one of our client’s needs. We work together as a team with the owner and architect to ensure every project exceeds our expectations.

Market & Johnson operates offices in three locations—Eau Claire and La Crosse, Wisconsin, and Oakdale, Minnesota, and employs approximately 400 employees, most of which is our highly-trained field workforce. We provide flexible preconstruction and construction services to the following markets: civic/municipal, commercial, education, food processing, healthcare, industrial, manufacturing, student housing/multi-unit housing, senior living, and religious.

OFFICE LOCATIONS

Project Office

7300 Hudson Blvd., Suite 165
Oakdale, MN 55128
P 651.340.6146

Corporate Office

2350 Galloway Street
P.O. Box 630
Eau Claire, WI 54703
P 715.834.1213

Branch Office

1652 Lakeshore Drive
La Crosse, WI 54603
P 608.784.5000

COMPANY STATISTICS



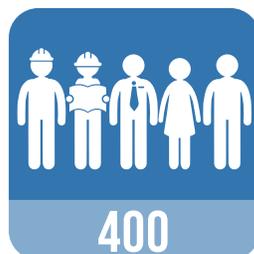
FOUNDED

*by Juel Market
and Milt Johnson
in Eau Claire, WI*



OFFICE LOCATIONS

*Eau Claire, WI
La Crosse, WI
Oakdale, MN*



EMPLOYEES

*most of which is
our highly-trained
field workforce.*



ANNUAL VOLUME

*Our firm is #283 on
the ENR’s 400 Largest
Construction Firms
in the United States*



COMMUNITY

*organizations have
benefited from EIF
in the past 4 years*



LACROSSE COUNTY ADMINISTRATIVE CENTER • LACROSSE, WI

3. PROJECT APPROACH

3A. PROJECT SCOPE SUMMARY

Market & Johnson reviewed the project scope and walked through the facilities with City Staff to gain a better understanding of the project scope and approach. The summary below outlines each of the project scope items included in the Request for Proposals and outlines Market & Johnson’s overall approach and tasks. Upon notification of selection as your construction manager, our project team will meet with City Staff to review and approve a project timeline and project schedule. The staff assigned to support the project approach and tasks is included in the next section.

THE SUMMARY BELOW OUTLINES EACH OF THE PROJECT SCOPE ITEMS INCLUDED IN THE REQUEST FOR PROPOSALS AND OUTLINES MARKET & JOHNSON’S OVERALL APPROACH AND TASKS.

PROJECT SCOPE TASK	SERVICES AND ACTIVITIES PROVIDED BY MARKET & JOHNSON
Council Chambers Redesign, Construction and Installation of Raised Desks with Integrated Technology and Presentation Lectern (ADA Compliant)	<ol style="list-style-type: none"> 1. M&J to solicit for Architect to aid in redesign of the Council Chambers layout & furniture. 2. Focused attention on eliminating exposed cords, electronics, trip hazards, and podium changes. 3. Coordinate design and integrate technology scope with City IT contractor. 4. Evaluate design options and establish budget. 5. Create bid package for subcontractor solicitation, award and manage to completion. ** Coordination with Security and IT Contractors as required **
Reception Desk Redesign, Construction, and Installation (ADA Compliant)	<ol style="list-style-type: none"> 1. M&J to solicit for Architect to aid in redesign of the main level Reception desk. 2. Focused attention to ADA requirements and security. 3. Evaluate design options and establish budget. 4. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate carpentry, casework, glazing, electrical and drywall/painting (as required) ** ** Coordination with Security and IT Contractors as required **
Retrofit LED Lighting and Controls Throughout City Hall	<ol style="list-style-type: none"> 1. M&J to work with lighting consultant (or contractor) to identify lighting and lighting control options, create light fixture package. 2. M&J to provide cost analysis of prioritized lighting and lighting controls, focus on key areas. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate electrical and drywall/painting (as required) **
Exterior Brick Tuckpointing and Tuckpointing of Stone Adjacent to Third St. Entrance and the Stairwell Entrance to the Hudson Library off Vine Street.	<ol style="list-style-type: none"> 1. M&J to solicit for envelope consultant to establish 'building wide' tuckpointing/caulking concerns. 2. Evaluate report and establish budget, focus on immediate needs, and assign potential for 2022 work. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate masonry restoration, potentially caulking and concrete subcontractor for stairs **
Minor HVAC Improvements for the Council Chambers	<ol style="list-style-type: none"> 1. M&J to solicit mechanical consultant (or contractor) to assist in evaluating the current system and identifying solutions. 2. M&J to provide cost analysis of Council Chamber HVAC solutions. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate HVAC, electrical and drywall/painting (as required) **
Interior Wall & Ceiling Repainting	<ol style="list-style-type: none"> 1. M&J to solicit for Architect to aid in establishing color scheme, material selection and areas of focus. 2. M&J to provide cost analysis and itemized items and areas of work. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate painting subcontractor **

PROJECT SCOPE TASK	SERVICES AND ACTIVITIES PROVIDED BY MARKET & JOHNSON
Carpet Removal & Replacement	<ol style="list-style-type: none"> 1. M&J to solicit for Architect to aid in establishing color scheme, material selection and areas of focus. 2. M&J to provide cost analysis and itemized items and areas of work. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate flooring contractors **
Cupola Removal or Repair and Associated Water Damage Repair	<ol style="list-style-type: none"> 1. M&J to solicit for envelope consultant to review re-occurring issues, develop remedy report. 2. Evaluate report and establish budget for various items associated with fixing areas in need. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate masonry restoration, caulking, potentially cleaning up interior finishes **
Bathroom Upgrades to Include New Toilets, Touchless Faucets, & Hand Towel Dispensers	<ol style="list-style-type: none"> 1. M&J to solicit for Architect to aid in establishing color scheme and material selection. 2. M&J to work with Mechanical contractor to establish plumbing fixture selections. 3. M&J to provide cost analysis and itemized items. 4. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate carpentry, plumbing, electrical and finishes (as required) **
Supply and Installation of ADA Door Hardware Throughout Public Spaces	<ol style="list-style-type: none"> 1. M&J to solicit aid from hardware supplier in establishing proper compatible hardware. 2. M&J to provide cost analysis and itemized items and areas of work. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate carpentry and door/hardware suppliers ** ** Coordination with Security Contractor as required **
Coordination with the City's Security Upgrade Contractor	M&J to coordinate with Security Contractor as required for Council Chambers, Reception Desk and any door hardware changes.
Coordinate with City's I.T. Upgrade Contractor	M&J to coordinate with IT Contractor as required for Council Chambers and Reception Desk work.
Rubber Membrane Roof Repair at the Hudson Public Library	<ol style="list-style-type: none"> 1. M&J to solicit for envelope consultant to review re-occurring issues, develop remedy report of balcony roofs. May require input from Architect if handrail changes/penetrations are required. 2. Evaluate report and establish budget for various items associated with fixing areas in need. 3. Create bid package for subcontractor solicitation, award and manage to completion. ** Anticipate roofing contractors **
Obtain Design Assistance from an Architect or Engineer to Produce Plans and Specifications to Deliver Project to Owner's Satisfaction	<ol style="list-style-type: none"> 1. M&J to engage consultants as required for each specific task. Most of the tasks will not require extensive design input however some color/material selections will be helpful. 2. Create solicitation process for Architect and other consultants as required.
Provide Necessary Supervision, Coordination, Dumpsters, Insurance, and Safety Protocols Necessary for a Successful & Timely Project Completion	M&J to provide preconstruction during the discovery and evaluation phase. Once into construction, M&J to provide onsite supervision (when required) to ensure prompt completion of projects as well as project management to manage costs, schedule, and coordination with City of Hudson staff.

3B. PROJECT PERSONNEL

To ensure the success of your project, we have selected key members from our professional project management team to ensure your project’s goals and expectations are not only met, but exceeded. Market & Johnson has the history and track record to understand the value of what each team member can bring to the table, and we are confident we built the right team to set your project up for success.



PROPOSED TEAM PROJECT COLLABORATION



POLK COUNTY HIGHWAY MAINTENANCE FACILITY	ST. PAUL PUBLIC SAFETY TRAINING FAC.	PIERCE COUNTY JAIL/ SHERIFF DEPARTMENT	OSCEOLA DISCOVERY CENTER	ST. CROIX COUNTY HEALTH CENTER	UW-RIVER FALLS RODLI HALL
Randy LaFaive Denny Kelly Dean Griffith	Randy LaFaive Dean Griffith	Randy LaFaive Dean Griffith	Denny Kelly Dean Griffith	Randy LaFaive Denny Kelly Dean Griffith	Randy LaFaive Denny Kelly Dean Griffith



RANDY LAFAIVE **DIVISION MANAGER**

As Division Manager, Randy will be responsible for coordinating the Market & Johnson team. He will be actively engaged in project communications, scheduling, coordination and project administration.

QUALIFICATIONS

- 23 years of construction experience
- 4 years with Market & Johnson, 17 years with Knutson Construction
- UW–Stout – Menomonie, WI
B.S. Degree Construction Management
- Arizona State University – Tempe, AZ
Performance Information Procurement System Best Value/Project Management
- Northwest Technical Institute– 1993
Associates of Science Architectural Drafting
- Board of Directors – Minnesota Builders Exchange
- Board of Directors – Hudson Hospital Foundation
- Serving on the Hudson Lion’s Club
- Served on St. Paul Builders Exchange Board of Directors (2010–2012)
- 2018 MN Construction Summit
- AGC Advanced Management Program
- CPR/AED and First Aid Certified

MARKET & JOHNSON SELECTED PROJECT EXPERIENCE

Hudson Fire Department – Hudson, WI

\$5.7M 26,785 sq. ft. new facility

St. Paul Public Safety Training Facility – St. Paul, MN

\$10M 40,000 sq. ft. police training facility

Polk County – Balsam Lake, WI

\$9.6M 60,000 sq. ft. County highway maintenance facility

Pierce County – Ellsworth, WI

\$18M 57,000 sq. ft. jail and sheriff department facility

St. Croix County Health Center – New Richmond, WI

\$18M 120,000 sq. ft. remodel current 72–bed facility to a 50–bed facility on the existing building’s first floor

St. Croix County – Hudson, WI

\$261,756 700 sq. ft. huber visitation center remodel

University of Wisconsin River Falls – River Falls, WI

\$11.5M Rodli Hall renovation

Stillwater High School – Stillwater, MN

\$2M 136,000 sq. ft. addition – concrete work only

Marshfield Clinic – Eau Claire, WI

\$10M 34,514 sq. ft. healing and rehab center addition

Amery Hospital & Clinic – Luck Clinic – Luck, WI

\$560,000 5,000 sq. ft. new clinic

3M – Cottage Grove, MN

\$3.2M 1,800 sq. ft. power distribution upgrade

KNUTSON CONSTRUCTION SELECTED PROJECT EXPERIENCE

Children’s Hospital & Clinics – Minneapolis, MN

\$47M Special Care Center 5–story medical office building, 778–car parking ramp, LEED Gold Certified



BRAXTYN MEYER **PROJECT MANAGER**

As project manager, Braxtyn will estimate, manage, and coordinate project services. He is experienced in all project activities, including budgeting, systems analysis, value engineering, project scheduling, and project administration.

QUALIFICATIONS

- 3 years with Market & Johnson
- UW–Stout – Menomonie, WI
B.S. Degree Construction Management
- Legal Aspects of Construction Class
- Concrete Mix Designs Class
- Exterior Wall Systems and Applications Class
- Masonry Design & Construction Training
- Winter Heat & Ground Thaw Training
- CPR/AED and First Aid Certified

SELECTED PROJECT EXPERIENCE

Pablo Center at the Confluence – Eau Claire

\$50M 144,000 sq. ft. performing arts center

Pierce County - Ellsworth, WI

\$500K 5,000 sq. ft. Annex Building remodel

Jacob Leinenkugel Brewing Company – Chippewa Falls, WI

Facility upgrade projects and miscellaneous maintenance

Associated Bank – Multiple Locations

Facility upgrade projects and miscellaneous maintenance

Commonweal Development Corp. – Multiple Locations

Facility upgrade projects and miscellaneous maintenance

Bloomer School District – Bloomer, WI

Dugout concrete work & Secured Front Entrance

Stillwater Area Public Schools - Stillwater, MN

\$1.4M 2020 district renovations

Grace Lutheran Communities – Altoona, WI

Attic Ventilation corrections and facility repairs

Andersen Corporation – Menomonie, WI

Break Room Renovations, Facility upgrade projects and miscellaneous maintenance

University of Wisconsin Stout – Menomonie, WI

Facility upgrade projects and miscellaneous maintenance

Park View Home – Woodville, WI

Facility Repairs

TTM Technologies – Chippewa Falls, WI

Facility Upgrade Projects

Positive Alternatives – Menomonie & River Falls, WI

Office Renovation & Facility Repairs

United Health Group – Wausau & Eau Claire,

Office Renovations

National Guard Armory – Eau Claire, WI

Indoor Firing Range Encapsulation

Mabel Tainter Center for the Arts– Menomonie, WI

Facility repairs



DENNY KELLY **PROJECT SUPERINTENDENT**

Denny will provide on site leadership, quality control, enforce project safety programs, manage subcontractors, maintain schedules, and provide the owner with day to day on site contact.

QUALIFICATIONS

- 27 years of construction experience
- 4 years with Market & Johnson, 10 years with Ryan Companies
- OSHA 10 Hour Training
- OSHA 30 Hour Training
- Rigging and Signaling Training
- Forklift Training
- HVAC Training
- Respirable Silica

SELECTED PROJECT EXPERIENCE

St. Croix County Health Center – New Richmond, WI

\$18M 120,000 sq. ft. remodel current 72–bed facility to a 50–bed facility on the existing building’s first floor

Osceola Fire Station – Osceola, WI

\$1M 20,000 sq. ft. renovation and building works

Osceola Discovery Center – Osceola, WI

\$6M 34,000 sq. ft. new village hall, police department and library

Eagan Fire Station – Eagan, MN

\$488K 1,800 sq. ft. dorm remodel

Polk County – Balsam Lake, WI

\$9.6M 60,000 sq. ft. County highway maintenance facility

University of Wisconsin River Falls – River Falls, WI

\$11.5M Rodli Hall renovation

Phillips Medisize – New Richmond, WI

\$4M 10,000 sq. ft. PDS Building A & E , \$153K Northwest and East parking lot expansions, \$410K secured semi–parking, \$150K class 8 cleanroom humidity upgrades, \$462K 3,456 sq. ft. kong storage expansion

Webster Health Center – Webster, WI

\$5.6M 24,600 sq. ft. new facility

Kwik Trip – Duluth, MN

\$3.7M 9,156 sq. ft. new facility and \$476K 1,900 sq. ft. new car wash

St. Croix Regional Medical Center – St. Croix Falls, WI

\$150K 1,500 sq. ft. diagnostic imaging remodel

Kwik Trip – Hermantown, MN

\$3M 7,300 sq. ft. new facility and \$1.2M 2,275 sq. ft. car wash

WESTconsin Credit Union – Ellsworth, WI

\$574K 2,500 sq. ft. branch remodeling



DEAN GRIFFITH LEAD ESTIMATOR

Dean Griffith has been involved in leadership roles throughout his career with Market & Johnson. He led the process of developing our current estimating system and has provided total project management services on numerous projects within our company. He has been responsible for the estimating of projects, crew and project scheduling as well as providing the contract administration on many projects.

QUALIFICATIONS

- 36 years of construction experience
- UW–Stout – Menomonie WI
B.S. Degree Industrial Technology Concentration Building Construction
Minor Business Administration
- AGC Training – Building to LEED–NC, Neg. Skills for Project Managers
- Lead Estimator: 5 years
- Project Manager: 5 years
- Journeyman Mason: 14 years
- Mason Superintendent: 8 years
- Certified Lead Safe Renovator
- Maxwell Users Conferences – Las Vegas, NV and Orlando, FL
- Mastering Microsoft Excel – Eau Claire, WI

SELECTED PROJECT EXPERIENCE

Eau Claire Fire Station #10 – Eau Claire, WI

\$4.2M 18,000 sq. ft. replacement facility

Hudson Fire Department – Hudson, WI

\$5.7M 26,785 sq. ft. new facility

Eau Claire County Law Enforcement – Eau Claire, WI

\$31M 254,762 sq. ft. new jail, garage, and courthouse

Pierce County – Ellsworth, WI

\$18M 57,000 sq. ft. jail and sheriff department facility

Trempealeau County Healthcare Center – Whitehall, WI

\$24.5M 120,500 sq. ft. replacement nursing home and IMD rehabilitation facility

Jackson County – Black River Falls, WI

\$3.2M 8,000 sq. ft. courthouse addition and remodel

Mayo Clinic Health System – Luther – Eau Claire, WI

Parking ramp masonry

Forrest Street Elementary – Black River Falls, WI

Masonry restoration of exterior of the school

Jackson Electric Cooperative – Black River Falls, WI

30,000 sq. ft. new facility

Marshfield Clinic – Eau Claire, WI

Flatwork

Charter Bank – Eau Claire, WI

Concrete work, foundations and flatwork

Florian Gardens – Eau Claire, WI

21,000 sq. ft. convention and banquet facility

Harmony Centre – Menomonie, WI

Ban Tara Retail Center – Hudson, WI

10,000 sq. ft. multi tenant retail complex

Barron County Justice Center – Barron, WI

111,000 sq. ft. new facility (mason superintendent & masonry estimator)



MARK LARSON **SAFETY MANAGER**

As the Safety Manager for Market & Johnson, Mark is responsible for overseeing job site safety, safety planning, and safety training.

QUALIFICATIONS

- 11 plus years with Market & Johnson
- MSHA Trainer
- OSHA Outreach Trainer
- WHEA Healthcare Certificate– Level 1 and 2
- Forklift Operator Training
- Aerial, Scissors, and Boom Lifts Training
- Rigging and Signaling Training
- Hydromobile Scaffold Training
- CPR/AED and First Aid Certified

EMPLOYMENT EXPERIENCE

Safety Manager, Market & Johnson, Inc.

January 2015 – Current

Responsible for overseeing job site safety, safety planning, safety training as well as being a safety resource for Market & Johnson leaders.

Safety Consultant, Safewatch

September 2014 – January 2015

Responsible for job site safety supervision, development of safety programs, employee training and safety administration.

Carpenter Market & Johnson, Inc.

February 2008 – September 2014

- On-Site Safety Manager – 2 plus years
- Carpenter Superintendent – 3 plus years
- Carpenter

Miron Construction

May 2005 – February 2008

- Carpenter Foreman/Carpenter

Larson's Home Improvement – LHI

May 2000 – May 2005

- Carpenter Self Employed



3C. PRE-CONSTRUCTION SERVICES

Over 90% of our workload is comprised of projects where the owner incorporates our services very early in the process. That’s because the most impact that we can have on a project in terms of cost and schedule occurs during the design phase. Our hybrid Integrated Project Delivery Model, called the Market Method, is our platform for providing high quality, consistent, and impactful project services.

One of the keys to our preconstruction services focuses around two concepts. The first is aligning of strengths and the second is communication. We feel every team member brings knowledge and expertise to the project and those skills should be capitalized on during the process.

Our role is to not only be your construction expert during this time but also to facilitate everyone’s skills and to balance that within your project. In doing that, communication becomes a key component. As your construction manager, we will not only bring the construction skills to impact your project, but we will listen to other team members, balance their ideas and concepts, and proactively solicit ideas. We will manage the entire project while keeping the budget, schedule, and quality as the overarching goals. One of the most important areas our team is challenged with is balancing the wants and needs of the client.

Market & Johnson's key skills during the preconstruction phase:

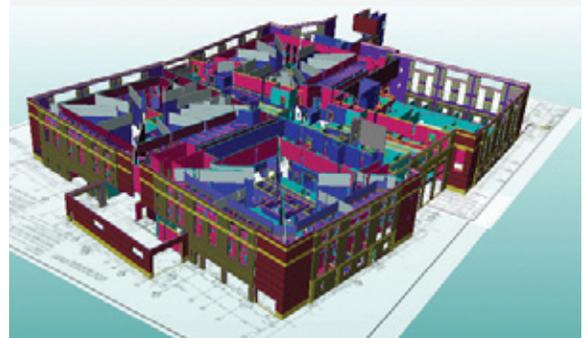
- Continual Project Budgeting
- Systems Review–Life Cycle Costing
- Value Engineering
- Project Scheduling–phasing
- Governmental and Regulatory Compliance Review
- Beginning of Infection Control Planning
- Building Information Modeling (BIM)
- LEED/Green Concept integration

BUILDING INFORMATION MODELING (BIM)

Our firm has been utilizing 3–dimensional estimating and take–off software for several years. This additional depth of 3–dimensional viewing is especially effective with our masonry professionals. This estimating tool allows for instant access to block types, how changes impact design, as well as a excellent visualization tool.

Our team is willing to provide this 3–dimensional tool at no additional fee. We have used BIM on several projects and have found it to be a useful tool during the planning and design as well as during construction.

We lead the coordination efforts with our architectural, mechanical, electrical, plumbing and fire protection partners in an effort to enhance the design and minimize changes.



BUDGETING PROCESS

1

CONCEPTUAL DESIGN BUDGETS

The very first step in our estimating approach is to develop a very preliminary design, floor plan and potential exterior elevation and then utilize our historic cost database to develop a preliminary square foot budget. This provides a baseline as to owners' expectations and the preliminary design and allows the team to begin evaluating the most cost effective manner to design and build the project.

2

SCHEMATIC DESIGN BUDGETS

As the design becomes more detailed, our ability to budget does as well. During this phase, our budgets will begin to show the divisions of work and will become more detailed and broken down into specific areas. We can start to budget specific material and can begin to evaluate some of the systems options that may be available for the project (HVAC, Electrical and Plumbing needs).

3

DESIGN DEVELOPMENT BUDGETS

Our team is now able to provide very detailed budgets. The estimates are based on actual quantity take offs and actual product costs. The budgets become very accurate at this point so the detailed process of value engineering, material evaluation and systems analysis can occur. All of these can have a tremendous impact on the overall project costs.

4

FINAL CONSTRUCTION BUDGETS

At this point the drawings are complete and our budgets have been fine tuned to a point that the project is ready for the bidding process. Our firm will solicit bids on the work and will be able to determine a Guaranteed Maximum Price during this phase. You will have the ability to review all the bids received and will have the flexibility to select the contractors that you want to work with. Our team will evaluate all the bids so you can feel confident in the subcontractor team and the overall project costs.



VALUE ENGINEERING

Over 90% of our work is negotiated where we are involved throughout the design and work closely with the team in developing cost options. So virtually every project we do, our team provides the preconstruction services including value engineering to assist the owner and designer with balancing wants and needs with the budget.

Specific examples of value engineering would range from the over \$4 million worth of options we developed on the new Crossing Rivers Hospital in Prairie du Chien, to the roofing/structural options we developed at the Hayward Hospital that created enough project savings to add a new entrance to the hospital. We developed over \$100K in opportunities on the Sacred Heart Emergency Department project as well as over \$250,000 worth of options for the new Trempealeau County Healthcare Center.

When it comes to value engineering, our team is not looking for ways to cheapen the project, but instead looks for alternatives to enhance the project while developing cost saving opportunities.



See our Value Engineering Suggestions Chart example below:

VALUE ENGINEERING SUGGESTIONS									
Area	Item	Description	Cost Savings	Revised Cost Savings	SFMS Option 1 Savings	SFMS Option 2 Savings	PdCMH Selected Savings	M-J/SFMS Savings	Notes
Sitework	1	Eliminate Covered Vehicle Canopy or use fur raising dollars.	\$289,000	\$289,000	\$289,000	\$289,000	\$289,000	\$289,000	Kalwall Panels are extremely expensive. Cost range from \$65 to \$70 installed. Possibly look into different form of construction if Canopy is to remain. Could bid as an alternate. M-J to provide cost for steel column/perkins, standing seam roof.
	2	Seed area in lieu of Sod along pedestrian walk path	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	Without irrigation of this area it will be difficult to establish sod.
	3	Native Area- Change to Low Mow seed mix	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	\$18,500	Native seed is much more expensive than the Low Mow seed or select a less expensive mix for native grasses.
	4	Reduce Shade Tress by 50%	\$21,200	\$21,200	\$21,200	\$21,200	\$21,200	\$21,200	Eliminate 80 units
	5	Limestone Walls Reduce Quantity by 50%	\$13,950	\$13,950	\$13,950	\$13,950	\$13,950	\$13,950	Eliminate 465 sf of walls; they are decorative have no function.Keep most in front
	6	Change Islands on 260.2LP to large landscape gravel/rock	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000	Simplify the islands. Make them low-maintenance.
	6a	Consider elimination of some islands	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	Would make snow removal/mtce easier. Eliminate all in back/couple in front
	6b	Eliminate island to south of Ambulance Garage	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	WAG
	7	Evergreen Trees Reduce by 50%	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	\$6,525	Eliminate 30 Units
	8	Reduce Quantity of Walking Path or Construction Type	\$161,720	\$161,720	\$161,720	\$161,720	\$161,720	\$161,720	The budget includes \$161,720 in for 6220 lineal feet of path. Keep all the paths as shown but change to mowed grass path instead of asphalt.
	9	Regular Concrete in lieu of Stamped Concrete	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Eliminate Stamped Concrete at Entries. Consider a "textured" concrete instead of stamped. Base bid will be colored concrete with stamping as an "add-alternate"
	10	Turn Lanes at main entry	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	Assumes saving \$350K out of \$375K budget. WDOT has said we are not required to have turn signals. We can use our turn lanes. Will be some work to cut into road and make connections.
	11	TIF Funds to pay for part of service road	\$0	\$0	\$0	\$0	\$0	\$0	Get commitment from city to pay for servcie road. Or get donot to name/pay for road
	11a	Have fund raising pay for development/surfacing of this road	\$0	\$0	\$0	\$0	\$0	\$0	Donor would pay \$300K for all service road costs
	12	Eliminate lower outdoor dining area - keep upper area	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	Outdoor dining could still be very expandable. Add lower level as an alternate
	13	Reduce irrigation at 50% of locations	\$40,000	\$40,000	\$40,000	\$0	\$20,000	\$20,000	Have \$40K for total budget. Could eliminate later
	14	Reduce 3500 LF of curb & gutter on site	\$49,000	\$49,000	\$49,000	\$49,000	\$49,000	\$49,000	Will improve snow removal. Remove curb at south and west sides of building
15	Eliminate Concrete Retainer Wall at Mtce Building	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	Eliminate the Retainer Wall and the berm. Use landscape features to hide the Mtce Building	
16	Replace Equipment Yard Retainer Wall with Slat Fence	\$35,000	\$40,000	\$40,000	\$40,000	\$40,000	\$20,000	Eliminate the Retainer Wall and the berm. Use slat fence to hide the equipment yard at each side. Keep the sliding gate.	
17	Change eave height outbuilding to 12ft.	\$0	\$0	\$0	\$0	\$0	\$0	Budget was likely inadequate for the outbuilding as planned. Hold to 3000SF and hold the current budget number.	
Architectural /Structural	1	Reduce Quantity of Stone interior on Exterior to SD volume or select a less expensive stone product	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	SD budget included 7,700 SF of stone DD budget includes 14,200 SF of stone at the following locations. No locations have been eliminated at this time.Reduce quantity of stone and use a less expensive product
	2	Reduce thickness of concrete roof at hospital ar change MOB roof to bar joist/metal deck roof	\$48,222	\$48,222	\$48,222	\$48,222	\$48,222	\$48,222	DD Budget includes 7.5 overall thickness of concrete at roof. The roofs steel construction is nearly identical to that shown on first floor. The steel cost is approximately \$9.25/SF and the concrete topping costs come in at \$3.94/SF.
	2a	Reduce MOB Roof to 2inch thick for structural	\$20,666	\$20,666	\$20,666	\$20,666	\$20,666	\$20,666	Suggest placing a 3.5" concrete roof deck and eliminate the parapet that would have been added. Same cost savings.
	3	Reduce Quantity of Vegetated Roof to SD level	\$42,223	\$42,223	\$42,223	\$42,223	\$42,223	\$42,223	Currently the DD set includes 7100 S of Vegetated Roof @ \$15.74. Ballasted Roofing is \$6.45/SF. Only put vegetative roof at OB
	4	Remove cover board @ Ballasted Roofing	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	Spec calls for a cover board to be put over the insulation, with a ballasted roof this has to be a wood fiber type product (can't put a gyp. product as the top layer of a ballasted assembly), but its not really needed anyway for warranty.
5	Change Canopy Construction	\$96,000	\$96,000	\$96,000	\$96,000	\$96,000	\$96,000	Kalwall Panels range from\$65- \$70 SF installed. Look at changing construction of roof or reducing quantity of Kalwall panels. Can we find a material that can be installed for \$35/SF	

ESTIMATING AND COST MANAGEMENT

All projects, large or small, operate within a finite budget. Compromise, creativity, cost-cutting, and value judgements are a normal part of the design process. Finding the balance between creative design, quality appearance, durable construction, and value comes with experience and practice. Helping our clients make value judgements starts at the programming phase and endures until the building’s grand opening day or beyond.

Budget management and control have become a major challenge for most owners. We approach budget control by providing as much information as possible to you so that good decisions can be made. This information is based on experience and input from architects, contractors, and consultants.

The needs, wants and opportunities will make budget a key design criteria throughout the project. Scope, quality and provisions for future opportunities will be evaluated at each phase and resolved before proceeding to the next phase. It is never easy to “take things out” of a project — but if revisions or reductions are based on the project’s clearly articulated objectives, strategy and vision, then every decision has a standard evaluation process.

Estimating is a continual process. Individual systems are compared to alternatives, and each finish selected by comparing several manufacturers. The level of detail continues to be refined as the documents are completed. We will provide estimates at the completion of each phase and will continually update and price alternates throughout the process.

ESTIMATING ACCURACY AND PROJECT SAVINGS

Our team has the unique ability to provide accurate preliminary estimates, backed up by a proven track record of creating project efficiencies resulting in real cost savings. Our team is the only one that can combine all the above critical components to this process. With many of our recent projects, our summary reports have shown savings in various areas, which has allowed the owner the ability to enhance the project in other areas.

Results:

Our firm is proud of our proven track record of delivering projects within budget and often times under budget.

Below is a partial list of project savings recently returned to our clients.

VERNON MEMORIAL PHASE 1	\$3,032,080	\$100,000
JACKSON COUNTY LEC ADDITION	\$3,111,683	\$73,416
CHEQUAMEGON TELEPHONE	\$3,695,840	\$80,000
EAU CLAIRE FIRE STATION #10	\$4,024,219	\$20,000
BANGOR ELEMENTARY	\$4,248,566	\$47,896
SPOONER MIDDLE SCHOOL	\$5,000,000	\$20,000
TTM TECHNOLOGY	\$5,475,254	\$50,000
BURNETT MEDICAL CENTER	\$10,575,130	\$206,733
POLK COUNTY HIGHWAY MAINT FAC	\$10,636,871	\$276,465
EAU CLAIRE MEMORIAL HIGH SCHOOL	\$14,930,994	\$98,355
LA CROSSE COUNTY LEC/HHS/NAC	\$15,381,406	\$74,520
VERNON MEMORIAL MOB	\$17,740,000	\$250,000
PIERCE COUNTY JAIL	\$19,100,000	\$230,000
SPOONER HIGH SCHOOL	\$25,000,000	\$980,000
LUTHER EMERGENCY DEPARTMENT	\$30,000,000	\$450,000
LA CROSSE COUNTY COURTHOUSE/LEC	\$30,300,150	\$185,000

Detailed Cost Estimating:

As drawings and specifications are developed, the schematic design estimate is refined and updated. Using information regarding quantity surveys, previous cost data, current market pricing and features unique to the project, a realistic construction estimate is developed. An actual takeoff will be performed and will provide a very accurate cost estimate. In our opinion, a detailed cost estimate should be completed when the construction documents are at the 50% complete point and again at the 80% complete point.

3D. CONSTRUCTION SERVICES

PROJECT COST CONTROLS

Controlling project costs is always an owner's major concern. Our team is always on top of cost controls by performing weekly and monthly reports to compare the budgeted costs to the actual costs. This process acts as a proactive means to red flag any potential problem areas. Our main reporting systems include:

Weekly Labor Cost Reports

Every week our field supervisors will receive a report that indicates the estimated hours, actual hours used and projected hours to complete for the literally hundreds of work phases on the project. This is the first line of defense in not allowing a project's labor costs to get out of control. This report is used if we self perform the work with M&J employees.

Weekly Job Costs Reports

Our project managers will have weekly reports that indicate not only where the labor hours are, but also the status of material costs, equipment costs, and indirect costs. Our project managers will monitor your project on a weekly basis and react to those areas that show signs of concern.

Weekly & Monthly Summary Report

As owner, you can receive weekly or monthly reports that summarize the entire project indicating the estimated costs, actual costs and projected costs. With many of our recent projects, these reports have shown savings in various areas, which has allowed the owner the ability to enhance the project in other areas.

Executive Summary Report

This communication tool is a high-level review of all major components of your project.



OUR PROJECT MANAGERS HAVE WEEKLY REPORTS THAT INDICATE NOT ONLY WHERE THE LABOR HOURS ARE, BUT THE STATUS OF MATERIAL COSTS, EQUIPMENT COSTS, AND INDIRECT COSTS.

PROJECT SCHEDULING AND PHASING

Primary Milestone Project Scheduling

After consulting with the team, a preliminary project schedule is submitted indicating major milestone dates for design, bidding, construction, occupancy, and other key items. This schedule will direct the entire project team towards answering questions regarding potential phasing or the need to pre-order long lead time items.

Project Phasing

If phasing appears to be required, the project team will develop a strategy to concentrate on the construction documents and specifications to price out and potentially begin the physical construction of various portions of the project. For example, creating an early site preparation bid package can typically save several weeks of on-site construction. If there are any long lead time item concerns, the project team will develop the product specification and quantity take-off of those items for early bidding and product procurement.

Master Project Scheduling

As the design proceeds and building parameters are identified, the earlier primary milestone project schedule is expanded with a detailed critical path method (CPM) schedule for design and construction. This CPM schedule analyzes the time required for each activity and refines time requirements for each team member and trade contractor.

Long-lead material and equipment purchase recommendations and deliveries will be identified. Once subcontractor bids are received, the schedule will be reviewed with the major subcontractors to assure the allotted time will be adequate. If need be, refinements can be made at this early point to produce a project that can be completed on time.

Recently **Lean Construction** scheduling processes have been utilized to coordinate delivery of materials and equipment to optimize the use of on-site labor. Market & Johnson is committed to utilizing this type of scheduling process to maintain a smooth project flow while at the same time maximizing labor cost savings.

Five-Week Focused Schedule

Market & Johnson utilizes a written five-week look ahead schedule in addition to our overall plan. Created by our site supervisors, the five-week look ahead schedule is utilized by the field crews to identify in detail the flow of the project and the expected progress of the work they are currently involved in. It also supports contingency planning in case delays arise, and forces all trades involved with the project to continually evaluate and reforecast their work. This very detailed schedule is used in the weekly progress meetings and identifies all of the little things that must be completed and by when. Along with the weekly labor hour report, this is the first line of defense for keeping the project on schedule.

Weekly Project Coordination Meetings

Once construction begins, weekly coordination meetings are scheduled. Attendees for these meetings include representatives from the owner, the architectural/engineering team, the construction manager, subcontractors active on the project, and any needed equipment and material supplier representatives. These meetings will be the backbone for monitoring all project issues as they relate to RFI responses, project scheduling, project change status, cost control issues, and quality issues. Meeting minutes are available within a day of each meeting on our collaboration software.

WE ARE PROACTIVE IN MANAGING THE BUDGET, SCHEDULE, AND QUALITY. IF THERE ARE POTENTIAL ISSUES, WE ADDRESS THEM AND HAVE THE RESOURCES AND LEVERAGE TO DEAL WITH THEM.

Market & Johnson
Adding Value to Everything We Do

NEXT WEEK LOOK AHEAD
WEEK OF: 3-29-12

July 2020
Job Name: Eau Claire County Jail Courthouse
Project Leader: Curt Williams
Project Mgr: Kevin Bremer

WORK ELEMENTS	Mon		Tue		Wed		Thurs		Fri		30/75/15	Est. Comp. Date	Tools/Equip. Mat'l Needed to Complete 100 Hour Notice
	A	V	A	V	A	V	A	V	A	V			
POUR PATCH AT ELEVATOR		1										3-13	
DEMOL EXISTING TERRAZZO	1											3-13	
REMOVE DUST WALL	2											3-13	
ALUMINUM BEVELS & ROCK			2										
DOORS & HARDWARE					2								
COUNTY BOARD BOFITS						2							
MISC.	1	1	1	1	1	1	1	1	1	1			
FRAME/ROCK/BENCHES @ JAIL	2	1	2	2	2	2	2	2	2	2			
CLEANING			2	2	2	2	2	2	2	2			
DAILY CREW TOTAL SIZE													
Alternate Work (Plan #)													
CEILING GENERATOR ROOM													
SHORING LOADING DOCK													

Subcontractors/Information Needed: PAUL PETER HAGEN AMERICAN RESTORATOR, WES EPA PIPELINE BENEDICT'S, S&B GRAZZINI VALLEY BUILDERS/LMTCO, ESSER, SANKOFFS

Notes: NEED 1 FINISHER ON MONDAY

Reviewed with Crew Yes No Reviewed with Project Mgr Yes No Submit to Office by Thursday Noon
 Possible Crew Changes Call Lister Email: chery@marketandjohnson.com or Fax: 715-834-2331
 Contact File Lister (M: Coordinator, Project Manager and Operations Manager)

Market & Johnson
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SHORT INTERVAL SCHEDULE
DATE: 7-16-13

PROJECT: OAKLEAF PROJECT SUIPT: CURT WILLIAMS PREPARED BY: CURT WILLIAMS

ITEMS OF WORK	7-22		7-26		7-29		8-2		8-5		8-9		8-12		8-16		8-19		8-23						
	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	
PROOF SHEETING	X	X	X	X	X																				
ROOFING AREA A	X	X	X	X	X																				
MASONRY BRICK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
NORTH RETAINING WALL	X	X	X	X	X																				
CHILLER EXCAVATION						X	X	X	X	X															
WALL FRAMING AND TOPPING 2 ND FL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
FRAME BATTERED WALLS	X	X	X	X	X																				
FIRE SPRAY	X	X	X																						
ROOFING AREA C						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
BOILER ROOM DELIVERY						X	X																		
JHU 1.3.4 DELIVERY																X	X								
SPRINKLER IN PENTHOUSE						X	X																		
MECH. HANGERS IN HOPO																						X	X	X	X
WINDOW FRAMES 2 ND FLOOR					X	X	X																		
RIPS											X	X	X	X	X	X	X	X	X	X	X	X	X	X	
SAW CUT REVISION 2 HOPO						X																			



BID AND AWARD PROCESS

Our philosophy is to assure you that all capable subcontractors, equipment providers, and material suppliers are knowledgeable of your project and invited to bid on their respective divisions of work. We utilize the various Builders Exchanges, Dodge Reporting Service, Market & Johnson's own in-house "Bid Notification Software," and direct phone contacts.

As design nears completion, an appropriate list of bidders is identified, prequalified, and recommended. To ensure competitive bidding and accurate pricing, our team formulates a list of qualified vendors and subcontractors.

Selection from this list will be determined by the following criteria:

- Relevant project experience
- Previous experience with the team
- Ability to staff the project and maintain schedules
- Financial strength
- Safety record
- Minority business enterprise considerations
- Owner approval
- Local experience

CONSTRUCTION SUPERVISION & PROJECT MANAGEMENT

Once construction begins, Market & Johnson initiates our quality project management services. Our leaders will direct and manage the communication process necessary to successfully complete every project.

Our management skills and tools are two of our firm's strongest assets and allow the project management team to deliver a cost-effective, high quality, and safe project.

Our project management services include:

- On-Site Management
- Project Scheduling
- Budget Control
- Quality Assurance
- Subcontractor Management
- Project Communication
- Project Safety Plan



SAFETY PRACTICES

Project safety cannot be emphasized too much. It is our responsibility to make certain that all persons—construction trades people, your employees, and visitors are all exposed to a safe and friendly construction environment. It is critical for both our reputations. In the construction industry safety is a critical component of every project. Market & Johnson places a tremendous value on safety in many different aspects. From our employees to subcontractor and from our client’s employees to the general public that may come in contact with your building project—Market & Johnson makes safety our number one priority. Our goal on every project is to have everyone that project touches go home safely at night. Our full time safety director leads a very proactive safety program that produces positive results and creates safe

OUR SAFETY PROGRAM IS BASED ON CONTINUAL TRAINING, ON-SITE EVALUATION, SITE SPECIFIC PLANS AND A MOTIVATIONAL INCENTIVE PLAN.

projects. Our safety program is based on continual training, on-site evaluation, site specific plans and a motivational incentive plan. Preplanning is also a major component of our program. By proper planning we are able to create plans for those activities that possess a safety risk. We then can develop a specific training for that activity ahead of time.

Over the past 10 years, Market & Johnson has received numerous safety awards from the Associated General Contractors of Wisconsin.

Market & Johnson Safety Program:

- Project Specific Program for City of Hudson
- Sub Contractor Management
- Pre Planning Each Day

EMR RATING – EXPERIENCE MODIFICATION RATE

2020	2019	2018	2017	2016	2015
.70	.68	.71	.73	.59	.63

COMMUNICATION METHODS

24/7 Procore Communication

Market & Johnson's Procore Communication program is an online tool that provides our clients with a totally customizable tool to meet all their communication needs. This online tool allows our clients 24-hour a day access to the information that they want to see. Through secured access on our website, you will have the ability to view all the project information you want to see. From drawings and budgets to schedules and RFI's—you will have access to it all.



Executive Monthly Report

Each month an Executive Monthly Report is created to keep the project team updated with the project's progress. The report is then emailed or printed for distribution to the project team. Report highlights include what has happened in the last 30 days, what will happen in the next 30 days, key project schedule dates and pictures of the project's progress.



Drone Footage

One new form of communication Market & Johnson has invested in is unmanned aerial vehicles (UAVs), more commonly known as drones. Our drones are used to take aerial photos and videos of projects to show clients the progress of their project. These images and videos allow stakeholders to keep track of the progress visually without ever setting foot on the property.

OUR DRONES ARE REGISTERED WITH THE FEDERAL AVIATION ADMINISTRATION (FAA), AND OUR DRONE OPERATORS ARE ALL CERTIFIED WITH THE FAA. SHOWN HERE HUDSON FIRE DEPARTMENT IN HUDSON, WISCONSIN





PROJECT CLOSE-OUT

The items targeted in the *project close-out phase* may seem rather small when compared to the scope of your entire project, but we feel very strongly that they are vitally important to bringing a project to a satisfactory completion.

Our team will work diligently to accomplish these items.

System Start-Up and Testing

It is recommended that the owner's facilities and maintenance personnel join the project team to observe the trade contractor's check-out of operational systems and equipment evaluation for readiness while assisting in their initial start-up and testing. Videotaping will take place as requested and be furnished for future training and reference purposes.

Punch List

All subcontractors are required to self administer punch lists of their work as they near completion. The progress of these items is monitored during the weekly meetings. We have experienced that a quality subcontractor can eliminate nearly all of the typical punch list items.

As the work nears completion, the Owner, Market & Johnson, the architect and the engineering consultants will determine the appropriate time to inspect each area for contract compliance. Our team will publish a list to correct items that are not in compliance with the drawings and specifications, and then be responsible for correcting all non-compliant items. This work is typically completed right after substantial completion.

Certification of Substantial and Final Completion

As the work approaches completion, a list of incomplete items and a completion schedule is prepared. Progress is monitored and preparations are made for final inspection and issuance of the Architect's Certificate of Final Completion.

Required guarantees, affidavits, releases, bonds and waivers are completed and delivered. Additional items that will be delivered to the Owner include all keys, manuals, record drawings and additional material stock.

Post-Construction

We also believe it is important for the people operating systems to be assisted by engineers and suppliers during the first year's seasonal transitions. Collaboration between our team and the facilities personnel during the first year will help the key systems changeover events run smoothly. All team members will be available to help with any issues that may arise. Our relationships are of utmost importance to us and we will make sure that you are satisfied.

Eleventh Month Inspection

As an added precaution, an Eleventh Month Inspection is completed. Our team will review the entire project, looking for anything that may fall within the minimum one-year warranty period. Our team will also meet with the owner's representatives to review any concerns you may have with any feature of your building and its systems. This time frame allows us the opportunity to make any needed corrections and have them fall within the minimum one-year warranty period.

Special Projects Division

Market & Johnson has a Special Projects Division that provides comprehensive maintenance and small project services to our clients. This team of dedicated professionals are committed exclusively to smaller projects, including operations maintenance, warranty work and smaller remodeling projects. Our commitment to your project does not end with the warranty period and includes a comprehensive service that the Owner can access for years to come. We are the only Construction Management in the region that provides a dedicated service to meet your Special Project needs.

QUALITY CONTROL PROGRAM

Market & Johnson Quality Policy

It is the policy of Market & Johnson to construct all building projects of such quality that they reliably perform their intent to the standards that Market & Johnson is recognized for within the construction industry. All contractual agreements, local, state, and federal regulations, and Market & Johnson's quality standards will direct all projects.

In pursuit of this policy, it is the intent of Market & Johnson that:

- All building projects are regulated by any applicable laws and regulations quality control standards.
- All building projects exceed the client's expectations and thereby contribute positively to Market & Johnson's construction quality reputation.
- All subcontractors will be held to the same quality assurance standards and regulations to assist in maintaining or exceeding Market & Johnson's quality reputation. These standards are enforced regardless of project size, the material used, or location.

Responsibility and Authority

- Market & Johnson utilizes a team approach in compliance with our quality assurance program. The Vice President of Operations is responsible for the design and implementation of all quality control and safety procedures. Project Managers are held accountable for the implementation of these programs on each job site, and the Project Superintendent monitors and enforces these procedures.
- Any employee who finds a nonconforming process or procedure can initiate a change request. These procedures will then be evaluated immediately by a Market & Johnson management member.
- All conditions adverse to quality assurance and safety that are not resolved are reported to Market & Johnson's Executive Committee to resolve the issue before it affects the project quality.

Resources

- Our firm utilizes several resources to ensure quality. These resources are responsible for inspections, testing, and training.
- To ensure proper quality control checks, Market & Johnson uses an independent testing agency to test several processes. These processes include but are not limited to: concrete slump and strength, soil testing, and steel strength, welds, and tension on bolts.
- Market & Johnson's employees are extensively trained to uphold our quality standards. Our internal training program focuses on proper techniques, safety, and quality standards. The training program focuses on concrete crack controlling, studs and drywall techniques, masonry procedures for flashing and cracking, and other relevant procedures.
- In compliance with our quality standards, Market & Johnson also rely on several external training resources to properly train all personnel. Our employees go through an extensive OSHA 10-hour training program, Supervisory Training Program through AGC (Association of General Contractors), and periodic seminars on specific issues.
- Quality and Safety audits are performed and evaluated periodically. Weekly progress meetings focus on quality assurance, safety compliance, and overall progress. Personnel conducting the audits are properly trained to assess that specific process.

Procedures

- We designed this Quality Assurance program to offer employees and clients the means to understand our position on quality. Market & Johnson strives to consistently maintain the highest level of quality and safety on all projects.

Our quality control procedures include but are not limited to the following:

- Contract Review
- Control of subcontractor
- Control of inspection & testing equipment
- Control of Quality Records
- Limited Design Control
- Corrective and Preventive Action
- Inspection and Testing Status
- Internal Audits
- Management weekly Review
- Product Identification and Handling
- Quality Control Training
- Safety Training



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4. QUALIFICATIONS & REFERENCES



4A. FIRM DESCRIPTION

Market & Johnson operates offices in three locations—Eau Claire and La Crosse, Wisconsin and Oakdale, Minnesota. We employ approximately 400 employees, most of which is comprised of our highly trained field workforce. Today, our firm is one of Wisconsin’s largest construction firms providing over \$340 M in construction services in eastern Minnesota and western Wisconsin.

Please see below a summary of our qualifications for your project:

- Over 90% of our work is construction management
- Direct and relevant experience providing construction management for multiple public entities
- Recent experience providing construction management to renovate a municipal city hall
- Recent experience providing construction solutions to the City of Hudson’s new fire station
- Local project management with employees living in the City of Hudson and the surrounding area
- Over 400 employees
- Extensive management tools to assist in scheduling, budgeting, and project communications
- Employ a structural engineer and four LEED Accredited professionals
- Emergency Response Division

AVAILABILITY TO PROJECT LOCATION

Our project office is located in Oakdale, Minnesota, at the I-94/I-494 & I-694 interchange. We are conveniently located to provide high-quality construction management services for your Hudson project. Our project team also resides in close proximity to Hudson, ensuring that our project team will be readily available when it matters most.

Market & Johnson has recently completed three successful local projects shown at right: Hudson Fire Department, Phillips Medisize, and MPSC headquarters.



4B. PROJECT EXPERIENCE

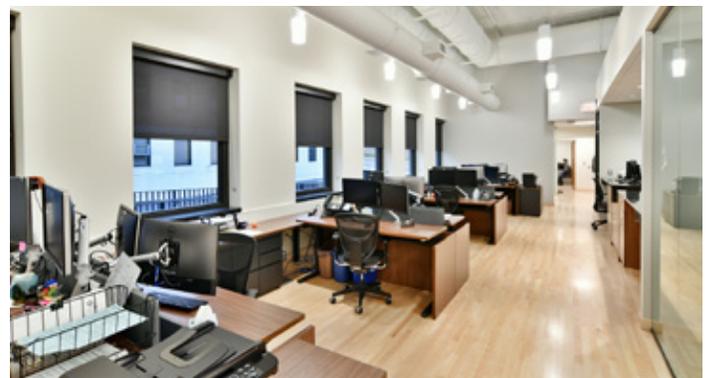


EAU CLAIRE CITY HALL EAU CLAIRE, WI

The 100-year-old Eau Claire City Hall underwent an extensive renovation. The project included significant improvements to its workspaces, conference rooms, heating, ventilation and air conditioning, plumbing, electrical and data systems. The renovations also called for restoring the building's historical features.

The employees had to be relocated to temporary office spaces at the former Eau Claire 3M building while the building was under construction.

OWNER: City of Eau Claire, Eau Claire, WI
ARCHITECT: JLG Architects, Minneapolis, MN
SERVICES PROVIDED: Construction Manager
General Building Contractor
SIZE: 32,000 SF
START DATE: October 2018
COMPLETION DATE: June 2019



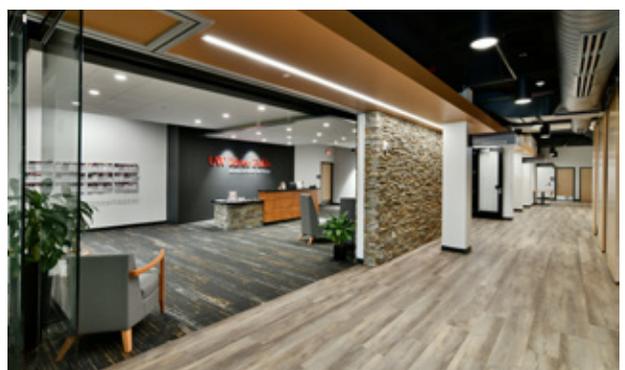
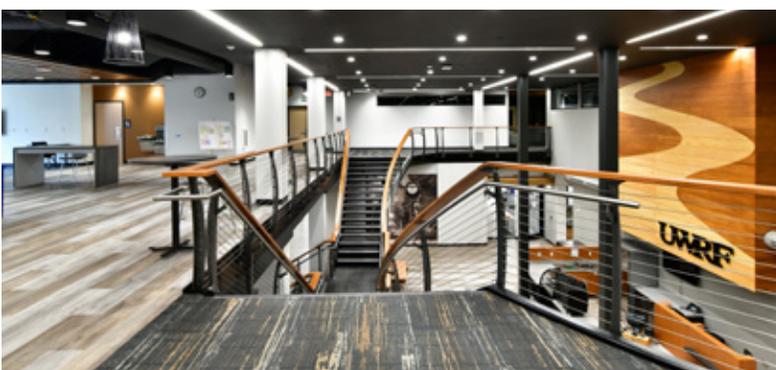
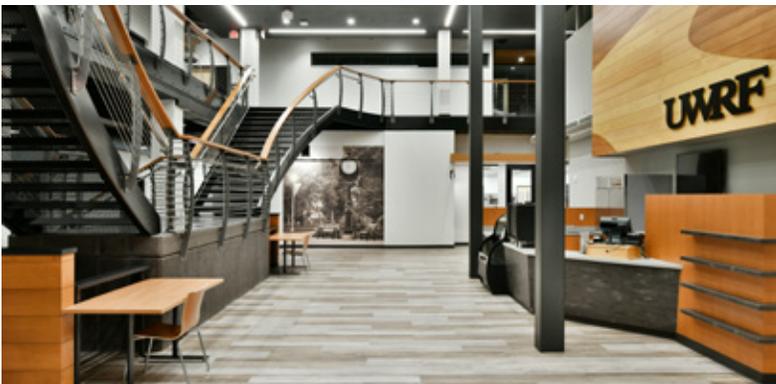


UW-RIVER FALLS RODLI HALL RIVER FALLS, WI

Our team was the General Building Contractor on the remodeling of the 50,000 square feet of the two-story Rodli Hall located on the University of Wisconsin River Falls campus.

The renovated space now houses UWRF's student-centered services and includes space for 14 departments that were previously scattered throughout the campus. Additional spaces brought in to the improved facility include a food service area with a coffee shop, open areas for studying, presentation rooms, and fireplaces and kitchenettes on both floors.

OWNER: UW-River Falls, River Falls, WI
ARCHITECT: Somerville Architects, Green Bay, WI
SERVICES PROVIDED: General Building Contractor
SIZE: 50,000 SF
START DATE: September 2018
ESTIMATED COMPLETION DATE: October 2019



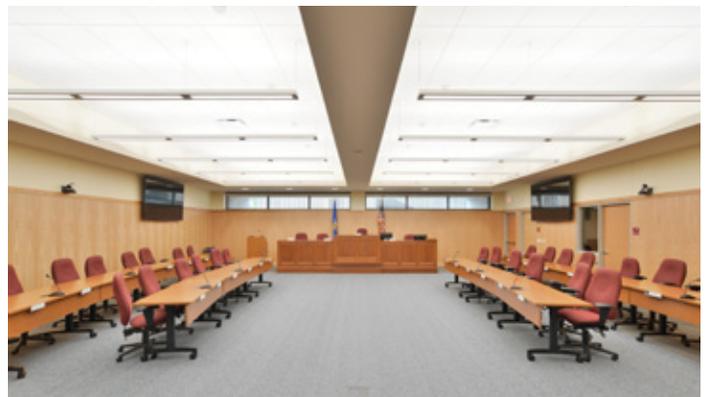


LA CROSSE COUNTY ADMINISTRATIVE BUILDING LA CROSSE, WI

The LaCrosse County Administrative Building project was a phased remodel and addition to an existing bank facility. To accommodate office areas for multiple La Crosse County departments, 47,000 square feet of the two-story building was renovated, and a 6,500 square foot addition was added.

The project included ADA bathrooms, workspaces, and reception desks throughout the facility. Also included in the project were LED lighting upgrades and a new chiller/mechanical system that was designed to be sustainable. The project qualifies for Focus on Energy grants.

Market & Johnson completed two additional projects for the county at the same time, including an addition to the Health and Human Services building and a build-out in the Law Enforcement Center.



OWNER: La Crosse County, La Crosse, WI
ARCHITECT: River Architects, La Crosse, WI
SERVICES PROVIDED: Construction Manager
General Building Contractor
SIZE: 53,500 SF
START DATE: September 2015
COMPLETION DATE: December 2016



“I’D HIGHLY RECOMMEND MARKET & JOHNSON AS A CONSTRUCTION MANAGER AND WOULD HIRE THEM AGAIN ON A SEPARATE PROJECT. I LOOK FORWARD TO WORKING WITH THEM AGAIN.”

MO NORBY, HIGHWAY COMMISSIONER, POLK COUNTY HIGHWAY FACILITY

4C. REFERENCES



CITY OF EAU CLAIRE
DAVID A. SOLBERG, PE
Engineering Director -City Engineer
203 S Farwell Street
Eau Claire, Wisconsin 54703
P 715.839.4934
E Dave.Solberg@eauclairewi.gov



Pierce County
Jason Matthys
Administrative Coordinator
555 West Overlook Drive
Ellsworth, WI 54010
P 715.273.5051
E jmatthys@co.pierce.wi.us



CITY OF HUDSON - HUDSON FIRE DEPARTMENT
SCOTT ST. MARTIN
Fire Chief/Fire Marshal
222 Walnut Street
Hudson, WI
P 715.386-4270
E sstmartin@hudsonwi.gov



CITY OF MENOMONIE
RANDY D EIDE, P.E.
Director of Public Works
800 Wilson Avenue
Menomonie WI 54751
P 715-232-2221 (ext. 1020)
E eide@menomonie-wi.gov

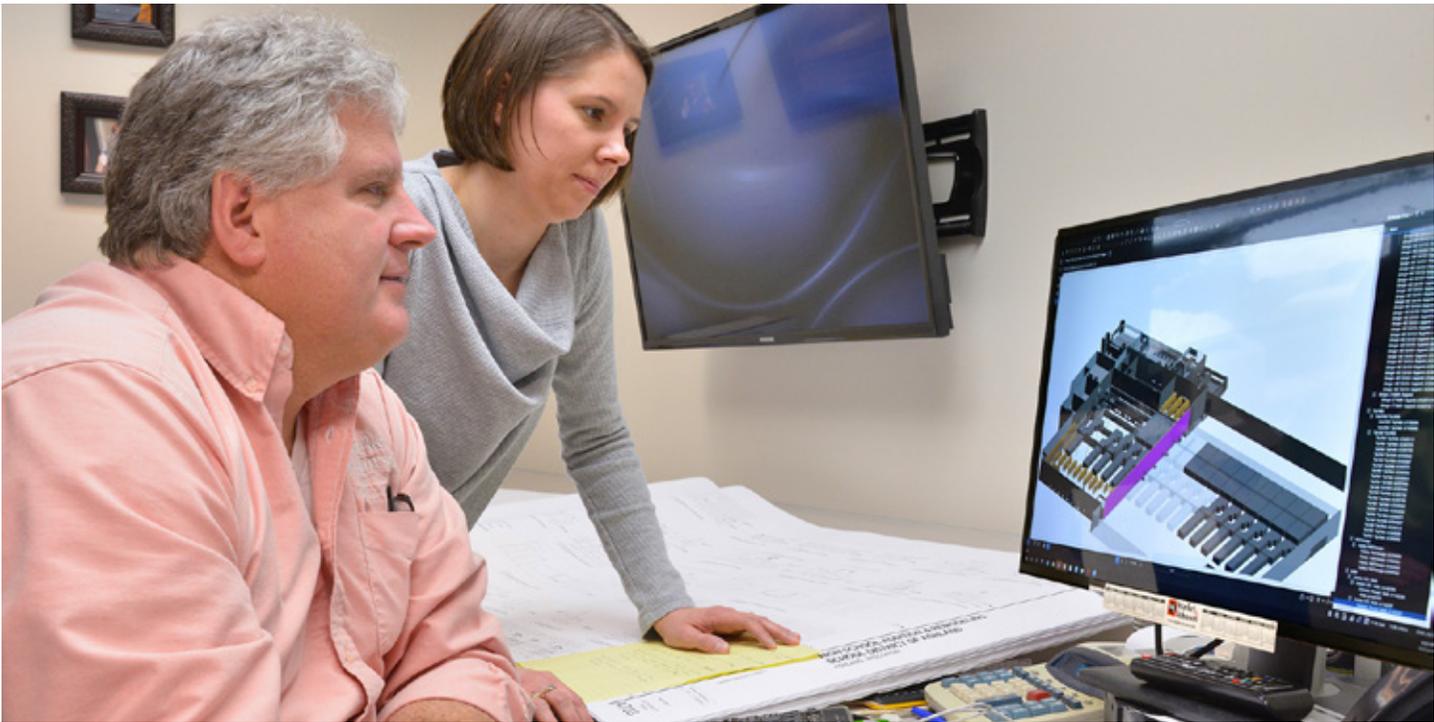


POLK COUNTY
EMIL (MO) NORBY
Highway Commissioner
518 Main Street
Balsam Lake, WI 54810
P 715.557.0320
E emil.norby@co.polk.wi.us



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5. PROJECT FEE



As your construction partner, we understand the importance of providing value throughout the project and most specifically, making certain that your project is exceptionally cost-effective. Our firm is proud of our track record of being one of the most efficient groups in the state by focusing on a couple of key areas.

First, we focus our attention within a 75-mile radius of our offices; this allows us to eliminate expensive travel, trucking, subsistence. At the same time, it lets us leverage our buying power with area subcontractors and material suppliers. Second, we operate on a completely open book process, so you see all costs-any and all project savings, and you are always informed of project costs. Finally, we maximize bidding opportunities for area contractors. In doing this not only do we receive the best pricing, but we create more opportunities for local firms to earn portions of your work.

In addition to our cost-efficient philosophy, we realize that we have an obligation to work closely with the project team to develop a project between now and ground breaking that not only meets your operational needs but also meets your financial objectives. For that reason, our firm is completely at risk with you during that time and will not ask for any compensation during this time-period. If for any reason, our team can't develop solutions that work for you, you have no obligations to Market & Johnson. This approach creates additional motivation for our professionals to develop and create options that are the most cost-effective solutions to meet your needs now and in the future.

PRECONSTRUCTION SERVICES FEE

On a per project basis, we will provide cost estimating, high level construction schedule, and assist with constructability issues during the Schematic Design and Design Development phases.

Preconstruction Services Fee.....No Fee

FEE PROPOSAL

Our fee is a percentage of the estimated Cost of Work, with construction costs to be \$500,000.

Construction Management Fee..... 4.7 %

What's included in cost of work and project fee?

The best way to describe what is included in the fee and what is a project cost is everything that occurs on the project site is Cost of Work; everything that occurs off site is part of the Project Fee.

<i>Cost of Work</i>	<i>Project Fee</i>
<ul style="list-style-type: none"> • On Site Supervision • On Site Labor • Materials • Equipment • Subcontractors 	<ul style="list-style-type: none"> • Corporate Overhead • Accounting • Project Administration • Principal in Charge • Corporate Profit



OFFICE LOCATIONS

MINNESOTA OFFICE

7300 Hudson Blvd., Suite 165
Oakdale, MN 55128
Phone: (651) 340.6146

EAU CLAIRE OFFICE

2350 Galloway Street
Eau Claire, WI 54703
Phone: (715) 834.1213

LA CROSSE OFFICE

1652 Lakeshore Drive
La Crosse, WI 54603
Phone: (608) 784.5000

www.market-johnson.com