



N64W23760 Main Street
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**PUBLIC WORKS COMMITTEE
VILLAGE OF SUSSEX
6:00 P.M. TUESDAY, FEBRUARY 4, 2025
SUSSEX CIVIC CENTER- VILLAGE BOARD ROOM 2nd FLOOR
N64W23760 MAIN STREET**

Pursuant to the requirements of Section 19.84, Wis Stats., notice is hereby given of a meeting of the Sussex PW Committee, at which a quorum or negative quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time, and location. Notice of Quorum, (Chairperson to announce the following if a quorum/negative quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum/negative quorum of the Village Board are present and that the Village Board members may be making comments as part of any public comments sections, public hearings, or if the rules are suspended to allow them to do so.)

1. Roll call.
2. Consideration and possible action on minutes of the December 3, 2024 Public Works meeting.
3. Consideration and possible action on bills for payment.
4. Consideration and possible action on Sidewalk and Street Items:
 - A. 2025 Road Program and Parking Lot rehabilitation Contracts Award of Bids and Inspection Services RFP Award
5. Consideration and possible action on Utility Items:
 - A. 2025 Meter Purchases
 - B. WWTF Rehab Project Contract Award of Bid and Inspection Services RFP Award
6. Consideration and possible action on Other Public Works Items
7. Staff report, updates, and possible action regarding subdivision, developments, and projects:
 - A. Engineer's Report
 - B. Resolution 25-02 Acceptance of Improvements for Redford Hills Subdivision.
 - C. Resolution 25-03 Acceptance of Improvements for Highlands Business Park.
8. Other discussions for future agenda topics
9. Adjournment.

Scott Adkins
Chairperson

Jeremy Smith
Village Administrator

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Clerk at 246-5200.

**VILLAGE OF SUSSEX
SUSSEX, WISCONSIN**

**Minutes of the Public Works Committee of
December 3, 2024**

1. Roll Call:

The meeting was called to order by Trustee Adkins at 6:03pm.

Members present: Trustee Scott Adkins, Trustee Lee Uecker, Trustee Ben Jarvis, Member John Gorman

Members absent: President Anthony LeDonne

Also present: Assistant Village Administrator Katherine Gehl, Village Administrator Jeremy Smith, Village Engineer/Public Works Director Judith Neu, and Trustee Stacy Riedel.

A quorum of the Village Board was present at the meeting.

2. Consideration and possible action on minutes:

A motion by Jarvis, seconded by Adkins to approve the November 5, 2024 meeting minutes as presented.
Motion carried 4-0

3. Comments from Citizens:

4. Consideration and possible action on bills for payment:

A motion by Uecker, seconded by Jarvis to recommend to the Village Board approval of bills for payment in the amount of \$112,950.38.
Motion carried 4-0

5. Consideration and possible action on Utility Items:

6. Consideration and possible action on Sidewalk and Street Items:

7. Consideration and possible action on Other Public Works Items:

A. Ms. Neu summarized the Engineer's Report included in the meeting packet.

B. A motion by Jarvis, seconded by Uecker to recommend to the Village Board approval of an easement over portions of the south and west entrance areas to Vista Run Park with WE Energies.
Motion carried 4-0

8. Staff Reports, update and issues, and possible action regarding subdivision, developments, and projects:

9. Other discussion for future agenda topics

10. Adjournment

A motion by Adkins, seconded by Jarvis to adjourn the meeting at 6:p.m.
Motion carried 4-0

Respectfully submitted,
Jennifer Moore
Village Clerk

PUBLIC WORKS COMMITTEE

BILLS FOR PAYMENT

1/27/2025

VENDOR	AMOUNT		%COMPLETED	NOTES
The Sigma Group Inc,	\$ 19,596.25	2025 Road Program Design - Hidden Oaks Dr & Maple Ave and 2025 Parking Lots Design	81.0%	

TOTAL \$ 19,596.25



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer/Public Works Director
Date: January 31, 2025
**Re: 2025 Road Program and 2025 Parking Lots Rehabilitation Projects :
Construction Bids and Inspection Services Recommendations**

Before the Committee tonight there are the four separate contracts necessary for the construction phase of the 2025 Road Program project and of the 2025 Parking Lots Rehabilitation project. We expect construction to start in late March / Early April, weather permitting. The contractor will have until November 21, 2025, to achieve Substantial Completion and until December 12, 2025, to achieve Final Completion for the Road Program project. The contractor will have until September 26, 2025, to achieve Substantial Completion and until October 24, 2025, to achieve Final Completion for the Parking Lots Rehabilitation project.

2025 Road Program Construction Bids:

Bids for the 2025 Road Program project were received and opened at 2:00 PM on Thursday, January 23, 2025. Four (4) bids were received and are listed below.

2025 Road Program Project:

Contractor	City, State	Base Bid Total
LaLonde Contractors, Inc.	Waukesha, WI	\$6,561,294.43
Payne & Dolan Inc.	Jackson, WI	\$6,769,484.05
Wolf Paving Co., Inc.	Hartland, WI	\$7,299,108.65
Stark Pavement Corporation	Brookfield, WI	\$7,646,615.87

Staff has reviewed the bids and the qualifications of LaLonde Contractors, Inc. the low bidder for 2025 Road Program. Based on previous work done for the Village of Sussex and other municipalities, and a review of their Prequalification Statement and Bidders Proof of Responsibility, we find that they are capable of performing the work described in the Contract Documents.

The Road Program project was estimated at \$8.748 million in the 2025 budget. Funds from the Water Utility, Sewer Utility, Stormwater Utility, General Fund borrowing, and capital depreciation will be used to cover the cost of this project.

2025 Parking Lots Rehabilitation Construction Bids:

Bids for the 2025 Parking Lots Rehabilitation project were received and opened at 2:00 PM on Thursday, January 23, 2025. Eight (8) bids were received and are listed below.

2025 Parking Lots Rehabilitation Project:

Contractor	City, State	Base Bid Total
Parking Lot Maintenance, Inc.	Pewaukee, WI	\$1,085,085.10
Wolf Paving Co., Inc.	Hartland, WI	\$1,163,597.19
LaLonde Contractors, Inc.	Waukesha, WI	\$1,236,628.96
Vinton Construction Co.	Two Rivers, WI	\$1,280,999.66
Stark Pavement Corporation	Brookfield, WI	\$1,287,775.61
Payne & Dolan Inc.	Jackson, WI	\$1,288,027.45
Zignego Company Inc.	Waukesha, WI	\$1,291,261.20
Poblocki Paving Corp.	New Berlin, WI	\$1,459,921.00

Staff have reviewed the bids and the qualifications of Parking Lot Maintenance, Inc. the low bidder for 2025 Parking Lots Rehabilitation project. Based on previous work done for the Village of Sussex and other municipalities, and a review of their Prequalification Statement and Bidders Proof of Responsibility, we find that they are capable of performing the work described in the Contract Documents.

The Parking Lots project was estimated at \$1.055 million in the 2025 budget. Sewer Utility funds and funds from the regional partners will be used to cover the project costs for the Water Pollution Control Facility parking lot. Capital depreciate funds will be used to cover the costs for the other parking lots.

Consultant Inspection Services

Consultant Inspection Services Proposals were solicited in January 2025 for the 2025 Road Program and 2025 Parking Lots Rehabilitation projects. Requests were sent to 12 consultants. Proposals received were evaluated by a review committee and given ratings based on similar projects, years of experience, the qualifications of the lead inspector and other team members, examples of phenomenal customer service, and meaningful project documentation. All four lead inspectors were interviewed by the committee. The total hours and cost proposals were evaluated based on the estimated level of effort needed for the inspection services. Four (4) proposals were received on January 15, 2025, and are listed below.

Consultant Inspection Services for the 2025 Road Program and 2025 Parking Lots Rehabilitation:

Consultant	City, State	Consultant's Estimated Hours	Average Hourly Rate	Consultant's Estimated Cost – Not to Exceed
raSmith	Brookfield, WI	2,439	\$114.80	\$280,009.00
The Sigma Group, Inc.	Milwaukee, WI	2,250	\$110.75	\$249,183.33
Bloom Companies, LLC	Milwaukee, WI	1,777	\$139.86	\$248,529.00
Collins Engineers Inc.	Milwaukee, WI	4,794	\$126.69	\$607,369.50

Staff selected the proposal from raSmith based on the qualifications of the lead inspector over 12 year of experience and depth of team members, with proven track record on customer service with our residents on previous projects (45%); interview (15%); hours, average hourly rates, and cost (40%). Per standard practice for professional services the scoring occurs prior to opening the cost proposals. While raSmith is

not the least expensive, they are providing additional hours of service than estimated from other firms to account for the complexity of multiple contractors and customer service they expect to provide based upon past experience in Sussex. We feel some of the other firms have under estimated the hours needed to complete the work and if the hours were equalized the accurate price difference would be less than \$10,000.

This is a Not to Exceed – Time and Materials contract. Staff will monitor the costs as the projects progress, but the number of inspection hours needed are difficult to predict as they vary dependent on Contractor work hours and situations encountered in the field. As you can see from the table above, the number of hours estimated for the work from each firm varies significantly.

The price is approximately 3.7% of the contract. Industry norm is around 5% for similar work. The savings occurs in Sussex because our staff performs the project management, and some of the inspection work, and oversight. Staff recommend raSmith for the Consultant Inspection Services.

Consultant Geotechnical Services

Geotechnical Services testing unit rates for the 2025 Road Program and 2025 Parking Lots Rehabilitation projects were received during the week of January 27, 2025. Staff reached out to five Consultants. Unit rates were solicited and evaluated from Consultants. Based on previous experience with geotechnical services testing on various projects, staff is recommending we budget \$25,000.00 for the Consultant Geotechnical Services. Staff recommend that the Village enter into a contract with **Gestra Engineering, Inc.**, to complete the Geotechnical services for these projects.

This is a Time and Materials project. Staff will monitor the costs as the projects progress.

Recommendations:

Staff recommend that the four contracts be awarded as follows:

Construction of the 2025 Road Program Project: LaLonde Contractors, Inc. – per their bid, **\$6,561,294.43.**

Construction of the 2025 Parking Lots Rehabilitation Project: Parking Lot Maintenance, Inc. – per their bid, **\$1,085,085.10.**

Inspection and Survey/Construction Staking Consultant: raSmith – per their proposal, **\$280,009.00.**

Geotechnical Services Consultant: Gestra Engineering, Inc. – per their testing unit rates and an estimated budget, **\$25,000.00.**

The total cost of the four contracts is \$7,951,388.53. We recommend that the standard 10% contingency of \$795,138.85 be established for a total project allocation of **\$8,746,527.38**.

Due to the excellent bids we received on these roadway projects we will be able to reduce the General Fund anticipated borrowing from \$3.4 million to \$2.75 million.



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MEMORANDUM

To: Public Works Committee
From: Dan Plese, Public Works Foreman
Date: 1/10/25
Re: Purchase of Water Meters & Transmitters/Registers

The Village of Sussex Water Utility is starting the last year of the 4-year program to replace all water meters 1" and larger. With this program the Water Utility will and has been replacing meters/transmitters that are outdated and beyond their life cycle with newer technologies. As the mechanical components of the old meters wear down, the accuracy of the meter is also affected. In most cases the meter slows down which means lost revenue. The new larger meters are made of stainless steel which means they are "lead free" and there are no moving parts that wear out.

The Water Utility will also need to purchase enough residential transmitters/registers, to fit our new construction and meter replacement needs.

Staff is requesting to purchase:

30 – 1 ½" E-Series meters w/ORION ME transmitters @ 1095.00 each =	\$32,850.00
15 – 2" E-Series meters w/ORION ME transmitters @ \$1,445.00 each =	\$21,675.00
2 – 3" E-Series meters w/ORION ME transmitters @ \$3,495.00 each =	\$ 6,990.00
Large Meter Purchase Subtotal=	\$61,515.00
144 – M25 Mobile M Residential transmitter/registers @ \$244.00 each=	\$35,136.00
14 - M25 Residential register only @ \$100.00 each =	\$1,400.00
Total Cost:	\$98,051.00

A total of \$150,000 was budgeted to purchase meters as part of the 2025 Water Utility Budget.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer/Public Works Director
Date: January 31, 2025
Re: **2025 Water Pollution Control Facility (WPCF) Upgrades Project – Construction Bids and Inspection Services Proposals**

Before the Committee tonight there are two separate contracts necessary for the construction phase of the 2025 WPCF Updates. Bids for the 2025 WPCF Upgrades project were received and opened at 10:00 AM on Thursday, January 23, 2025.

Four (4) bids were received and are listed below.

Contractor	City, State	Base Bid Total	Alternate Bid A Total	Alternate Bid B Total	Base Bid + Alternate A Bid Total
Sabel Mechanical LLC	Fond Du Lac, WI	\$2,825,000.00	\$97,500.00	\$1,275,000.00	\$2,922,500.00
Rohde Brothers, Inc.	Plymouth, WI	\$3,291,000.00	\$107,740.00	\$1,300,120.00	\$3,398,740.00
Mid City Corporation	Butler, WI	\$3,334,000.00	\$116,400.00	\$1,216,880.00	\$3,450,400.00
August Winter & Sons, Inc.	Appleton, WI	\$3,473,000.00	\$125,000.00	\$1,317,800.00	\$3,598,000.00

The Base Bid is the majority of the work for this project, as described below. Alternate Bid A Total is for the replacement of a part of the bar screen, which had some failure late in 2024 and should be fixed, but wasn't in the base project. During the bidding window it became apparent from discussions with bidders there was a problem with the painting marketplace and the painting portion of the work was changed to be an alternate (B) so the Village could manage the painting challenges.

Village and Trotter (design consultant) staff have reviewed the bids and the qualifications of Sabel Mechanical LLC, the low bidder. Based on previous work done for the Village and other municipalities, and a review of their Bidders Proof of Responsibility and Qualifications Statement, we find that they are capable of performing the work described in the Contract Documents. Staff recommend awarding the contract for the combined Base Bid Total and Alternate Bid A Total. Staff does not recommend awarding the Alternate Bid B Total at this time as the painting marketplace issues have not been resolved.

The prices received for Alternate B reflect labor costs of over \$1 million when the estimates were around \$250,000. Staff is working on options with regards to painting (as some areas need to be painted while the system is down, but others can wait), but those solutions haven't been resolved yet. Staff will bring a painting plan for your consideration once a reasonable solution is found.

Our Pre-Bid estimate was \$3,355,038 for this work with inspection and contingency. The Sussex Sewer Utility has sufficient funds to cover the Sussex share of the costs, and our regional partners will cover their share of the costs.

The project includes:

- Repair of the Effluent Tertiary Filters including replacement of the filter media, filter nozzle assemblies, and various 16" and 20" valves.
- Replacement of the existing Bar Screen and (Screening Washer Compactor Alternate A).
- Replacement of the gearbox drives and motors, and installation of variable frequency motor controllers for the Aeration Basin.

- Repairs to the Backwash Holding Tank including concrete repairs, and replacement of handrails.
- Installation of a bypass pumping connection in the existing buried heavy sludge pipeline from Final Clarifier No. 2 to the Main Building

Alternate Bid B Total includes preparation, painting, and coatings of the inner tertiary filter cell tank walls; the backwash holding tank walls; the walls and floors in the Filter Room; and walls, ceiling, floors, piping and equipment in the Grit Room. As mentioned these items are not recommended for approval as part of this bid.

Construction for this project will start in late March/early April 2025, and should be completed by December 31, 2025, dependent upon actual lead times of equipment.

Staff will return to the Committee for further discussion on painting and coatings options once we have enough information to make a final recommendation on that issue.

Consultant Inspection Services for the 2025 WPCF Upgrades:

Consultant	City, State	Consultant's Estimated Hours	Consultant's Estimated Cost \$ Not to Exceed
Trotter and Associates, Inc.	Lake Geneva, WI	926	\$175,038.00
raSmith	Brookfield, WI	920	\$125,380.00

Staff selected the proposal from Trotter and Associates, Inc. based on the qualifications of the lead inspector, other members of the team, and project documentation (45%); interview (15%); and cost (40%). Per usual on professional service RFP's the proposal and the interview are scored before opening the cost proposals. Trotter's team has significantly more experience (Project Manager 40 plus years of experience) in the wastewater industry, which is essential when inspecting these complex jobs.

This is a Not to Exceed – Time and Materials contract. Staff will monitor the costs as the projects progress.

Recommendations:

Staff recommends that the contracts be awarded as follows:

Construction of the 2025 WPCF Upgrades Project: Sabel Mechanical LLC – per their Base Bid Total and the Alternate Bid A Total combined lump sum price, **\$2,922,500.00.**

Inspection and Survey/Construction Staking Consultant: Trotter and Associates, Inc. – per their proposal, **\$175,038.00.**

The total cost of the two contracts is \$3,097,538.00. We recommend that the standard 10% contingency of \$309,753.80 be established for a total allocation of **\$3,407,291.80.**

Date: January 31, 2025
To: Public Works Committee
From: Judith A. Neu, Village Engineer
Subject: Engineering Monthly Report – February 2025

- Water Softener Rebates: In 2024, issued 10 rebates for Optimizations (\$75 each) and 21 rebates for Replacements (\$200 each) for a total of \$4,950 spent.
- Staff has started working on the SCADA Hardware/Software upgrades.
- Booster Pumps that were approved in June finally arrived and have been installed.
- Verizon has essentially completed its installation on the Executive Drive water tower. They will need to finish landscaping and planting in Spring.
- Christmas Tree collection is done for the year.
- Staff is working on annual reporting for the Sewer and Water Utilities.

Developments:

- Golden Fields: Top lift of asphalt has been installed. We are working through punch list items.
- Wildflower Phase 1: Developer's Agreement discussions continue. We are making progress. Staff reviewed construction plans and are waiting for revisions.



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: January 24, 2025
Re: Redford Hills subdivision: Acceptance of Improvements

The Developer of the Redford Hills subdivision has completed the construction of public improvements in the development. Staff have inspected these improvements and finds them to be acceptable.

Improvements included:

- Sanitary Sewer
- Storm Sewer, including off site storm sewer
- Water Mains and water laterals to the curb stop
- Stormwater Management facilities
- Public streets, curbs, and sidewalks
- Public path
- Street lights
- Street signs
- Street trees

The asphalt binder layer of pavement was placed on November 9 and 10, 2022. By State Law the warranty period for residential developments lasts Fourteen (14) months from the first lift of asphalt binder which ended January 10, 2024. The final asphalt surface lift of pavement was placed on October 12, 2024.

For your information, the Developer's Agreement requires the installation of water pressure booster pump systems in homes on Lots 1-4 and 42-45 (Total of eight properties). By State Code, the Village is required to own these systems. Currently, two properties have occupancy, four properties are under construction with building permits, and two properties do not have building permits.

Staff recommends that the Committee recommend to the Village Board: Acceptance of the Public Improvements in the Redford Hills subdivision and direction that staff release the remaining surety to the Village Board.

RESOLUTION NO. 25-02

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the Final Plat for the Redford Hills subdivision, and

WHEREAS: As required by the Village's Subdivision Control Ordinances and the Developer's Agreement, the Developer has installed the necessary public improvements in the subdivision, and

WHEREAS: The sanitary sewer; storm sewer; water mains; water laterals; stormwater management facilities; public streets including curbs, pavement, sidewalks; public path; street lights; street signs; and street trees along all streets in the subdivision have been completed.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

1. The public improvements as described above are hereby accepted by the Village. There will be no warranty for this construction. The Village shall release all surety for the Development.

Adopted _____

Village President

ATTEST: _____
Clerk-Treasurer



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MEMORANDUM

To: Public Works Committee
From: Judith A. Neu, Village Engineer
Date: January 24, 2025
Re: Highlands Court (Site XII) Acceptance of Improvements

The Developer of the Highlands Court (Site XII) has completed the construction of the public improvements within the right of way of the development. Staff have inspected these public improvements and find them to be acceptable.

Improvements included:

- Sanitary Sewer, Water Main, and Water Lateral within the Highlands Court Public Right of Way to serve Lots 2 and 3 of CSM #12581
- Curb and concrete pavement repairs within the Highlands Court Public Right of Way

The concrete pavement repairs within the Public Right of Way was placed on October 24, 2024.

Staff recommend that the Public Works Committee recommend acceptance of the Public Improvements at the Highlands Court (Site XII) to the Village Board.

If the Village Board agrees, then the warranty period would be for two (2) years from October 24, 2024. The warranty period would expire on October 24, 2026. A letter of credit in the amount of 10% of the total cost of the public improvements will be held through the warranty period per the Developer's Agreement.

RESOLUTION NO. 25-03

WHEREAS: The Plan Commission and Village Board of the Village of Sussex have approved the Certified Survey Map for Highlands Court (Site XII), and

WHEREAS: As required by the Village's Subdivision Control Ordinances and the Developer's Agreement, the Developer has installed the necessary public improvements within Highlands Court to serve Lots 2 and 3 of CSM #12581 (Site XII), and

WHEREAS: The sanitary sewer, water main, and water lateral within the Highlands Court (Site XII) public right of way; public street repairs including curbs, and concrete pavement within Highlands Court (Site XII); have been completed and recommended by the Public Works Committee to be accepted.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sussex, Waukesha County, Wisconsin, that:

1. The public improvements as described above are hereby accepted by the Village and the warranty date for said portion of the system began on October 24, 2024, and shall last until October 24, 2026. The Village shall hold surety for the Development in the amount of 10% of the total cost of the public improvements through the warranty period.

Adopted _____

Village President

ATTEST: _____
Clerk-Treasurer