



AGENDA OF THE IMPROVEMENT AND SERVICES COMMITTEE

WEDNESDAY, OCTOBER 12, 2022, 5:00 PM

CITY HALL, ROOM 207

Immediately following Parks Committee.

- A. Roll Call.**
- B. Approval of the Agenda.**
- C. Approval of Minutes.**
- D. Regular Business.**
 - 1. Consideration with possible action on request by Ald. Steuer to prepare a report on condition and associated repair schedule for the numerous railroad crossings in the City of Green Bay that are in need of repair and to include railroad companies, including the Canadian National Railroad, in these discussion efforts (referred to staff at the Wednesday, August 24, 2022 Improvement & Services Committee meeting). (Ald. Steuer)
 - 2. Consideration with possible action on the review and award of contract WSG 3-22 WATER HEATER REPLACEMENT- REBID.
 - 3. Report of actions taken by Department of Public Works.
 - A. Granting of Licenses
 - I. Sidewalk Builder
 - a. Homestead Concrete
 - b. J&S Flatwork
- E. Informational.**

1. Director's Report on recent activities of the Public Works Department.
2. City-Wide Green Stormwater Infrastructure (GSI) Planning project update and discussion.
3. The next Improvement & Services Committee meeting is scheduled for October 26, 2022.

F. Public Hearings.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Improvement and Services Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

October 12, 2022

PREPARED BY

AGENDA ITEM # D.1

Consideration with possible action on request by Ald. Steuer to prepare a report on condition and associated repair schedule for the numerous railroad crossings in the City of Green Bay that are in need of repair and to include railroad companies, including the Canadian National Railroad, in these discussion efforts (referred to staff at the Wednesday, August 24, 2022 Improvement & Services Committee meeting). (Ald. Steuer)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Rail Crossing Memo 10042022
2. 5-Year Plan WATCO
3. 5-Year Plan CN

Inter-Office Memo

Date: 10/4/2022

To: Steven Grenier & James Brunette

From: Matthew Woicek

Re: City of Green Bay- Rail Crossing Upgrades

All rail crossing within the City of Green Bay are rated on a bi-annual basis with the latest rating performed in 2022. The crossings are rated on a scale of 1 to 10, with 10 being in the best condition and 1 being in the worst condition.

In early 2021 Watco acquired certain rail assets in the State of Wisconsin, including within the City of Green Bay. As a result of this acquisition, the rail crossings on the east side of the Fox River are owned by Watco and the rail crossings on the west side of the Fox River are owned by Canadian National (CN).

Prior to the crossing upgrades that were performed by Watco and CN in 2022, the average rating of all rail crossings across the City was 5.8. Both CN and Watco, in conjunction with the City, performed 5 rail crossing upgrades or rehabilitations in 2022. Along with the crossing upgrades that were performed in 2022, the average rating of all CN rail crossings on the west side of the Fox River is 6.7 and the average rating of all Watco rail crossings on the east side of the Fox River is 5.9. The Department of Public Works has prepared an annual rail crossing upgrade plan spanning the next 5 years, whereas the City will continue to work with both Watco and CN to upgrade the poorest rail crossings throughout the City. The 5-year plan is attached to this memo.

At completion of the proposed rail crossing upgrades as shown on the current 5-year plan, the average rating of all CN rail crossings on the west side of the Fox River will improve to 8.1 and the average rating of all Watco rail crossings on the east side of the Fox River will improve to 8.2.

The City has developed good working relationships with both CN and Watco over the years and will continue to work with each entity in the future to upgrade rail crossings throughout the City. In addition, the City will also continue to financially assist with the upgrade of rail crossings, where appropriate.

5-Year Rail Crossing Upgrade Plan-WATCO

Crossing Location	Crossing Number	Crossing Rating	Repair Year
Quincy Street at Klaus Street	281371J	3	2023
Quincy Street at Radisson Street	281374E	4	2023
Quincy Street at Vanderbraak Street	281372R	2	2023
Baird Creek Road (Superior Road), east of Moon Valley	281855X	3	2024
Quincy Street at Wiese Street	281373X	3	2024
Moon Valley Road near Baird Creek Road	281501D	4	2025
Quincy Street at Reber Street	281370C	3	2025
Baird Street	281404U	3	2026
Angie Street	281389U	2	2026
Morrow Street	281410X	4	2027
Henry Street	281409D	4	2027

5-Year Rail Crossing Upgrade Plan-Canadian National

Crossing Location	Crossing Number	Crossing Rating	Repair Year
Hutson Road b/w Hinkle and Isbell	281846Y	4	2023
Onieda Street b/w Bader and Western	281432X	4	2023
Bridge Street @ Pearl Street	181295S	5	2024
Arndt Street at Pearl Street	181294K	5	2024
Mason Access Road	181292W	4	2025
Oak Street	281431R	4	2025
S. Broadway near Arndt Street	693788U	5	2026
Larson Road b/w Packerland & Hinkle	281852C	5	2026
State Street	281425M	4	2027
S. Broadway at Liberty Street	181516S	5	2027



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

October 12, 2022

PREPARED BY

AGENDA ITEM # D.2

Consideration with possible action on the review and award of contract WSG 3-22 WATER HEATER REPLACEMENT- REBID.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. WSG 3-22_Notice to Contractors

NOTICE TO CONTRACTORS

Contract: WSG 3-22 Water Heater Replacement - REBID
City of Green Bay, Wisconsin

Sealed proposals will be received in the Office of the City Clerk/Treasurer of the City of Green Bay, Room 106, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, 54301 until 2:00 P.M. on October 4, 2022 at which time they will be opened in Room 310, City Hall, for Public Works Improvement Contract:

WSG 3-22 Water Heater Replacement - REBID

in accordance with the contract documents, all of which are on file in the City Clerk's/Treasurer's Office and the Director of Public Works Office in the Green Bay City Hall.

In general, the project involves the removal of an existing gas fired water heater, (2) two storage tanks and associated piping. New hot water system will consist of (3) three tankless commercial grade instantaneous water heaters, new expansion tank and thermostatic mixing valve. New water heater venting/air intake systems to be extended to the outer south wall. Piping systems to include cold, hot, hot water return and gas piping. Electrical Trade to provide new electrical outlets for the water heaters and some demolition of existing equipment.

A pre-bid meeting will be held at West Side Municipal Garage located at 519 S. Oneida Street at 10:00 A.M. on September 28, 2022.

Bids will be received for one contract which includes all Work necessary and/or required to complete the project per the Contract Documents.

All work required in this contract shall be completed by April 28, 2023.

The Contract Documents, including plans and specifications, may be examined electronically and downloaded at www.demandstar.com or <http://vendornet.state.wi.us/vendornet>.

The work shall be let in accordance with the following Sections of the Wisconsin Statutes.

1. Section 62.15 regarding public works construction.
2. Section 779.15 regarding lien on contractors
3. Section 66.0901 (2) regarding proof of responsibility.

All bidders shall provide proof of responsibility on the form furnished by the Director of Public Works and it shall be filed with the Director of Public Works not less than five (5) days prior to the time set for opening of bids. Proof of Responsibility form can be found on the City's website: <https://greenbaywi.gov/796/engineering>. Said proof of responsibility shall not be valid if filed prior to one year of the date of opening bids.

In accordance with Section 42.2 of the City of Green Bay Code of Ordinances, any corporation, firm, or individual violating Chapter 133.01 of the Wisconsin Statutes, or any subsequent amendment thereof, shall upon conviction thereof be thereby disqualified as a bidder on any City of Green Bay project for a period of three (3) years from the date of such conviction; however, nothing herein shall be interpreted to preclude such corporation, firm, or individual from completing any and all contracts he/she may already have with the City at the time of such conviction, nor shall this ordinance be applied retroactively to convictions occurring prior to the adoption and publication of this ordinance. This prohibition applies with like force to officers of convicted corporations, firms, or individuals who thereafter have business interest in new corporations or business enterprises of whatever kind or description.

Sealed bids shall be delivered and addressed to the City Clerk/Treasurer, Room 106, City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, 54301.

The City of Green Bay, Wisconsin reserves the right to reject any or all bids and to waive any informalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the City of Green Bay, Wisconsin for a period of sixty (60) days after the scheduled time for closing bids.

All proposals must be submitted on the Bidder's Proposal provided for that purpose and issued to the specific bidder by the Director of Public Works together with a certified check or a bid bond equal to at least five (5) but not more than ten (10) percent of the bid payable to the City of Green Bay as a guarantee that if his/her bid is accepted, he/she will execute and file the contract and a performance bond in the amount of one hundred percent (100%) of the total bid within ten (10) days after the award of the contract. Only the Proposal Pages, Bid Bond or Certified Check, Affidavit of Compliance, Disclosure of Ownership, and any Addenda issued shall be submitted.

In case the successful bidder shall fail to execute such contract and performance bond, the amount of the check or bid bond shall be forfeited to the City as liquidated damages.

Published by the authority of the Improvement & Services Committee of the Common Council of the City of Green Bay, Wisconsin.

Advertised: September 16, 2022
September 23, 2022
September 30, 2022

By: Mark Steuer, Chairperson



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

October 12, 2022

PREPARED BY

AGENDA ITEM # D.3

Report of actions taken by Department of Public Works.

A. Granting of Licenses

I. Sidewalk Builder

- a. Homestead Concrete
- b. J&S Flatwork

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

October 12, 2022

PREPARED BY

AGENDA ITEM # E.I

Director's Report on recent activities of the Public Works Department.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

October 12, 2022

PREPARED BY

AGENDA ITEM # E.2

City-Wide Green Stormwater Infrastructure (GSI) Planning project update and discussion.

BACKGROUND

In February of 2022, Common Council directed staff to develop a city-wide green stormwater infrastructure (GSI) plan. To meet this request, Public Works developed a Request for Proposals (RFP) to solicit proposals from qualified consultants to prepare a GSI Plan for the City of Green Bay. The RFP was issued September 9, 2022 and staff is in the process of evaluating the received proposals. The GSI plan will be a critical strategy in the City's flood resiliency planning. This plan will identify projects and make recommendations for integrating GSI into public and private properties to reduce localized flooding, increase greenspace in neighborhoods and improve water quality.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. RFP Citywide Green Stormwater Infrastructure Plan_packet

CITY OF GREEN BAY
REQUEST FOR PROPOSAL/SERVICES
FOR
CONSULTING ENGINEERING SERVICES
CITY-WIDE GREEN STORMWATER INFRASTRUCTURE PLAN



The following dates are being provided for your information and planning purposes.

RFP issued	September 9, 2022
Question Deadline	September 23, 2022, 2:00 p.m. Last date for submission of written questions.
Site Inspection	Consultants may visit as necessary.
Addenda issued (if required)	September 26, 2022
Deadline for receipt of sealed quotation	September 30, 2022, 2:00 p.m.

Although every effort will be made to follow this schedule, the City reserves the right to modify the dates as necessary and to accommodate special circumstances.

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GENERAL

Background & Project Description

The City of Green Bay, (hereinafter called “City”), was founded as a European trading post in 1634, thus making it the oldest city in Wisconsin. As an older city, Green Bay has residential development in low-lying flood-prone areas, mainly occupied by low to moderate income households who may not have the finances to make their properties more resilient. Green Bay’s development has created a preponderance of impervious surfaces, which contributes to urban flooding.

Over the last few decades, the City has been experiencing more intense rain, snowmelt, and flooding events that cause a range of service disruptions, public safety hazards, and property damage. From 2018-2020, the Fox River, East River and Bay of Green Bay were at record-high levels brought anxiety with each precipitation event. The City continues to experience stormwater, coastal, and riverine flooding at various locations during moderate to intense weather events. A changing climate demands the City use innovative practices for managing stormwater, cultivating healthy green spaces, and improving water quality.

In February 2022, the Green Bay Common Council directed staff to develop a Comprehensive City-Wide Green Infrastructure Plan. The City is seeking proposals from qualified consultants to prepare a Green Stormwater Infrastructure (GSI) Plan for the City of Green Bay, Wisconsin. The GSI plan will be a critical strategy in the City’s flood resiliency planning. This plan will identify projects and make recommendations for integrating GSI into public and private properties to reduce localized flooding, increase greenspace in neighborhoods and improve water quality.

PROJECT STATEMENT AND GOALS

The purpose of the City’s GSI plan is to demonstrate the City’s commitment to flood and climate resiliency, water quality, and incorporation of GSI into public and private property. The GSI plan will guide the identification, prioritization, implementation, tracking, and reporting of GSI projects within the City. The GSI plan will be coordinated with other City plans and resources, such as the Comprehensive Plan, five-year street reconstruction schedule, Stormwater Management Plan; District and Corridor Plans, flood hazard mapping; Park, Recreation and Open Space Plan; Safe Walk and Bike Plan, traffic, and other relevant plans.

Developing, adopting, and implementing a citywide GSI plan will achieve multiple benefits to the community, including improved water and air quality, reduce flooding, climate resiliency, traffic calming, and an overall more pleasant urban environment.

Goals of the GSI Plan are to:

- Develop solutions appropriate to soil, topographical, and future precipitation conditions. For example, the plan shall address the challenges of implementing GSI in floodplains and areas with a high-ground water table.
- Reduce flooding hazards in the City, especially to vulnerable residences and businesses along the East River and western slough neighborhoods.

- Have a prioritized, actionable list of GSI projects (and other nature-based solutions) and maps of locations within the City as well as an implementation framework.
- Build staff capacity for incorporating GSI into the evaluation, planning, engineering, design, and construction of municipal projects.
- Create a process for staff to evaluate the potential for implementing GSI strategies.

Consultant. Services to be provided by the Consultant include:

1. A kickoff meeting shall be held with representatives from the City to review the schedule and deliverables for various tasks included in this RFP. The Consultant shall prepare a Gantt chart outlining the schedule of work.
2. Collaborative planning and input meetings with City staff during the project period.
3. Conduct a location analysis to identify priority subbasins for strategic GSI investment- for public and private property as well as redevelopment projects.
 - a. Analysis methodology must be clearly detailed in the final GSI plan.
4. Identify and prioritize thirty (30) GSI projects for public properties over a 5 -year period, beginning 2023, with a focus on streets, alleys, sidewalks, parking lots, schoolyards, City parks and athletic fields.
 - a. Analyze 5-year street reconstruction plan for feasibility of GSI ROW projects and provide an implementation time frame for streets and alleys.
5. Identify and prioritize 15-20 GSI projects for properties or areas of the City not owned by the City.
6. Project identification and prioritization shall include Triple Bottom Line analysis, water quality and quantity modeling of projects identified for priority areas.
7. Within the context of GSI priority location analysis, create maps using ARC GIS for coordination and integration into the city's GIS system. Maps to be created:
 - a. Priority Subbasins
 - b. Optimal Locations within ROW
 - c. Optimal locations within City-owned Park properties
 - d. Parking areas suitable for GSI
 - e. GSI project map/system for tracking completed projects
8. Develop an ordered evaluation process for staff to use in determining the potential for GSI in street, alley, and other ROW projects. Evaluation criteria shall include, but is not limited to underground utilities, other underground conflicts, and limitations in the ROW.
9. Provide design guidance and specifications for incorporating GSI components into identified projects.
 - a. The plan shall include general design and construction guidelines, standard specifications, and details (or references to those documents) for incorporating GSI into projects within the City. The guidelines and specifications should address different GSI project types within the City, as defined by its land use and transportation characteristics, and allow projects to provide a range of functions and benefits, such as stormwater management (per a particular size storm), bicycle and pedestrian mobility and safety, public green space, urban forestry, etc.
10. The plan shall include guidance and resources that address short-term and long-term operations and maintenance of proposed GSI measures.

11. Compilation of deliverables into an organized final plan in digital format (MS Word, GIS shape files).
12. Project meetings
 - a. Kick off meeting
 - b. Five (5) face-to-face or web-based meetings pertaining to Tasks 3-10
 - c. Presentation of final plan

Schedule.

Consultant shall prepare and submit a schedule based upon a Contract award of October 24, 2022. The City goal would be to have results and recommendations available prior to the middle of August 2023, for possible inclusion of projects into the 2024 budgets.

Improvement & Services Committee meeting: 10/12/2022

Common Council meeting: 10/18/2022

Consultant shall schedule the following meetings during the project period:

- Kickoff meeting with City staff and Consultant: Late Fall 2022
- A minimum of four meetings with City staff to seek input on service deliverables and provide progress reports throughout the project period.
- Meeting for final review of the written plan
- Presentation of plan at a Common Council or another City committee meeting

Anticipated project completion is within 9 months of executed agreement.

City. To the extent available, the City of Green Bay will provide the following services, items, or information without cost to the Consultant:

1. Coordination between all City departments and consultant.
2. Digital files of infrastructure and modeling (if available) needed to prepare base maps,
3. Text excerpts from other relevant city plans needed for inclusion in the final City-Wide GSI Plan.
4. Data on the use and capacity of certain existing infrastructure, if needed.
5. Existing capital improvement plans or budgets with a focus on those within a 5–10-year time period.
6. Critical information from Chapters 16, 24, 44 (municipal code) and related TMDL requirements.
7. Other information and data upon request if readily available.

General Provisions

1. Response to this RFP is required to be on the attached Service Quotation Form.
2. The City of Green Bay reserves the right to accept or reject any or all quotations or to waive any technicality and accept any quotation that is deemed to be in the best interests of the City of Green Bay.
3. The Department of Public Works - Engineering Division, which is the sole point of contact during the procurement process, issues this RFP on behalf of City of Green Bay. Responses to this RFP must be received by **2:00 p.m., CST on September 30, 2022.**

4. Question deadline: Direct questions to melissa.schmitz@greenbaywi.gov, by September 23, 2022, 2:00 p.m. CST.
5. RFP responses must be emailed to melissa.schmitz@greenbaywi.gov by September 30, 2022, 2:00 p.m. CST.
 - RFP submittals received after the date and time specified will be rejected.
 - RFP submittals received will not be publicly opened.
 - The following information must appear on the cover page:

“CONSULTING ENGINEERING SERVICES – CITY-WIDE GREEN STORMWATER INFRASTRUCTURE PLAN”

6. The price indicated in your quotation to be valid for 90 days. The submittal of a quotation by a consultant will be considered by the City as constituting an offer by the Consultant to perform the required services at the stated prices.
7. Evaluation Process - Submittals will be evaluated on, but not limited to, firm’s technical expertise and experience with providing innovative, sustainable, and cost effective GSI solutions; credentials of project team, understanding of task requirements, capability for timely response, overall quality and completeness of submittal, and cost of services. A submission of a proposal constitutes acceptance of the evaluation techniques and recognition and acceptance that the City’s evaluators will use subjective judgment in evaluating submittals.

In addition to the General Provisions, consultant proposals shall include:

1. The name of the proposing firm, address, telephone number, and the name and title of the person authorized to represent the firm.
2. General information about your firm.
3. Statement of your firm’s qualifications including a statement/declaration as to why your firm is interested in working for the City, what it has to offer the City, and why the City should select your firm.
4. A list of previous projects of a similar nature completed by your firm with references (provide client’s name, contact person, and phone number).
5. A list of unique and innovative GSI projects for both water quantity and water quality benefits that have been completed by your firm with references (provide client’s name, contact person, and phone number).
6. Identify key personnel that will be assigned to this project and the respective roles or services they will provide from your local office including names, job titles and billing fees.
7. Identify key personnel that will be assigned to this project and the respective roles or services they will provide from outside your local office including names, job titles and billing fees.
8. List any subcontractors you plan to use.
9. Submit a schedule of consultant services and cost associated with each service. Submit a fee schedule for personnel and services provided including mileage, equipment rentals and subcontracted work for 2022 and 2023.
10. Selected Consultants will be required to incorporate the City’s Standard Agreement for Professional Services terms and conditions (attached).

CONTRACTUAL REQUIREMENTS

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN CITY OF GREEN BAY AND
CONSULTANT.



City of Green Bay
Department of Public Works

100 N. Jefferson St., Room 300, Green Bay, WI 54301

QUOTATION REQUEST
CONSULTING ENGINEERING SERVICES
CITY-WIDE GREEN STORMWATER INFRASTRUCTURE PLAN

Due Date: September 30, 2022, 2:00 p.m. CST

Date: September 8, 2022

To: **Consultant**

Attn: **ENTER NAME HERE**

From: Melissa M. Schmitz, Resiliency Coordinator

Fax: 920-448-3102 / **Voice:** 920-448-3100

Please quote **INSIDE DELIVERED** prices for materials listed below.

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	LS	Kick-off Meeting		
1	LS	City-wide location analysis for strategic GSI investment		
1	LS	GSI project identification for public and private property		
1	LS	Triple Bottom Analysis		
1	LS	Water quality and quantity modeling		
1	LS	Creation of maps for integration with City's GIS		
1	LS	Evaluation process for feasibility of GSI in ROW projects		
1	LS	Design guidance for identified GSI projects		
1	LS	Maintenance and Operations guidance for identified projects		
1	LS	Compilation of consultant services into final GSI Plan		
1	LS	Five meetings with City representatives		
1	LS	Presentation of final plan to Green Bay Common Council or another City committee.		
		TOTAL PROJECT COST AS DESCRIBED IN PROJECT STATEMENT AND GOALS		

LEAD TIME:

VENDOR

AUTHORIZED SIGNATURE

ADDRESS

PRINT NAME AND TITLE

CITY STATE ZIPCODE

DATE

FAX

PHONE



Report to the
Improvement and Service Committee
of the City of Green Bay

MEETING DATE

October 12, 2022

PREPARED BY

AGENDA ITEM # E.3

The next Improvement & Services Committee meeting is scheduled for October 26, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None