

It is expected that a Quorum of the Personnel Committee, Administration Committee, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
May 4, 2015
6:45 PM
or immediately following the Administration Committee

AGENDA

A. CALL TO ORDER

B. ROLL CALL/EXCUSED ABSENCES

C. MINUTES TO APPROVE

1. [April 21, 2015](#)

D. DISCUSSION / ACTION ITEMS

1. [Street Use Application – Memorial Day Parade; Monday, May 25, 2015; 8:00 AM – 10:00 AM \(Twin City Veterans\)](#)
2. [Street Use Application – Diablo Cycling Criterium; Sunday, June 7, 2015; 7:00 AM – 7 PM \(Diablo Cycling\)](#)
3. [Change Order – Commonwealth Construction; Project PF 13B-14; ADD: \\$92.74; Change Order No. 2 \(Senior Center\)](#)
4. [Payment – Janke General Contractors; Gilbert Riverfront Trail; Contract No. 2014-03; \\$68,951.00 \(Payment No. 1\)](#)
5. [Payment – Janke General Contractors; Gilbert Trestle Improvements; Contract No. 2014-04; \\$98,087.50 \(Payment No. 1\)](#)
6. [Recommendation to Award - Contract Unit No. 2015-02; Library/City Hall Re-Roofing Project; Borsche Roofing Professionals, Inc.; \\$106,659.78](#)

E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers
140 Main Street, Menasha
April 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by DPW Radtke at 7:42 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Nichols, Taylor, Krautkramer, Langdon, Keehan, Zelinski, Rollins-Jump, Benner

ALSO PRESENT: Mayor Merkes, CA Captain, PC Styka, DFC DeLeeuw, CDD Keil, DPW Radtke, ASD Steeno, PRD Tungate, PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. [April 6, 2015](#)

Moved by Ald. Langdon seconded by Ald. Keehan to approve minutes.

Motion carried on voice vote.

D. ACTION ITEMS

1. Election of Chairman

DPW Radtke opened the floor for nominations.

Moved by Ald. Nichols seconded by Ald. Keehan to nominate Ald. Krautkramer for Chairman.

Hearing no other nomination, DPW Radtke closed the nominations.

A unanimous ballot was cast for Ald. Krautkramer for Chairman.

Chairman Krautkramer took over.

2. Election of Vice-Chairman

Chairman Krautkramer opened the floor for nominations.

Moved by Ald. Zelinski seconded by Ald. Langdon to nominate Ald. Taylor for Vice-Chairman.

Moved by Ald. Nichols seconded by Ald. Benner to nominate Ald. Langdon for Vice-Chairman.

Paper ballots were passed out. Ald. Langdon received the most votes and was declared the Vice-Chairman.

3. [Acceptance of Miron Donation of Concrete Planter at Menasha Library](#)

DPW Radtke explained with the relocation of the Veteran's memorial from the Library to the Isle of Valor a void will be created at the main entrance to the Library. Price proposals were sought to construct a new planter in the void space. A proposal was received from Miron Construction Company to donate the planter construction work. The Library Board has accepted the donation and forwarded the request to the Board of Public Works for formal acceptance.

Moved by Ald. Benner seconded by Ald. Taylor to recommend to Common Council acceptance of Miron donation of concrete planter at Menasha Library.

Motion carried on voice vote.

E. ADJOURNMENT

Moved by Ald. Keehan seconded by Ald. Langdon to adjourn at 7:51 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, WCMC, City Clerk



STREET USE APPLICATION

Event: MEMORIAL DAY PARADE
 Sponsored by: TWIN CITY VETERANS
 Responsible Person: JIM HOYMAN
 Address: 412 8TH ST
NEENAH WI 54956
 Email Address: _____

Street Use Date: MAY 25 2015
 Start Time: 8 AM
 End Time: 10 AM
 Number of Units: 60
 (Parades)

Phone: 410-6622

Street Route: see attached
Description of Use (attach map)

Liability Insurance has been secured in the amount of \$ 2,000,000 with the City of Menasha named as the additional insured. This is primary insurance. DAM
 Insurance Company HUB Int'l Insurance Svcs, Inc (TULIP) Policy No. 50628
 (Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

Date: 4/21/15 Applicant's Signature: [Signature]

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

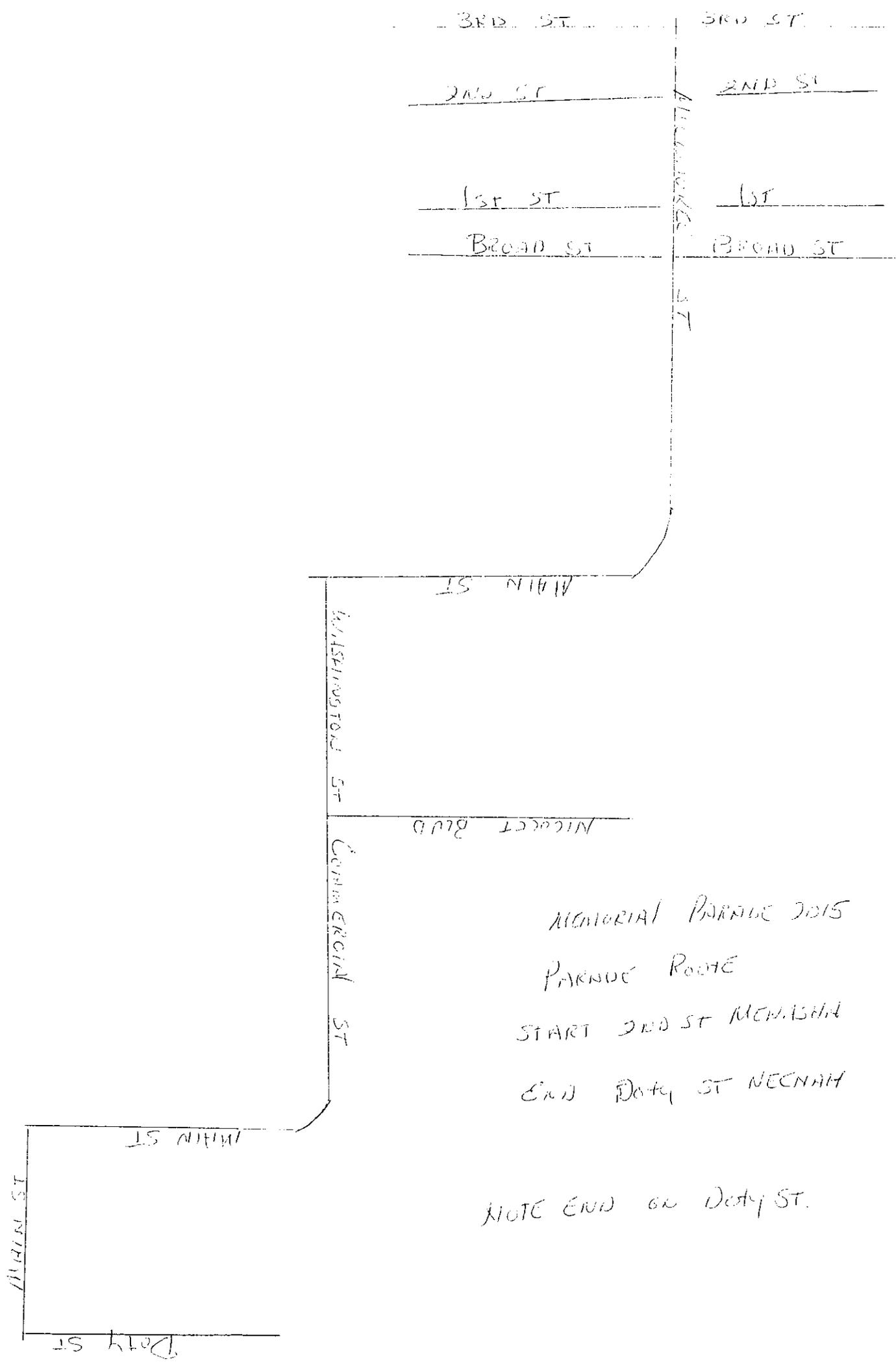
Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: _____
 Not Required: Approved: _____ Denied: _____

Scheduled Common Council Review Date: May 18, 2015
 Approved: _____ Denied: _____

APPROVAL:
 Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]



MEMORIAL PARADE 2015
 PARADE ROUTE
 START 2ND ST MEMORIAL
 END DOTY ST NEENAH

NOTE END ON DOTY ST.

**CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP**

FACILITY OWNER: (Additional Insured)		PRODUCER:		Certificate #	50628	
City of Menasha 140 Main Street Menasha, WI 54952		HUB International Insurance Services Inc. P.O. Box 4047 Concord, CA 94524-4047 PH: 925 609 6500 FX: 925 609 6550 specialevent@hubinternational.us		CA License #0757776		
EVENT HOLDER: (Named Insured)		EVENT INFORMATION				
Twin City Veterans c/o Dave Mix 1427 Baytree Lane Neenah, WI 54956		TYPE OF EVENT:	Parade			
		EVENT DATE(S):	5/25/2015			
		EVENT LOCATION:	Starting corner of 3rd and Milwaukee St. to Main St. to Tayco St. (Menasha) to Washington St. to N. Commercial St. to Wisconsin Ave. to Main St. (Neenah)			
		ATTENDANCE:	450	CLASS:	II	
This is to certify that the policies of insurance listed below have been issued to the insured named above for the event date(s) indicated above. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.						
INSURER A:		COLONY INSURANCE COMPANY				
INSR LTR	Type of Insurance	Policy Number	Effective	Expiration	Policy Limits	
A	Commercial General Liability	AR6360147	1/1/2015	1/1/2016	Each Occurrence	\$1,000,000
					General Aggregate	\$2,000,000
					Personal & Advertising Injury	\$1,000,000
					Products/Completed Operations Aggregate	\$2,000,000
					Damage to Premises Rented to You	\$500,000
					Medical Payments	\$5,000
					Liquor Liability Each Occurrence	\$0
					Liquor Liability Aggregate	
COVERAGE TERMS:						
Occurrence Form (CG 0010) Host Liquor Liability <u>included</u> . Full Liquor Liability Included <u>when a separate premium has been charged</u> . All participants in athletic activities are required to sign Release and Waiver of Liability forms.		The coverage afforded by this insurance is primary and not contributing with any insurance held by the "ADDITIONAL INSURED", WHEN REQUIRED BY WRITTEN CONTRACT. The limits of insurance apply separately to each event insured by this policy as if a separate policy of insurance has been issued for that event. Who is an insured is amended to include as an additional insured the "Facility Owner - Additional Insured" above and any person or organization shown in the schedule below. This insurance does not apply to: any "occurrence" which takes place after the event holder ceases to be a tenant in that premises. This insurance applies only to: an "occurrence" which takes place during the dates indicated under "Event information" above.				
COVERAGE EXCLUSIONS: (REFER TO POLICY FOR COMPLETE LISTING OF EXCLUSIONS)						
-- Sexual Abuse & Molestation		Specific Events are excluded from coverage. Please see second page for list of excluded events.				
-- Terrorism		On behalf of the Risk Purchasing Group and each Member, the Trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).				
OTHER ADDITIONAL INSURED:						
City of Neenah - 211 Walnut Street, Neenah, WI 54956 City of Menasha - 140 Main Street, Menasha, WI 54952						
CANCELLATION: Should the above described policy(s) be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the insured event holder and additional insureds listed.						
AUTHORIZED REPRESENTATIVE:				DATE ISSUED:	3/26/2015	

CERTIFICATE OF INSURANCE
SPECIAL EVENT LIABILITY GROUP INSURANCE TRUST, A RISK PURCHASING GROUP

Second Page of Certificate	Certificate #	50628
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SPECIFIC EVENT EXCLUSIONS

The following types of events are specifically excluded and no coverage for them exists on the policies listed on the front page of this Certificate of Insurance:

- Aircraft / Aviation
- All Terrain Boarding
- Ballooning / Balloon Rides
- Base Jumping
- Bouldering Events
- Boxing
- Bungee Jumping
- Carnival Rides
- Circuses
- Concerts with performances exceeding 6 hours of performance time
- Contact Karate / Martial Arts
- Contact Sports
- Diving
- Dodgeball / Gaga Dodgeball
- Football / Flag Football (except passing camps with no contact drills)
- Gun Shows / Exhibitions
- Hang Gliding
- Hockey
- Jousting
- Kayaking, Rafting or Canoeing in greater than Class 3 rapids
- Lacrosse / Rugby
- Mechanical Amusement Rides or Services
- Motorized Sporting Equipment
- Mosh Pits
- Mountain Biking
- Power Boat Racing
- Professional Sporting Activity; Games, Races, Contests of a professional nature
- Pyrotechnics / Explosives
- Rap or Heavy Metal Concerts
- Raves
- Rock Climbing
- Rodeo / Roping Events (includes practice)
- Scuba Diving
- Sky Diving
- Tattoo Expos / Conventions



STREET USE APPLICATION

Event: Diablo Cycling Critterium

Sponsored by: Diablo Cycling

Responsible Person: Robert Anderson

Address: 1187 W Cecil St
Neenah

Street Use Date: 6/7/15

Start Time: 7PM

End Time: 7PM

Number of Units: _____
(Parades)

Email Address: mwppatroller@AOL.com Phone: _____

Street Route: Broad St to Ice St to First St to Manitowac
Description of Use (attach map)

Liability Insurance has been secured in the amount of \$ 3,000,000 with the City of Menasha named as the additional insured. This is primary insurance.

Insurance Company Willis of Texas, Inc. Policy No. 015375404

(Attached are samples of the certificate of insurance and endorsement; each naming the City of Menasha as additional insured)

RA

paid \$50 cover

Date: 4/20/15 Applicant's Signature: [Signature]

Permit Fee: Each application for a Street Use Permit shall be accompanied by a fee of \$25.00 along with a Special Event Fee of \$25.00. Please make checks payable to City of Menasha.

Note to events planning to use City Parks and/or greenspace: Any multi-day event or event which plans to sell beer and/or wine to the public must appear before the Parks and Recreation Board.

TO BE COMPLETED BY CITY STAFF (Revised February 4, 2013)

Scheduled Park & Recreation Board Review Date: 5/11/15

Not Required: _____ Approved: _____ Denied: _____

Scheduled Common Council Review Date: 5/18/15

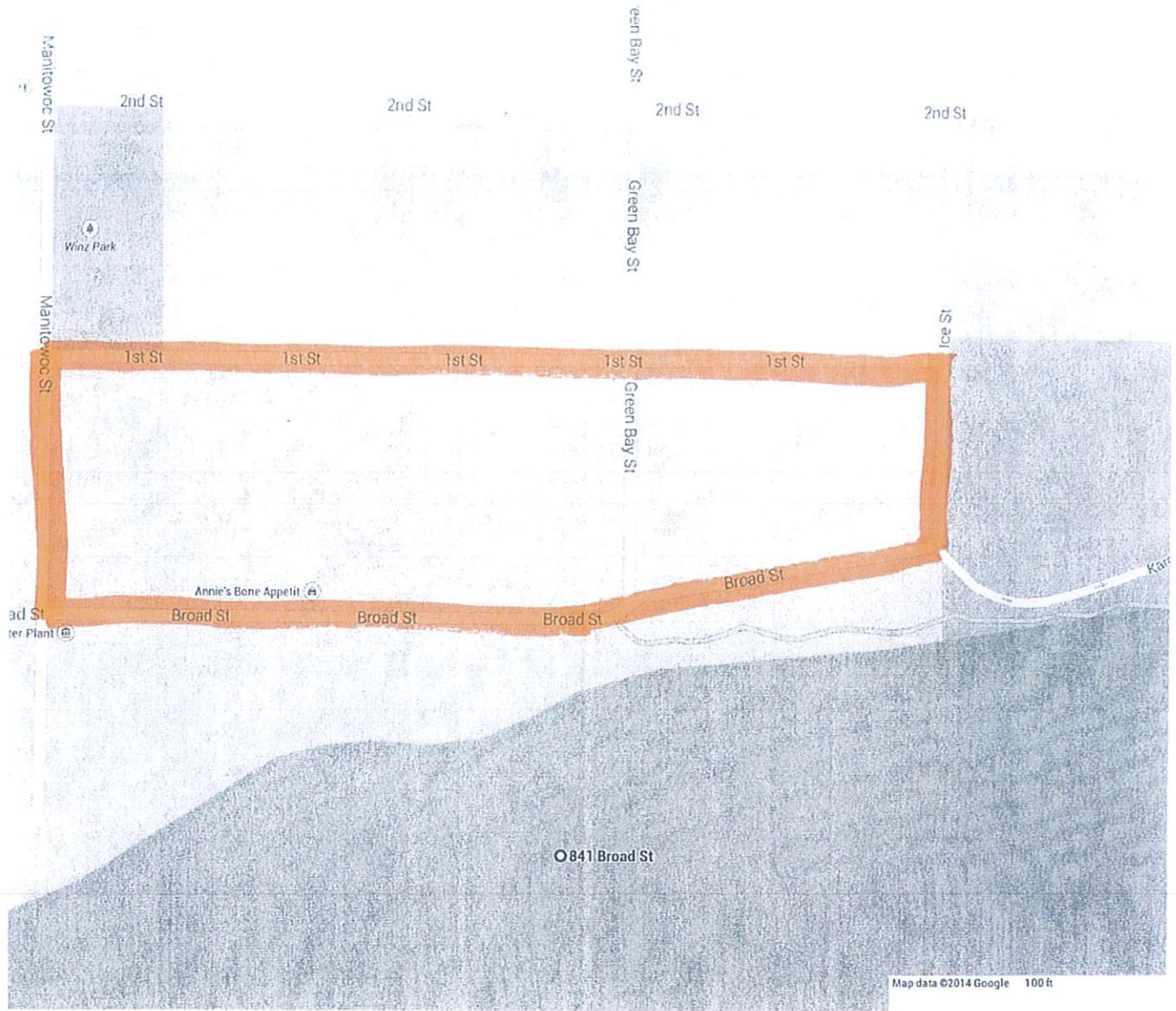
Approved: _____ Denied: _____

APPROVAL:

Police Dept. [Signature] Fire Dept. [Signature] Public Works Dept. MR City Attorney [Signature]

3/22/2014

Google Maps





CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2
DATE (MM/DD/YYYY)
04/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Texas, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: PHONE (A/C, NO, EXT): 877-945-7378 E-MAIL ADDRESS: certificates@willis.com	FAX (A/C, NO): 888-467-2378
	INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company	
INSURED USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 23105602

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		015375404	12/31/2014	12/31/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Endorsement LX4309 (06/14) AI- DESIGNATED PERSON-ORG: As required by written contract, Certificate holders are named as Additional Insured for USA Cycling sanctioned/permitted events.

Endorsement NAMEINSD (02/94) NAMED INSURED AMENDMENT: Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date on the permit.

CERTIFICATE HOLDER**CANCELLATION**

City of Menasha 140 Main Street Menasha, WI 54952-3151	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Coll:4675240 Tpl:1915454 Cert:23105602 ©1988-2014 ACORD CORPORATION. All rights reserved.



ADDITIONAL REMARKS SCHEDULE

AGENCY Willis of Texas, Inc.		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919	
POLICY NUMBER 015375404		EFFECTIVE DATE: 12/31/2014	
CARRIER Lexington Insurance Company	NAIC CODE 19437-001		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Event #2015-616
 Event Name: Diablo Criterium
 Event Location: Menasha, WI
 Event Date: 06/07/2015

The above event will include Kid's Ride.

Certificate Holder is an Additional Insured with respects to Event #2015-616, Diablo Criterium, in Menasha, WI on 06/07/2015, but only with respect to the liability arising out of the Named Insured's Operations.

ENDORSEMENT

This endorsement, effective 12:01 A 12/31/2014

Forms a part of policy no.: 015275404

Issued to: USA CYCLING, INC.

By: LEXINGTON INSURANCE COMPANY

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

(Based on CG 2026 04/13)

This endorsement modifies insurance provided by the following:

COMMERCIAL GENERAL LIABILITY POLICY

SCHEDULE

Name of Additional Insured Person(s) or Organization(s)

AS REQUIRED BY WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

CHANGE ORDER

DATE: 4/29/2015

CHANGE ORDER NO: Two (2)

CONTRACTOR: Commonwealth Construction
CONTRACT NO: PF 13B-14
PROJECT: Senior Center Renovation

You are directed to make the changes noted below in the subject contract unit number.
I. See attached.

The changes result in the following adjustments:

	CONTRACT-TOTAL	TIME
Prior to this Change Order	<u>\$326,554.50</u>	_____ Days
Adjustments per this Change Order	<u>\$92.74</u>	_____ Days
Current Contract Status	<u>\$326,647.24</u>	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works
By: _____

Accepted
By: _____

Date: _____

Date: _____



MEMORANDUM

TO: City of Menasha Board of Public Works
From: Nancy McKenney, RDH, MS, Public Health Director
Date: April 28, 2015
RE: City of Menasha Senior Center Renovation – Change Orders

BACKGROUND

As you know, the Menasha Senior Center was included in the 2014 Budget. The funding for this project, as was laid out in the budget, is as follows:

CDBG Grant: \$175,000
City Share (2014 Capital Projects Budget – Borrowing): \$87,500
Donations: \$87,500
Estimated Total Project Cost: \$350,000

Current project costs:

\$330,358.50 Commonwealth Construction
\$ 92.74 **Proposed change order expenses**
\$330,451.24 Total current project costs

To date current grant obligations are:

\$ 165,225.62 Grant Share (50 percent)
\$ 82,612.81 City Share (25 percent)
\$ 82,612.81 Donations (25 percent)

Donations as of January 30th:

\$ 82,589.63 Goal
\$ 42,753.41 Raised
\$ 30,000.00 Pledged (Note: \$10,000 pledged in 2016)
\$ 9,826.22 Balance to raise

ANALYSIS

Overall Senior Center renovation project costs are under budget. Additional curb installation will be over the contract amount (Commonwealth Construction \$335.74). An exhaust fan was not required and resulted in a cost savings (Engebos Heating and Cooling (-\$243.00)). The total change order is \$92.74.

FISCAL IMPACT

Approving the change orders will allow the City of Menasha to leverage block grant funds for items not originally in the specifications.

RECOMMENDATION

Staff recommends that project changes be approved.

Senior Center Renovation Budget Adjustment 04-28-15

Change Order Expenses

\$	335.74	Curb installed over Contract Amount
\$	335.74	Total Change Order Expenses

Change Order Budget Adjustment

\$	(243.00)	Engebos Heating and Cooling - Exhaust
\$	(243.00)	Total Change Order Budget Adjustment

Current Additional Expenses

\$	335.74	Total Change Order Expenses
\$	(243.00)	Total Change Order Budget Adjustment
\$	92.74	Total Budget Adjustment

Senior Center Renovation Project Costs 4-28-2015

Estimated project costs:		
\$	330,358.00	Commonwealth Construction
\$	92.74	Proposed change order expenses
\$	330,450.74	Total current project costs

To date current grant obligations are:		
\$	165,225.37	Grant Share (50 percent)
\$	82,612.85	City Share (25 percent)
\$	82,612.85	Donations (25 percent)

Donations as of January 30th:	
\$	82,589.63 Goal
\$	(42,753.41) Raised
\$	<u>(45,000.00) Pledged (Approximate - Note: \$10,000 pledged in 2016)</u>
\$	(5,163.78) Balance to raise (Goal exceeded)

Certificate of Payment

Date: April 29, 2015

Payment Request: No. 1 (One)

Contractor: Janke General Contractors

Address: 1223 River View Lane, Athens, WI 54411

Contract Unit No.: 2014-03

Project Description: Gilbert Riverfront Trail

Original Contract Amount	\$ 478,038.50
Change Order No.:	Amount: \$
Previous Change Order(s):	\$ -35155
Total Contract Amount (Including Change Orders)	\$ 442,883.50
Total Earned to Date (Summary Attached)	\$ 72,580.00
Less Retainage 5%	\$ 3,629.00
Amount Due	\$ 68,951.00
Previous Payments	\$ 0.00
Amount Due this Payment	\$ 68,951.00
Estimate Pay Period	April 1 - April 29, 2015

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

Account Number	Budget	Charge to Account
	\$	
	\$	
	\$	
	\$	

City of Menasha Contract Unit No. 2014-03
Gilbert Riverfront Trail

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	1	Site Mobilization (LS)	\$ 22,000.00	\$ 22,000.00	1.00	\$ 22,000.00
2	1	Construction Staking (LS)	\$ 4,500.00	\$ 4,500.00	1.00	\$ 4,500.00
3	1	Site Preparation (LS)	\$ 12,000.00	\$ 12,000.00	1.00	\$ 12,000.00
4	1	Common Excavation (LS)	\$ 39,000.00	\$ 39,000.00	0.75	\$ 29,250.00
5	14,525	Concrete Trail (5-inch) (SF)	\$ 4.70	\$ 68,267.50	0.00	\$ -
6	1,930	Concrete Paving Tinted (4-inch) (SF)	\$ 5.25	\$ 10,132.50	0.00	\$ -
7	160	Concrete Bench Pad (4-inch) (SF)	\$ 10.65	\$ 1,704.00	0.00	\$ -
8	1	Concrete Steps (LS)	\$ 2,600.00	\$ 2,600.00	0.00	\$ -
9	315	Modular Block Wall (SF)	\$ 33.00	\$ 10,395.00	0.00	\$ -
10	28	Unilock Rivercrest Seat Wall (LF)	\$ 84.00	\$ 2,352.00	0.00	\$ -
11	2	Unilock Rivercrest Pier (EA)	\$ 1,500.00	\$ 3,000.00	0.00	\$ -
12	1	Unilock Rivercrest Shelter Piers (LS)	\$ 7,400.00	\$ 7,400.00	0.00	\$ -
13	1	Park Shelter Installation (LS)	\$ 4,000.00	\$ 4,000.00	0.00	\$ -
14	49	12-inch HDPE Pipe with End Section (LF)	\$ 67.00	\$ 3,283.00	0.00	\$ -
15	65	6-inch HDPE Pipe (LF)	\$ 59.00	\$ 3,835.00	0.00	\$ -
16	1	24-inch Dia. Catchbasin with Grate (EA)	\$ 1,445.00	\$ 1,445.00	0.00	\$ -
17	2	Sanitary Sewer MH Adjustment (EA)	\$ 337.00	\$ 674.00	0.00	\$ -
18	680	Base Aggregate Dense 1 1/4-inch (Ton)	\$ 25.00	\$ 17,000.00	0.00	\$ -
19	150	Heavy Riprap (Ton)	\$ 57.00	\$ 8,550.00	0.00	\$ -
20	50	Select Crushed Material (Ton)	\$ 76.00	\$ 3,800.00	0.00	\$ -
21	200	Limestone Outcrop Stone (Ton)	\$ 200.00	\$ 40,000.00	0.00	\$ -
22	1	Erosion and Sediment Control (LS)	\$ 4,830.00	\$ 4,830.00	1.00	\$ 4,830.00
23	330	Flex-A-Mat (SY)	\$ 73.00	\$ 24,090.00	0.00	\$ -
24	1,625	Topsoil (CY)	\$ 23.00	\$ 37,375.00	0.00	\$ -
25	2,830	Turf Grass Seeding (SY)	\$ 1.10	\$ 3,113.00	0.00	\$ -
26	105	Shredded Hardwood Mulch (CY)	\$ 58.00	\$ 6,090.00	0.00	\$ -
27	1	West Abutment (LS)	\$ 27,500.00	\$ 27,500.00	0.00	\$ -
28	1	East Abutment (LS)	\$ 31,000.00	\$ 31,000.00	0.00	\$ -
29	1,650	Sheet Piling (SF)	\$ 39.00	\$ 64,350.00	0.00	\$ -
30	950	2" PVC Electrical Conduit (LF)	\$ 8.25	\$ 7,837.50	0.00	\$ -
31	50	1" PVC Electrical Conduit (LF)	\$ 11.30	\$ 565.00	0.00	\$ -
32	2	Post Mounted Outlet (EA)	\$ 325.00	\$ 650.00	0.00	\$ -
33	10	Light Pole Base (EA)	\$ 460.00	\$ 4,600.00	0.00	\$ -
Total Base Bid (Items 1-33)			\$	\$ 477,938.50	\$	\$ 72,580.00

CONTINUATION SHEET

PROJECT: Gilbert Riverfront Trail

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

CONTRACTOR: Janke General Contractors
1223 River View Lane
Athens, WI 54411

ENGINEER: R.A. Smith National
16745 W Bluemound Road
Brookfield, WI 53005

REQUEST AND CERTIFICATE FOR PAYMENT - CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

ENGINEER'S PROJECT # : 1130216

REQUEST NO. 1

REQUEST DATE: 4/17/15

Item No. (A)	Description of work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed		Total Completed to Date (E+F)		% Complete
						Previous Requests (E)		This Request (F)		
						Quantity	Amount	Quantity	Amount	
1	Site Mobilization	LS	1	\$ 22,000.00	\$22,000.00	0	\$0.00	1	\$22,000.00	100.00%
2	Construction Staking	LS	1	\$ 4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00	100.00%
3	Site Preparation	LS	1	\$12,000.00	\$12,000.00	0	\$0.00	1	\$12,000.00	100.00%
4	Common Excavation	LS	1	\$9,000.00	\$9,000.00	0	\$0.00	0.75	\$29,250.00	75.00%
5	Concrete Trail (5-inch)	SF	14525	\$ 4.70	\$68,267.50	0	\$0.00	0	\$0.00	0.00%
6	Concrete Paving Tinted (4-inch)	SF	1930	\$ 5.25	\$10,132.50	0	\$0.00	0	\$0.00	0.00%
7	Concrete Bench and (4-inch)	SF	160	\$10.65	\$1,704.00	0	\$0.00	0	\$0.00	0.00%
8	Concrete Slabs	LS	1	\$ 2,600.00	\$2,600.00	0	\$0.00	0	\$0.00	0.00%
9	Modular Block Wall	SF	315	\$ 30.00	\$9,450.00	0	\$0.00	0	\$0.00	0.00%
10	Unlock Riverfront Seat Wall	LF	28	\$ 84.00	\$2,352.00	0	\$0.00	0	\$0.00	0.00%
11	Unlock Riverfront Pier	EA	2	\$1,500.00	\$3,000.00	0	\$0.00	0	\$0.00	0.00%
12	Unlock Riverfront Shelter Pier	LS	1	\$ 7,400.00	\$7,400.00	0	\$0.00	0	\$0.00	0.00%
13	Park Shelter Installation	LS	1	\$ 4,100.00	\$4,100.00	0	\$0.00	0	\$0.00	0.00%
14	12-inch HDPE Pipe with End Section	LF	49	\$ 67.00	\$3,283.00	0	\$0.00	0	\$0.00	0.00%
15	4-inch HDPE Pipe	LF	65	\$ 69.00	\$4,485.00	0	\$0.00	0	\$0.00	0.00%
16	24-inch Dia. Catchbasin with Grate	EA	1	\$1,445.00	\$1,445.00	0	\$0.00	0	\$0.00	0.00%
17	Sanitary Sewer MH Adjustment	EA	2	\$ 337.00	\$674.00	0	\$0.00	0	\$0.00	0.00%
18	Base Aggregate Dense 1-1/4-inch	TN	680	\$ 26.00	\$17,680.00	0	\$0.00	0	\$0.00	0.00%
19	Heavy Riprap	TN	150	\$ 57.00	\$8,550.00	0	\$0.00	0	\$0.00	0.00%
20	Select Crushed Material	TN	50	\$ 74.00	\$3,700.00	0	\$0.00	0	\$0.00	0.00%
21	Limestone Curbside Stone	TN	200	\$ 200.00	\$40,000.00	0	\$0.00	0	\$0.00	0.00%
22	Gravel and Sealing Control	LS	1	\$4,830.00	\$4,830.00	0	\$0.00	1	\$4,830.00	100.00%
23	Flex-A-Mat	SF	350	\$ 73.00	\$25,550.00	0	\$0.00	0	\$0.00	0.00%
24	Topsoil	CY	1675	\$ 29.00	\$48,525.00	0	\$0.00	0	\$0.00	0.00%
25	Turf Grass Seeding	SF	2830	\$ 1.10	\$3,113.00	0	\$0.00	0	\$0.00	0.00%
26	Shredded Hardwood Mulch	CY	105	\$ 58.00	\$6,090.00	0	\$0.00	0	\$0.00	0.00%
27	Wool Abutment	LS	1	\$ 27,500.00	\$27,500.00	0	\$0.00	0	\$0.00	0.00%
28	Soil Abutment	LS	1	\$ 31,000.00	\$31,000.00	0	\$0.00	0	\$0.00	0.00%
29	Sheet Piling	SF	1650	\$ 39.00	\$64,350.00	0	\$0.00	0	\$0.00	0.00%
30	7" PVC Electrical Conduit	LF	950	\$ 8.25	\$7,837.50	0	\$0.00	0	\$0.00	0.00%
31	1" PVC Electrical Conduit	LF	50	\$11.30	\$565.00	0	\$0.00	0	\$0.00	0.00%
32	Post Mounted Outlet	EA	2	\$ 325.00	\$650.00	0	\$0.00	0	\$0.00	0.00%
33	Light Pole Base	EA	10	\$ 460.00	\$4,600.00	0	\$0.00	0	\$0.00	0.00%
Subtotal - :					\$478,038.50		\$0.00		\$72,580.00	
Original Contract TOTAL:					\$478,038.50		\$0.00		\$72,580.00	

Subtotal - Change Orders/Adjustments:

Subtotal - Change Orders/Adjustments:

TOTAL:

TOTAL:

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Gilbert Riverfront Trail
 OWNER: City of Menasha
 140 Main Street
 Menasha, WI 54952

ENGINEER'S PROJECT #: 1130216
 CONTRACTOR: Janke General Contractors
 1223 River View Lane
 Athens, WI 54411

ENGINEER: R.A. Smith National
 16745 W Bluemound Road
 Brookfield, WI 53005

REQUEST NO. 1 REQUEST DATE: 4/17/15

CHANGE ORDER SUMMARY		
Previously Approved Change Orders:	Additions	Deductions
	\$0.00	
	\$0.00	
Current Change Orders:	Additions	Deductions
	\$0.00	
	\$0.00	
Net Change by Change Orders:	\$0.00	\$0.00

Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM: \$478,038.50
 NET CHANGE BY CHANGE ORDERS: \$0.00
 CONTRACT SUM TO DATE: \$478,038.50

TOTAL COMPLETED TO DATE: \$72,580.00
 RETAINAGE: [5% of work completed until 50% complete] \$3,629.00
 TOTAL EARNED LESS RETAINAGE: \$68,951.00
 LESS PREVIOUS CERTIFICATES FOR PAYMENT: \$0.00
 CURRENT PAYMENT DUE: \$68,951.00

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered 1 through 1, inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bond acceptable to OWNER).

Submitted by Contractor: Steve Janke Date: 4/24/15
 Recommended by Engineer: _____ Date: _____
 Approved by Owner: _____ Date: _____

I hereby certify that I have reviewed the work and that to the best of my knowledge and belief, the quantities shown in this estimate are correct. This application is in conformance with the Contract Documents, therefore, I recommend payment of **One hundred twenty-five thousand, four hundred ten dollars and sixty-seven cents**.

Certificate of Payment

Date: April 29, 2015

Payment Request: No. 1 (One)

Contractor: Janke General Contractors

Address: 1223 River View Lane, Athens, WI 54411

Contract Unit No.: 2014-04

Project Description: Gilbert Trestle Improvements

Original Contract Amount	\$ 295,525.00
Change Order No.:	Amount: \$
Previous Change Order(s):	\$ -5,000.00
Total Contract Amount (Including Change Orders)	\$ 290,525.00
Total Earned to Date (Summary Attached)	\$ 103,250.00
Less Retainage 5%	\$ 5,162.50
Amount Due	\$ 98,087.50
Previous Payments	\$ 0.00
Amount Due this Payment	\$ 98,087.50
Estimate Pay Period	4/1/15 to 4/29/15

I certify that all bills for labor, equipment, materials and services are paid for which previous certificates for payment were issued.

Date: _____ By: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

Recommended for Payment

Director of Public Works: _____ Date: _____

Common Council Approval Date: _____

Finance Department

Account Number	Budget	Charge to Account
	\$	
	\$	
	\$	
	\$	

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2014-04
Gilbert Trestle Improvements

Payment No. 1 (One)

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD			
			BASE BID	DESCRIPTION	UNIT PRICE	ITEM TOTAL	QUANTITY	ITEM TOTAL
1	1	Site Preparation/LS			\$ 20,000.00	\$ 20,000.00	1.00	\$ 20,000.00
2	1	Timber Structures/LS			\$ 111,000.00	\$ 111,000.00	0.75	\$ 83,250.00
3	4,000	Composite Decking/SF			\$ 14.70	\$ 58,800.00	0.00	\$ -
4	800	Cable Railing/LF			\$ 115.00	\$ 92,000.00	0.00	\$ -
5	5	Electrical Junction Box/EA			\$ 345.00	\$ 1,725.00	0.00	\$ -
6	325	2" Flexible Liquid Tight Conduit/LF			\$ 30.00	\$ 9,750.00	0.00	\$ -
7	90	1" Flexible Liquid Tight Conduit/LF			\$ 25.00	\$ 2,250.00	0.00	\$ -
Total Base Bid (Items 1-7)					\$ 295,525.00	\$ 295,525.00		\$ 103,250.00

CONTINUATION SHEET

PROJECT: Gilbert Trestle Improvements

REQUEST AND CERTIFICATE FOR PAYMENT- CONTRACTOR'S SIGNED CERTIFICATE IS ATTACHED

ENGINEER'S PROJECT #: 1130216

OWNER: City of Menasha
140 Main Street
Menasha, WI 54952

CONTRACTOR: Janke General Contractors
1223 River View Lane
Athens, WI 54411

ENGINEER: R.A. Smith National
16745 W Bluemound Road
Brookfield, WI 53005

REQUEST NO. 1

REQUEST DATE: 4/17/15

Item No. (A)	Description of Work (B)	Unit of Measure	Scheduled Quantity (C)	Unit Price (D)	Item Total (C*D)	Work Completed		Total Completed to Date (E-F)		% Complete
						Previous Request (E)	This Request (F)	Quantity	Amount	
1	Site Preparation	LS	1	\$ 20,000.00	\$ 20,000.00	0	0	1	\$ 20,000.00	100.00%
2	Timber Structures	LS	1	\$ 111,000.00	\$ 111,000.00	0	0	0.75	\$ 83,250.00	75.00%
3	Composite Decking	SF	4000	\$ 14.70	\$ 58,800.00	0	0	0	\$ 0.00	0.00%
4	Cable Reeling	LF	800	\$ 115.00	\$ 92,000.00	0	0	0	\$ 0.00	0.00%
5	Electrical Junction Box	EA	5	\$ 345.00	\$ 1,725.00	0	0	0	\$ 0.00	0.00%
6	2" Flexible Liquid Tight Conduit	LF	225	\$ 30.00	\$ 6,750.00	0	0	0	\$ 0.00	0.00%
7	1" Flexible Liquid Tight Conduit	LF	90	\$ 25.00	\$ 2,250.00	0	0	0	\$ 0.00	0.00%
Subtotal - :					\$ 295,525.00				\$ 103,250.00	
Original Contract TOTAL:					\$ 295,525.00				\$ 103,250.00	
Change Orders/ Additions:										
Subtotal - Change Orders/Additions:					\$ 0.00				\$ 0.00	
TOTAL:					\$ 295,525.00				\$ 103,250.00	

REQUEST AND CERTIFICATE FOR PAYMENT

PROJECT: Gilbert Trestle Improvements
 OWNER: City of Menasha
 140 Main Street
 Menasha, WI 54952

ENGINEER'S PROJECT #: 1130216
 ENGINEER: R.A. Smith National
 15745 W Bluemound Road
 Brookfield, WI 53005

CONTRACTOR: Janke General Contractors
 1223 River View Lane
 Athens, WI 54411

REQUEST NO. 1 REQUEST DATE: 4/17/15

CHANGE ORDER SUMMARY			
Previously Approved Change Orders:	Additions	Deductions	
	\$0.00		
	\$0.00		
Current Change Orders:	Additions	Deductions	
	\$0.00		
	\$0.00		
Net Change by Change Orders:	\$0.00	\$0.00	

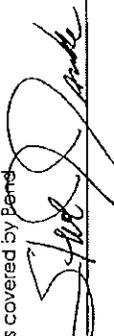
Request is made for payment, as shown below, in connection with the contract. Continuation Sheet is attached.

The present status of the contract is as follows:

ORIGINAL CONTRACT SUM: \$295,525.00
 NET CHANGE BY CHANGE ORDERS: \$0.00
 CONTRACT SUM TO DATE: \$295,525.00

TOTAL COMPLETED TO DATE: \$103,250.00
 RETAINAGE: (5% of work completed until 50% complete) \$5,162.50
 TOTAL EARNED LESS RETAINAGE: \$98,087.50
 LESS PREVIOUS CERTIFICATES FOR PAYMENT: \$0.00
 CURRENT PAYMENT DUE: \$98,087.50

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work completed under the contract referred to above have been applied to discharge in full, all obligations of CONTRACTOR incurred in connection with the work covered by prior applications for payment numbered 1, through 1 inclusive (none); and (2) title to all materials and equipment incorporated in said work or otherwise listed in or covered by this application for payment will pass to OWNER at time of payment free and clear of all liens, claims, security interests, and encumbrances (except such as covered by Bonds acceptable to OWNER).

Submitted by Contractor:  Date: 4/24/15

Recommended by Engineer: _____ Date: _____

Approved by Owner: _____ Date: _____

I hereby certify that I have reviewed the work and that to the best of my knowledge and belief, the quantities shown in this estimate are correct. This application is in conformance with the Contract Documents, therefore, I recommend payment of **One hundred twenty-five thousand, four hundred ten dollars and sixty-seven cents**.



Memorandum

DATE: April 29, 2015

TO: Board of Public Works

FROM: Mark Radtke, Director of Public Works *MR*

RE: Recommendation to Award – Contract Unit No. 2015-02; Library/City Hall Re-roofing Project; Borsche Roofing Professionals, Inc.; \$106,659.78

The City of Menasha publicly opened bids on Tuesday, April 28th for Contract Unit No. 2015-02, Menasha Library/City Hall Re-Roofing Project. Two bids were received as indicated on the enclosed itemized bid tabulation.

The project consists of removing the existing roofing and insulation materials and placement of a new roofing system with new roof drains, flashing and appurtenances. The City requested an alternate bid for the use of a single ply TPO roofing system. The TPO roof offers a long life, highly reflective, energy efficient system. Seams are heat welded providing greater reliability and simple, long lasting repairs.

After reviewing the bids and finding them to be accurate and compliant, we recommend Contract Unit No. 2015-02, including Alternate Bid, be awarded to Borsche Roofing Professionals, Inc. of Hortonville, Wisconsin in the amount of \$106,659.78. The budgeted amount for this work is \$130,000.00 (\$85,000 Library and \$45,000 City Hall).

Enclosure

C: Adam Alix, Deputy Director of Municipal Operations

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2015-02
Menasha Library/City Hall Re-Roofing Project

ITEM	QUANTITY	DESCRIPTION	Borsche Roofing Professionals, Inc.		Northeastern Roofing, Inc. (No Bid Submitted)	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1	Menasha Public Library Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered single ply PVC roofing system	\$ 70,268.86	\$ 70,268.86	\$ -	\$ -
2	1	Menasha City Hall Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered single ply PVC roofing system	\$ 41,599.99	\$ 41,599.99	\$ -	\$ -
Total Base Bid Price			\$	111,868.85	\$	-

ITEM	QUANTITY	DESCRIPTION	Borsche Roofing Professionals, Inc.		Northeastern Roofing, Inc. (No Bid Submitted for Item 2A)	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1A	1	Menasha Public Library Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered single ply TPO roofing system	\$ 66,052.01	\$ 66,052.01	\$ 101,000.00	\$ 101,000.00
2A	1	Menasha City Hall Re-Roofing Project to include necessary labor & materials to complete the replacement with an adhered single ply TPO roofing system	\$ 40,607.77	\$ 40,607.77	\$ -	\$ -
Total Alternate Bid Price			\$	106,659.78	\$	101,000.00